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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Document History

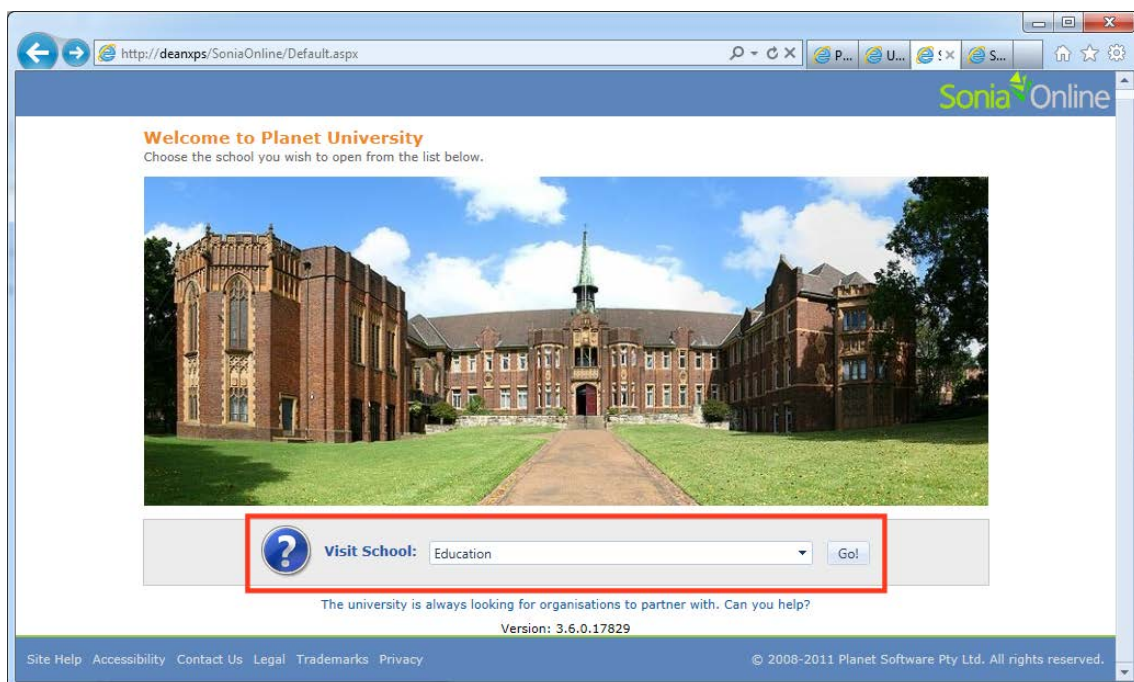| Version	Date	Author
0.1	October 2011	Felix Jorkowski
0.2	January 2012	Dean Rosenhain
1.0	January 2016	Abigail Manwell

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 been enabled and would therefore be unavailable to you.
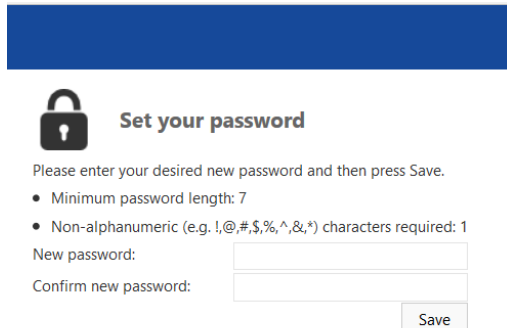
Starting Sonia

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.
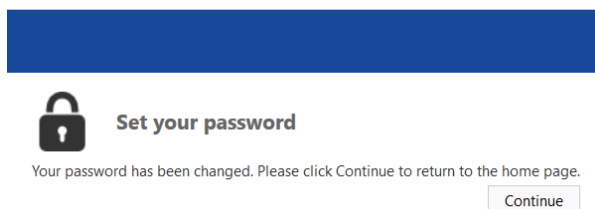
Signing In

