



Supervisor Guide

A quick-start reference to SoniaOnline for Supervisors

POWERED BY  Planet
SOFTWARE

setting the standard for student placement software

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Introduction

This guide is intended to be provided to Supervisors who are affiliated with the university using Sonia as part of the management of field/internship 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 ‘Supervisor’ for what some universities call ‘Field Faculty’, ‘Advisor’, ‘Liaison’, or ‘Faculty Sponsor’.

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

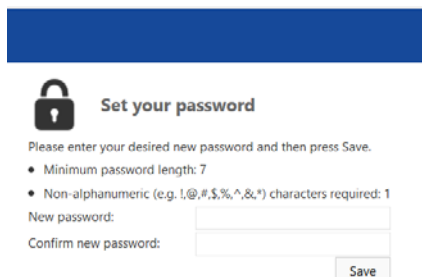
Sonia Online will timeout after 30 minutes on the same page. It is recommended that you save often, as clicking ‘Save’ will restart the 30-minute clock.

Starting Sonia

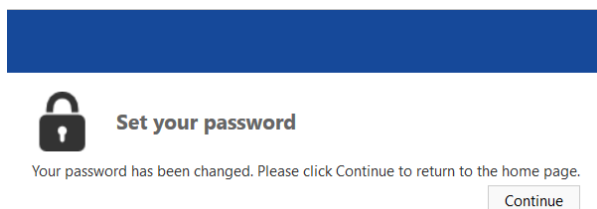
To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Signing In

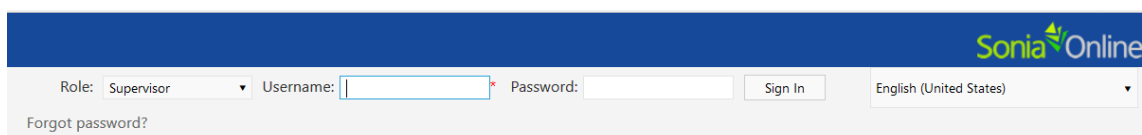
The University has created an account for you and will e-mail you a link to SoniaOnline to create a password.



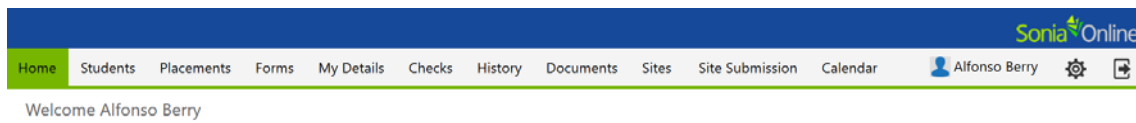
Once you have set your password, you will be directed to the home page to log in.



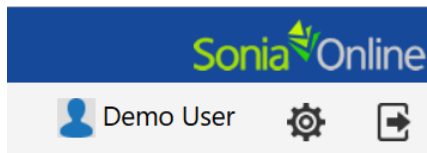
Ensure the ‘Role’ is set to ‘Supervisor’. Use the username provided in the e-mail from the University and the password you just created, and click ‘Sign In’.



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.

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:

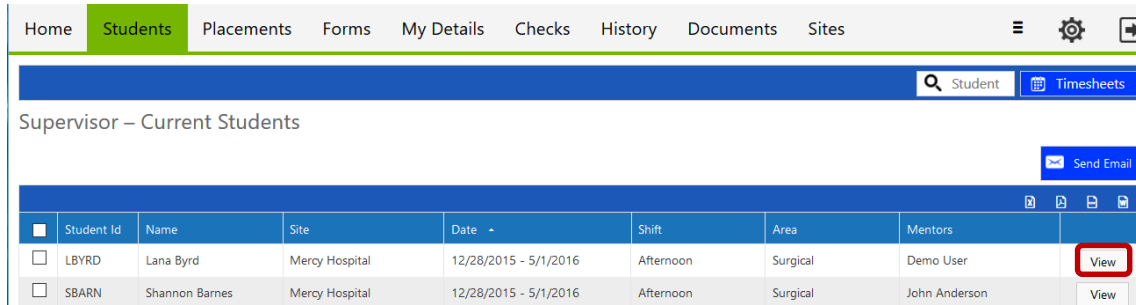
New password:

Confirm new password:

Save

Students Tab

This screen shows a list of students you are currently supervising. Click View to see details about the student, including custom fields that the University Field Placement Office marked as viewable to Supervisors. Notes on the student can also be taken here.



