



Student Guide

A quick-start reference to SoniaOnline for students

POWERED BY  Planet
SOFTWARE

setting the standard for student placement software

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Introduction

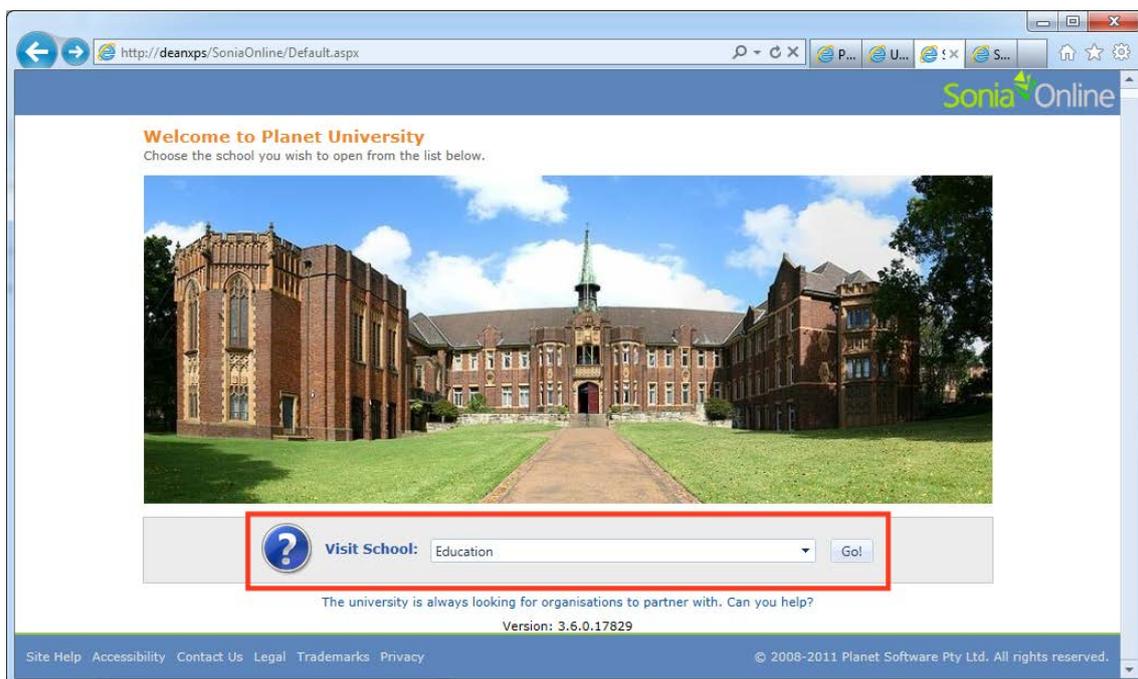
This guide is intended to be provided to students who are using Sonia as part of the administration of field work placements.

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 been enabled and would therefore be unavailable to you.

Starting Sonia

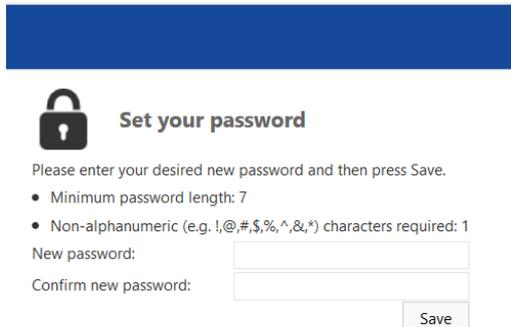
To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access. You have been provided with a way to get to Sonia from your university. This may include a link from another page in the university intranet or a url you should enter into your browser every time you need to use Sonia.

You may be provided with a web link to a university-wide Sonia site. An example appears below. To continue into Sonia, you will need to use the “visit school” dropdown (highlighted in red) to see information that pertains to your academic department. Pick your school and click the “Go” button.



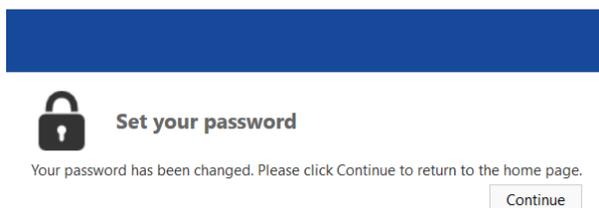
Signing In

Once you have entered your school site, you will need to create a password. Or, the university may have set your login credentials to be the same as your university login credentials.