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.
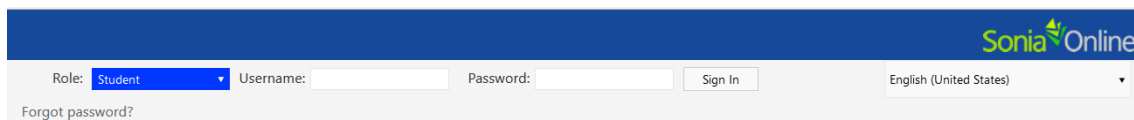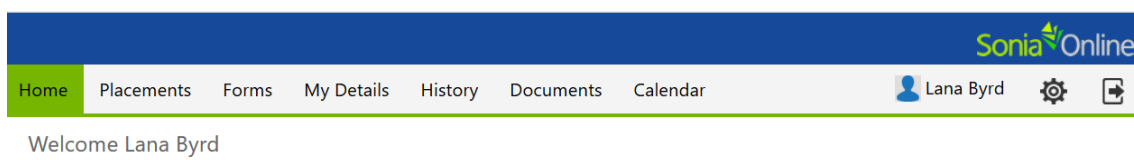

Set your password

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:

Save

Set Password screen

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

Set your password

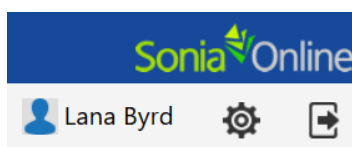Your password has been changed. Please click Continue to return to the home page.

Continue

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'.

Role: Student   Username: Password: Sign In   English (United States)

Forgot password?

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

Home   Placements   Forms   My Details   History   Documents   Calendar   Lana Byrd

Welcome Lana Byrd

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

Lana Byrd

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.
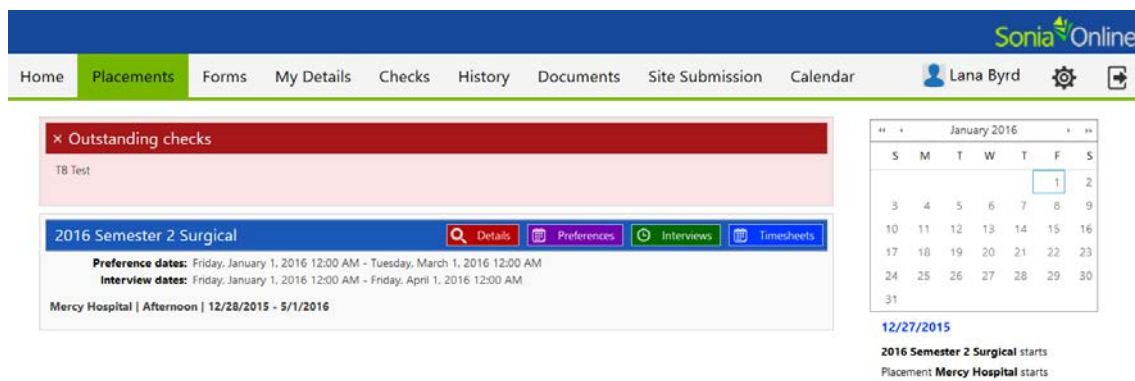
Placements Tab

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.

