



UBC Linguistics Signup System Tutorial

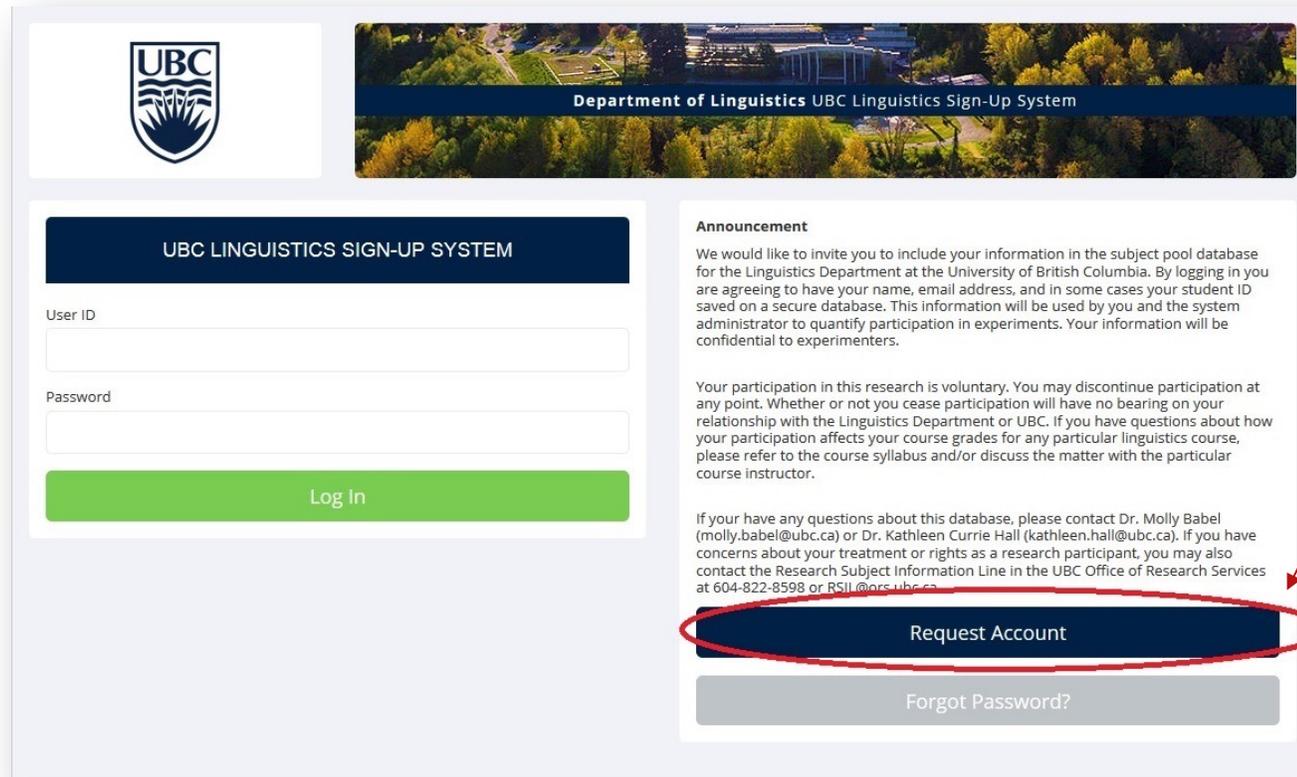
[Website Link](#)

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Creating An Account

Creating An Account



UBC

Department of Linguistics UBC Linguistics Sign-Up System

UBC LINGUISTICS SIGN-UP SYSTEM

User ID

Password

[Log In](#)

Announcement

We would like to invite you to include your information in the subject pool database for the Linguistics Department at the University of British Columbia. By logging in you are agreeing to have your name, email address, and in some cases your student ID saved on a secure database. This information will be used by you and the system administrator to quantify participation in experiments. Your information will be confidential to experimenters.

Your participation in this research is voluntary. You may discontinue participation at any point. Whether or not you cease participation will have no bearing on your relationship with the Linguistics Department or UBC. If you have questions about how your participation affects your course grades for any particular linguistics course, please refer to the course syllabus and/or discuss the matter with the particular course instructor.

If you have any questions about this database, please contact Dr. Molly Babel (molly.babel@ubc.ca) or Dr. Kathleen Currie Hall (kathleen.hall@ubc.ca). If you have concerns about your treatment or rights as a research participant, you may also contact the Research Subject Information Line in the UBC Office of Research Services at 604-822-8598 or RSIL@ors.ubc.ca.

[Request Account](#)

[Forgot Password?](#)

Is it your first time visiting the UBC Linguistics Signup System? Click on *Request Account*.

Creating An Account

The screenshot shows the 'Department of Linguistics UBC Linguistics Sign-Up System' form. It includes the UBC logo, a header image, and a title bar. The form is divided into two main sections: a left sidebar with instructions and a main 'ACCOUNT INFORMATION' section. The instructions on the left state that login information will be emailed and that users must choose a unique user ID and email address. The 'ACCOUNT INFORMATION' section contains several input fields: First Name (Jane), Last Name (Doe), User ID (janedoe), Email Address (janedoe@ubc.ca), and a re-verification email address field. There are also optional fields for Student ID Number (12345678) and Telephone ((604) 123-4567). At the bottom, there are two course selection boxes: 'Available Courses' containing LING311 and LING313, and 'Selected Courses' containing LING222. A red arrow points from the text 'Step 1: Fill out your information and select the relevant course(s)' to the LING222 box. A 'Request Account' button is located at the bottom of the form.

UBC

Department of Linguistics UBC Linguistics Sign-Up System

Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from `ubc.linguistics-admin@oqa-systems.net`, as emails from the system will often be sent from that address.

You must choose a user ID that is not already in use, and also specify an email address that is not already registered in the system. User IDs may be up to 30 characters in length and contain letters and numbers. To protect your privacy, you will only be identified to researchers with a unique numeric code that the system will assign, not by your name. This form should only be used by participants. Researchers will have their accounts created for them automatically.

