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.



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

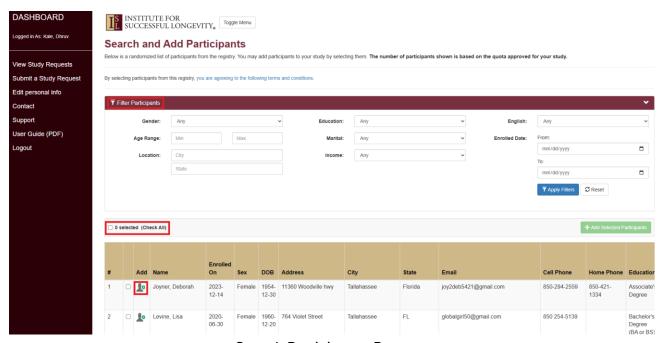
Once your study request is approved, you can:

View and edit the approved study

Click the search icon (\bigcirc) 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:
 - o Check "Select All" to add all results at once
 - o Or manually select individual participants to add

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



Search Participants Page

4. Managing Your Participant List

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

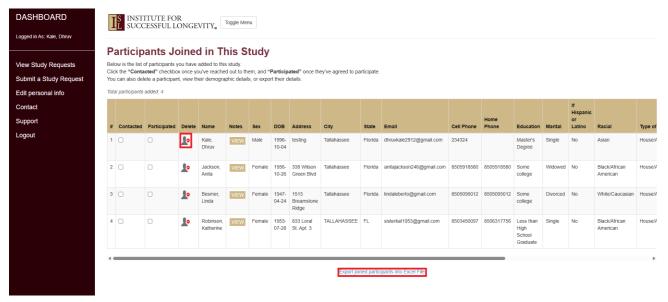
- View all participants added to your study
- Export the list to an **Excel (.xlsx)** file (button at bottom of the page)
- Remove participants if needed

⚠ 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.



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