

SONIA

Field Instructor User Guide

A quick-start reference to Sonia Online for Field Instructors

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Introduction

This guide is intended to be provided to Field Instructors who are affiliated with the University using Sonia as part of the management of field placements.

NOTE: This guide uses default Sonia terminology, which the University may have changed, depending on their business practices and preferences. For example, Sonia uses the word ‘Mentor’ for what some universities call ‘Field Instructor’ or ‘Site Supervisor’ or ‘Partnership Teacher’.

This guide covers parts of Sonia that the University may not have enabled and would therefore be unavailable to you.

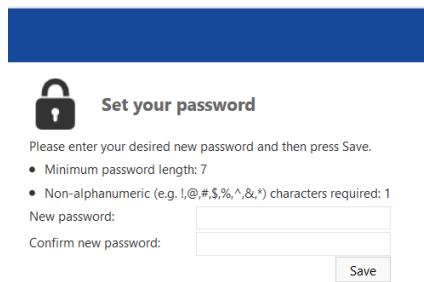
Starting Sonia

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Sonia Field Education System: <https://kucssw.sonialive.com/>

Signing In

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



Set your password

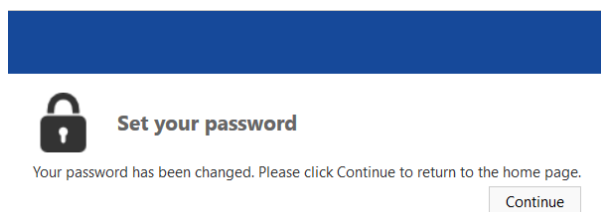
Please enter your desired new password and then press Save.

- Minimum password length: 7
- Non-alphanumeric (e.g. !,@,#,\$,%^,&*) characters required: 1

New password:

Confirm new password:

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

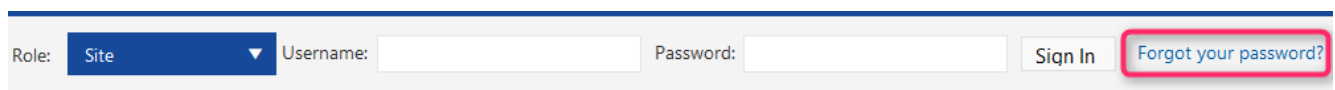


Set your password

Your password has been changed. Please click Continue to return to the home page.

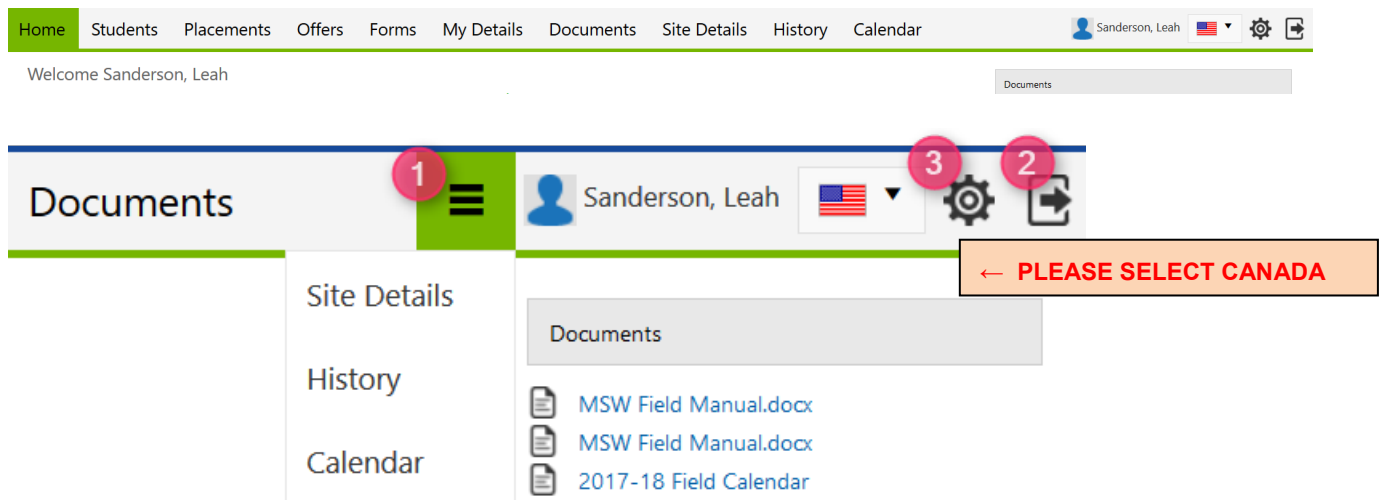
Ensure the ‘Role’ is set to ‘Site’. Use the username provided in the e-mail from the University and the password you just created, and click ‘Sign In’.

