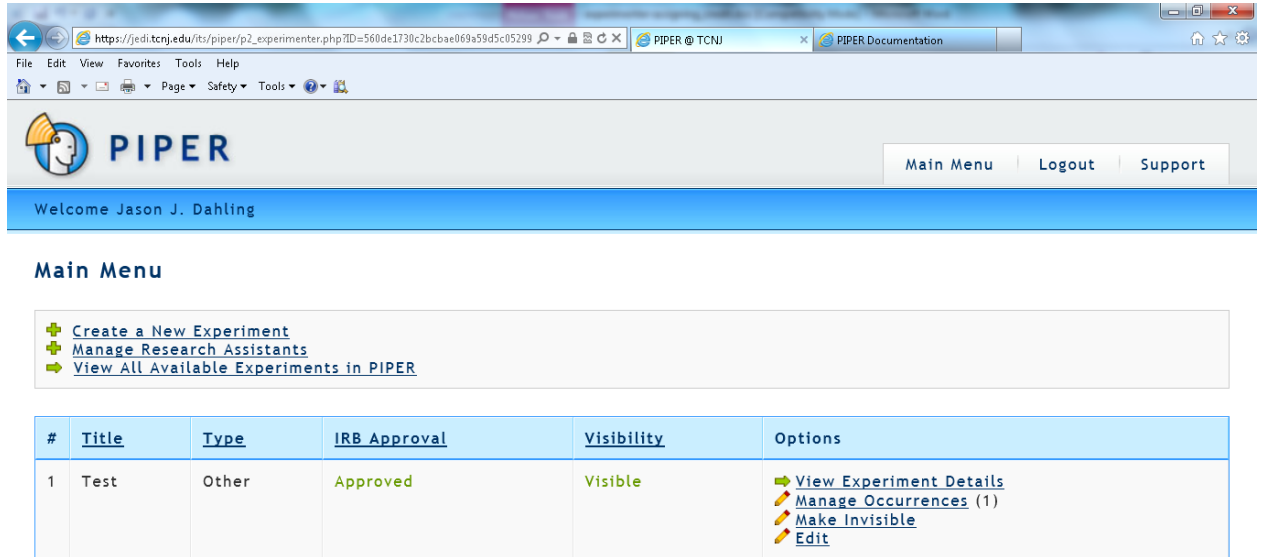


Managing Participant Credits in PIPER

This document describes how experimenters can manage participant credits in the PIPER system.

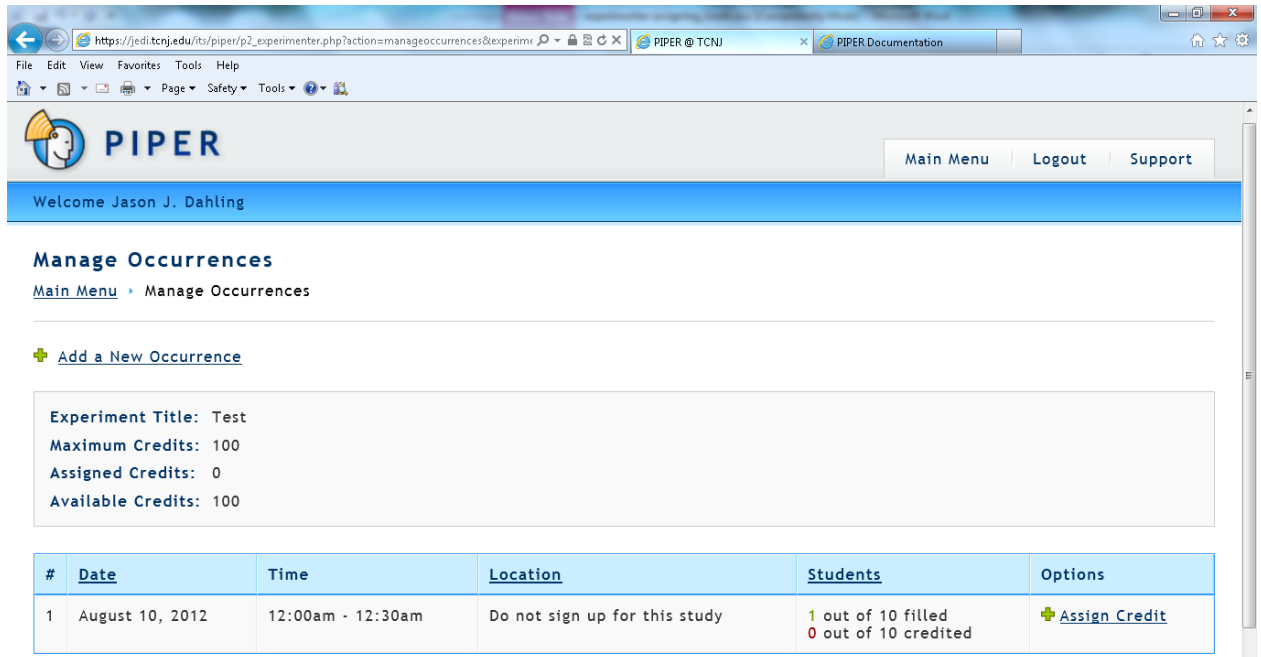
1. Log into PIPER using the faculty Unix account. You will see the screen below:



