



Student Sonia Guide

A quick-start reference to SoniaOnline for students

Copyright © 2012, Planet Software Pty Ltd. Licensed users of Sonia are permitted to copy and reprint all or part of this document for the purposes of supporting their use of Sonia.

Sonia is a registered trademark of Planet Software Pty Ltd.

Contents

Starting Sonia	3
Signing In	3
Placements Tab	5
Preferences Button	5
Site Submission Tab	6
Forms Tab.....	7
Documents Tab	9
Interview Tab	9
My Details Tab	9
Timesheet Button	10
History Tab	10
Problem Solving Log-in Errors.....	10

Starting Sonia

To access Sonia, you will need the web (internet) browser Google Chrome, or Mozilla Firefox and internet access. **DO NOT** use Internet Explorer. You can find Sonia database through the Department of Social Work Field Education website: <http://sbs.mnsu.edu/fieldeducation/>

Signing In

After you attend the initial orientation to field practicum, the Field Director will create an account for you and will e-mail you a link to SoniaOnline to create a password.



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

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

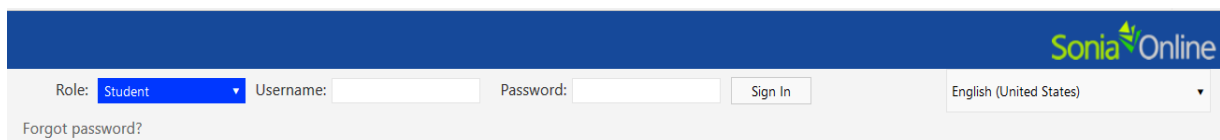


Set your password

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

Continue

Ensure the 'Role' is set to 'Student'. Type in your Username (your tech ID) and the password you just created. Click 'Sign In'. Bookmark this page for easy future reference.



If you signed in correctly, you will see the screen below.





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) icon on the top right side of the screen is your Account Settings. Here, you can do the following:

- Choose to take advantage of the accessibility features if you are visually-impaired. To do this, click the “enhanced accessibility” box.
- Change/upload a picture of yourself.
- Change your password.
- Find out more about the Sonia for Students **mobile app**.

Account Settings


General

 English (United States) ▼


Enhanced accessibility:


Change profile picture:

Connect the Sonia for Students 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





QR code will expire in: 10 minutes

Change your password

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

- Minimum length: 12


Current password:

New password:

Confirm new password:

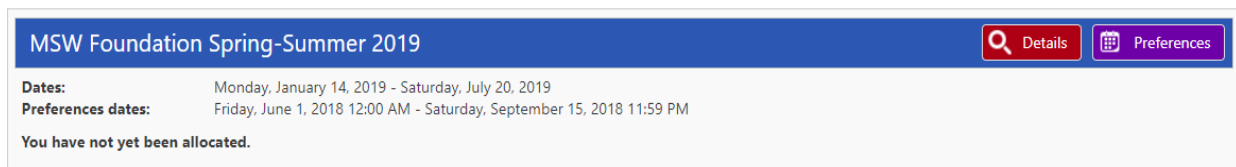
Placements Tab

When you click on the Placements tab, you will see the title of your placement group with your level of study (Jr. Field, BSSW, MSW Foundation or MSW Specialization), the semester you plan to complete your practicum (Fall, Spring, Summer or Spring-Summer) and the year. In the example below, student Sally Social-Worker is in the “MSW Foundation Spring- Summer 2019” placement group. The dates of her placement are 1/14/19 - 7/20/19. The preference dates are 7/1/18-9/1/18.

The  tab gives details about your assigned site and placement, which will include the field instructor and field seminar liaison. You can also post notes and upload documents regarding your placement.

The purple button is the preferencing button that you will use to explore placement options at the beginning of the process. This is explained in more details in the section below.

To the right of the screen is a calendar with important dates. We are not currently utilizing this feature, but hope to in the future.






Preferences Button

At the beginning of the placement process, you will be able to preview and choose or “preference” sites during the dates specified on the placement group information.

Filter your search using the box on the left. Click on the pin icon to keep filters open.



A list of agencies will be displayed including the name of the agency. The following icons will provide you additional information.

