

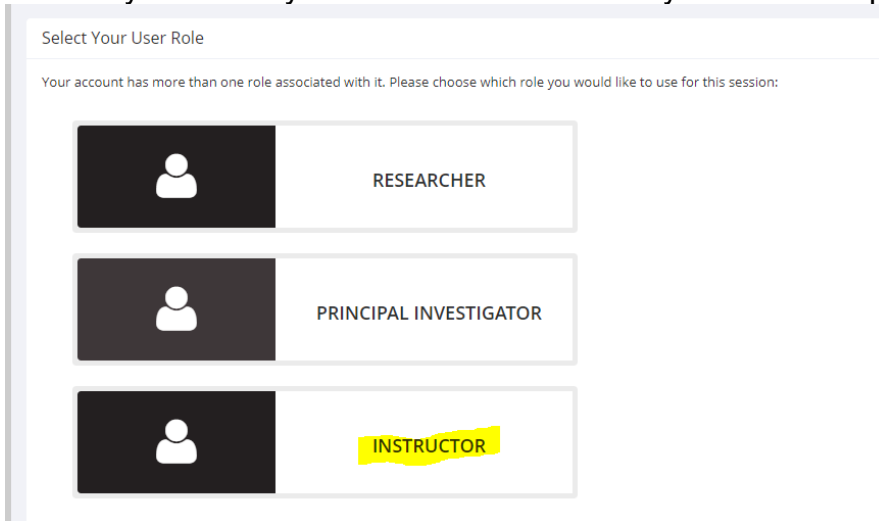
Instructor Guide

If you do not yet have an Instructor account, e-mail psychresadmin@towson.edu to request one.

The coordinator will e-mail you when it is time to generate credit reports (**do not generate them before that time or the information may not be complete**). Note that this report is the **ONLY** way in which you should monitor student credit (e.g., do not accept debrief forms or anything else as proof of participation from students).




Here are the steps for generating credit reports:

- Be sure you are on your “instructor” account if you have multiple accounts.

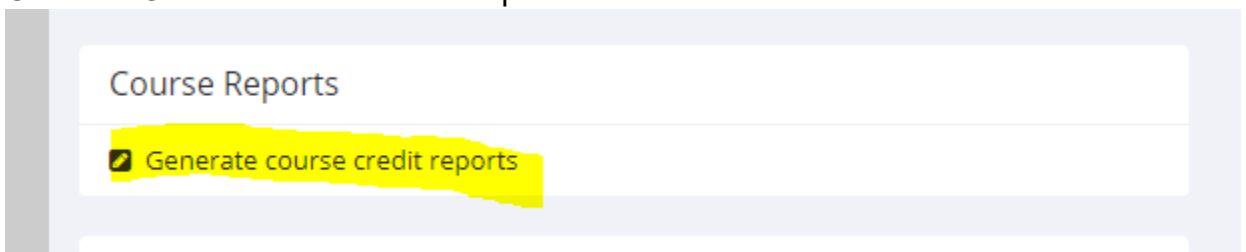


Select Your User Role

Your account has more than one role associated with it. Please choose which role you would like to use for this session:

	RESEARCHER
	PRINCIPAL INVESTIGATOR
	INSTRUCTOR

- Click on “Generate course credit reports”



Course Reports

Generate course credit reports

- Choose which type of report you’d like (“all” or “completed” likely most useful)
- Be sure to use **credits earned for this course** column (as to not allow students to “double dip” credits across courses)

Psychology Research Pool

Student ID #	Overall Credits Earned	Overall Credits Required	Overall Unexcused No-Shows	Credits Earned for Course	Pending Credits for Course
[REDACTED]	7.5	0	0	3.5	1
[REDACTED]	2.5	0	1	2.5	0
[REDACTED]	8.5	0	0	1	0
[REDACTED]	0.5	0	0	0	0

Should **you** (Researcher or Instructor) have further questions please contact the coordinator psychresadmin@towson.edu.

Should your students have further questions, please direct them to this **website**:
<https://www.towson.edu/cla/departments/psychology/resources/research.html> (it contains information should they need to contact the coordinator).