Student Guide

A quick-start reference to Sonia Online for students

setting the standard for student placement software

Copyright

Disclaimer

Contents

Introduction

This guide is intended to be provided to students who are using Sonia as part of the administration of field work placements.
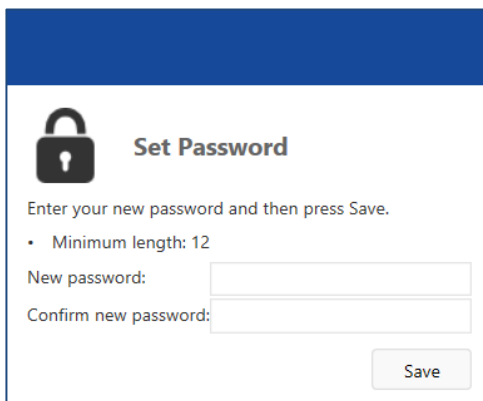
NOTE: This guide uses default Sonia terminology, which the university may have changed, depending on their business practices and preferences. This guide covers parts of Sonia that the university may not have enabled and would therefore be unavailable to you.
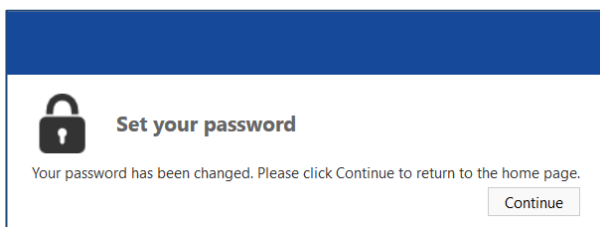
Starting Sonia

To access Sonia, you will need a web (internet) browser and internet access. For optimal performance, we suggest Chrome, Firefox, or Edge.

Signing In

The University has created an account for you and will e-mail you a link to Sonia Online to create a password.
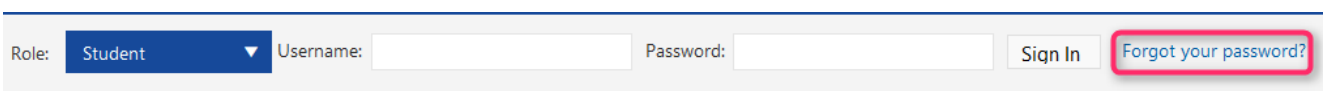

Once you have set your password, click Continue to be directed to the home page to login.

Ensure the 'Role' is set to 'Student'. Use the username provided in the e-mail from the University and the password you just created, and click 'Sign In'.

Note that if you forget your password, you can click "Forgot your password?" and follow the prompts to have a reset password link e-mailed to you. If you continue to have login trouble, contact your University contact.

You should see the screen below. The University may have customized this page with text and/or a logo.

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1. If you see three horizontal lines next to your name, this means that your screen is not wide enough to accommodate all of the tabs. Be sure to click this to see additional menu items.

2. You can sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the right side of the screen

3. The cog is your Settings where you can do the following, depending on the permissions enabled by the University:
   - Select a culture in which to view Sonia Online (This changes the language as well as other cultural differences; however, the forms will remain in English.)
   - Opt to take advantage of the accessibility features if you use a screen reader. To do this, click the "enhanced accessibility" box.
   - Change/upload a picture of yourself
   - Change your password
   - If the University has enabled the option for you to download the Sonia for Students mobile app, follow the instructions here for how to get it on your mobile device.

Placements Tab

This is a listing of placement groups to which you belong. The University has created these placement groups to keep students together who have something in common, such as academic level, program track, placement term, etc.

The red Details tab gives details about your Site and placement, including the Mentor and Supervisor to which you have been assigned. You can also post notes and upload documents regarding your placement.

In the example below, student Lana Byrd is in the "2016 Semester 2 Surgical" placement group and has been allocated to Mercy Hospital for the afternoon shift. The dates of her placement are 12/28/15-5/1/16. The colorful buttons on the placement group will be explained in the Optional Buttons section below.

If you have any outstanding Checks (i.e., pre-requisite tasks), they will appear in a red-shaded area at the top of the screen. More on Checks further in this document.

To the right of the screen are important dates.

Optional Buttons

Depending on the University's settings on the placement group, you may see the following buttons on placement groups in the Placements Tab.

- **Preferences**: During the dates specified on the placement group, you may search available Sites for a preferred placement.