-  The arrow will expand to give you more information from the field program.
-  The small “i” icon will open a new search window to find any web information about the site.
-  The small “map” icon will open a map to the site and it may show the approximate distance to the site from your home address.



The select button adds the agency to your top five preferred organizations to the box on the right hand side of the page.

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).

	Name ▲		Dates	Places	Distance	
▶	Disneyland Paris (test)	i	1/14/2019 - 7/20/2019			+ Select

Keep track of your preferred organizations in the box on the right. Click 'Save' for other features to be available. For example, when you click 'Save', you will see balloons appear. Write comments about the site by clicking the balloon next to the site name. For example, "This is my #1 choice because..."

Preferences

Selected Preferences

Hold and drag to reorder Selected Preferences.
You must click Save to apply any changes.

Rank	Site	
1	Disneyland Paris (test): 1/14/2019 - 7/20/2019	🗑️
2		
3		
4		
5		

i Updated by 12345678 on 8/22/2018 5:03:55 PM

Site Submission Tab

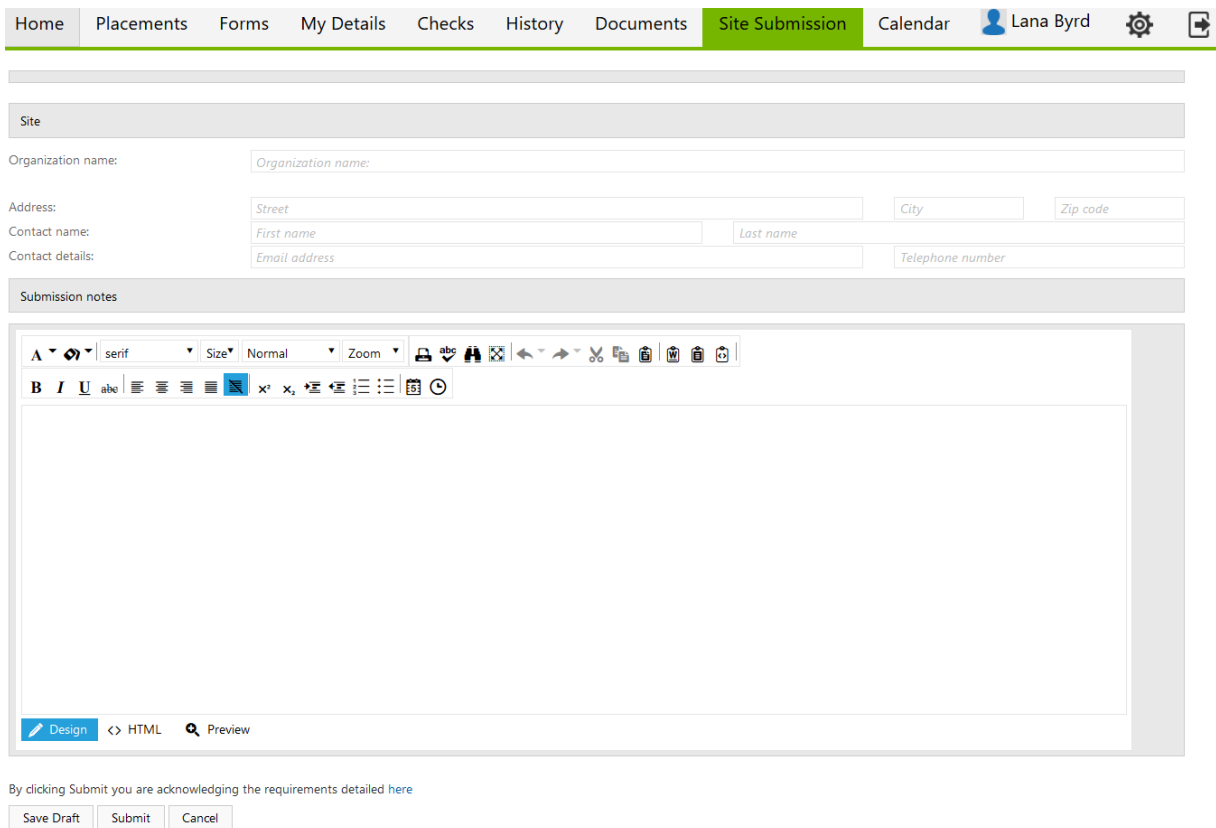
If you would like to suggest a new site for your field placement, you can submit the site on this page.

