PYCTS Primer for Research Assistants

**What is PYCTS?**

The Psychology Credit Tracking System (PYCTS) is web software that allows *students* to quickly and easily check the number of research credits they have earned from participating in psychology research studies. You will be 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 research 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(s) to multiple *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. Then click the **Add Credits to Selection** button to give the selected *students* credit for having performed the study. You can also 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?**

Credits can be removed from a *student*, but not entirely deleted from PYCTS. Note that credit removal is permanent. While you cannot undo a credit removal, you can simply add a new entry for the same study if the deletion was in error. 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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