Indiana State University

Sonia Online

SW Field Agency Orientation

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 videos (coming soon) will be found on the ISU Department of Social Work "Field" website!

First Steps!

- Login credentials – username already set up for you. Once you log in, you will be able to see your students' placement information, upload documents, complete forms, and more!
  - The first step is to create a password.
  - Write down your password, as you will need it often!
  - Once you do this, you will be directed to enter your login credentials. Choose 'Site' as your Role.
- Be sure to bookmark ISU web address, as you will return to it throughout the year.

Tabs

- Students
  - Upon clicking the Timesheet button at the top right, the Supervisor will be able to see all of his/her students' timesheet entries that are awaiting approval.
  - By checking the box at the top of the column of checkboxes, all timesheet entries will be selected. The Supervisor can then click the Approve button at the right, above the timesheet entries table to approve all of the entries at one time.
  - Of course, the option to approve/unapprove/request resubmit is also available on an individual basis.

Tabs

Tabs

- Back on the Students tab, the View button at the end of the student's row will allow the Supervisor to see details about the student, including a photo, contact information, and custom fields that the University admin marked as viewable to Supervisors.

Tabs

Tabs

- Placements
  - List of placement groups to which their students belong.
  - May have an option to view timesheets if University has given this permission to Supervisors.
  - 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 the Supervisor's students, their Site, Site's Address, and Mentor's contact information.

Tabs

Tabs

- Forms
  - If the form is assigned only to a Supervisor, the name of the form will show on a blue horizontal bar. The user should click the red 'Edit' button to complete.
  - If the form has not been assigned to a specific Supervisor, but the field office will allow the Supervisor to complete it at his/her convenience, the Supervisor would choose the form from the "Form Self Selection" dropdown and click 'add'. It would then appear with the assigned forms.
  - NOTE: The above two types of form retrieval are in the 'Mine' section.

Tabs

Tabs

- If the Supervisor is a respondent on a multi-user form (i.e. more than one person submits 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 admin may have set a notification for the next person in the workflow to receive an e-mail when it is their turn to complete the form.

Tabs

Students

Liaison – Current Students

☑ Hide Completed Placement Groups ☑ Hide Completed (Mine)

Name	Category	Placement Group	Site	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
Name	Categc	Placement Grou	Site	First Name	Last Name					
Liaison Contact Form		Adv Macro 2015	IMMIGRANT HEALTH CLINIC	Bernadette	Hume	6/6/2016 4:35 PM		0 of 1	0 of 1	📄

Tabs

- When the Supervisor clicks the 'Submit' button, the screen will like a white sheet for a few seconds; this simply means the form is saving. Do not close the window while the form is saving. If the Supervisor scrolls all the way to the bottom, s/he will see the form will say "Form actioned by [Supervisor's name] on [date] at [time]".

- When the Supervisor goes back to Forms tab (screenshot above) and refreshes the page, s/he will see that "Completed (Mine)" will say "1 of 1", and "Completed (All)" will be "1 of 3", for example.

- Once "Completed (Mine)" says "1 of 1", it will be hidden, unless the box next to "Hide Completed (Mine)" at the top of the Student forms table (screenshot above) is un-checked.

Tabs

- My Details - Can update personal details and availability
- Checks - If the University has any requirements for Supervisors before they are assigned students (i.e., trainings, licensures), those can be tracked here.
- History – Past placements
- Documents - Any documents or links the Supervisor would like attached to his/her profile (e.g., resume)
- Sites - List of organizations with which the University is associated
- Calendar – maintained by ISU Field Department

Tabs

- Three horizontal lines (three pancakes or hamburger) = if the screen is not large enough to display all of the tabs, click this symbol
- Cog = add profile photo, change password, download Sonia for Supervisors mobile app
- Exit door = log out

Learning Plan

- More training coming soon!
- You will view and initially approve the learning plan on Sonia Online.

Questions?