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

Site Submission ✍️ Draft (0) 🛑 Pending (0) 🚫 Closed (0) + Submit a new site

No draft submissions available.

Make sure you fill out as much information as possible. Incomplete information will delay the process and may hinder placement request.

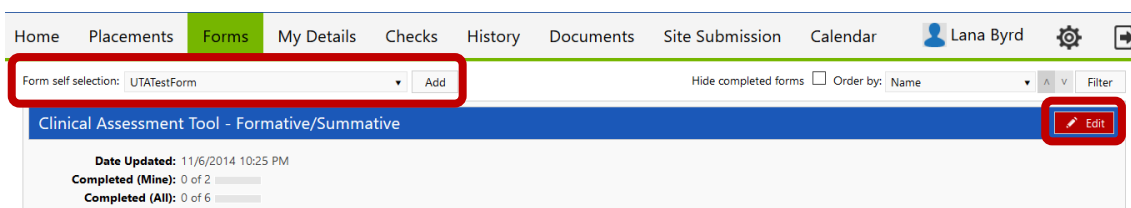


Forms Tab

Forms will be assigned to you to complete throughout the practicum placement process AND during the semester of your field practicum. The name of the form will show on a blue horizontal bar. Click the red 'Edit' button at the right side of the blue bar to complete the form. If a form has been Saved but not Submitted, simply click the 'Edit' button again to continue. If you have used Sonia for other field placements with MSU, Mankato Dept of Social Work those forms will still be located here on SONIA and can be retrieved by unclicking the "Hide completed forms" box on the right.

Filter Hide completed forms

Under the "Form Self Selection" dropdown, you will see the Student Contact Information form that you will need to fill out **if** you need to update your contact information. Click 'Add' and the form will then appear to be completed.



The following icons are important to know when completing forms:



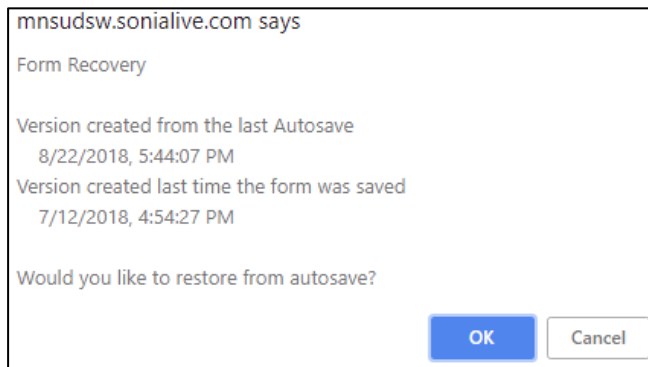
The pencil icon are areas on a form that you have permission to complete.



A pencil icon with asterisk are areas that are mandatory that you complete before you submit the form.

Save Draft

Save forms often. **Always save** before you **submit**. If you forget to save the draft and return to the form on the same computer, you will get the message below in a box when you open the document. Click 'OK' to restore from the last auto save (example below). Clicking 'Cancel' will delete anything you changed and did not save.



Submit

Upon clicking 'Submit', the screen will turn blue for a few seconds – this means the form is saving. However **always save** before you **submit** or you will lose information that you have completed.

To confirm the form was submitted and processed, scroll all the way to the bottom of the form to see "Form actioned" by [your name] on [date] at [time] in green text.

Actioned by Sally Social-Worker (12345678) on 8/22/2018 5:49:46 PM

✓ Form successfully actioned

If a required field was not answered, it will be indicated in orange text below the 'Save' button.

Save Draft

Submit

Draft saved by Sally Social-Worker (12345678) on 8/22/2018 5:46:00 PM

⚠ Warning the form was not actioned!

