



## Student Guide

A quick-start reference to Sonia Online for students

POWERED BY  Planet  
SOFTWARE

setting the standard for student placement software

## Copyright

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## Introduction

This guide is intended to be provided to students who are using Sonia as part of the administration of field work placements.

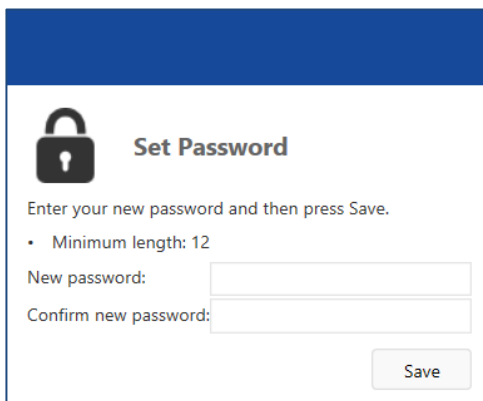
**NOTE: This guide uses default Sonia terminology, which the university may have changed, depending on their business practices and preferences. This guide covers parts of Sonia that the university may not have enabled and would therefore be unavailable to you.**

## Starting Sonia

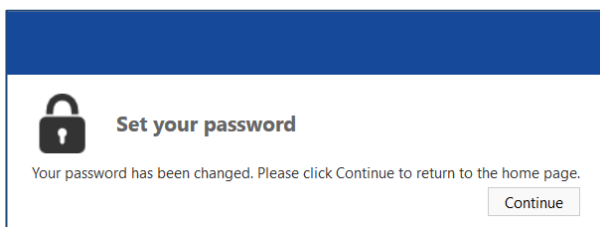
To access Sonia, you will need a web (internet) browser and internet access. For optimal performance, we suggest Chrome, Firefox, or Edge.

## Signing In

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

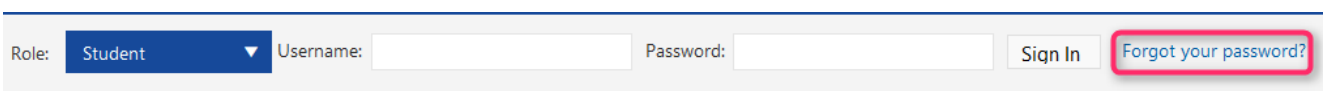


Once you have set your password, click Continue to be directed to the home page to login.



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.



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 Sonیا 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 Sonیا 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 Sonیا for Students mobile app, follow the instructions here for how to get it on your mobile device.

## Account Settings

**General**

English (United States)

Enhanced accessibility:

Change profile picture:

---

**Connect the Sonیا for Students Mobile App**

1. Download app from the store (click appropriate button below)
2. Open the app and follow instructions to setup
3. Enter a passcode

QR code will expire in: 10 minutes

---

**Change your password**

Please enter your current and new password and then press Save.

- Minimum length: 12

Current password:

New password:

Confirm new password:

## 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.

- 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.

Adv Clinical 2016

[Details](#)
[Preferences](#)
[Timesheets](#)

**ADVOCATES FOR SURVIVORS OF TRAUMA**

Drag and drop the Timesheet Status column to group by it

[+ Add new attendance](#)
[Save](#)
[x Cancel](#)
Refresh

Date	Duration	Duration Unit	Activity	Attendance Status	Comment	Timesheet Status	Date Updated	Updated By
Thu - 5/5/2016	3.00	Hours	observation	Attended		Approved <span style="color: green;">✓</span>	5/6/2016 2:17 PM	SONIAUSAES
Wed - 5/4/2016	8.00	Hours	None Selected	Attended		Submitted <span style="color: gray;">▾</span>	5/6/2016 2:18 PM	1176294

**Totals**

Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
0.00 Hours	3.00 Hours	0.00 Hours	11.00 Hours	0.00 Hours	8.00 Hours