The screenshot shows the PIPER system interface. At the top, there is a navigation bar with the PIPER logo, a welcome message "Welcome Jason J. Dahling", and links for "Main Menu", "Logout", and "Support". Below this is a "Main Menu" section with three options: "Create a New Experiment", "Manage Research Assistants", and "View All Available Experiments in PIPER". A table below lists available experiments. The first row shows an experiment titled "Test" with a type of "Other", IRB approval of "Approved", and visibility of "Visible". The options for this experiment are "View Experiment Details", "Manage Occurrences (1)", "Make Invisible", and "Edit".

#	Title	Type	IRB Approval	Visibility	Options
1	Test	Other	Approved	Visible	View Experiment Details Manage Occurrences (1) Make Invisible Edit

2. Click on 'Manage Occurrences'. You will see the following:



The screenshot shows the "Manage Occurrences" page in the PIPER system. The page title is "Manage Occurrences" and it includes a breadcrumb "Main Menu > Manage Occurrences". There is a link to "Add a New Occurrence". Below this, a summary box displays the following information: "Experiment Title: Test", "Maximum Credits: 100", "Assigned Credits: 0", and "Available Credits: 100". A table below lists the occurrences. The first row shows an occurrence on "August 10, 2012" from "12:00am - 12:30am" at the location "Do not sign up for this study". The "Students" column shows "1 out of 10 filled" and "0 out of 10 credited". The options for this occurrence are "Assign Credit".

#	Date	Time	Location	Students	Options
1	August 10, 2012	12:00am - 12:30am	Do not sign up for this study	1 out of 10 filled 0 out of 10 credited	Assign Credit

- To assign credit to participants, click the 'Assign Credit' hyperlink. From this screen you can view how many students have signed up to participate and how many students have already been credited or received strikes.

Experiment Title: Test
 Maximum Credits: 100
 Assigned Credits: 0
 Available Credits: 100

[Assign Default Credit to All Students \(1 credits\)](#)

#	Name	E-mail	Credits	Strikes	Options
1	Robert Melloy	melloy2@tcnj.edu	0	0	<ul style="list-style-type: none"> Remove Student Assign Default Credit Add 1 Credit Manage Strikes

- You now have the option to assign the default credit to ALL students, add the default credit to a single student, add or subtract one credit from a single student, or to remove the student from the experiment entirely. **Note that there is no means to deduct credit from participants, so do not add credit unless you are absolutely sure that the participant has earned it.**
 - Assign Default Credit to All Students:** this option will assign the default credit to all students who participate in the occurrence. This is useful when many students participate in a large group data collection and earn the same number of points.
 - Assign Default Credit:** this option will assign the default credit to a single student.
 - Add 1 Credit:** this option can be used to tailor crediting if a participant was involved in a study for more time than anticipated.
 - Manage Strikes:** This option takes you to the strike interface screen. **Please see the document in the experimenter manual concerning strikes for details on this option.**