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.



Role: Username: Password:

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 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

Account Settings

General

Enhanced accessibility:

Change the culture: English (United States) ▼ Save

Change your picture: Browse Upload Remove

Change your password

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

- Minimum password length: 7
- Non-alphanumeric (e.g. !,@,#,\$,%,&,*) characters required: 1

Current password:

New password:

Confirm new password:

Save

Students Tab

This screen shows a list of students you are currently supervising AND includes students who have been allocated to the Site(s) at which you are a Contact, even if you are not the Mentor.

- 1) The list of students displayed on this page are ones who have an active placement on or after the date in this field. To see students whose placements included a date before [today], change the date in this field.
- 2) Click View to see details about the student.
- 3) Check the box next to a student's, Supervisor's, or Mentor's name on this page to e-mail them.
 - If e-mailing several people at one time, only the recipient's name will appear in their TO field in their e-mail; i.e., no one knows who else is getting the e-mail.
- 4) Approve timesheets. Instructions below.

Bulk Approving Timesheets

You can bulk, or individually, approve Timesheets by clicking the blue Timesheets button at the top right of the Students page.

To approve in bulk, select the timesheet entries by clicking the box on the left, and respond with the appropriate status at the bottom right.

To approve individually, select the appropriate status at the end of the row.

Placements Tab

This is a listing of placement groups in which your site belongs. The University has created these placement groups to keep students together who have something in common, such as their academic level, interest, placement term, etc.

In the screenshot below, the Mentor can see that she has two students in the third placement group who were allocated to two available positions at Advocates for Survivors of Trauma. The first placement group shows that one position was available for the students in that placement group, but no students have been allocated.

MSW Adv Clinical 2016-2017
🔍 Details
🎓 Student Ranking
🕒 Manage interviews

IMMIGRANT HEALTH CLINIC

Social Work

In an adv clinical placement, students do this and that and that.

Dates: Thursday, September 1, 2016 - Thursday, June 1, 2017

Manage interviews dates: Friday, April 8, 2016 12:00 AM - Saturday, May 27, 2017 12:00 AM

Requested: 1

0 allocated out of 1 confirmed

MSW Adv Clinical 2016-2017
🔍 Details
🎓 Student Ranking
🕒 Manage interviews

ADVOCATES FOR SURVIVORS OF TRAUMA

Social Work

In an adv clinical placement, students do this and that and that.

Dates: Thursday, September 1, 2016 - Thursday, June 1, 2017

Manage interviews dates: Friday, April 8, 2016 12:00 AM - Saturday, May 27, 2017 12:00 AM

Requested: 1

Confirm:

Comment:

0 allocated out of confirmed

Advanced Clinical 17 (self-allocate)
🔍 Details
🎓 Student Ranking
📅 Timesheets

ADVOCATES FOR SURVIVORS OF TRAUMA

Social Work

Dates: Friday, September 1, 2017 - Friday, May 11, 2018

Requested: 2

2 allocated out of 2 confirmed

Foundation 2017-2018
+ Advertisement

Social Work

Dates: Tuesday, August 1, 2017 - Tuesday, May 1, 2018

Advertisement dates: Wednesday, November 30, 2016 12:00 AM - Thursday, June 1, 2017 12:00 AM