<input type="checkbox"/>	Student Id	Name	Site	Date -	Shift	Area	Mentors	View
<input type="checkbox"/>	LBYRD	Lana Byrd	Mercy Hospital	12/28/2015 - 5/1/2016	Afternoon	Surgical	Demo User	View
<input type="checkbox"/>	SBARN	Shannon Barnes	Mercy Hospital	12/28/2015 - 5/1/2016	Afternoon	Surgical	John Anderson	View

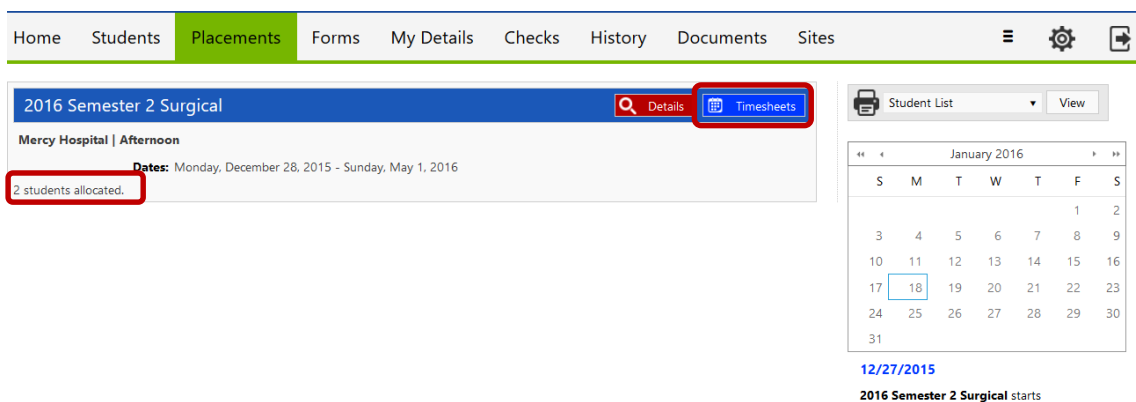
Placements Tab

This is a listing of placement groups to which your interns 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.

In the screenshot below, the Supervisor can see that he has two students in one placement group who were allocated to the afternoon shift at Mercy Hospital.

Depending on the University's settings on the placement group, you may see a **Timesheets** buttons on placement groups. This usually means that the University Placement Office has set you to view and/or approve interns' timesheets.

This tab also includes a calendar, with key dates listed below.



2016 Semester 2 Surgical

Mercy Hospital | Afternoon

Dates: Monday, December 28, 2015 - Sunday, May 1, 2016

2 students allocated.