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1) **Filter** your search using the box on the left of the Preferences screen.
2) Click the caret in the gray box to expand to see details about the Site.
3) **Select** the Sites that interest you.
4) **Save** your preferred Sites in the box on the right. You can re-order them by dragging/dropping.
5) When you 'Save' your preferences, you will see balloon and paper icons appear. The balloons are for you to **write comments** about the site. For example, "This is my #1 choice because…". The paper icon is for you to **upload a document**, such as a resume and/or cover letter, to that preference.

The Sites listed are those that will be available in this placement period. The order in which the Sites appear can be changed by clicking the heading of the column you wish to sort by (e.g., Site details, Places or Distance). It may show the **number of places available** at the site and the approximate **distance** ("as the crow flies") to the Site from your home address.

A small "**map**" icon will open Google Maps to see the route to the Site, while a small "i" icon (**information**) will open a new search window to find any web information about the Site.

You may find some Sites are highlighted in red. This indicates that the site is unavailable to you. There may be a number of reasons for this; you should discuss this with the University field placement staff.

- **Review**: If you see a Review button instead of a Preference button, this means your university will allow you to review Sites but not preference.
- **Interviews**: Allows you to sign up for an interview slot with a Site.
- **Timesheets**: Keep track of your time spent at your placement. (screenshot below)
  - Click 'Add new attendance' to add an entry. Be sure to click 'Save' when finished.
  - You can edit your Timesheet entry after you save, as long as the Timesheet is in Submitted status. Once it has been approved, you cannot edit it.

Sonia will keep a tally of the number of hours entered, as well as a breakdown of the number of hours spent on each specified Activity.

Forms Tab

If a form has been assigned to you, the name of the form will show on a blue horizontal bar. Click the red 'Edit' button at the right end of the blue bar to complete the form.

If the form has not specifically been assigned to you, but the field office said the form could be completed at any time, you can choose the form from the "Form Self Selection" dropdown and click 'Add'. It would then appear with the assigned forms.

If a form has been Saved but not Submitted, simply click the 'Edit' button again to continue. Upon clicking 'Submit' on the form, the screen will look like it has a white screen on it for a few seconds – this means the form is saving. **Before closing the form,** confirm the Submit was processed by scrolling down to where you hit Submit to see "Form actioned by [your name] on [date] at [time] in green text. If a required field was not answered, it will be indicated in red text below the 'Save Draft' button.

NOTE: You will see two buttons at the bottom of each form:
"Save Draft" means you can save your work and come back to edit this form.
"Submit" is the button to the right of "Save Draft. Click this when you have completed the form.

My Details Tab

The My Details screen is used to display additional information about you. (screenshot below) For example, it may contain a section about next of kin information as well as questions for which your university has specifically requested responses (the 'Other' section at the bottom of the page).

Some of the information on the My Details page may be editable, and you may be expected to fill in some of the details. This will vary depending on the rules and processes of your university.
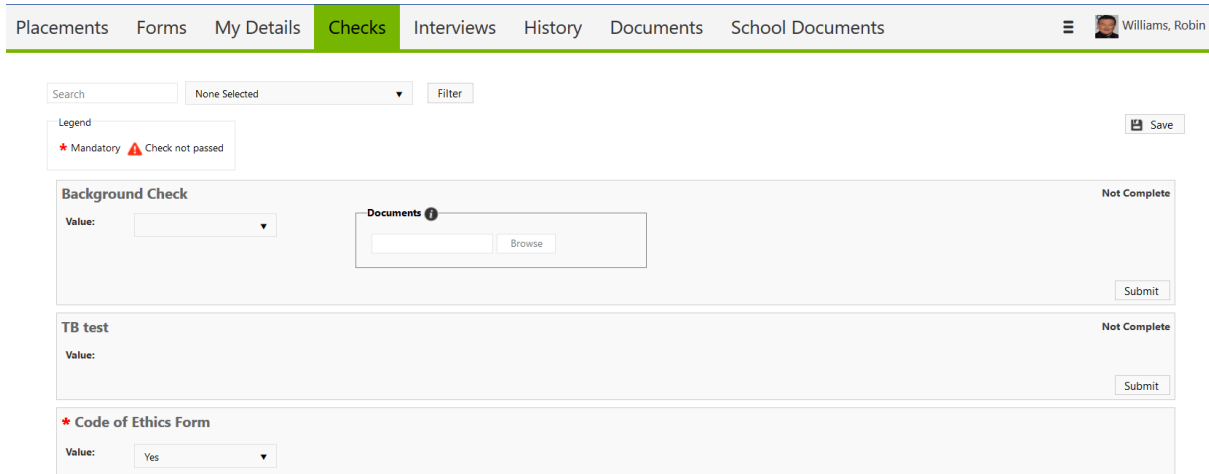
Checks Tab

This is a listing of pre-requisites that you must complete for the field placement office or for a specific placement. The University may allow you to edit when the Check has been completed and/or upload documents as proof of completion.