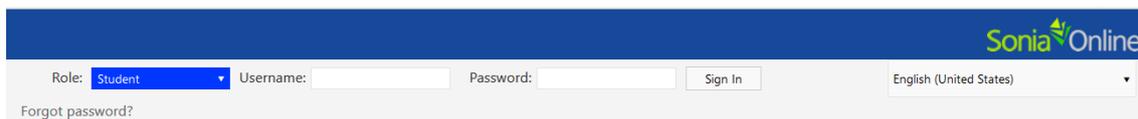


Set Password screen

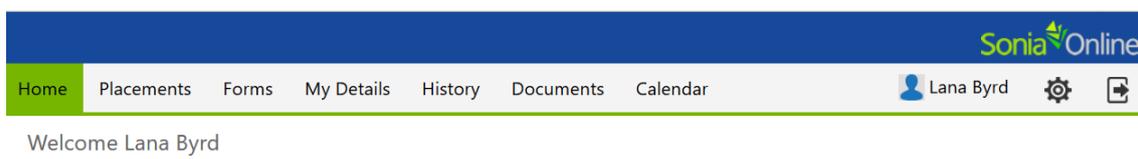
Once you have set your password, you will be directed to the home page to login.



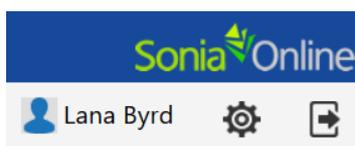
Ensure the 'Role' is set to 'Student'. Use the username provided in the e-mail from the University and the password you just created, and click 'Sign In'.



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



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



The cog (gear shape) is your Account Settings. Here, you can upload a picture of yourself and change your password. Your university may have also enabled the option for you to find out more about the Sonia for Students mobile app.

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

Account Settings

General

Enhanced accessibility:

Change the culture: English (United States) Save

Change your picture: Browse Upload Remove

Connect the Sonia for Students Mobile App



1. Download Sonia for Students 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

Generate New QR Code

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

Placements Tab

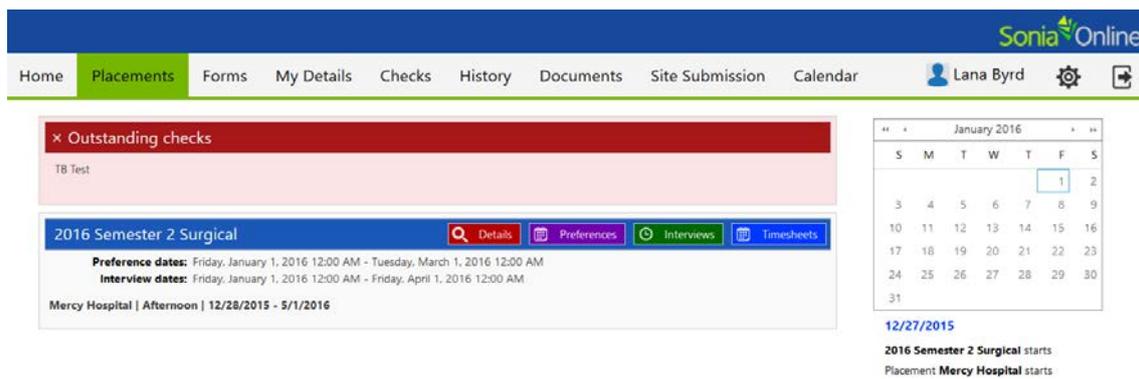
This is a listing of placement groups to which you belong. The University has created these placement groups to keep students together who have something in common, such as their academic level, interest, placement term, etc.

The red Details tab gives details about the placement, including the site supervisor and faculty member to which you have been assigned. You can also post notes and documents to your placement group within this tab.

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. Read this information carefully, as failing to comply may prevent you from being allocated a placement. More on Checks further in this document.

To the right of the screen are important dates.