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/27/2015

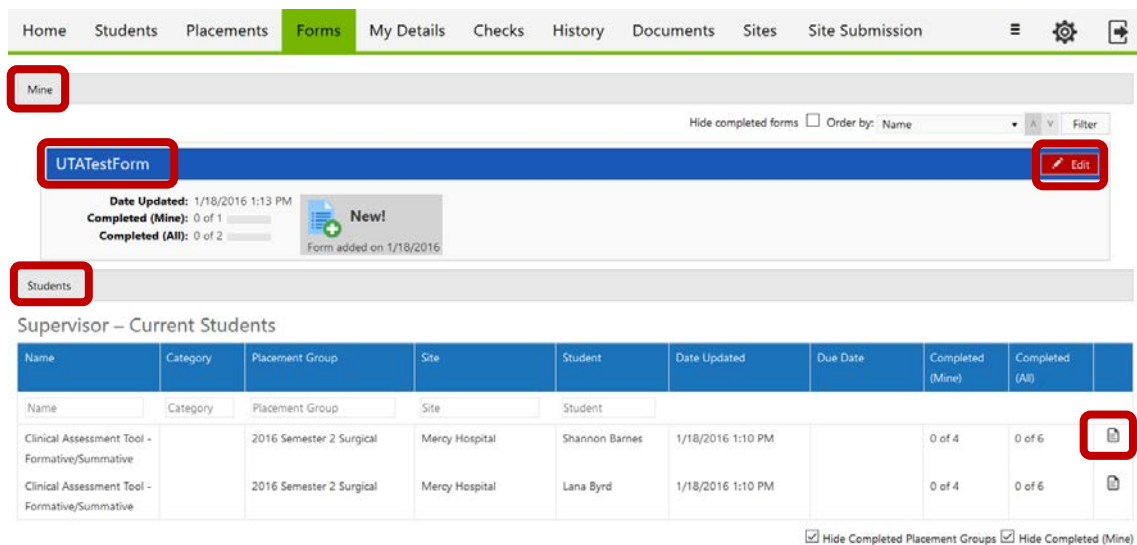
2016 Semester 2 Surgical starts

Forms Tab



If a form is assigned only to a Supervisor, the name of the form will show on a blue horizontal bar in the 'Mine' section. The user should click the red 'Edit' button at the right end of the blue bar to complete the form.

If the Supervisor is a "participant" 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. The Supervisor should click the white paper icon on the row of the applicable student to complete the form. The University Field Placement Office should give the Supervisor instruction on when it is his/her turn to complete the form (e.g., if "Completed [all]" is at '1 of 6').

If a form has been Saved but not Submitted, simply click the 'Edit' button again to continue.



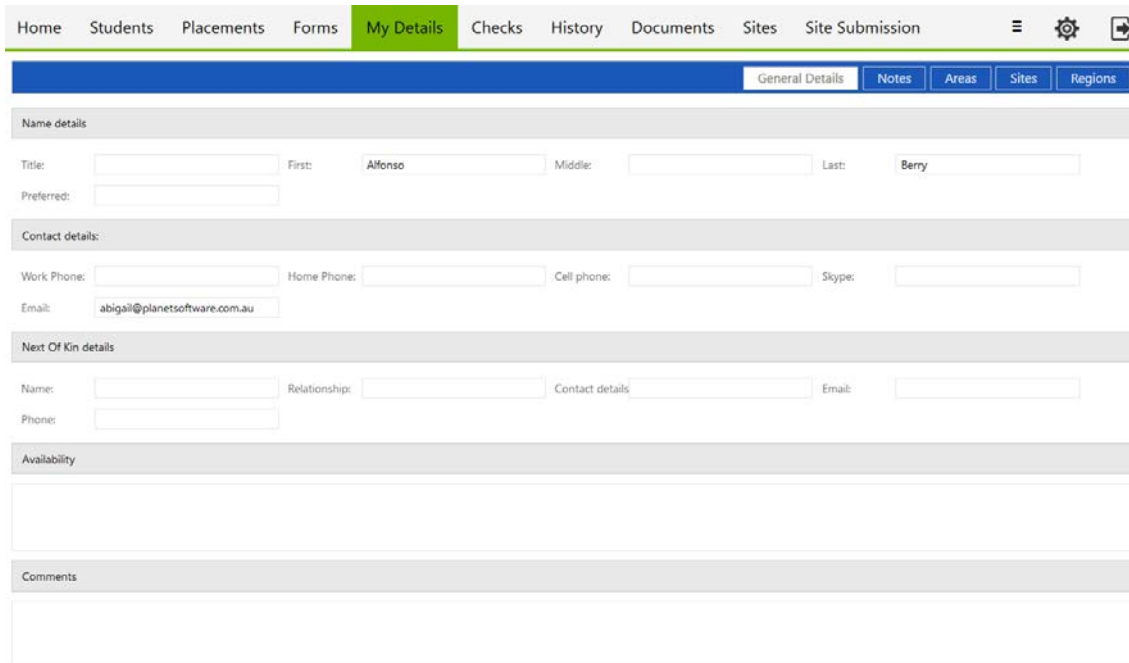
The screenshot shows the 'Forms' tab selected in the navigation bar. The 'Mine' section contains a blue bar for 'UTATestForm' with an 'Edit' button. The 'Students' section shows a table of forms assigned to current students.