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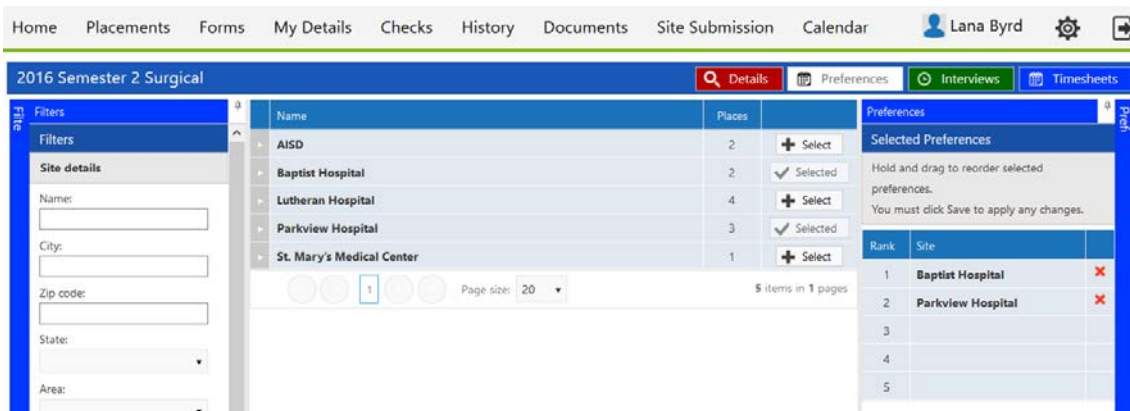
  The sites listed are those that will be available in this placement period. It may show the number of places available at the site and the approximate distance to the site from your home address.

  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.
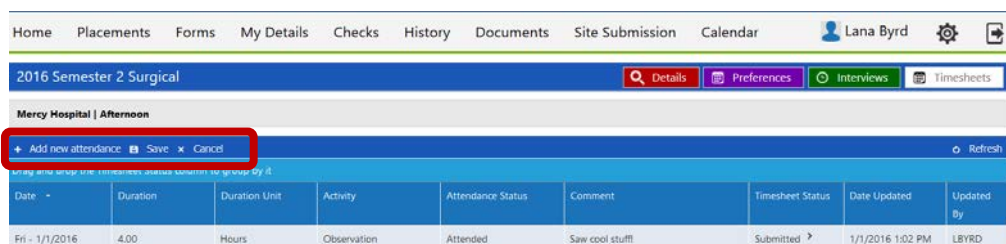
  The order in which the sites appear can be changed by clicking the heading of the column you wish to sort by (e.g., Site details, Places or Distance). In the example below, the list is sorted alphabetically.

  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.
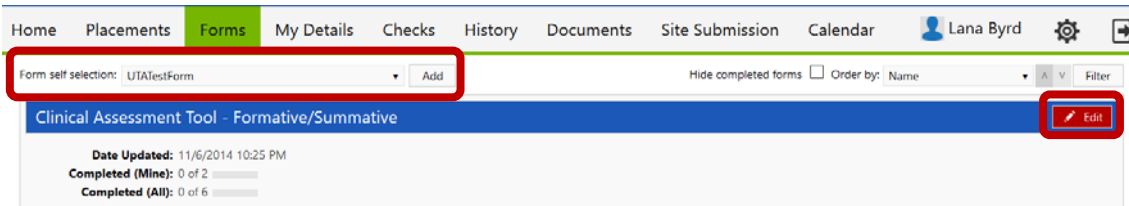