The screenshot shows the SoniaOnline interface for the Placements Tab. At the top, there is a navigation bar with the following items: Home, Placements (highlighted), Forms, My Details, Checks, History, Documents, Site Submission, and Calendar. The user's name, Lana Byrd, is displayed on the right side of the navigation bar.

Below the navigation bar, there is a red-shaded area labeled "Outstanding checks" with a sub-item "TB Test".

The main content area displays the "2016 Semester 2 Surgical" placement group. It includes several buttons: Details (red), Preferences (purple), Interviews (green), and Timesheets (blue). Below these buttons, the following information is provided:

- Preference dates:** Friday, January 1, 2016 12:00 AM - Tuesday, March 1, 2016 12:00 AM
- Interview dates:** Friday, January 1, 2016 12:00 AM - Friday, April 1, 2016 12:00 AM
- Placement:** Mercy Hospital | Afternoon | 12/28/2015 - 5/1/2016

On the right side of the screen, there is a calendar for January 2016. The date 12/27/2015 is highlighted in blue. Below the calendar, the following text is displayed:

12/27/2015
2016 Semester 2 Surgical starts
Placement Mercy Hospital starts

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 information, you may search for a placement. Filter your search using the box on the left. Keep track of your preferred organizations in the box on the right.

The sites listed are those that will be available in this placement period. It may show the number of places available at the site and the approximate distance to the site from your home address.

A small "map" icon will open a map to the site, while a small "i" icon (information) will open a new search window to find any web information about the site.

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). In the example below, the list is sorted alphabetically.

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, so you should discuss this with the university field placement staff.

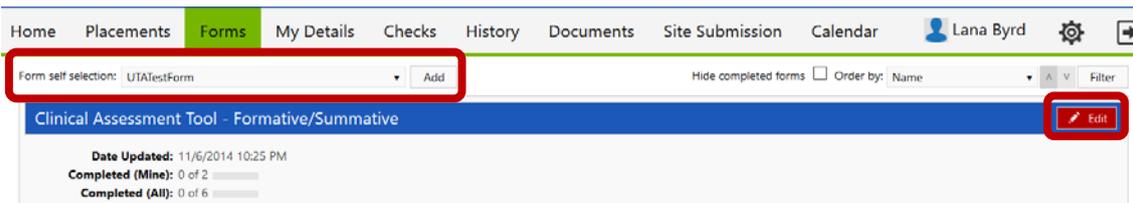
In addition to the name and address of each site, it is possible to see more specific details. These details are displayed if you click on the little arrow next to the site name.

- **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.
- **Timesheets:** Keep track of your time spent at your placement. Click 'Add new attendance' to add an entry. Be sure to click 'Save' when finished.

Forms Tab

If the 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 (basically) 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.