ACCOUNT INFORMATION

First Name
Jane

Last Name
Doe

User ID
janedoe

Email Address
janedoe@ubc.ca

Email Address (re-enter for verification)
janedoe@ubc.ca

Student ID Number (optional)
12345678

Telephone (optional)
(604) 123-4567

Course(s)

Available Courses: LING311, LING313

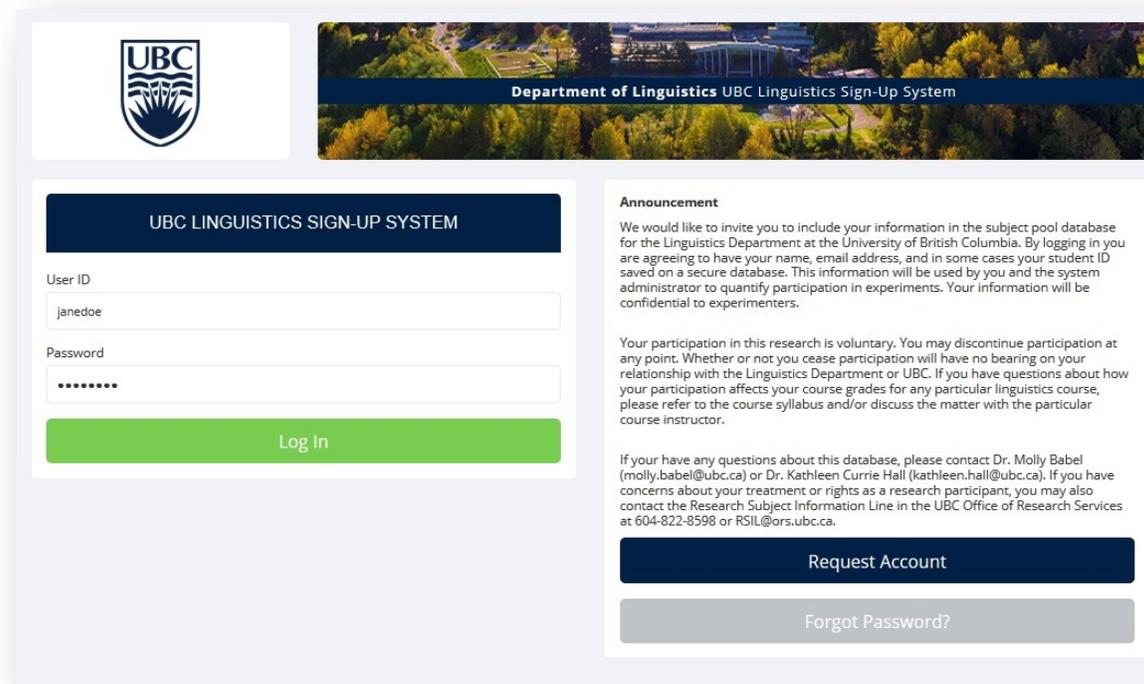
Selected Courses: LING222

Request Account

Step 1: Fill out your information and select the relevant course(s).

Creating An Account

- ▶ Step 2: Your username and password information will be emailed to you. Enter this information in the login information on the left. Your account is now created!



The screenshot shows the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. To its right is a banner image of a campus with the text "Department of Linguistics UBC Linguistics Sign-Up System". Below the logo is a dark blue header with the text "UBC LINGUISTICS SIGN-UP SYSTEM". Underneath are two input fields: "User ID" with the text "janedoe" and "Password" with a masked password "*****". A green "Log In" button is positioned below these fields. To the right of the login form is an "Announcement" section with text about the subject pool database. At the bottom right, there are two buttons: a dark blue "Request Account" button and a grey "Forgot Password?" button.

UBC LINGUISTICS SIGN-UP SYSTEM

User ID
janedoe

Password

Log In

Announcement

We would like to invite you to include your information in the subject pool database for the Linguistics Department at the University of British Columbia. By logging in you are agreeing to have your name, email address, and in some cases your student ID saved on a secure database. This information will be used by you and the system administrator to quantify participation in experiments. Your information will be confidential to experimenters.

Your participation in this research is voluntary. You may discontinue participation at any point. Whether or not you cease participation will have no bearing on your relationship with the Linguistics Department or UBC. If you have questions about how your participation affects your course grades for any particular linguistics course, please refer to the course syllabus and/or discuss the matter with the particular course instructor.

If you have any questions about this database, please contact Dr. Molly Babel (molly.babel@ubc.ca) or Dr. Kathleen Currie Hall (kathleen.hall@ubc.ca). If you have concerns about your treatment or rights as a research participant, you may also contact the Research Subject Information Line in the UBC Office of Research Services at 604-822-8598 or RSIL@ors.ubc.ca.

Request Account

Forgot Password?

Human Subjects/Privacy Policy

Step 3: Read the notice then click on YES in agreement

in may be published in a research article or at conference presentations; however, your identity will be kept confidential. You have the right to receive a study's consent form and debriefing form for your records.

Privacy Principles

The "Personal Information Protection and Electronic Documents Act" incorporates the ten principles of the Canadian Standards Association (CSA) "Model Code for the Protection of Personal Information". The Privacy Principles establish the minimum standards required to be followed by organizations for the protection of personal information. This site has adopted and incorporated these Privacy Principles into its Privacy Code.
The 10 Privacy Principles are as follows:

- 1. Accountability**
This site is responsible for information under its control and shall designate an individual(s) who is(are) accountable for the organization's compliance with the Privacy Principles.
- 2. Identifying Purposes**
This site shall identify the purpose for which personal information is collected at or before the time the information is collected.
- 3. Consent**
The knowledge and consent of the individual are required for the collection, use or disclosure of personal information outside of the course of research, except where inappropriate.
- 4. Limiting Collection**
The collection of personal information shall be limited to that which is necessary for the purpose identified by the organization.
- 5. Limiting Use, Disclosure and Retention**
Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law, and shall be retained only as long as necessary for fulfillment of those purposes.
- 6. Accuracy**
Personal information shall be accurate, complete and as up-to-date as is necessary for the purpose for which it is to be used.
- 7. Safeguards**
Security safeguards appropriate to the sensitivity of the information shall protect personal information.
- 8. Openness**
The organization shall make specific information about its policies and practices relating to the management of personal information readily available.
- 9. Individual Access**
Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
- 10. Challenging Compliance**
An individual shall be able to address a challenge concerning compliance with the principles to the designated compliance officer.
You can request copies of the CSA Model Code for the Protection of Personal Information from:
Canadian Standards Association
178 Rexdale Boulevard
Toronto, Ontario
M9W 1R3
To view the "Personal Information Protection and Electronic Documents Act" Please refer to following web site: <http://www.privcom.gc.ca/>

Contact Information

If you have any further questions about these rules, or your rights and responsibilities, please contact: **Molly Babel** (molly.babel@ubc.ca) or **Kathleen Currie Hall** (kathleen.hall@ubc.ca)
You must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you acknowledge the agreement.

Have you read the policies above, and do you agree to the terms?