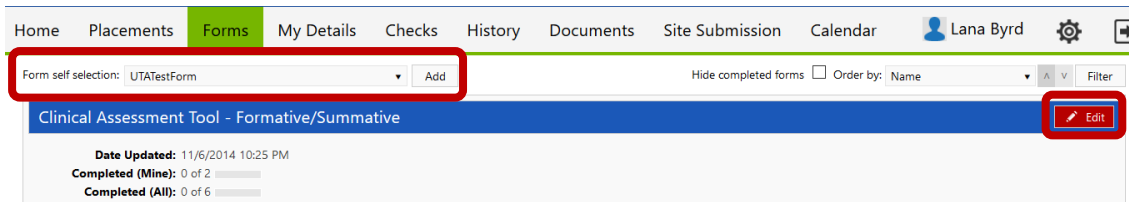
**Activity Breakdown**

Activity	Duration
observation	3.00 Hours

## 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.

Home
Placements
My Details
Checks
History
Documents
Site Submission
Calendar

 Lana Byrd
 





Next Of Kin details

Name:

Relationship:

Contact details:

Email:

Phone:

Updated by SONIAUSAEAST\Abigail on 1/1/2016 1:01:48 PM


Topics

+ Add topic

Major	Topic
No items.	

Associations

Excluded Sites

 You will not be considered for placements at these sites

+ Add site

Site	Description
No items	

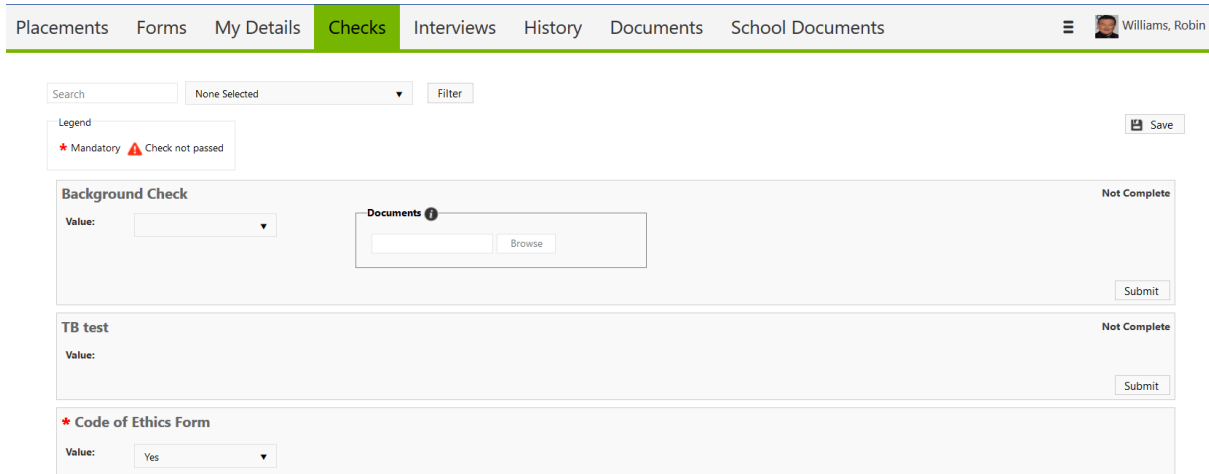
Other

Do you have a car?:

Yes
  No

## 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.

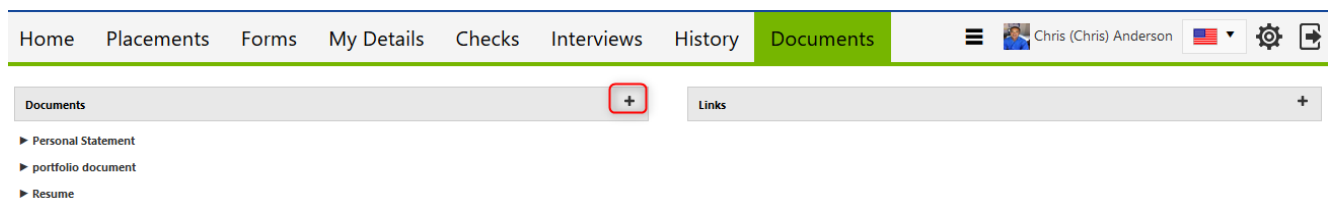
## Documents Tab

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.