- **Review**: If you see a Review button instead of a Preference button, this means your university will allow you to review sites but not preference.
- **Interviews**: Allows you to sign up for an interview slot.
- **Timesheets**: Keep track of your time spent at your placement. Click 'Add new attendance' 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.
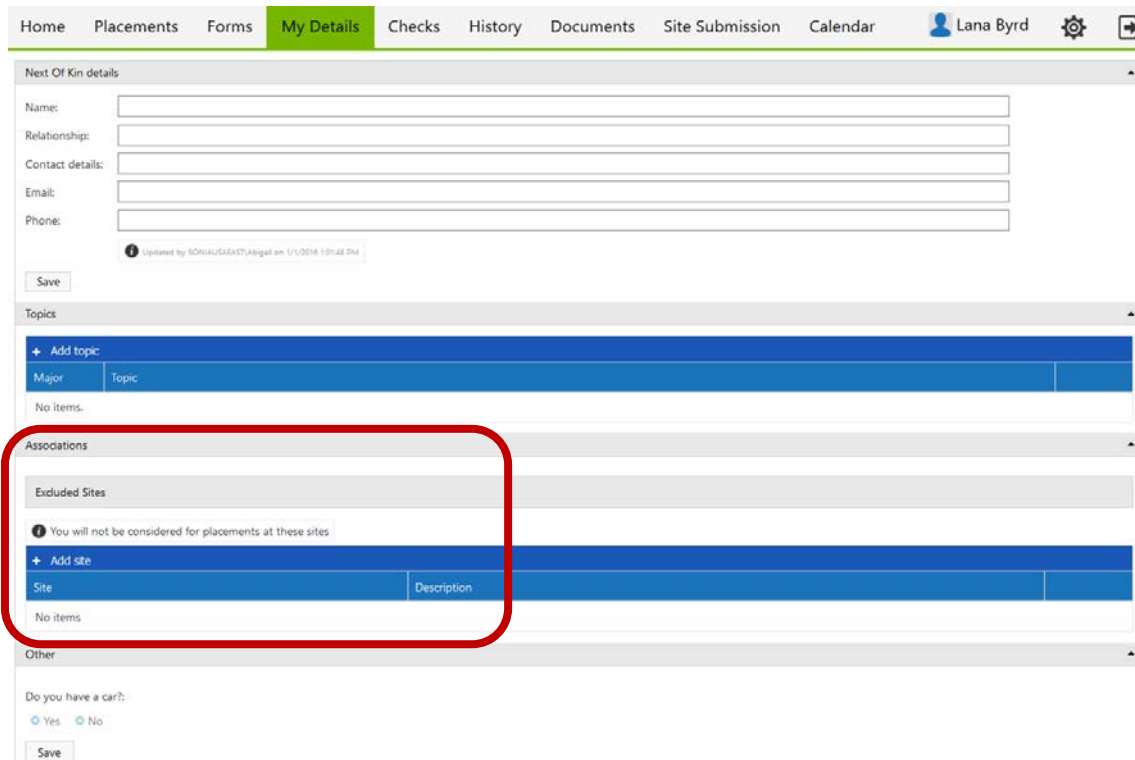

My Details Tab

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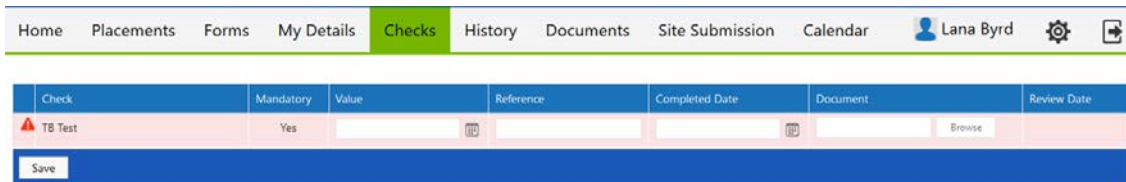
Some of the information on the My Details page may be editable, and you may be expected to fill in some of the details. This will vary depending on the rules and processes of your university.

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.
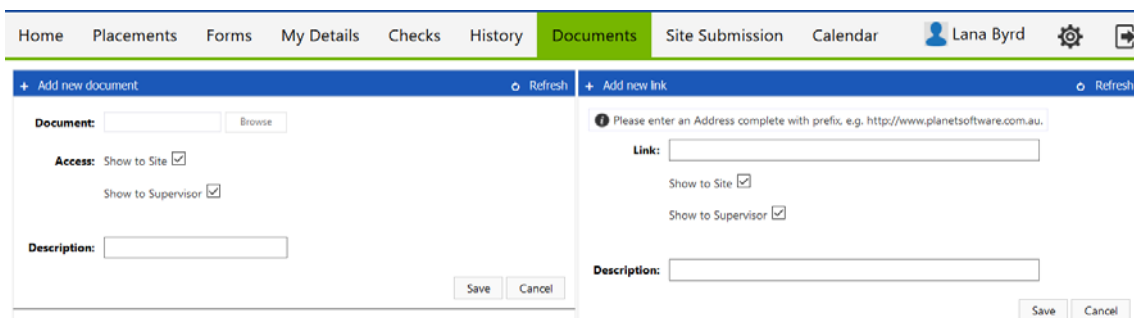