Name	Category	Placement Group	Site	Student	Date Updated	Due Date	Completed (Mine)	Completed (All)	
Clinical Assessment Tool - Formative/Summative		2016 Semester 2 Surgical	Mercy Hospital	Shannon Barnes	1/18/2016 1:10 PM		0 of 4	0 of 6	
Clinical Assessment Tool - Formative/Summative		2016 Semester 2 Surgical	Mercy Hospital	Lana Byrd	1/18/2016 1:10 PM		0 of 4	0 of 6	

At the bottom of the table, there are checkboxes for 'Hide Completed Placement Groups' and 'Hide Completed (Mine)'.

My Details Tab

The My Details screen is used to display additional information about you. Any information already on this page is what the University has on file for you; the University Field Placement Office may ask you to edit this information and/or fill in some of the blanks.



Checks Tab

If the University Field Placement Office requires any documents or activities for you to complete, they will be listed on your Checks Tab.

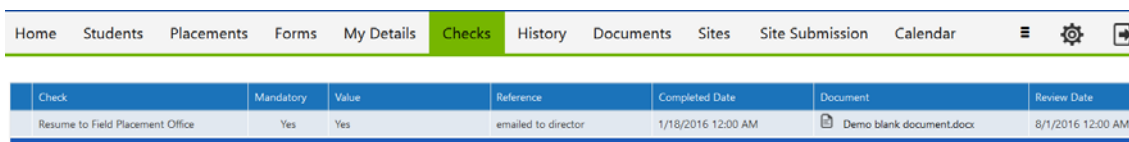
'Value' = the Check has been completed


'Reference' = brief description on how the Check was completed

'Completed Date' = when the Check was completed

'Document' = if your Check requires attached documentation, you can upload it here

'Review Date' = when the University Field Placement Office will review the Check and perhaps request an update.



Check	Mandatory	Value	Reference	Completed Date	Document	Review Date
Resume to Field Placement Office	Yes	Yes	emailed to director	1/18/2016 12:00 AM	 Demo blank document.docx	8/1/2016 12:00 AM

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.

Documents Tab

Supervisors can store personal documents on this tab, such as resume/CV or articles you have written. The University Field Placement Office will have access to these documents, and you can note whether or not students and sites can view them.

You can also add links to this page, which the University Field Placement Office will have access to, as well. This might be professional networking sites and/or sites where you have articles published or sites you would like to reference in the future. Again, you can note whether or not students and sites can view these links.

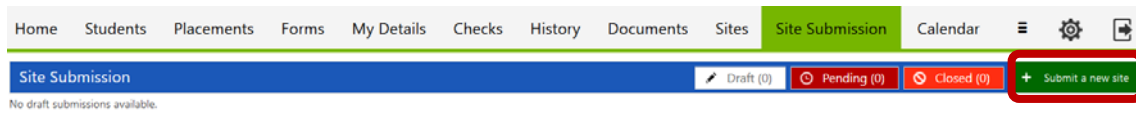
Sites Tab

The University Field Placement Office may have given you access to see what Sites are available for students to complete their placements. You can filter these sites using the filter in the bright blue vertical bar on the left.