Validation failed for

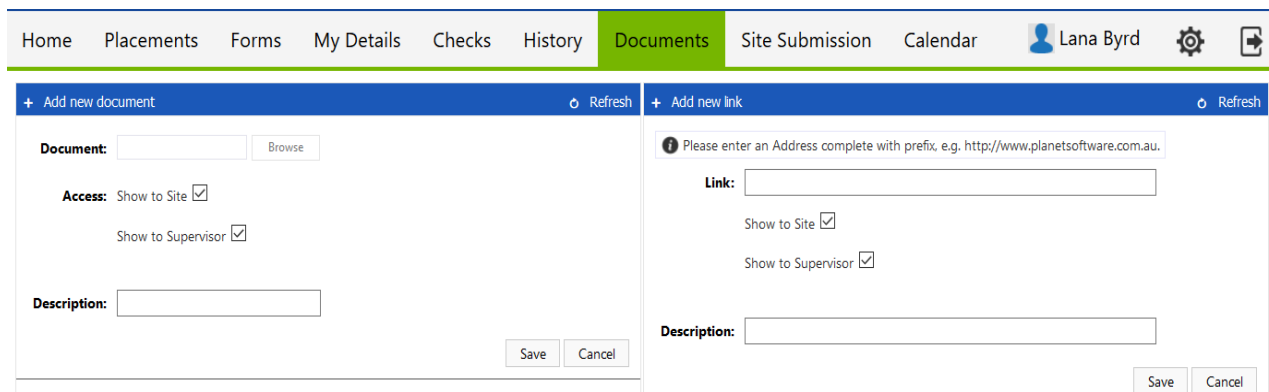
- **Student Information**
- **Address Line 1**

Documents Tab

You can upload documents (e.g., resume, cover letter) 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 placement. You might include links to articles you found helpful, related organizations, or professional associations you may wish to contact in the future.

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

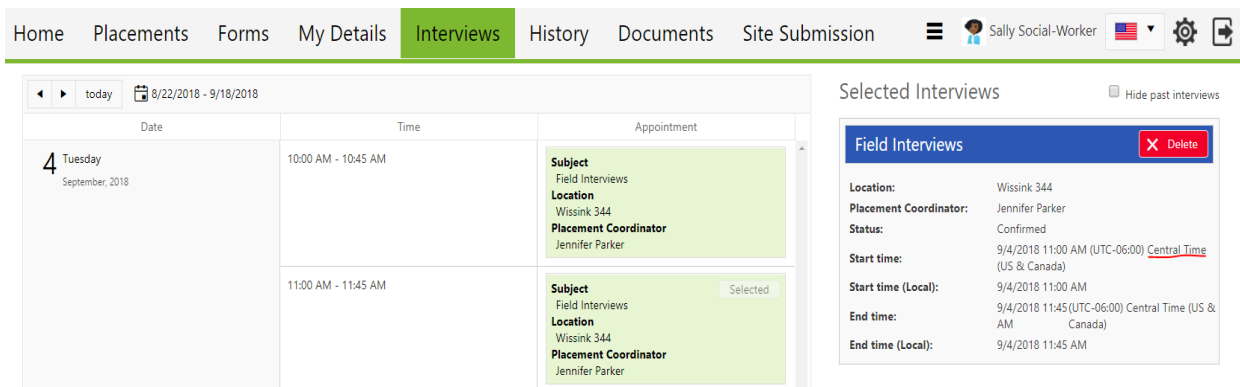


The screenshot shows the 'Documents' tab in the SoniaOnline interface. The top navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Checks', 'History', 'Documents' (highlighted), 'Site Submission', 'Calendar', and a user profile for 'Lana Byrd'. Below the navigation bar are two side-by-side forms:

- Add new document:** Includes a 'Document' field with a 'Browse' button, 'Access' checkboxes for 'Show to Site' and 'Show to Supervisor', a 'Description' field, and 'Save' and 'Cancel' buttons.
- Add new link:** Includes a 'Link' field with a help icon and text 'Please enter an Address complete with prefix, e.g. http://www.planetsoftware.com.au.', 'Access' checkboxes for 'Show to Site' and 'Show to Supervisor', a 'Description' field, and 'Save' and 'Cancel' buttons.

Interview Tab

The Field Director will email you an invitation to sign up for a field interview. The Interview tab allows you to sign up for an interview time. You will select one interview slot. Please check that the time is set for [central time zone](#).



The screenshot shows the 'Interviews' tab in the SoniaOnline interface. The top navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Interviews' (highlighted), 'History', 'Documents', 'Site Submission', and a user profile for 'Sally Social-Worker'. Below the navigation bar is a calendar view for 'today' (9/22/2018 - 9/18/2018) and a 'Selected Interviews' panel.