History Tab

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

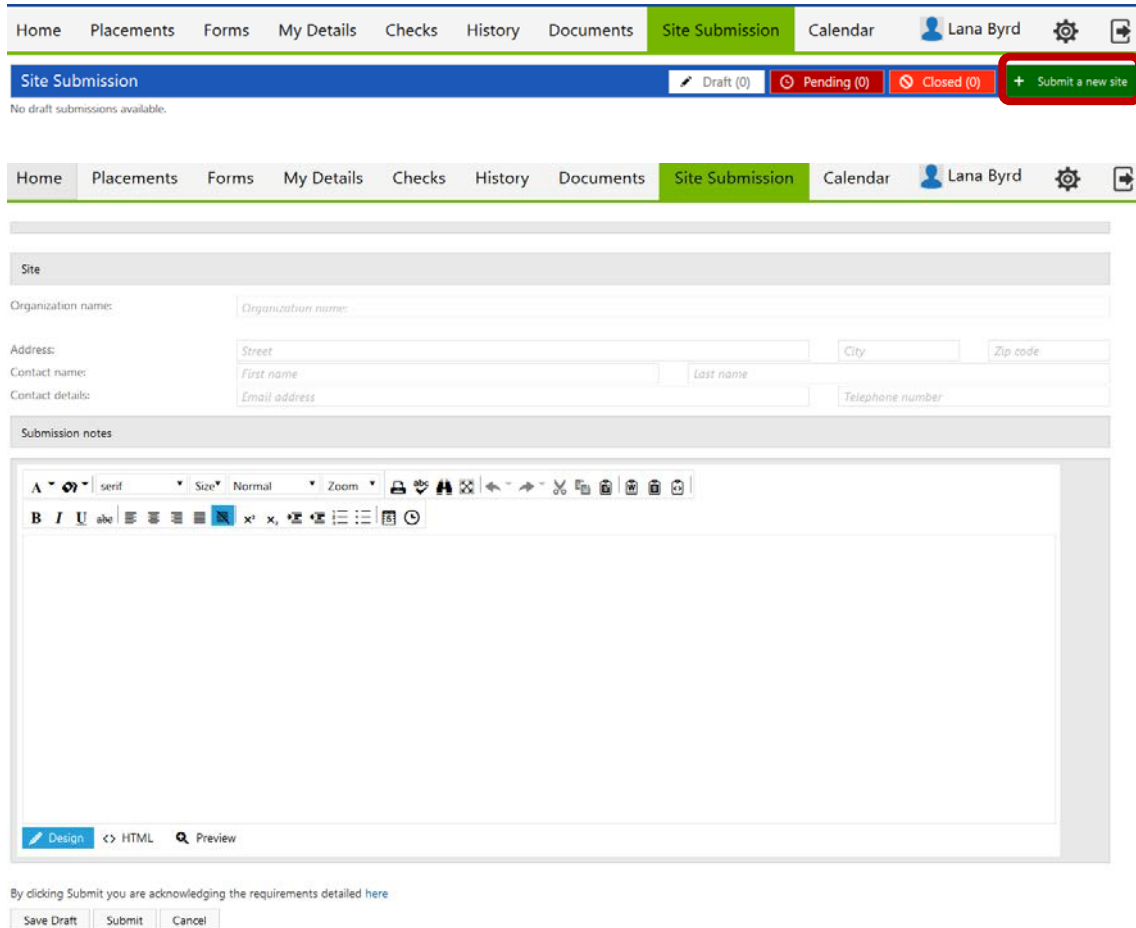You can upload documents (e.g., resume, personal statement) to your Sonia profile here.

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.

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.