



# Supervisor Guide

A quick-start reference to Sonia Online for Supervisors



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 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’.**

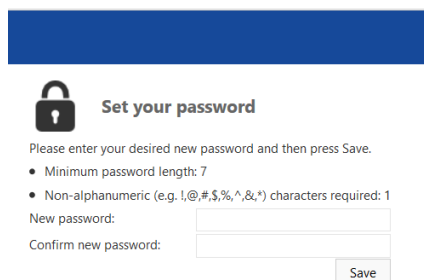
**This guide covers parts of Sonia that the University may not have enabled and would therefore be unavailable to you.**

## Starting Sonia

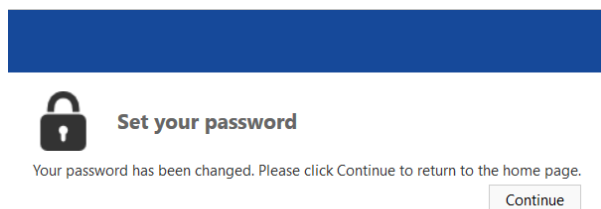
To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

## Signing In

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

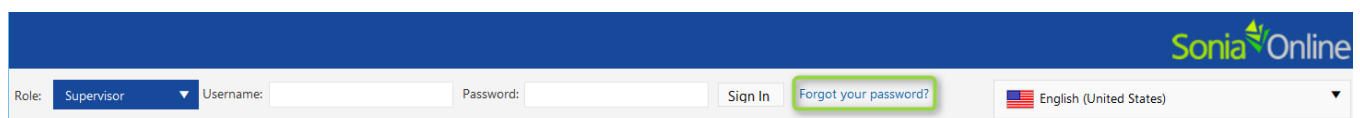


Once you have set your password, you will be directed to the home page to log in.

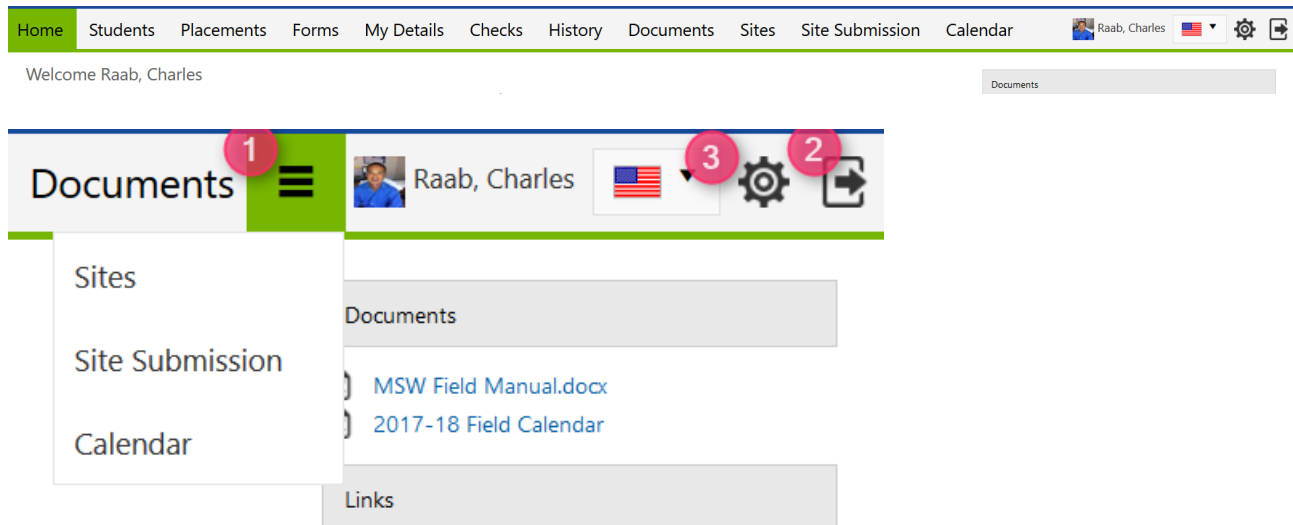


Ensure the ‘Role’ is set to ‘Supervisor’. Use the username provided in the e-mail from the University and the password you just created, and click ‘Sign In’.