The calendar shows two interview slots for Tuesday, September 18, 2018:

- 10:00 AM - 10:45 AM
- 11:00 AM - 11:45 AM (Selected)

The 'Selected Interviews' panel for the 11:00 AM slot shows the following details:

- Field Interviews** (with a 'Delete' button)
- Location:** Wissink 344
- Placement Coordinator:** Jennifer Parker
- Status:** Confirmed
- Start time:** 9/4/2018 11:00 AM (UTC-06:00) [Central Time \(US & Canada\)](#)
- Start time (Local):** 9/4/2018 11:00 AM
- End time:** 9/4/2018 11:45 (UTC-06:00) Central Time (US & Canada)
- End time (Local):** 9/4/2018 11:45 AM

My Details Tab

The My Details tab is used to display additional information about you. It contains information about your preferred areas of focus, populations, if you are a Title IV-E Child Welfare recipient, Behavioral Health Grantee, and your advisor. You may edit these sections.

Timesheet Button

Under the Placements Tab, you will see a Timesheet button on the blue bar on the right-hand side. **Be sure to click 'Save'** when finished.

[+ Add new timesheet](#) Start new timesheet entry:

Enter the Date, Duration, Activity (optional), and any comments. Click Save.

Once saved, these Actions Buttons will appear: Click the green check to approve. A box will pop up and asked if you wish to change your timesheet: **Click 'OK'**.

At this point, you will still see the Actions buttons and your hours remaining will not count down. Make sure you **save again**: Save. If it is completed, you will not have actions buttons and your hours will count down.

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.

Placement Group	Date	Site	Level of Practice	Course	Semester	Grade	Duration	Field Instructors	View
MSW Foundation Spring-Summer 2017	1/9/2017 - 7/28/2017	Disneyland Paris (test)	Foundation MSW	Foundation Practicum	Spring/Summer	No Credit (NC)	15:50 Hours	Minnie Mouse	

[View Transcript](#)

Problem Solving Log-in Errors

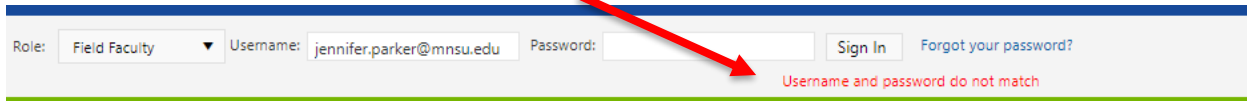
If you receive the following error message: *(unable to retrieve details for the specific user:....)*

Role: Field Faculty Username: Password: [Sign In](#) [Forgot your password?](#)

Unable to retrieve details for the specified user. Please ensure you've chosen the correct School.

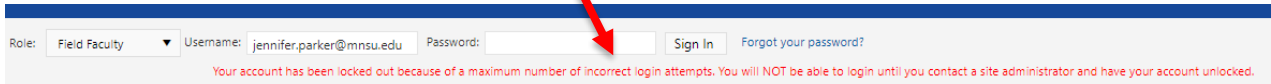
- Check that your role is correct: Change your role to the correct role:
 - Student = Student
 - Site = Field Instructor, Agency Field Instructor, Off-Site Field Instructor; Agency Internship Coordinator/Administrator
 - Field Faculty = Field Seminar Liaison
- If your role is correct or you receive the message again, check that you have the correct Username.
- If you continue to have difficulties, please contact Laura or Jennifer.

If you receive the following error message: *(Username and password do not match)*



. . .you have entered an incorrect password. Try the password again. If it does not work after two tries, then follow the prompts on “Forgot Password” link to set another password.

If you receive the following error message: *(Your account has been locked out because.....)*



. . . you have been locked out of Sonia and will need to contact the Field Director, or the Administrative Assistant from the Department of Social Work.

Laura Benesch, MSW, LICSW
BSSW Director of Field Education
Laura.Benesch@mnsu.edu
507-389-1253

Jennifer Parker, MSW, LICSW
MSW Director of Field Education
Jennifer.Parker@mnsu.edu
507-389-1271

Marie Worrell
Department of Social Work Administrative Assistant
Marie.worrell@mnsu.edu
Phone: 507-389-6504