Yes No

Tour of the Home Page

Tour of the Home Page

Click this icon to return to the home page

Information related to your studies

Information related to your account

The screenshot shows the home page of the UBC Linguistics Sign-Up System. At the top left is the UBC logo. To its right is a banner for the 'Department of Linguistics UBC Linguistics Sign-Up System'. Below the banner is a dark navigation bar with a home icon (circled in red), 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. The main content area is divided into three columns. The left column contains 'Study Sign-Up' with a green 'VIEW AVAILABLE STUDIES' button, 'My Schedule & Credits' with three links, and 'My Profile' with three links. The middle column shows a 'Points Overview' with a circular progress indicator and a table of points: 0 Earned, 0 Pending, and 4 Required. The right column shows 'Upcoming Appointments' with 'No Upcoming Appointments'.

Quick access links

Your record of points is here. You get points for participating in studies or attending talks and submitting summaries.

Your upcoming appointments will be listed here.

Changing Your Password

Changing Your Password

Step 1: Before you sign up for studies, you would want to change your password.

The screenshot displays the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. The header includes the text "Department of Linguistics UBC Linguistics Sign-Up System". A navigation bar contains "Studies", "My Schedule/Credits", "My Profile", and "Logout". The user is identified as "Jane Doe (Participant)".

The main content area is organized into three columns:

- Left Column:**
 - Study Sign-Up:** A green button labeled "VIEW AVAILABLE STUDIES".
 - My Schedule & Credits:** A list of links: "View or cancel my study appointments", "View studies I've participated in, and see if credit has been granted", and "View other Points I've earned".
 - My Profile:** A list of links: "Change password", "Modify contact information", and "Change your email address".
- Middle Column:**
 - Points Overview:** A circular progress indicator showing "0" points. A legend indicates: 0 Earned, 0 Pending, and 4 Required.
- Right Column:**
 - Upcoming Appointments:** A message stating "No Upcoming Appointments".

Changing Your Password

Step 2: Change your password in the My Profile page and update the change. You can also update other information.

My Profile

You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.

Name Jane Doe

Identity Code **3121**
(Researchers will see only this code, and never your name)

User ID janedoe

Email Address janedoe@ubc.ca
janedoe@ubc.ca
(please enter twice for verification purposes)

Change Password Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.
Current Password
New Password
New Password (confirm)

Student ID Number 12345678

Phone Number (optional) (604) 123 4567

Update

Points

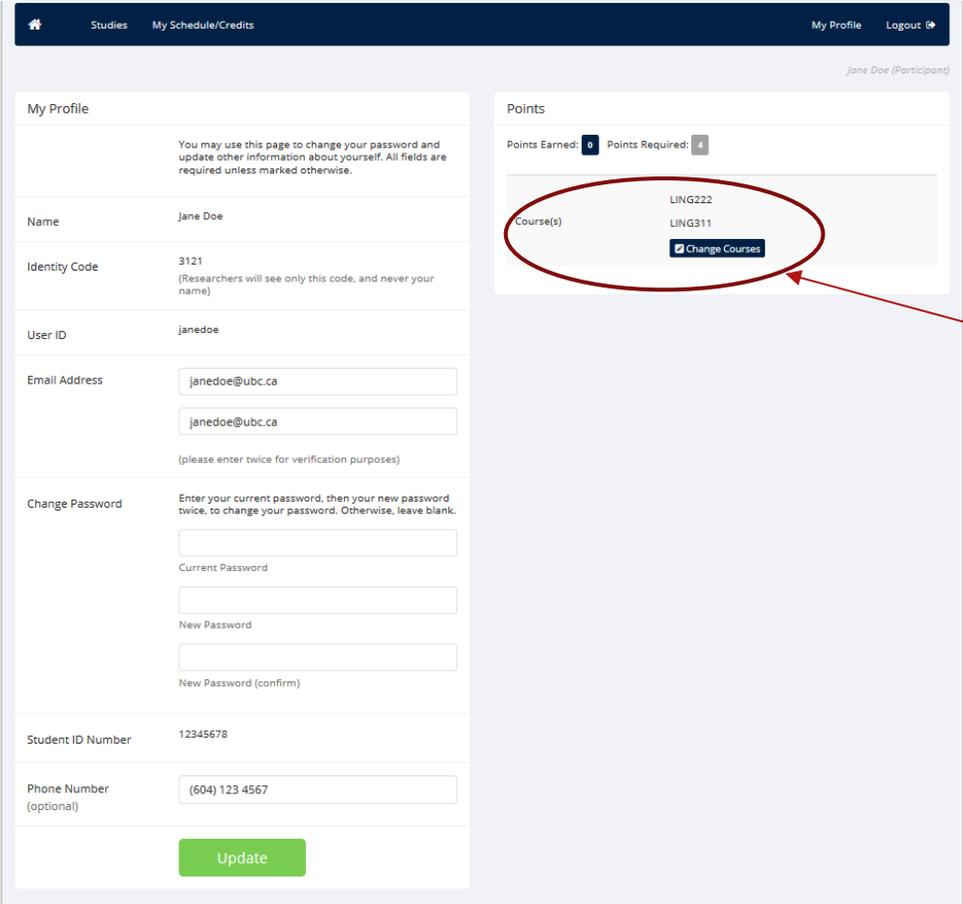
Points Earned: 0 Points Required: 4

Course(s) LING222
LING311
Change Courses

It is very important to remember your identity code when you come in for an experiment. This is the only way the researcher can refer to you!

Adding/Removing a Course

Adding/Removing a Course



The screenshot shows a user profile page for 'Jane Doe (Participant)'. The page is divided into two main sections: 'My Profile' and 'Points'. The 'My Profile' section contains fields for Name, Identity Code, User ID, Email Address, Change Password, Student ID Number, and Phone Number. The 'Points' section shows 'Points Earned: 0' and 'Points Required: 4'. Below this, there is a table of courses with 'LING222' and 'LING311' listed. A red circle highlights the 'Change Courses' button, which is located below the course list. A red arrow points from the text 'Step 1: Under the My Profile page, you can add/drop courses also.' to the 'Change Courses' button.

Course(s)
LING222
LING311

[Change Courses](#)

Step 1: Under the *My Profile* page, you can add/drop courses also.

Adding/Removing a Course

Step 2: Make changes, and then save them. You are done!

The screenshot displays the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. To its right is a banner image of a campus with the text "Department of Linguistics UBC Linguistics Sign-Up System". Below this is a navigation bar with "Studies" and "My Schedule/Credits" on the left, and "My Profile" and "Logout" on the right. The user's name "Jane Doe (Participant)" is displayed in the top right corner.