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.



Once logged in, 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 (screenshot on next page):
  - 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
  - If the University has enabled the option for you to download the Sonia for Supervisors mobile app, follow the instructions here for how to get it on your mobile device.

## Account Settings

**General**

English (United States)
 ▼

Enhanced accessibility:

Change profile picture:  Browse

Upload
Delete

---

**Connect the Sonia for Supervisor Mobile App**

1. Download app from the store (click appropriate button below)
2. Open the app and follow instructions to setup
3. Enter a passcode

Available on the  
**App Store**

ANDROID APP ON  
**Google play**

QR code will expire in: 10 minutes

Generate QR Code

---

**Change your password**

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

- Minimum 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.

Home **Students** Placements Forms My Details Checks History Documents Sites Site Submission Calendar
Benton, Sharron ▼

Search

Supervisor Students  View

Hide placements before  Show Students

Refresh

<input type="checkbox"/>	Student Id	First Name	Last Name	Placement Group	Site	Date ▲	Shift	Area	Subject	Semester	Year	<input type="checkbox"/> supervisors	<input type="checkbox"/> Mentors
	Student	First Name	Last Name	Placement Gr	Site		Shift	Area	Subject	Semest	Year		
<input type="checkbox"/>	1629294	Robin	Williams	Foundation 2017	Highlandtown Health Center (BALTIMORE MEDICAL SYSTEMS)	6/1/2017 - 6/1/2018		Foundation	FDN Field	Fall	2016		<span style="float: right;"></span>

Page size: 25
1 items in 1 pages

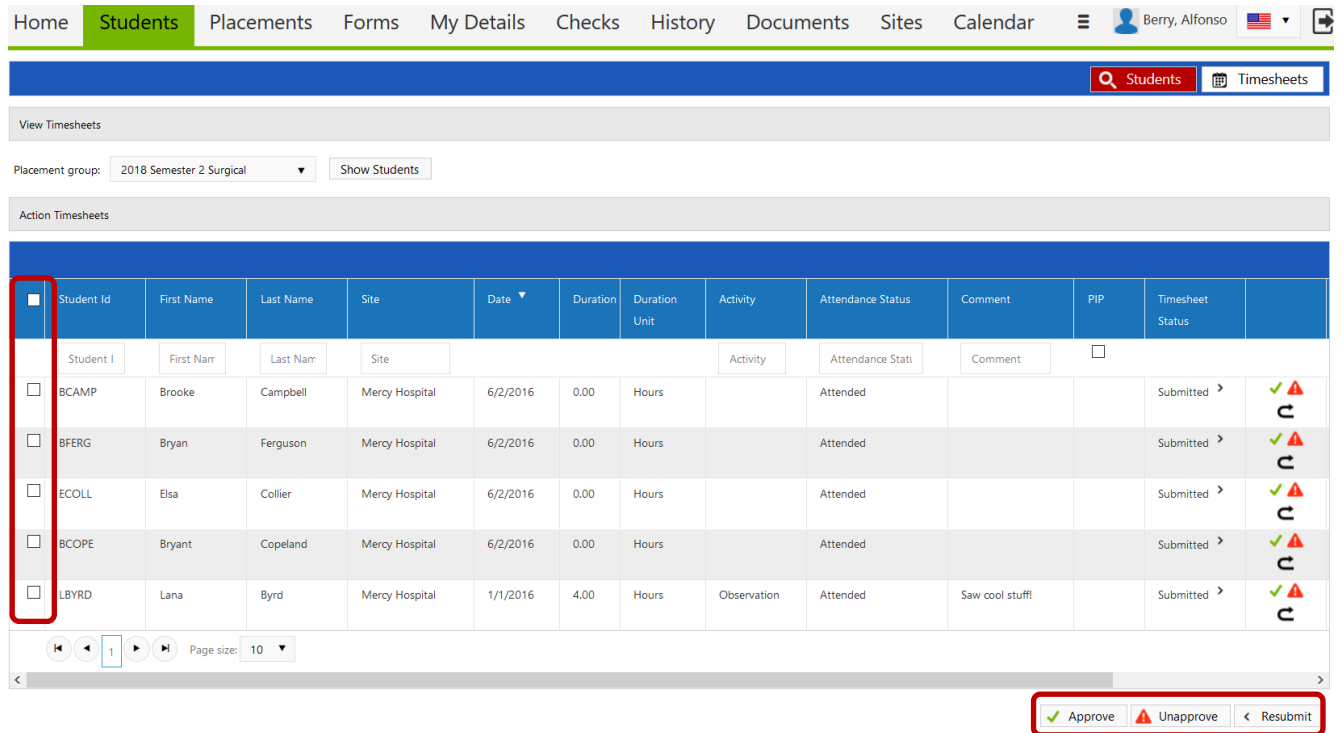
- 1) The list of students displayed on this page are ones who have an active placement on or after the date in this field. To see students whose placements included a date before [today], change the date in this field.
- 2) Click View to see details about the student.
- 3) Check the box next to a student's, 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.