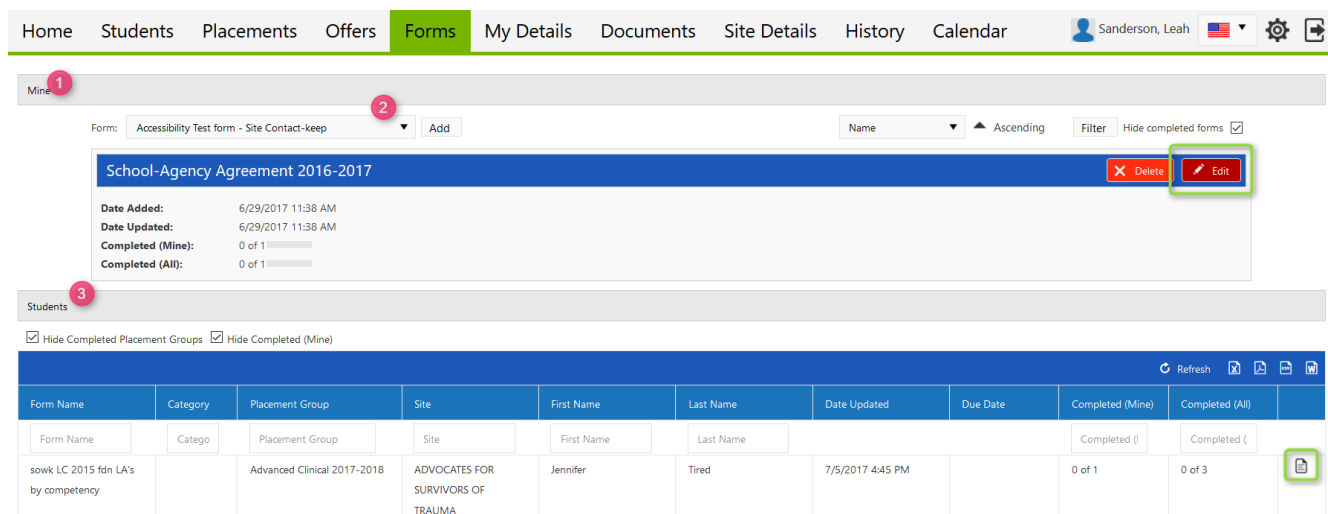
Optional Buttons

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

- **Timesheets:** Approve individual interns' timesheets for a particular placement and see totals of hours completed.
- **Student Ranking:** Offer a student a position or decline a student who has been referred
- **Manage Interviews:** Create interviews for students in this placement group; individual appointments can be exported to an Outlook calendar

- **Advertisement:** The University may ask you to either request or confirm placements for placement groups.
 - To request interns: Click on the Advertisement button (see fourth blue bar above) for the applicable placement group and follow the prompts. When you click ‘Save’, your advertisement has been confirmed with the University Placement Office. Take note of the “Advertisement Dates” listed on the placement group, as you can only advertise during this period.
 - To confirm that your site can accommodate interns: In the example in the second placement group above, the University is requesting Advocates for Survivors of Trauma (AST) take one intern. If AST can accommodate an intern, simply click ‘Confirm’. If they can accommodate more, they can change the number in the ‘Confirmed’ box, perhaps write a comment to the Placement Office, and click ‘Confirm’.

Forms Tab



Home Students Placements Offers **Forms** My Details Documents Site Details History Calendar Sanderson, Leah

Mine

Form: Accessibility Test form - Site Contact-keep Add Name Ascending Filter Hide completed forms

School-Agency Agreement 2016-2017 Delete Edit

Date Added: 6/29/2017 11:38 AM
 Date Updated: 6/29/2017 11:38 AM
 Completed (Mine): 0 of 1
 Completed (All): 0 of 1

Students

Hide Completed Placement Groups Hide Completed (Mine)

Form Name	Category	Placement Group	Site	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)
sowk LC 2015 fdn LA's by competency		Advanced Clinical 2017-2018	ADVOCATES FOR SURVIVORS OF TRAUMA	Jennifer	Tired	7/5/2017 4:45 PM		0 of 1	0 of 3

- 1) If a form is assigned only 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.
- 2) If the form has not been assigned to you, but the University wants it to be available for you as needed, the form will be visible in the “Form Self Selection” drop down. Once you select and add the form, it will appear with your other forms.

NOTE: The above two types of form retrieval are in the ‘Mine’ section.

- 3) If you are a “respondent” on a multi-user form (i.e. more than one person completes and/or approves the form), necessary forms will be in the ‘Students’ section below the ‘Mine’ section. Click the white paper icon on the row of the applicable student to complete the form.