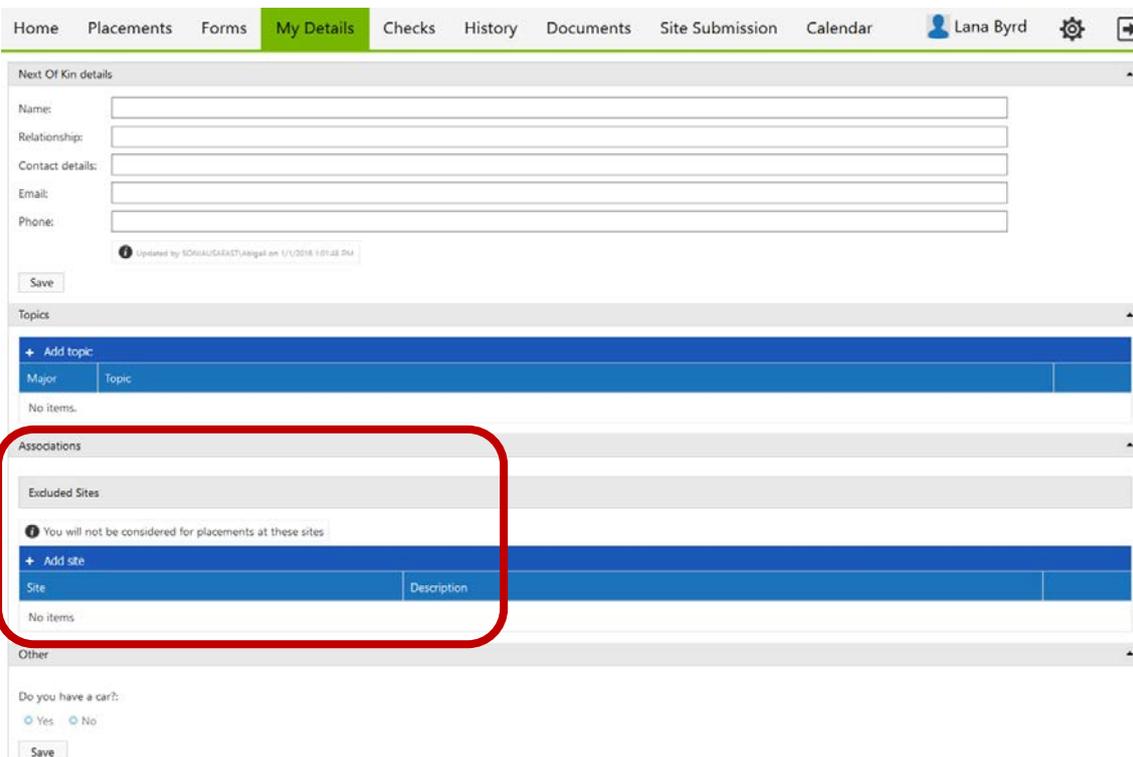


My Details Tab

The My Details screen is used to display additional information about you. 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).

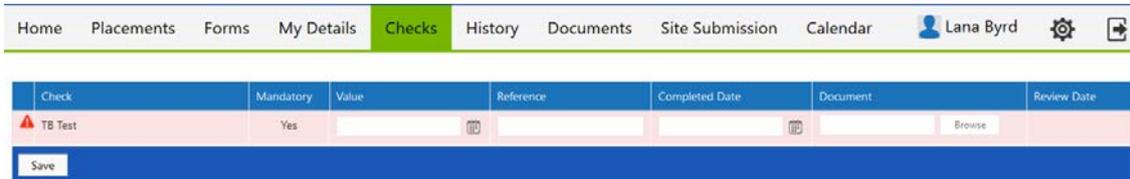
Some of the information on the My Details page may be editable, and you may be expected to fill in some of the details. This will vary depending on the rules and processes of your university.

Depending on your university's settings, you can submit a negative site association, meaning you can exclude yourself from being placed at certain sites if, for example, you anticipate a conflict of interest.



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.



Check	Mandatory	Value	Reference	Completed Date	Document	Review Date
TB Test	Yes				Browse	

History Tab

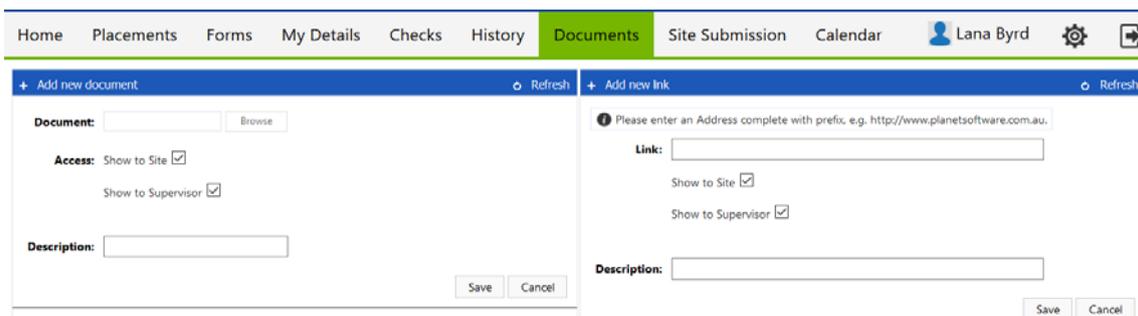
This page lists any placements that you have done in the past. Placements will only appear in your history once the field placement office has marked the placement as completed.