Home **Students** Placements Forms My Details Checks History Documents Sites Calendar Berry, Alfonso

Students Timesheets

View Timesheets

Placement group: 2018 Semester 2 Surgical Show Students

Action Timesheets

<input type="checkbox"/>	Student Id	First Name	Last Name	Site	Date	Duration	Duration Unit	Activity	Attendance Status	Comment	PIP	Timesheet Status	
<input type="checkbox"/>	Student I	First Namr	Last Namr	Site				Activity	Attendance Stati	Comment			
<input type="checkbox"/>	BCAMP	Brooke	Campbell	Mercy Hospital	6/2/2016	0.00	Hours		Attended			Submitted >	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	BFERG	Bryan	Ferguson	Mercy Hospital	6/2/2016	0.00	Hours		Attended			Submitted >	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	ECOLL	Elsa	Collier	Mercy Hospital	6/2/2016	0.00	Hours		Attended			Submitted >	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	BCOPE	Bryant	Copeland	Mercy Hospital	6/2/2016	0.00	Hours		Attended			Submitted >	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	LBYRD	Lana	Byrd	Mercy Hospital	1/1/2016	4.00	Hours	Observation	Attended	Saw cool stuff!		Submitted >	<input type="checkbox"/> <input type="checkbox"/>

Page size: 10

Approve Unapprove Resubmit

## 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 academic level, interest, placement term, etc.

In the screenshot below, this Supervisor can see that she has one student allocated to a particular Site and the dates of the placement.

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. The Timesheets button here is to view/approve an individual student's timesheet entries and see totals of hours completed.

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

On the right side, above the calendar is a drop-down list of reports. The Supervisor Assignment Sheet is particularly helpful, as it lists all of your students, their Site, Site's Address, and Mentor's contact information.

Home Students **Placements** Forms My Details Checks History

Spring 2016 First Year On-Line Details Timesheets

Alameda County Health Care Services Agency

Dates: Tuesday, September 1, 2015 - Thursday, June 30, 2016

1 students allocated.

Spring 2016 First Year On-Line Details Timesheets

Supervisor Assignment Sheet

- Supervisor Assignment Sheet
- Supervisor Details
- Mentor details
- Site Summary
- Placement Details

## Forms Tab

Home Students Placements **Forms** My Details Checks History Documents Sites Site Submission Calendar Benton, Sharron

Mine <sup>1</sup>

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

**Liaison Contact Form** Edit

Date Added: 9/7/2017 3:50 PM  
 Date Updated: 9/7/2017 3:50 PM  
 Completed (Mine): 0 of 1  
 Completed (All): 0 of 1

