

Researcher Dashboard Documentation

Welcome to the ISL Researcher Dashboard. This guide will help you navigate the system and manage your study participants efficiently.

1. Getting Started

To begin using the researcher dashboard:

- **Register as a researcher:**
<https://isl.cci.fsu.edu/account/researcher.php>
- **Log in to your account:**
<https://isl.cci.fsu.edu/signin/researcher.php>

Once logged in, you'll be redirected to your **Researcher Dashboard**, where you can view any previously submitted study requests.

DASHBOARD
Logged in As: Kiale, Othman

View Study Requests
Submit a Study Request
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Your Submitted Study Requests

Below is a list of study requests you have submitted. You can view, edit, and manage participants for each study. If any information appears incorrect, please reach out to support.

| # | Study | Apply Date | Status | Approved By | Selected / Approved Quota # | Edit | Search Participant | View Participant |
|---|--------------------|------------|----------|-------------|-----------------------------|------|--------------------|------------------|
| 1 | Test Study Request | 2024-07-17 | approved | He, Zhe | 3/0 | | | |
| 2 | Test Study Request | 2024-07-17 | Inactive | | 0/0 | | | |
| 3 | Test Study Request | 2024-07-29 | Inactive | | 0/0 | | | |
| 4 | Test Study Request | 2024-07-29 | Inactive | | 0/0 | | | |

Researcher Dashboard

2. Submitting a Study Request

If you haven't submitted a study request yet, click on the **"Submit Study Request"** tab in the top menu.

You can also update your personal information at any time using the **"Edit Profile"** tab.

3. Managing Approved Studies

Once your study request is approved, you can:


- View and edit the approved study

Click the search icon () next to your study to begin searching for participants.

- You'll be shown a list of potential participants based on your **approved quota**.
- Use filters to narrow down participants by age, gender, language, or other attributes.
- You can:
 - Check **"Select All"** to add all results at once
 - Or **manually select individual participants** to add

Once added, participants are automatically removed from future search results to avoid duplication.

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Search and Add Participants

Below is a randomized list of participants from the registry. You may add participants to your study by selecting them. The number of participants shown is based on the quota approved for your study.

By selecting participants from this registry, you are agreeing to the following terms and conditions.

Filter Participants

Gender:

Age Range:

Location:

Education:



Marital:

Income:

English:

Enrolled Date: From: To:

☐ 0 selected (Check All)


| # | Add | Name | Enrolled On | Sex | DOB | Address | City | State | Email | Cell Phone | Home Phone | Education |
|---|--------------------------|---|-------------|--------|------------|---------------------|-------------|---------|------------------------|--------------|--------------|------------------------------|
| 1 | <input type="checkbox"/> |  Joyner, Deborah | 2023-12-14 | Female | 1954-12-30 | 11360 Woodville hwy | Tallahassee | Florida | joy2deb5421@gmail.com | 850-294-2559 | 850-421-1334 | Associate's Degree |
| 2 | <input type="checkbox"/> |  Levine, Lisa | 2020-06-30 | Female | 1960-12-20 | 764 Violet Street | Tallahassee | FL | globalgirl50@gmail.com | 850 254-5139 | | Bachelor's Degree (BA or BS) |

Search Participants Page

4. Managing Your Participant List

From your dashboard, you can click **"View Participants"** to:

- View all participants added to your study
- Export the list to an **Excel (.xlsx)** file (button at bottom of the page)
- Remove participants if needed


 *If a participant is removed from your list, they may appear again in future searches.*

You'll also see two checkboxes next to each participant:

- **Contacted** – mark when you’ve reached out
- **Participated** – mark if they have completed participation

Once you mark these checkboxes you will see the dates you marked in the excel file as well.









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Participants Joined in This Study

Below is the list of participants you have added to this study.
 Click the “**Contacted**” checkbox once you’ve reached out to them, and “**Participated**” once they’ve agreed to participate.
 You can also delete a participant, view their demographic details, or export their details.

Total participants added: 4

| # | Contacted | Participated | Delete | Name | Notes | Sex | DOB | Address | City | State | Email | Cell Phone | Home Phone | Education | Marital | If Hispanic or Latino | Racial | Type of |
|---|--------------------------|--------------------------|---|---------------------|---|--------|------------|-----------------------|-------------|---------|---------------------------|------------|------------|--------------------------------|----------|-----------------------|------------------------|---------|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> |  | Kale, Dhruv |  | Male | 1996-10-04 | testing | Tallahassee | Florida | dhruvkale2912@gmail.com | 234324 | | Master's Degree | Single | No | Asian | House/P |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> |  | Jackson, Anita |  | Female | 1956-10-26 | 338 Wilson Green Blvd | Tallahassee | Florida | anitajackson246@gmail.com | 8505918580 | 8505918580 | Some college | Widowed | No | Black/African American | House/P |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> |  | Besmer, Linda |  | Female | 1947-04-24 | 1513 Breamstone Ridge | Tallahassee | Florida | lindaleberto@gmail.com | 8505095012 | 8505095012 | Some college | Divorced | No | White/Caucasian | House/P |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> |  | Robinson, Katherine |  | Female | 1953-07-28 | 833 Lorai St. Apt. 3 | TALLAHASSEE | FL | sisterkat1953@gmail.com | 8503450097 | 8506317756 | Less than High School Graduate | Single | No | Black/African American | House/P |

[Export joined participants into Excel File](#)

Joined Participants Page

Support

If you have any questions or encounter technical issues with this registry, please contact our team at: support@isl.fsu.edu