If a form has been Saved but not Submitted, simply click the paper icon 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:

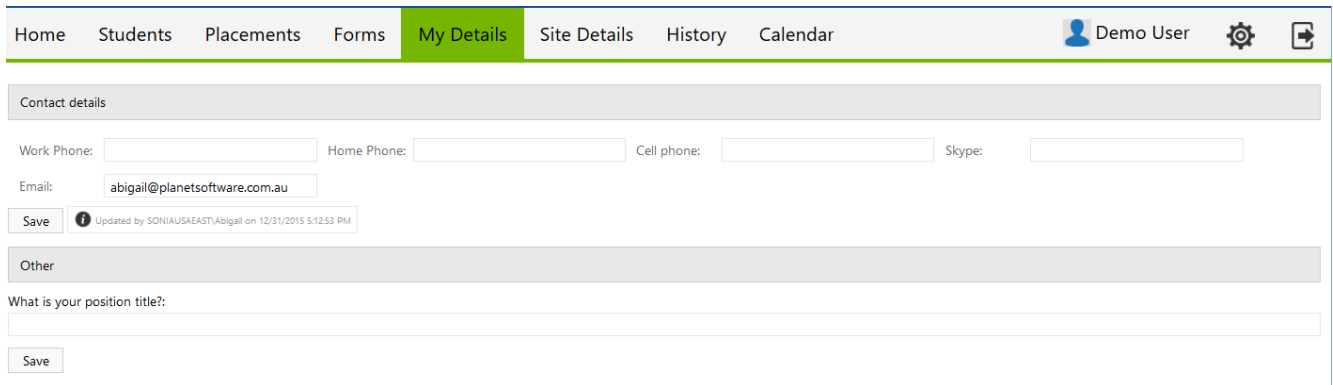
“Save Draft” means you can save your work and come back to edit this form.

“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. Most of the information on the My Details page is editable, and you may be expected to fill in some of the details. This will depend on the rules and processes of the University and field placement office.

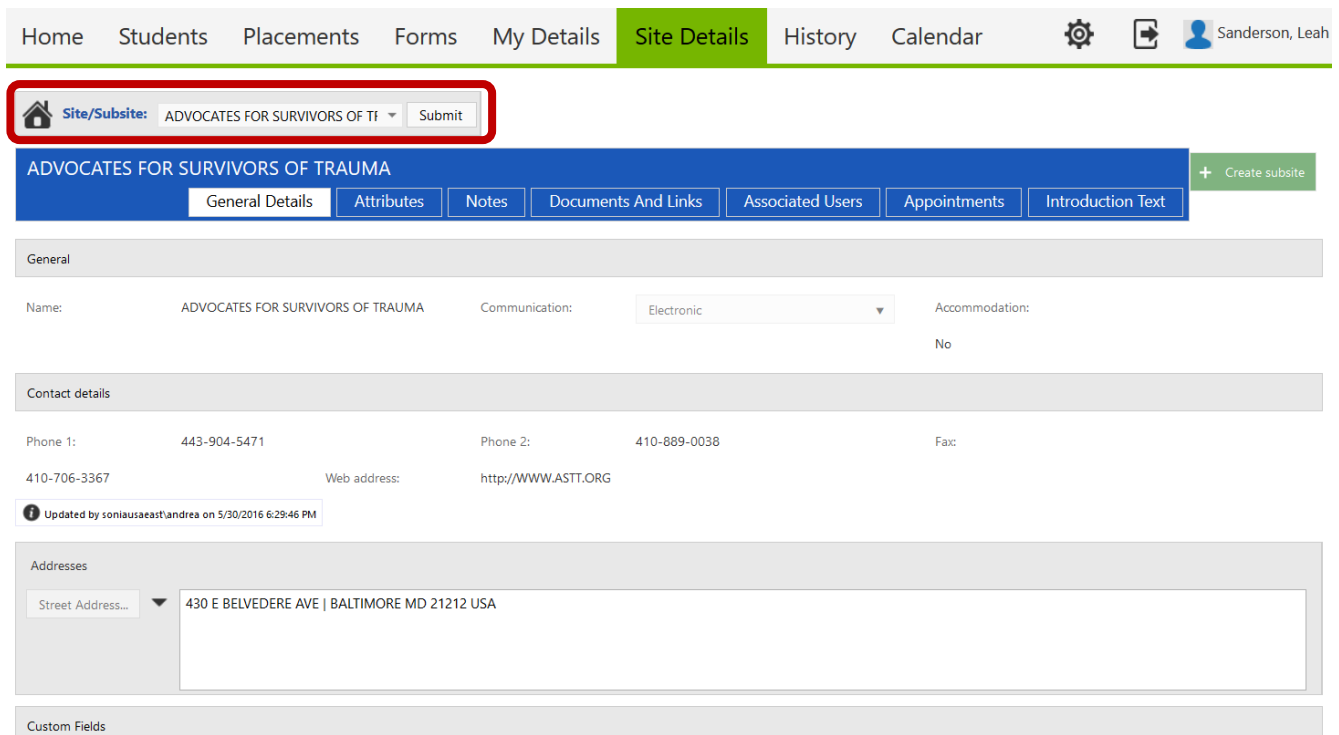
The 'Contact details' section is what the University already has on record. Each university will vary as to what, if any, questions are in the 'Other' section.