**New**  
 Form added on 9/7/2017

Students <sup>2</sup>

Supervisor 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/eval 2015 adv		Advanced Clinical 2016inactive	Patterson Park Charter School	Beshoy	Abdelmalek	11/4/2016 11:13 AM	9/30/2016 12:00 AM	0 of 2	0 of 7	
sowk lc/eval 2015 adv		Advanced Clinical 2016inactive	BALTIMORE CITY DSS	Meg	Lane	9/19/2016 1:51 PM	9/30/2016 12:00 AM	0 of 2	0 of 7	
sowk lc/eval 2015 adv		Advanced Clinical 2016inactive	CORRECTIONAL FACILITY - REENTRY SERVICES UNIT	Jenny	Sacenti	9/19/2016 1:51 PM	9/30/2016 12:00 AM	0 of 2	0 of 7	

- 1) If a form is assigned only to you, the name of the form will show on a blue horizontal bar in the **'Mine'** section. Click the red **'Edit'** button at the right end of the blue bar to complete the form.
- 2) 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** at the right end of 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:**

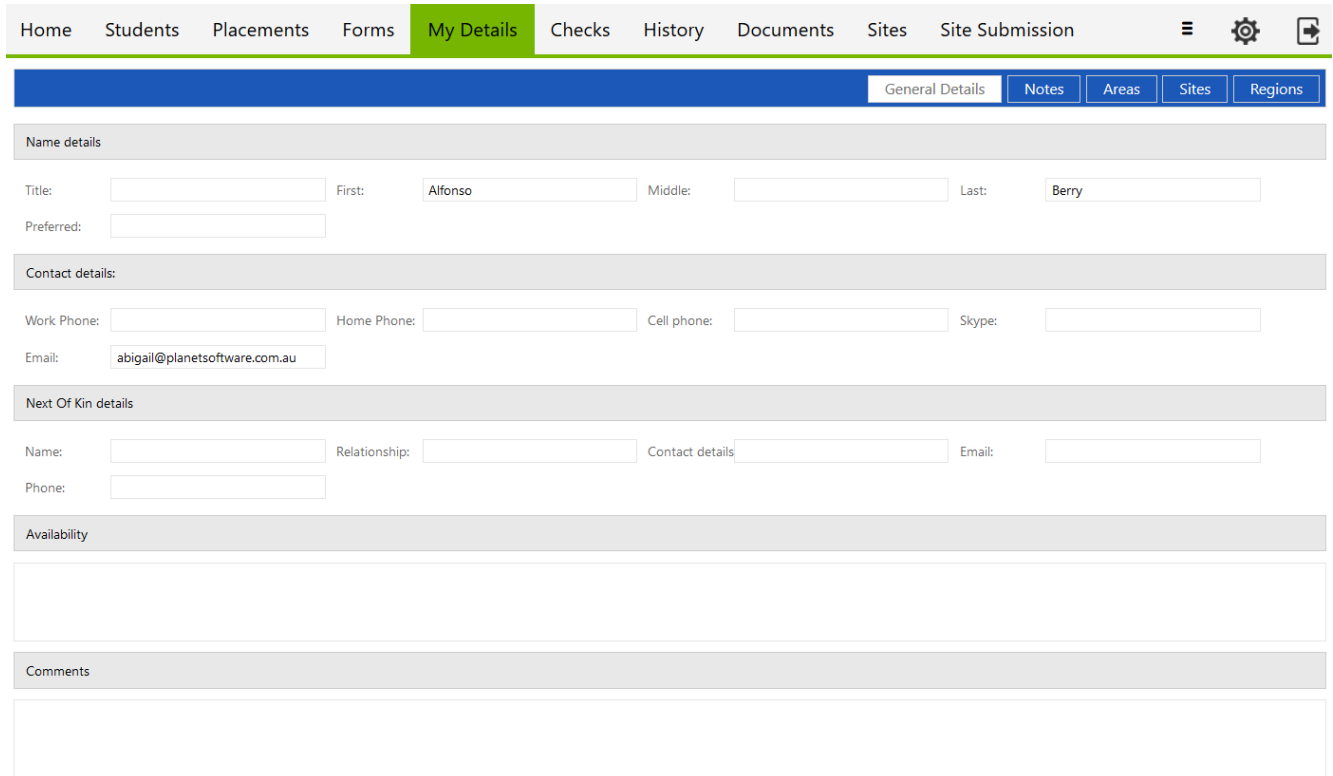
**"Save Draft"** means you can save your work and come back to edit this form.