Code	Name	Address	Phone 1	Phone 2
ASD	ASD			
	Baptist Hospital			
	Lutheran Hospital			
MERCY	Mercy Hospital			
	Parokian Hospital			
SCGH	Sr Charles Gardiner Hospital	Hospital Avenue Nedlands WA 5009 Australia	(08) 9346 3333	(08) 9346 4444
	St. Mary's Medical Center			

Site Submission Tab

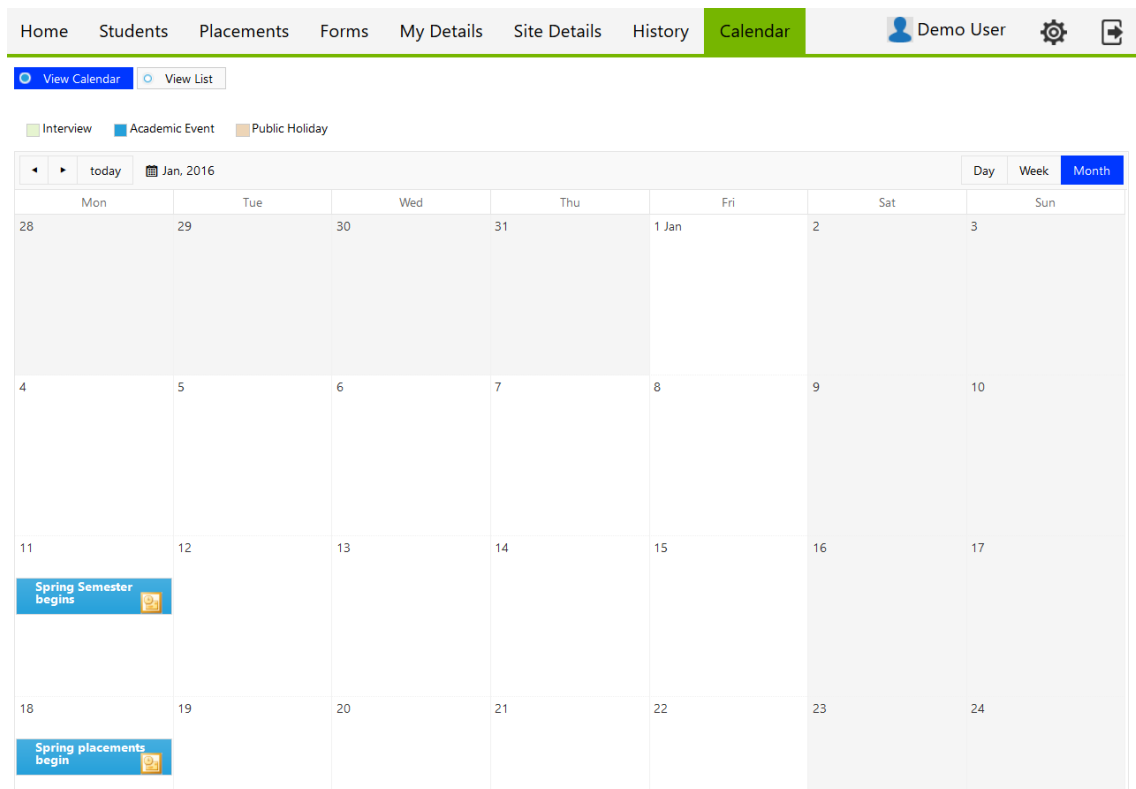
If you would like to submit a Site to the University Field Placement Office for review for potential future placements, click the green 'Submit a new site' button in the Site Submission tab. The status of your submission will be tracked here.



The screenshot shows the 'Site Submission' tab selected in the navigation menu. Below the menu, there are three status indicators: 'Draft (0)', 'Pending (0)', and 'Closed (0)'. A red box highlights a green button labeled '+ Submit a new site'.

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.



The screenshot shows the 'Calendar' tab selected in the navigation menu. The interface includes a legend for event types: Interview (green), Academic Event (blue), and Public Holiday (orange). The calendar view is set to 'Month' for January 2016. Two events are visible: 'Spring Semester begins' on January 11 and 'Spring placements begin' on January 18.

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