

CROPS guidelines for COMM 15000 students

Overview of CROPS

The Communication Research Online Participation System (CROPS) is a website developed to facilitate research involving COMM 15000 students. Days, times, and locations for all sessions for available research projects are posted on CROPS. COMM 15000 students go to the website to sign up for a study, cancel their participation in a study, or check the number of research participation points they have earned.

The Assistant Basic Course Director posts the research project to the CROPS website (<https://cci-apps.kent.edu/crops/>). COMM 15000 students may then sign up online to attend specific sessions of the project or to receive a survey link via email. Most projects require either approximately 30 or 60 minutes of your time. Thirty-minute projects allow you to earn 15 research participation points (of 60 possible points); 60-minute projects are worth 30 points.

For face-to-face sessions: Upon leaving a session, you will have to sign next to your name on the list. Following the session, the researcher returns to the website and records whether each student who signed up *attended* or was *absent*.

For online sessions: Upon completing the online study, you will be redirected to an online form, which allows you to leave your personal information that will enable the researcher(s) to award points for participation. Please note that responses and personal information cannot be linked, which ensures that your responses cannot be traced back to you. Once online data collection has been completed, the researcher returns to the website and records whether each student who signed up *attended* or was *absent*.

Uses of CROPS by COMM 15000 students

Creating an account on CROPS

To participate in research, you will need to create an account on CROPS. To do this, you go to <https://cci-apps.kent.edu/crops/> and enter your User ID (which must be the same as his/her KSU Flashline ID – e.g., jpsmith).

The first time you log on, you will be asked to create a password and answer a “hint” question. The answer to the “hint” question enables a “Password retrieval” function. When a password is forgotten, if the “hint question” is answered correctly, CROPS will email you the password to your Kent email address.

If you are a returning user and have not updated this information, please do so at this time. To update your personal information and fill out your “hint question,” click “My Account,” then “Edit User Info”.

How do I know what research projects are available?

Log on, then click Current Projects.

How do I sign up for a research project?

After logging in, you click Current Projects to see what research projects are available. By clicking on a project, you can see a description of the project, whether the study is face-to-face or online, the number of points it is worth, and any limitations for participation.

Once you have signed up for a session at a particular time and location, you must either attend the session or cancel participation (online) at least 24 hours in advance.

What if I forgets what session I signed up for?

To see what projects you have signed up for, you click “My Projects”. The resulting page displays sessions you have signed up for. If points have been assigned to you for attending a session, you will be displayed in the “Pts Earned” column. You can also view a “Total Points” column to see the total points they have earned.

How do I cancel participation in a project?

You should log on and click “My Projects.” You can cancel enrollment in any session up until one hour before that session’s starting time.

What if I missed a research session due to unavoidable circumstances?

If you have an attendance concern, please direct it to the researcher for that project. If the researcher is unavailable or you need additional assistance, please contact your instructor, who will contact the Assistant Basic Course Director, if needed.

Log In/Out

The “Log In” and “Log Out” links allow you to log in to view available research projects or view your personal information, and to log out when you are finished using CROPS.

Once your name is on the Users list in CROPS, you may log on and then click the “New User” link. You are then prompted to enter a new password and your personal information. From then on, you can log in using that user ID and password.

Help and FAQs

The “Help and FAQs” link allows you to view some frequently asked questions about the online research participation system. This link also provides you with contact information to get technical assistance if you need help.

Concerns and questions should be addressed to the following individuals:

Contact person	Nature of question or concern
<i>Researcher</i>	Attendance/completion of study, details regarding research project, participation points updates, etc.
<i>Your COMM 15000 Instructor</i>	Instructions on how to navigate CROPS (i.e., signing up for canceling research sessions), purpose and role of CROPS, research participation as course credit, etc.
<i>Assistant Basic Course Director</i>	Request to use COMM 15000 students as research participants, online maintenance of webpage, adding/canceling sessions, CROPS troubleshooting, etc.
<i>Basic Course Director,</i> Dr. Jennifer McCullough (jmcull1@kent.edu)	Contact Dr. McCullough to determine who currently serves as the Assistant Basic Course Director and obtain contact information.