The main content area is titled "Course Selection" and contains the instruction "Please select which course(s) you belong to below." Below this, there are two columns of course selection boxes. The left column is labeled "Available Courses" and contains a box with "LING313". The right column is labeled "Selected Courses" and contains a box with "LING222" and "LING311". A double-headed arrow between the boxes indicates the ability to move courses between the two columns. A green "Save Changes" button is located at the bottom left of the course selection area.

How to Sign up for Talks and Studies

How to Sign up for Talks and Studies

Step 1: Click on *View Available Studies*

The screenshot shows the UBC Linguistics Sign-Up System dashboard. The top navigation bar includes the UBC logo, the title "Department of Linguistics UBC Linguistics Sign-Up System", and links for "Studies", "My Schedule/Credits", "My Profile", and "Logout". The user is identified as "Jane Doe (Participant)".

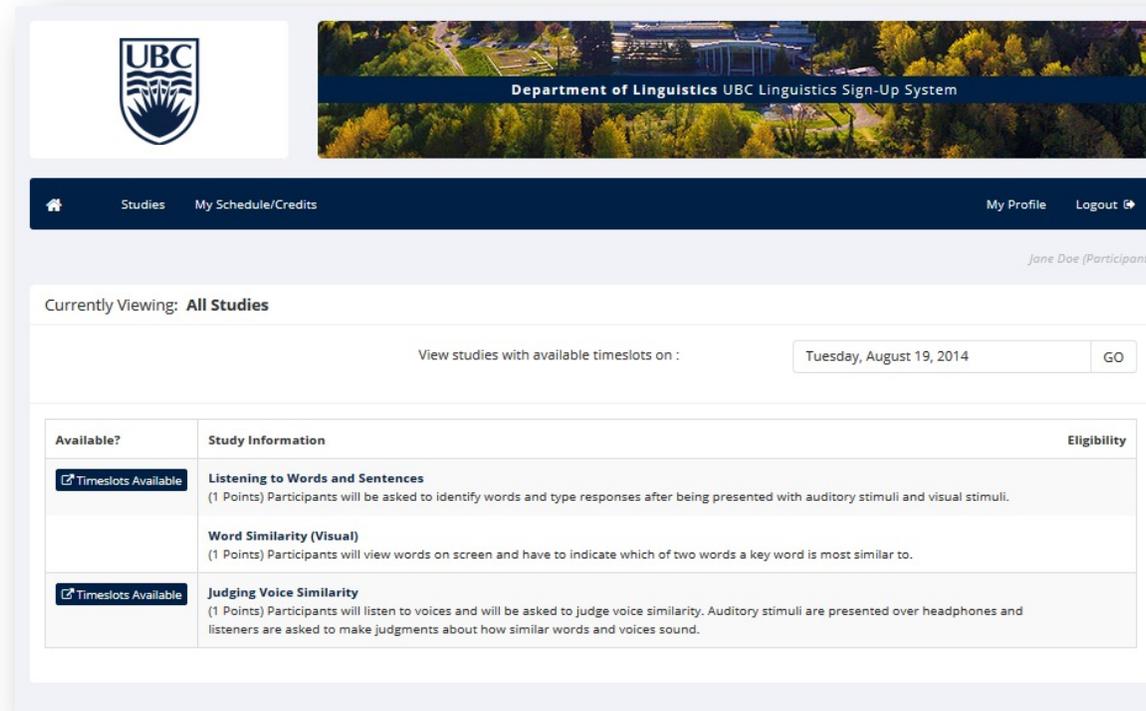
The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled "VIEW AVAILABLE STUDIES" is circled in red, with a red arrow pointing to it from the text "Step 1: Click on View Available Studies".
- My Schedule & Credits:** A section with three links: "View or cancel my study appointments", "View studies I've participated in, and see if credit has been granted", and "View other Points I've earned".
- My Profile:** A section with three links: "Change password", "Modify contact information", and "Change your email address".
- Points Overview:** A section showing a circular progress indicator with the number "0" and three categories: "Earned" (0), "Pending" (0), and "Required" (4).
- Upcoming Appointments:** A section showing "No Upcoming Appointments".

How to Sign up for Talks and Studies

Step 2: Click on the studies with *Timeslots Available*. Each activity lists how many points it is worth.

Clicking on the title of a talk or study will give you more information about it: whether it's online or in person, what languages might be involved, what tasks / topic are covered, etc.



Department of Linguistics UBC Linguistics Sign-Up System

Home Studies My Schedule/Credits My Profile Logout

Jane Doe (Participant)

Currently Viewing: All Studies

View studies with available timeslots on : Tuesday, August 19, 2014 GO

Available?	Study Information	Eligibility
<input checked="" type="checkbox"/> Timeslots Available	Listening to Words and Sentences (1 Points) Participants will be asked to identify words and type responses after being presented with auditory stimuli and visual stimuli.	
<input type="checkbox"/>	Word Similarity (Visual) (1 Points) Participants will view words on screen and have to indicate which of two words a key word is most similar to.	
<input checked="" type="checkbox"/> Timeslots Available	Judging Voice Similarity (1 Points) Participants will listen to voices and will be asked to judge voice similarity. Auditory stimuli are presented over headphones and listeners are asked to make judgments about how similar words and voices sound.	

How to Sign up for Talks and Studies

Note: The very first study you should participate in is the one called “Language Background Questionnaire.” You are *required* to participate in this (and earn credit for it) before participating in most other studies. (You can attend talks without doing the questionnaire.)

Department of Linguistics UBC Linguistics Sign-Up System

Administrator Logout

System Administrator (Administrator)

All Active Inactive

Batch Study Update Batch Study Delete View Printer-Friendly List of Signups

Search

Study Type: All Lab Online Compensation: All Credit Paid Availability: Any Has Timeslots No Timeslots Sort by: Study Name Last Activity Date

Study Information	Status	View
<p>Language Background Questionnaire 2023/24 (for credit – REQUIRED before most other studies)</p> <p>(0.5 Points) (Online Study) All participants need to complete this questionnaire before they can sign up for any other studies. BREB Code: H14-01316 (expires January 5, 2024)</p>	<p>Approved</p> <p>Timeslots Available</p>	<ul style="list-style-type: none"> Study Info Timeslots