Always click **Save** at the top right of the page when you have edited any Check information.

If you also see a **Submit** button at the right of the Check, click that also when you have updated that Check.

Interviews Tab

If this tab is visible to you, it means that you can select a time for an interview with the field placement office.

History Tab

This page lists any placements that you have done in the past. Placements will only appear in your history once the field placement office has marked the placement as completed.

You can find a Placement Transcript here that lists the hours completed at each placement.

Documents Tab

You can upload **documents** (e.g., resume, personal statement) to your Sonia profile here.

You can also add **links** to personal websites, such as your LinkedIn profile, or links to articles you found helpful or related organizations or associations you may wish to contact in the future.

These documents and links are only visible to you and the field placement office, unless you mark that your placement site and university supervisor can see them, as well.

To add a new document, click the +.
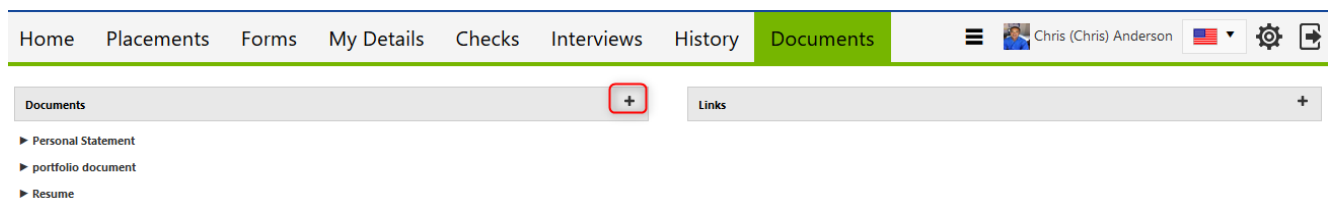
Browse your computer for the document, determine who can view it, add a description and category (if applicable), and then click the Add button.
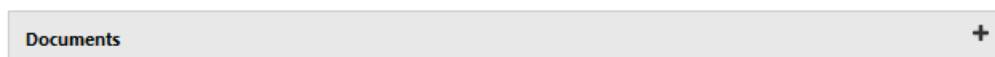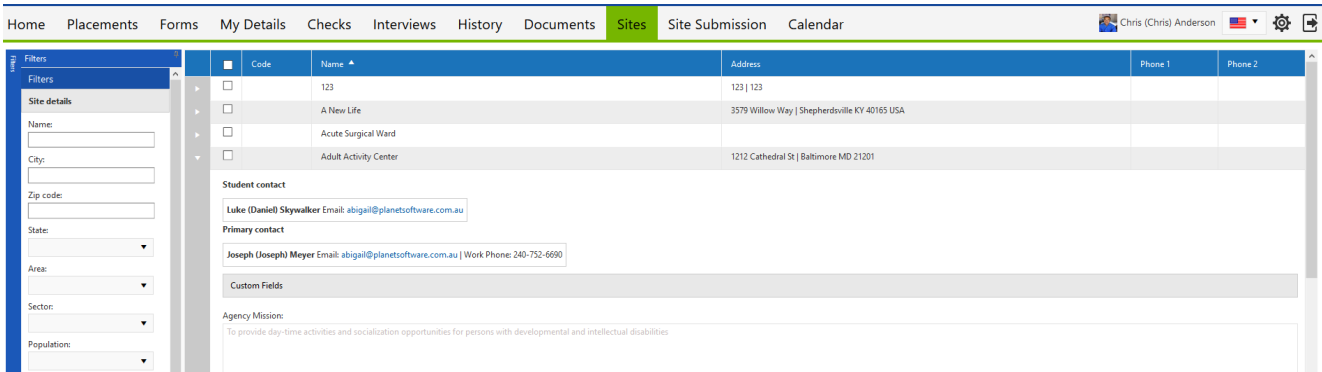
Sites Tab

The Sites tab allows you to peruse the list of active sites with which your school has a relationship.
Click the white triangle in the gray bar to expand to see the site's details.