Documents Tab

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

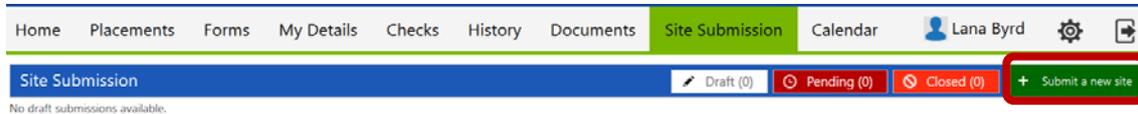
You can also add links to personal websites, such as your LinkedIn profile, or web pages that you wish to associate with your placements. You might include links to articles you found helpful or related organizations or associations you may wish to contact in the future.

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

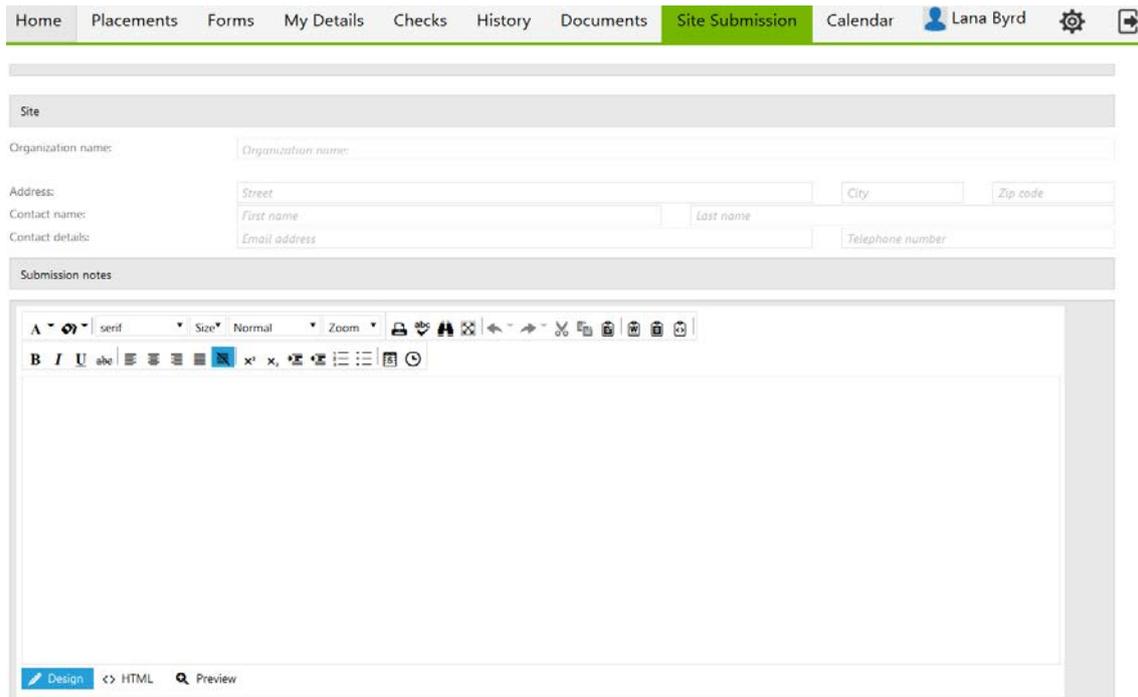


Site Submission Tab

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 screenshot shows the top navigation bar with tabs: Home, Placements, Forms, My Details, Checks, History, Documents, Site Submission (highlighted), and Calendar. The user profile 'Lana Byrd' and settings icons are on the right. Below the navigation bar, the 'Site Submission' header contains buttons for 'Draft (0)', 'Pending (0)', 'Closed (0)', and a red-bordered button labeled '+ Submit a new site'. Below this header, it states 'No draft submissions available.'



The screenshot shows the 'Site Submission' form. It includes a navigation bar at the top with the same tabs as the previous screenshot. The form is titled 'Site' and contains the following fields:

- Organization name:
- Address: Street, City, Zip code
- Contact name: First name, Last name
- Contact details: Email address, Telephone number

Below the form is a 'Submission notes' section with a rich text editor. The editor has a toolbar with options for font size, font face (serif), font size (Normal), zoom, bold, italic, underline, text color, background color, 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
<div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">Spring Semester begins</div>						
18	19	20	21	22	23	24
<div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">Spring placements begin</div>						