How to Sign up for Talks and Studies

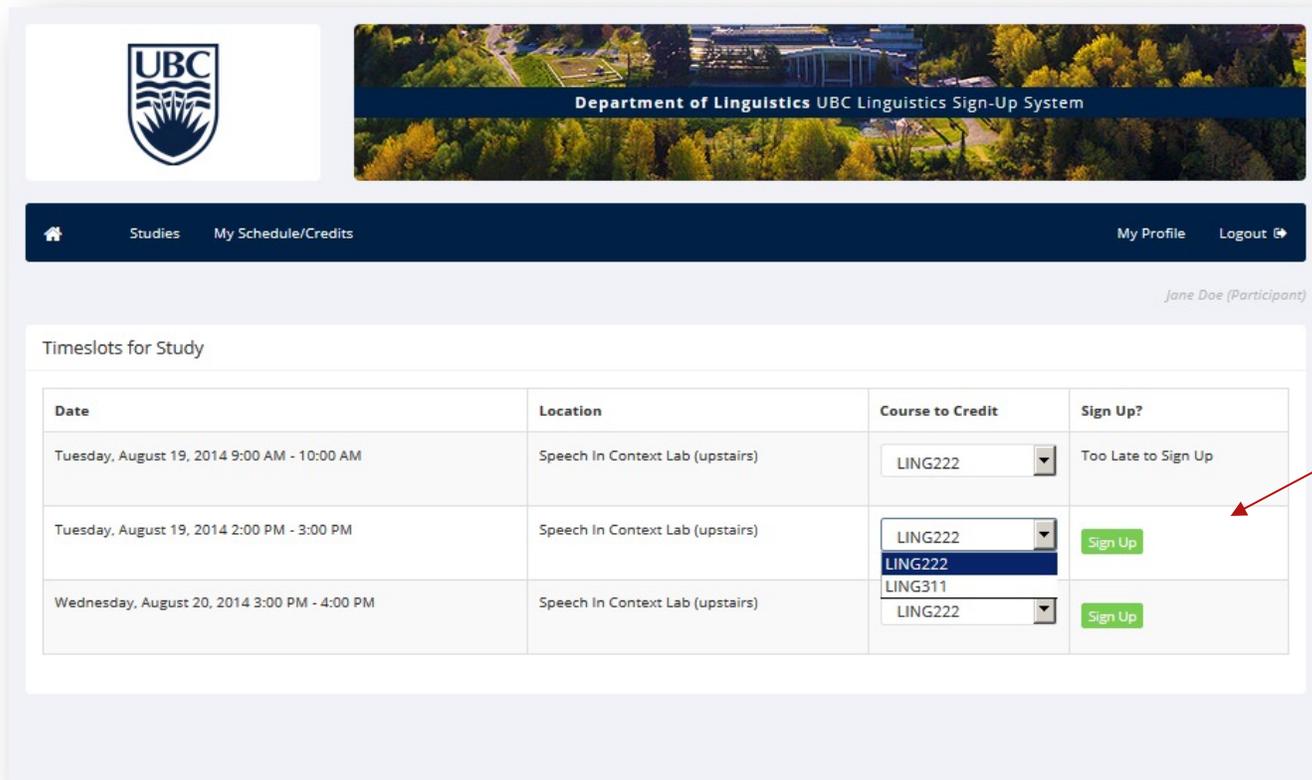
Step 3: Jane has clicked on *Judging Voice Similarity* and the study information is displayed. Click on *View Timeslots for this Study* to book a time.

The screenshot displays the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. The header includes the text 'Department of Linguistics UBC Linguistics Sign-Up System'. Below the header is a navigation bar with links for 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. The user is identified as 'Jane Doe (Participant)'. The main content area is titled 'Study Information' and contains a table with the following details:

Study Name	Judging Voice Similarity
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Points	1 Points
Duration	60 minutes
Abstract	Participants will listen to voices and will be asked to judge voice similarity. Auditory stimuli are presented over headphones and listeners are asked to make judgments about how similar words and voices sound.
Researcher	Molly Babel 
Principal Investigator	Molly Babel
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment

At the bottom of the study information section, there is a green button labeled 'View Time Slots for This Study' with a checkmark icon. A red arrow points to this button from the text on the left.

How to Sign up for Talks and Studies



Department of Linguistics UBC Linguistics Sign-Up System

Studies My Schedule/Credits My Profile Logout

Jane Doe (Participant)

Timeslots for Study

Date	Location	Course to Credit	Sign Up?
Tuesday, August 19, 2014 9:00 AM - 10:00 AM	Speech In Context Lab (upstairs)	LING222	Too Late to Sign Up
Tuesday, August 19, 2014 2:00 PM - 3:00 PM	Speech In Context Lab (upstairs)	LING222	Sign Up
Wednesday, August 20, 2014 3:00 PM - 4:00 PM	Speech In Context Lab (upstairs)	LING311 LING222	Sign Up

Step 4: Click on the time you can make. You can also use the dropdown menu to adjust what course the credit will be administered to.

Note: make sure your popup blocker is off or else the signup will not work.

How to Sign up for Talks and Studies

Step 5: Jane's signup was successful and this is the confirmation page. You will be also sent an email confirmation.

You will get an email reminder the day before the experiment at 2pm.

If it's an online study, you will be provided with the URL.

The screenshot shows the UBC Linguistics Sign-Up System confirmation page. The page includes the UBC logo, a navigation bar with 'Studies' and 'My Schedule/Credits', and a user profile for 'Jane Doe (Participant)'. A green system message indicates 'Sign-up Successful'. Below this, a table provides the following study information:

Signup Information	
Study Name	Judging Voice Similarity
Date	August 19, 2014 2:00 PM - 3:00 PM
Location	Speech In Context Lab (upstairs)
Brief Description	Participants will listen to voices and will be asked to judge voice similarity. Auditory stimuli are presented over headphones and listeners are asked to make judgments about how similar words and voices sound.
Researcher	Molly Babel Email: molly.babel@ubc.ca
Principal Investigator	Molly Babel

At the bottom of the page, a note states: 'NOTE: You are only identified to researchers by your Identity Code, so be sure to provide them with this code when you appear for the study: 3121'. The identity code '3121' is circled in red, and a red arrow points to it from the text on the right.

Note your identity code at the bottom and be able to provide it for the researcher during your time slot.