**"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. 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.

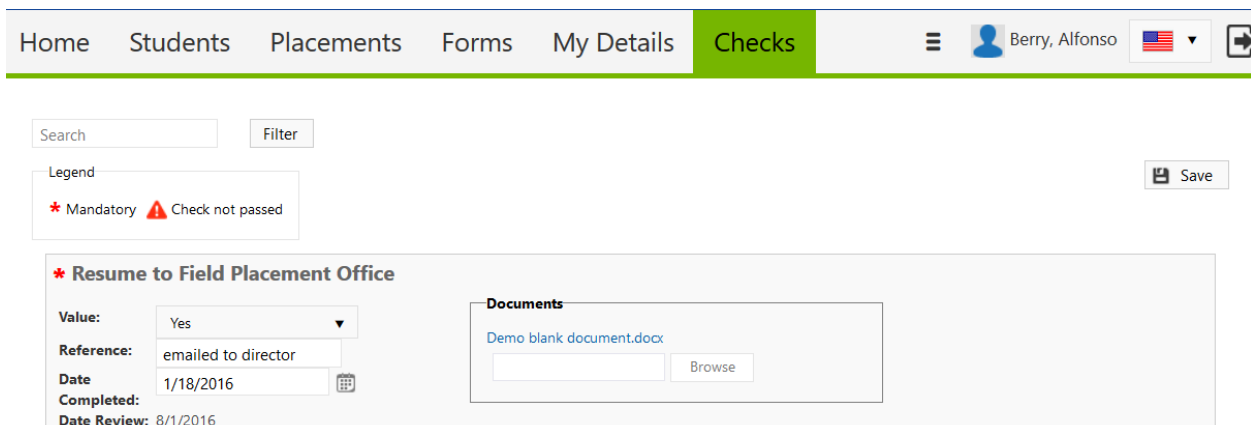
'Value' = the Check has been completed

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

'Date Completed' = when you did the activity described in the Check

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

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



## 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 Checks **History** Documents Sites

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

Shannon Barnes Lana Byrd

Alfonso Berry, John Anderson Alfonso Berry, Demo User

[View Details](#)

## 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.

Home Students Placements Forms My Details Checks History **Documents** Sites

+ Add new document + Add new link

**File Name:** Demo blank document.docx **Updated:** 1/18/2016 1:59 PM

**Address:** http://www.linkedin.com/myprofile **Description:** My LinkedIn Profile **Updated:** 1/18/2016 2:00 PM

## Sites Tab

The Sites tab lists active partners with the University. You can filter these sites using the filter in the bright blue vertical bar on the left.

Home Students Placements Forms My Details Checks History Documents **Sites** Site Submission Calendar Alfonso Berry