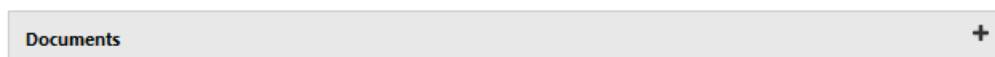
### New Document

**Document:**

Determine who can view and edit this document  
Show to site  Show to supervisor

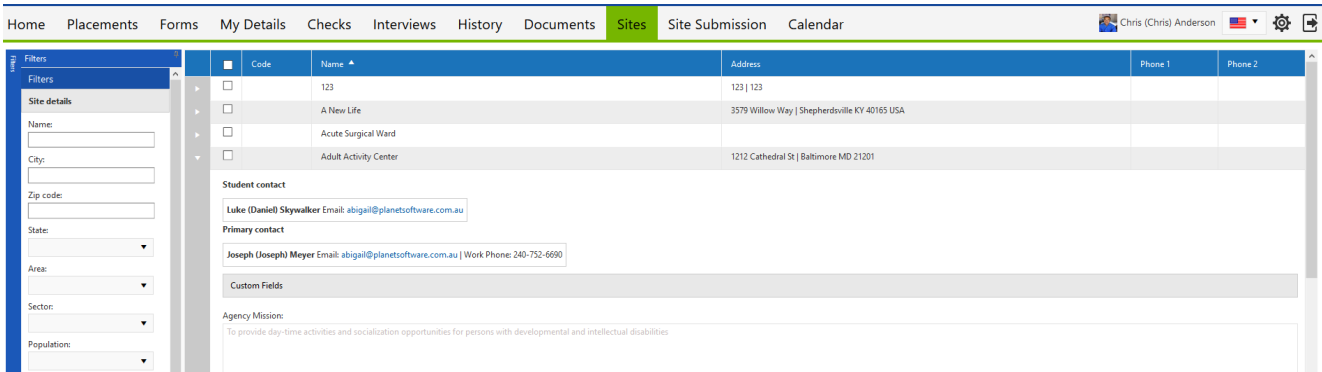
**Description:**

**Category:**



## 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.



The screenshot shows the 'Sites' tab in the Sonia Online interface. The top navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Checks', 'Interviews', 'History', 'Documents', 'Sites', 'Site Submission', and 'Calendar'. The user is logged in as Chris (Chris) Anderson. The main content area displays a table of sites with columns for Code, Name, Address, Phone 1, and Phone 2. The first row is expanded to show details for the site '123'. The details include site information (Name, City, Zip code, State, Area, Sector, Population), contact information (Student contact: Luke (Daniel) Skywalker, Primary contact: Joseph (Joseph) Meyer), and an Agency Mission statement.

Code	Name	Address	Phone 1	Phone 2
123	123	123   123		
	A New Life	3579 Willow Way   Shepherdsville KY 40165 USA		
	Acute Surgical Ward			
	Adult Activity Center	1212 Cathedral St   Baltimore MD 21201		

**Site details for 123:**

**Site details:**  
 Name:   
 City:   
 Zip code:   
 State:   
 Area:   
 Sector:   
 Population:

**Student contact:**  
 Luke (Daniel) Skywalker Email: [abigail@planetsoftware.com.au](mailto:abigail@planetsoftware.com.au)

**Primary contact:**  
 Joseph (Joseph) Meyer Email: [abigail@planetsoftware.com.au](mailto:abigail@planetsoftware.com.au) | Work Phone: 240-752-6690

**Custom Fields:**

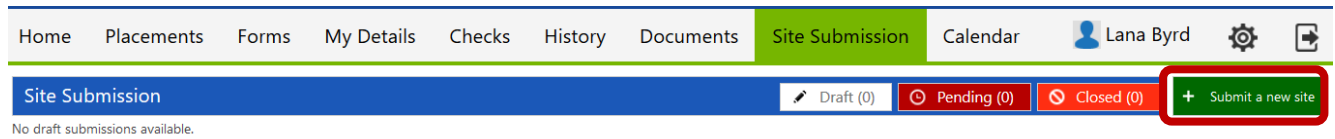
**Agency Mission:**  
 To provide day-time activities and socialization opportunities for persons with developmental and intellectual disabilities

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.