How to Sign up for Talks and Studies

The screenshot shows the user interface of the UBC Linguistics Sign-Up System. At the top left is the UBC logo. The header includes the text "Department of Linguistics UBC Linguistics Sign-Up System". A navigation bar contains "Studies", "My Schedule/Credits", "My Profile", and "Logout". The user's name "Jane Doe (Participant)" is displayed in the top right. The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled "VIEW AVAILABLE STUDIES".
- My Schedule & Credits:** A list of links: "View or cancel my study appointments", "View studies I've participated in, and see if credit has been granted", and "View other Points I've earned".
- My Profile:** A list of links: "Change password", "Modify contact information", and "Change your email address".
- Points Overview:** A circular progress indicator showing "0" points. To the right, a legend indicates: 0 Earned (blue square), 1 Pending (red square), and 4 Required (grey square).
- Upcoming Appointments:** A section titled "Judging Voice Similarity" with a calendar icon and the text "Tuesday, August 19, 2014 2:00 PM - 3:00 PM" and a location icon with the text "Speech In Context Lab (upstairs)".

Step 6: After signing up, your home page will be updating with the study in *Pending Points*

The *Upcoming Appointments* is also updated.

How to Attend a Talk and Submit a Summary

How to Attend a Talk and Submit a Summary

Step 1: Click on
*View or cancel
my study
appointments*

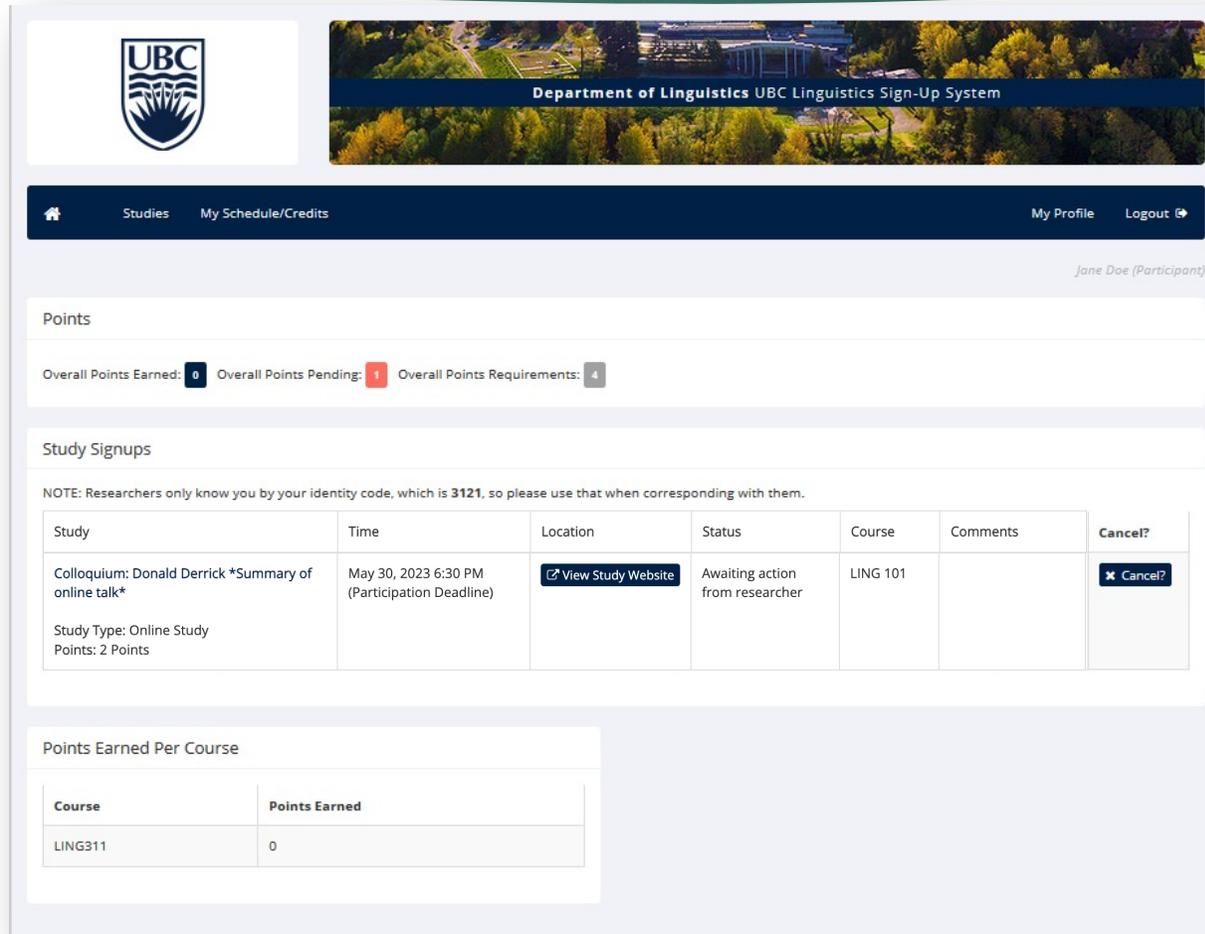
The screenshot shows the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. The header banner reads "Department of Linguistics UBC Linguistics Sign-Up System". The navigation bar includes "Studies" and "My Schedule/Credits" tabs, and "My Profile" and "Logout" links. The user is identified as "Jane Doe (Participant)".

The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled "VIEW AVAILABLE STUDIES".
- My Schedule & Credits:** A list of links:
 - View or cancel my study appointments (highlighted by a red arrow)
 - ★ View studies I've participated in, and see if credit has been granted
 - ★ View other Points I've earned
- My Profile:** A list of links:
 - 🔒 Change password
 - 👤 Modify contact information
 - ✉ Change your email address
- Points Overview:** A circular progress indicator showing 0 points. A legend indicates:
 - 0 Earned
 - 1 Pending
 - 4 Required
- Upcoming Appointments:** A list of appointments, including "Judging Voice Similarity" on Tuesday, August 19, 2014, 2:00 PM - 3:00 PM at the Speech In Context Lab (upstairs).

How to Attend a Talk and Submit a Summary

Step 2: Click on the name of the talk.