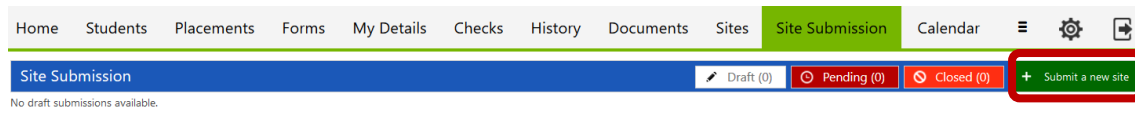
Sites

	<input type="checkbox"/>	Code	Name	Address	Phone 1	Phone 2
<input type="checkbox"/>	<input type="checkbox"/>	AISD	AISD			
<input type="checkbox"/>	<input type="checkbox"/>		Baptist Hospital			
<input type="checkbox"/>	<input type="checkbox"/>		Lutheran Hospital			
<input type="checkbox"/>	<input type="checkbox"/>	MERCY	Mercy Hospital			
<input type="checkbox"/>	<input type="checkbox"/>		Parkview Hospital			
<input type="checkbox"/>	<input type="checkbox"/>	SCGH	Sir Charles Gairdner Hospital	Hospital Avenue   Nedlands WA 5009 Australia	(08) 9346 3333	(08) 9346 4444
<input type="checkbox"/>	<input type="checkbox"/>		St. Mary's Medical Center			

Page size: 20 7 items in 1 pages

## Site Submission Tab

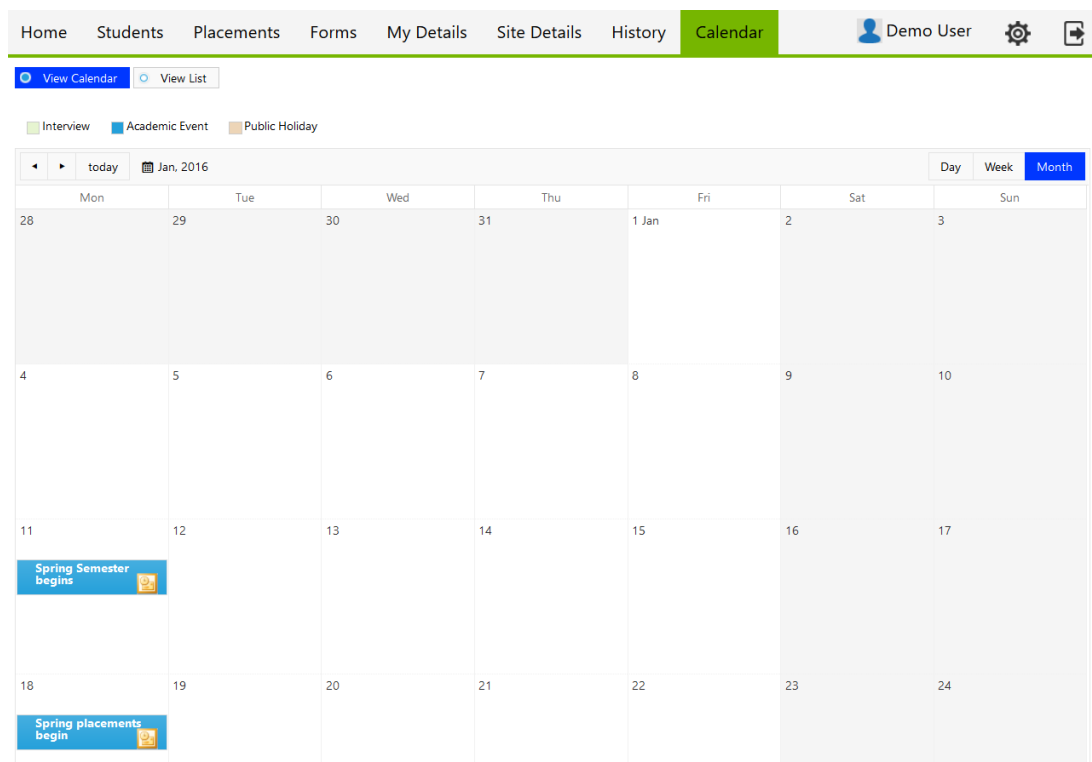
If you would like to submit a Site to the University Field Placement Office for review for potential future placements, click the green 'Submit a new site' button in the Site Submission tab. The status of your submission will be tracked here.



The screenshot shows the navigation menu with 'Site Submission' highlighted. 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 'Interview' (green), 'Academic Event' (blue), and 'Public Holiday' (orange). The calendar view is set to 'Month' for January 2016. Two blue event cards are visible: 'Spring Semester begins' on January 11th and 'Spring placements begin' on January 18th.