Sonia Online Training

Students

Welcome to Sonia Online!

- We're so excited…and nervous for something new! Thanks for being our pilot group this summer!
- Help!
  - User guides and other training items will be located on the ISU Department of Social Work "Field" portion of the website.

Connecting to Sonia Online and App

- Sonia Online
  - May be blocked at agency and/or ISU depending on organization firewalls.
  - Suggest using app while at agency and/or home based network.
- Sonia App for Phones
  - Open up Sonia Live on a laptop. Look for QR code.
  - Then, go to phone app store look for “Sonia for Students”. Download free app.

Getting Started

- Placements – You have been assigned a placement
  - List of placement groups to which you have been assigned
- Red Details button
  - View details of placement group, site, contacts at the site, site documents, Mentor, Supervisor, placement details
  - Can add documents (assignments) and links at the position level (bottom of the page)
  - Can also view timesheets here

Forms

- Forms – Assigned and Unassigned
  - the name of the form will show on a blue horizontal bar. Student should click the red ‘Edit’ button to complete.
  - If the form has not been assigned to a specific student, but the field office will allow the student to complete it at his/her convenience, the student would choose the form from the “Form Self Selection” dropdown and click ‘add’. (See image on next page)

Forms

Form self selection: Student Field Application - SAMPLE 2 Add

Hide completed forms Order by: Name Filter

Generic First Year Field Evaluation FALL

Edit

Placement Group: Adv Clinical 2015
Site: BALTIMORE MEDICAL SYSTEMs
Date Updated: 10/5/2015 11:15 AM
Due Date: 12/23/2015 7:00 PM
Completed (Mine): 0 of 0
Completed (All): 0 of 1

Due Wednesday!
You still need to complete 0 section

Forms

- When the student clicks the ‘Submit’ button, the screen will look like a white sheet for a few seconds; this simply means the form is saving. If the student scrolls all the way to the bottom, s/he will see the form will say “Form actioned by [student name] on [date] at [time]”.
- When the student goes back to Forms tab (screenshot above) and refreshes the page, s/he will see that “Completed (Mine)” will say “1 of 1”, and the bar beside that will be blue with a green check mark. And, “Completed (All)” in this case will be “1 of 1”.

My Details

- Update Next of Kin details and custom fields
- View (cannot add) notes made visible by field office. If the student does not have notes, the field will not be visible. When visible, it is above the Custom Field Section.
- Checks – Prerequisites to be taken care of before placement.
- Documents - Any documents or links the student would like attached to his/her profile (e.g., resume, photo on placement, LinkedIn link).
- Calendar – maintained by field department.

Symbols

- Three horizontal lines (three pancakes or hamburger) = if the screen is not wide enough to display all of the tabs, click this symbol.
- Cog = add profile photo, change password, request accessibility features on Sonia Online if visually impaired, download ‘Sonia for Students’ app
- Exit door = log out

Timesheets

- Go to Placements tab, click on timesheets in blue box.
- Add new timesheet. Add “Time In” and “Time Out”. If you took a lunch, then insert a break. The time will be automatically be calculated.
- To record supervision time that occurs ON SITE, enter a separate timesheet entry and record the hours. Then, click on “Attendance Status” to designate supervision time.
- For external supervision hours with a Field Instructor OUTSIDE of agency, add another timesheet.
- Example of a day with on-site supervision.

Learning Plan

- Learning plan instructions
- Click “save” during semester when completing “evidence” section.
- Wait to “submit” when learning plan is completed and ready for scoring at the end of the semester.

Questions?