UBC

Department of Linguistics UBC Linguistics Sign-Up System

Studies My Schedule/Credits My Profile Logout

Jane Doe (Participant)

Points

Overall Points Earned: 0 Overall Points Pending: 1 Overall Points Requirements: 4

Study Signups

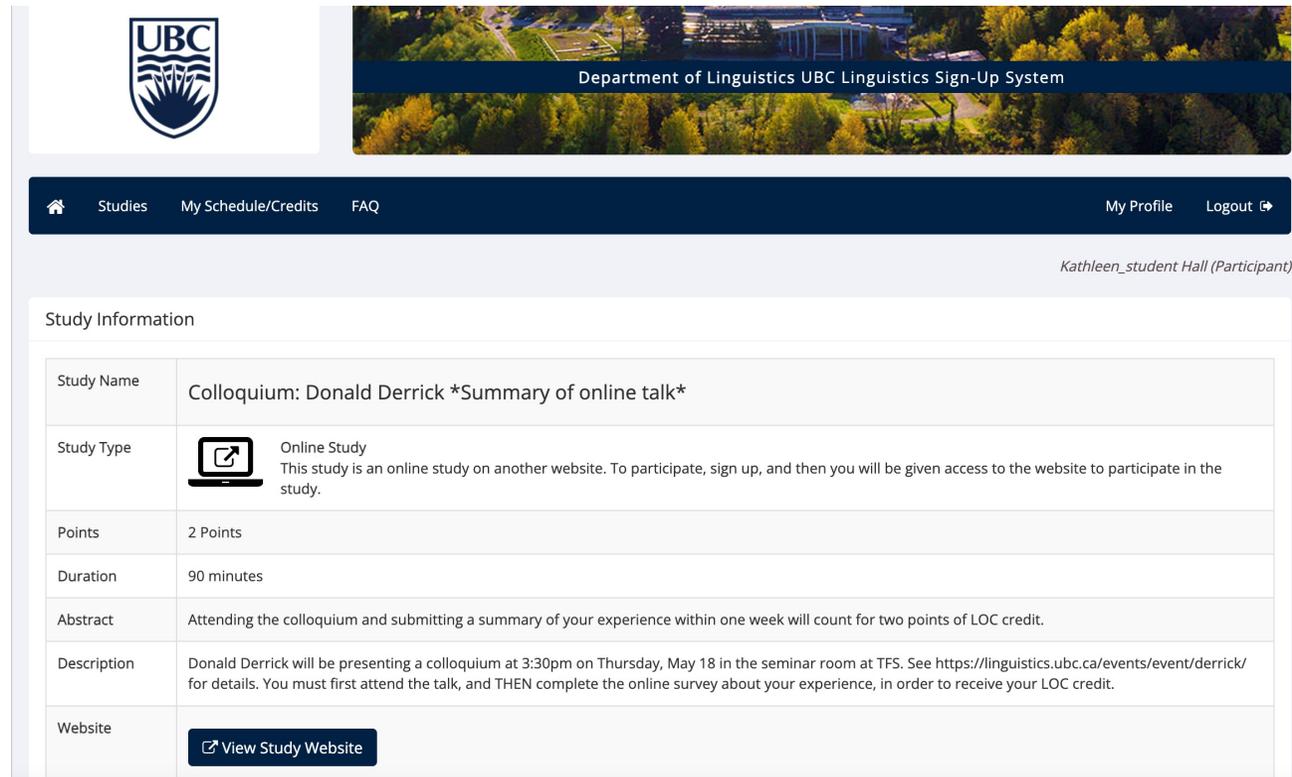
NOTE: Researchers only know you by your identity code, which is 3121, so please use that when corresponding with them.

Study	Time	Location	Status	Course	Comments	Cancel?
Colloquium: Donald Derrick *Summary of online talk*	May 30, 2023 6:30 PM (Participation Deadline)	View Study Website	Awaiting action from researcher	LING 101		Cancel?
Study Type: Online Study Points: 2 Points						

Points Earned Per Course

Course	Points Earned
LING311	0

How to Attend a Talk and Submit a Summary



The screenshot shows the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. To its right is a banner image of a campus with the text "Department of Linguistics UBC Linguistics Sign-Up System". Below the banner is a navigation bar with links for "Studies", "My Schedule/Credits", "FAQ", "My Profile", and "Logout". The user is logged in as "Kathleen_student Hall (Participant)".

The main content area displays "Study Information" for a colloquium. The information is presented in a table-like format:

Study Name	Colloquium: Donald Derrick *Summary of online talk*
Study Type	 Online Study This study is an online study on another website. To participate, sign up, and then you will be given access to the website to participate in the study.
Points	2 Points
Duration	90 minutes
Abstract	Attending the colloquium and submitting a summary of your experience within one week will count for two points of LOC credit.
Description	Donald Derrick will be presenting a colloquium at 3:30pm on Thursday, May 18 in the seminar room at TFS. See https://linguistics.ubc.ca/events/event/derrick/ for details. You must first attend the talk, and THEN complete the online survey about your experience, in order to receive your LOC credit.
Website	View Study Website

Step 3: Read the description to make sure you understand how you actually attend the talk. You must attend the talk BEFORE submitting the summary.

How to Attend a Talk and Submit a Summary

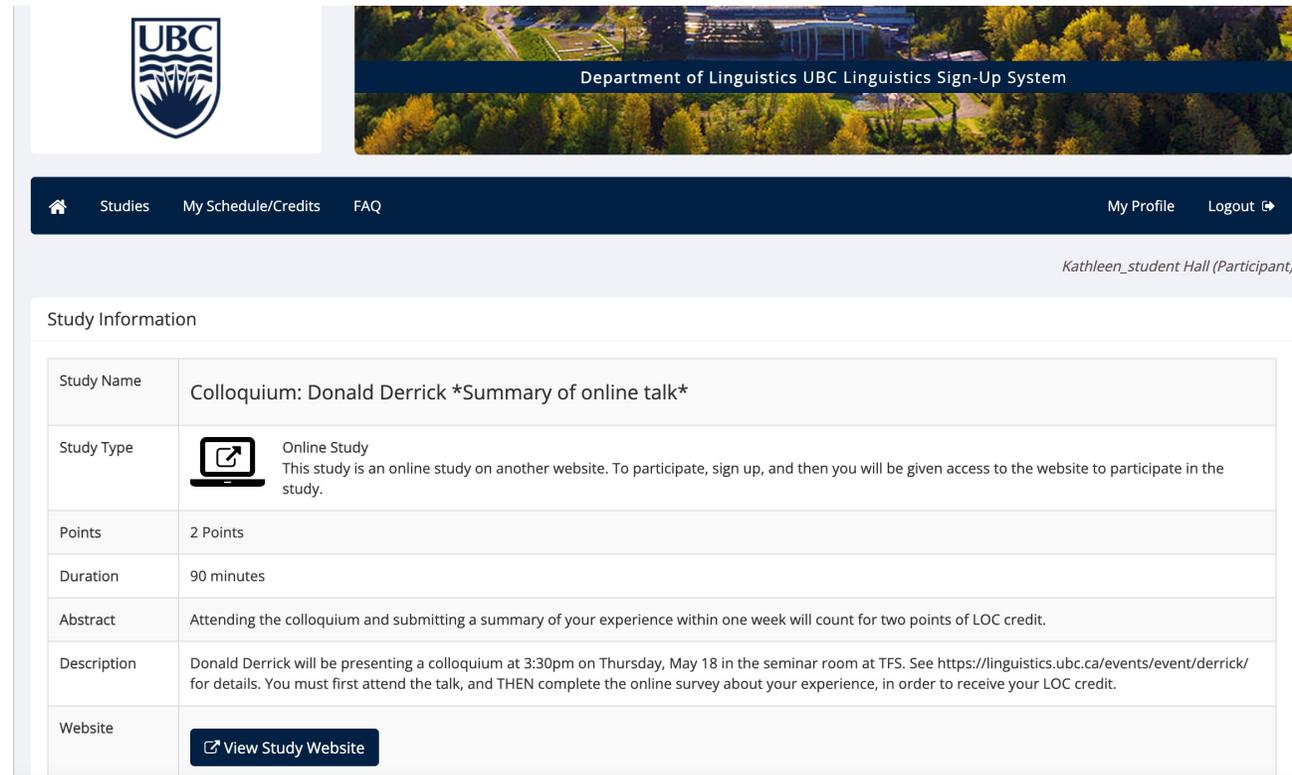
Note: What do we mean by a 'summary of your experience'?