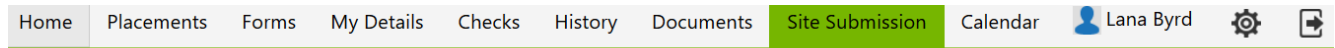


## Site Submission Tab

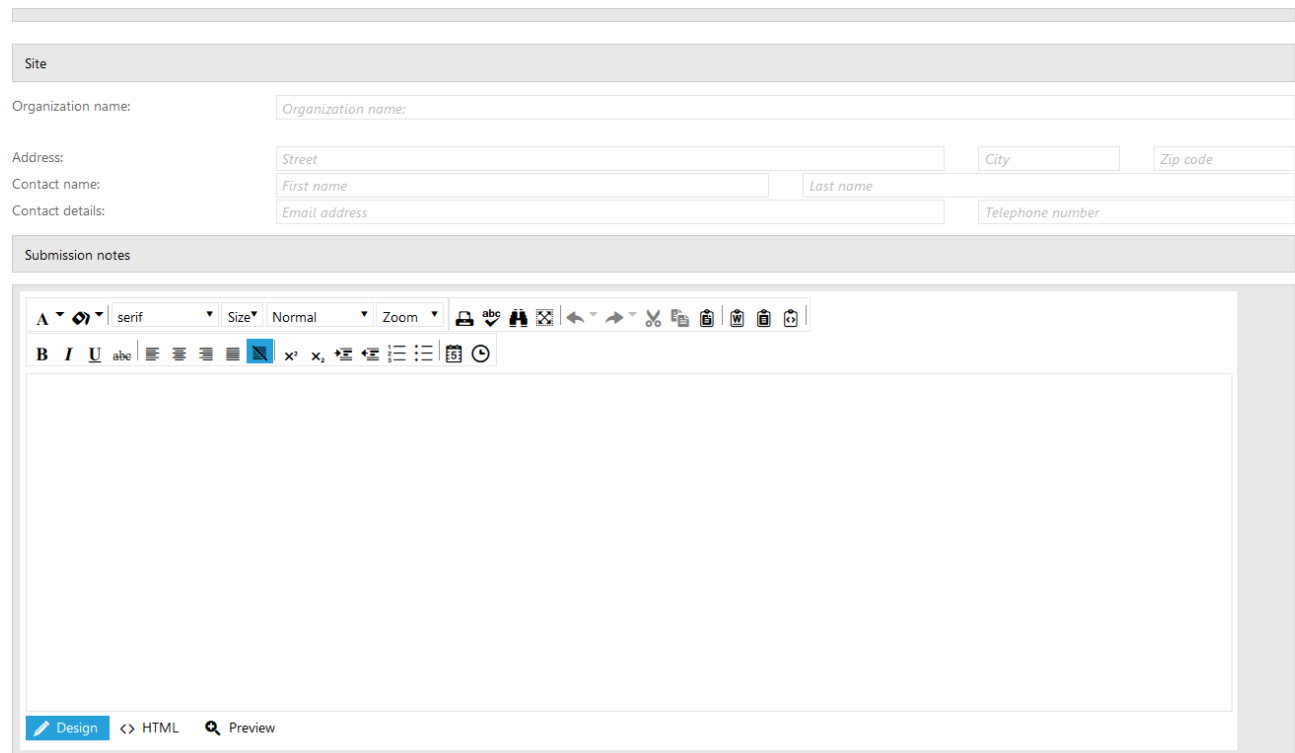
If you would like to suggest the field placement office consider a new site for placements, you can submit the site on this page. The placement office will receive a notification of your submission. You can track its approval in the Pending tab on this page.



The screenshot shows the top navigation bar with tabs: Home, Placements, Forms, My Details, Checks, History, Documents, Site Submission (highlighted), and Calendar. On the right, there is a user profile for Lana Byrd, a settings gear, and a share icon. Below the navigation bar, a blue header for the 'Site Submission' tab contains status indicators: Draft (0), Pending (0), Closed (0), and a green button labeled '+ Submit a new site' which is highlighted with a red box. Below this header, it says 'No draft submissions available.'



This is a second view of the navigation bar, identical to the one above, with the 'Site Submission' tab highlighted.



The form is titled 'Site' and contains several input fields:
 

- Organization name:
- Address:
- Contact name:
- Contact details:

 Below the form is a 'Submission notes' section with a rich text editor. The editor's toolbar includes options for font style (serif), size (Normal), zoom, bold (B), italic (I), underline (U), text color (abc), background color (abe), bulleted list, numbered list, link, unlink, and undo. At the bottom of the editor, there are buttons for 'Design', '<> HTML', and 'Preview'.

By clicking Submit you are acknowledging the requirements detailed [here](#)

# 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.

Home
Students
Placements
Forms
My Details
Site Details
History
Calendar
Demo User
⚙️
📄

View Calendar
View List

Interview
  Academic Event
  Public Holiday

today
📅 Jan, 2016

Day
Week
Month

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1 Jan	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Spring Semester begins						
18	19	20	21	22	23	24
Spring placements begin						