You can filter to specific sites by clicking the blue Filter bar at the far left.
"Dock" the filter by clicking the gray pin at the top right of the Filter pane.
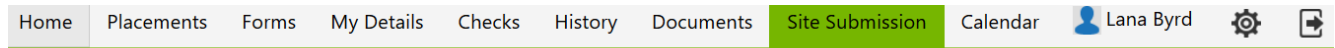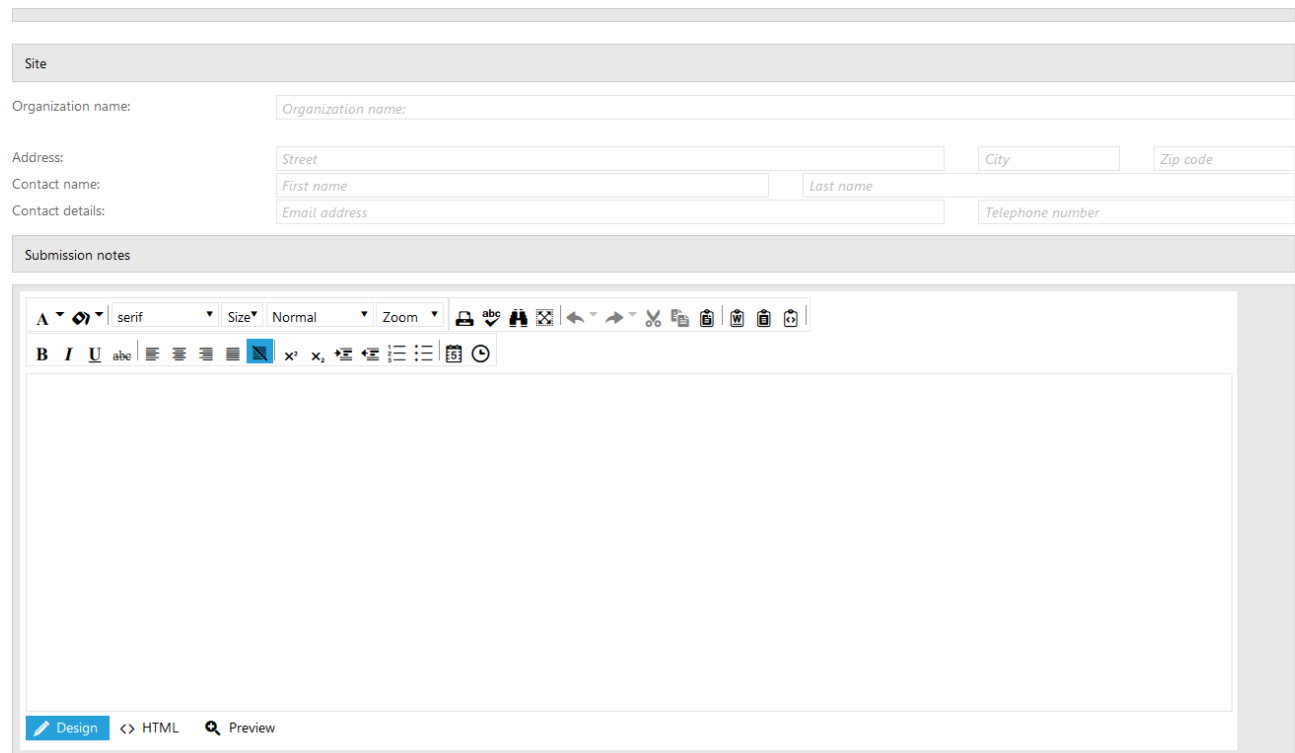
Site Submission Tab

If you would like to suggest the field placement office consider a new site for placements, you can submit the site on this page. The placement office will receive a notification of your submission. You can track its approval in the Pending tab on this page.

| Home | Placements | Forms | My Details | Checks | History | Documents | Site Submission | Calendar | Lana Byrd | ⚙ | ⏻ |

Site Submission

Draft (0)   ⏱ Pending (0)   🚫 Closed (0)   **+ Submit a new site**

No draft submissions available.

| Home | Placements | Forms | My Details | Checks | History | Documents | Site Submission | Calendar | Lana Byrd | ⚙ | ⏻ |

Site

Organization name: _Organization name:_

Address: _Street_ _City_ _Zip code_
Contact name: _First name_ _Last name_
Contact details: _Email address_ _Telephone number_

Submission notes

By clicking Submit you are acknowledging the requirements detailed here

Save Draft   Submit   Cancel

Calendar Tab

This calendar is maintained by the University field placement office to mark important dates. Events pertaining to you can be exported to your Outlook calendar and edited.