We want you to write a one-paragraph summary of your experience at the research talk. You do **not** have to summarize all of the content of the talk. You may also include observations about the structure and format of the presentation and / or event. You may also comment on terms, concepts, and ideas that arose in the presentation that you are familiar with from your own linguistics courses.

How to Attend a Talk and Submit a Summary

Step 4: Once you've attended the talk and written your summary, click on "View study website."

This summary is due within ONE week of attending the event.



The screenshot shows the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. To its right is a banner image of a campus with the text "Department of Linguistics UBC Linguistics Sign-Up System". Below the banner is a navigation bar with links for Home, Studies, My Schedule/Credits, and FAQ. On the right side of the navigation bar are links for My Profile and Logout. Below the navigation bar, the user's name "Kathleen_student Hall (Participant)" is displayed. The main content area is titled "Study Information" and contains a table with the following details:

Study Name	Colloquium: Donald Derrick *Summary of online talk*
Study Type	 Online Study This study is an online study on another website. To participate, sign up, and then you will be given access to the website to participate in the study.
Points	2 Points
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Website	 View Study Website

How to Attend a Talk and Submit a Summary

Step 5: You'll be redirected to a Qualtrics survey. Copy and paste the summary of your experience.

Colloquium Summary: Donald Derrick, May 18, 2023

YOU MUST COMPLETE THIS SURVEY *AFTER* ATTENDING THE RESEARCH TALK. If you have gotten to this page before attending the talk, please close your browser window without entering anything into the box below. You will NOT be able to get credit if you fill this survey out before attending the talk.

Please write a one-paragraph summary of your experience at the research talk. You do not have to summarize all of the content of the talk. You may also include observations about the structure and format of the presentation and / or event. You may also comment on terms, concepts, and ideas that arose in the presentation that you are familiar with from your own linguistics courses. This summary is due within ONE week of attending the event.

Please enter your SONA ID code. We will use this to link your summary with your SONA account to assign your LOC credit.

Step 6: Enter your SONA ID code to make sure you get your credit.



Step 7: Click on the right-arrow to submit. You will be re-directed back to the SONA home page.

How to Attend a Talk and Submit a Summary

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Note: Your summary will be evaluated by the LOC administrator and your credit manually granted shortly after, but it is not automatic or instantaneous. If your account hasn't been updated within a week, feel free to contact the LOC administrator to check.

How to Cancel a Study or Reassign Credit

How to Cancel a Study or Reassign Credit

Step 1: Click on
*View or cancel
my study
appointments*

The screenshot shows the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. The header includes the text 'Department of Linguistics UBC Linguistics Sign-Up System'. The navigation bar contains 'Studies' and 'My Schedule/Credits' tabs, along with 'My Profile' and 'Logout' links. The user is identified as 'Jane Doe (Participant)'. The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled 'VIEW AVAILABLE STUDIES'.
- My Schedule & Credits:** A list of links:
 - View or cancel my study appointments (indicated by a red arrow)
 - ★ View studies I've participated in, and see if credit has been granted
 - ★ View other Points I've earned
- My Profile:** Links for 'Change password', 'Modify contact information', and 'Change your email address'.
- Points Overview:** A circular progress indicator showing '0' points, with a legend for '0 Earned', '1 Pending', and '4 Required'.
- Upcoming Appointments:** A section titled 'Judging Voice Similarity' with a calendar icon and the text 'Tuesday, August 19, 2014 2:00 PM - 3:00 PM' and a location icon for 'Speech In Context Lab (upstairs)'.

How to Cancel a Study or Reassign Credit

The screenshot displays the UBC Linguistics Sign-Up System interface. At the top left is the UBC logo. The header banner reads "Department of Linguistics UBC Linguistics Sign-Up System". The navigation bar includes "Studies", "My Schedule/Credits", "My Profile", and "Logout". The user is identified as "Jane Doe (Participant)".

The "Points" section shows: Overall Points Earned: 0, Overall Points Pending: 1, Overall Points Requirements: 4.

The "Study Signups" section includes a note: "NOTE: Researchers only know you by your identity code, which is 3121, so please use that when corresponding with them." Below this is a table with the following data:

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Judging Voice Similarity Points: 1 Points	August 19, 2014 2:00 PM - 3:00 PM	Speech In Context Lab (upstairs)	Awaiting action from researcher	LING311		Cancel?

Below the table is a "Points Earned Per Course" section with a table:

Course	Points Earned
LING311	0

Red circles highlight the "Reassign" button in the "Course" column and the "Cancel?" button in the "Cancel?" column of the study table. Red arrows point from these buttons to external text instructions.

Click here to cancel a study

Click here to reassign the credit to another course

Locations for In-Person Activities

Locations for In-Person Activities

- ▶ Most in-person experiments will take place at **Stores Road Annex (6368 Stores Rd.)**, but you should always double-check the location before attending.



- ▶ [UBC Wayfinding](#)
- ▶ [Google Maps](#)

Locations for In-Person Activities

- ▶ Most in-person talks will take place at **Totem Field Studios (2613 West Mall)**, but you should always double-check the location before attending.



- ▶ [UBC Wayfinding](#)
- ▶ [Google Maps](#)

Contact the Administrators

Contact the Administrators

If there are any additional questions, please do not hesitate to contact the site administrators:

- ▶ Dr. Molly Babel molly.babel@ubc.ca (LOC Administrator)
- ▶ Dr. Kathleen Currie Hall kathleen.hall@ubc.ca (Undergraduate Advisor)