PYCTS Primer for Research Assistants

**What is PYCTS?**

PYCTS is web software that allows students to quickly and easily check the number of research credits they’ve earned from participating in psychology research studies. You will be for the most part responsible for making sure that *students’* credit counts are kept up to date.

**Where is PYCTS?**

PYCTS can be found at the following URL:

http://pycts.clarkson.edu

You can log in using your Clarkson username and password. This is the same username and password you use to access other Clarkson web resources (e.g. Moodle and Peoplesoft).

**How do I add credits?**

There are two ways to add credits. The first and most convenient is through quick-add, this is generally used to assign the same study credit to many *students*. The second method is to add a single credit to a single *student*.

To add credits through quick-add, make a selection of students in the **Roster** table using the checkboxes at the far right. Once your selection is complete, use the dropdown menu at the top of the roster to select a study. Finally, click the **Add Credits to Selection** button to give the selected *students* credit for having performed the study. If you want, you can give a description of why the credits are being added - but this is not required.

To add credits directly, click on a *student’s* last name in the roster to go to that *student’s* page. From here, study-associated credits can be assigned in the same way that they were through **quick-add**. If needed, miscellaneous credits which are not associated with a study can also be assigned. This generally happens in the case of research papers or independent study projects. A reason must be given when assigning miscellaneous credits.

**How do I delete credits?**

The only way to actually delete credits from the system is to perform a database wipe, but credits can be removed from a student. Removed credits still show up in the *student’s* credit listing (at the bottom of their page), but they do not affect the *student’s* total number of credits, nor are they visible to *students*. To remove a credit, navigate to the **Roster** tab, select the *student’s* last name, select the credit you wish to remove in their credit table, enter a reason why the credit is being removed, and click the **Remove Credit** button.

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