Site Details Tab

The Site Details screen is used to display additional information about your organization. If you are a contact for more than one organization, you can switch between organizations by choosing one from the 'Site/Subsite' dropdown.

Click on the tabs on the blue bar to submit additional information to the University about your organization. (More information below.)



General Details

- Update the contact information for the site.
- Answer custom fields/additional information about the site

Attributes

To add a new Attribute, click “+ Add new...”. A dropdown list will appear; select the appropriate attribute from the list, and then click the checkmark at the right to save the selection.

To remove an Attribute, click the trash can at the right end of the row.

Site/Subsite: Mercy Hospital

Mercy Hospital

Sector: Location group:

Affiliation: Location:

Area		
Mental Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical		<input type="checkbox"/>
Surgical		<input type="checkbox"/>

Descriptor	
No data	

Focus	
No data	

Region	
No data	

Notes

1. See Notes that have been added by Site Contacts or university placement staff.
2. Edit or delete Notes.
3. Add a new Note.

Mercy Hospital

3

Note	Date Updated	Updated By	
The morning is the best time to call. 1	3/14/2018 4:47 PM	abigails	2 <input type="checkbox"/>

Documents and Links

- List documents attached to the site, such as MOU's/agreements.
- List links to websites where the site is mentioned. (Your website is listed on your General Details tab.)

Associated Users

All contacts associated with this site are listed here, along with a summary (and legend) of their permissions. To edit a user's information, click the edit pencil on the right end of their row.

Mercy Hospital | General details | Attributes | Notes | Documents And Links | **Associated Users** | Appointments | Introduction Text

Roles and permissions legend

PC Primary contact SC Student contact AD Can perform general administration AA Account approved LO Locked Out Can edit student placement requests
 Can edit student positions Can edit student documents Can edit student timesheets Can edit student actual duration Can edit student grade

+ Add new user Refresh

Name	Position	Active	PC	SC	AD	AA	LO	Can edit student placement requests	Can edit student positions	Can edit student documents	Can edit student timesheets	Can edit student actual duration	Can edit student grade	
User, Demo		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Anderson, John	Mentor	✓				✓								

Appointments

Displays all appointments/interviews as set up with the Placement Office.

Mercy Hospital | General details | Attributes | Notes | Documents And Links | Associated Users | **Appointments** | Introduction Text

Placement group	Subject	Location	Description	Status	Start time	Start time (Local)	Add
2016 Semester 2 Surgical	Internship Interviews	Mercy Hospital, Hospital Drive	Interviewees must have been referred by the university field placement office	Confirmed	2/5/2016 3:30 PM (UTC-05:00) Eastern Time (US & Canada)	2/5/2016 3:30 PM	User, Demo +
2016 Semester 2 Surgical	Internship Interviews	Mercy Hospital, Hospital Drive	Interviewees must have been referred by the university field placement office	Confirmed	2/5/2016 3:00 PM (UTC-05:00) Eastern Time (US & Canada)	2/5/2016 3:00 PM	User, Demo +

Introduction Text

This text will display at the top of the General details tab as well as with the site's information in the Site Directory for the students.

History Tab

This page lists the placements in which you have participated in the past. Placements will only appear in your History once the University field placement office has marked the placement as completed.

Home | Students | Placements | Forms | My Details | Site Details | **History** | Calendar | Demo User | Settings | Logout

From: 1/1/2015 To: 12/31/2016 View Student List View



Show position detail Include active Placements Sort by: None Ascending Sort

2016 Semester 2 Surgical (Y16_S2_Sur) [Confirmed]
 School: Demo School 1 Site: Mercy Hospital Area: Surgical Date: 12/28/2015 - 5/1/2016 Afternoon Confirmed: 2 View Details

Page size: 50 1 items in 1 pages


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
18	19	20	21	22	23	24