



Field Instructor Sonia Guide

A quick-start reference to SoniaOnline for Field Instructors

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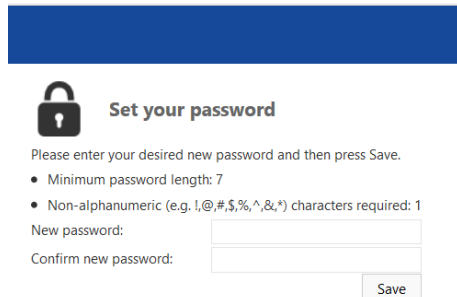
Starting Sonia

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 the Sonia database through the Department of Social Work Field Education website:

<http://sbs.mnsu.edu/fieldeducation/>

Signing In

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

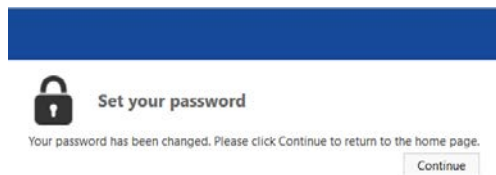
Please enter your desired new password and then press Save.

- Minimum password length: 7
- Non-alphanumeric (e.g. !,@,#,\$,%^,&*) characters required: 1

New password:

Confirm new password:

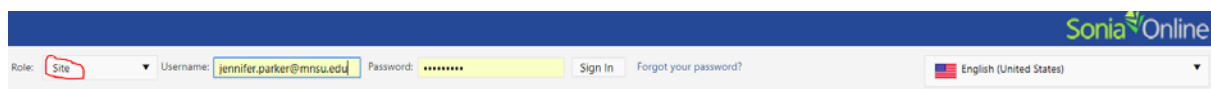
Once you have set your password, you will be redirected to the SoniaOnline home page to login.



Set your password

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

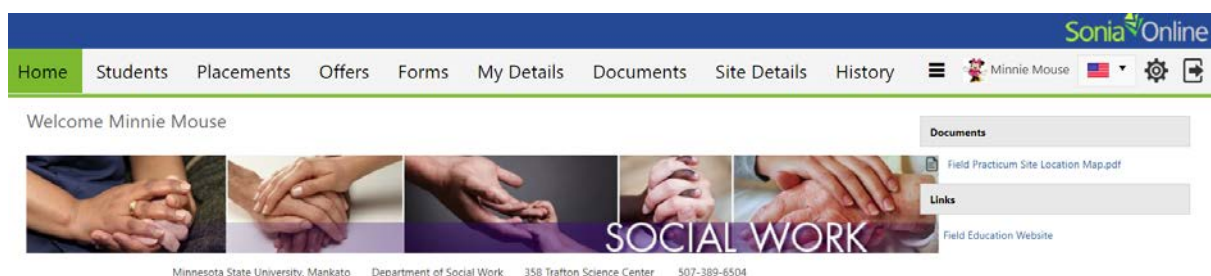
Ensure the 'Role' is set to 'Site'. Type in your **Username**, (your **email address**) and use password you just created. Finally, click 'Sign In'. Bookmark this page for easy future reference.



SoniaOnline

Role: **Site** Username: Password: [Forgot your password?](#)

You should see the screen below.



SoniaOnline

Home Students Placements Offers Forms My Details Documents Site Details History

Welcome Minnie Mouse

Documents

Links

SOCIAL WORK

Minnesota State University, Mankato | Department of Social Work | 358 Traflet Science Center | 507-389-6504



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.

Account Settings

General

English (United States) ▼

Enhanced accessibility:

Change profile picture:

Change your password

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

- Minimum length: 12

Current password:

New password:


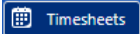
Confirm new password:

Students Tab

This screen shows the current student(s) you are providing field instruction. Click View to see details about the student, including customized fields that the Field Director marked as viewable to you. Notes on a student can also be taken here.



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

Placements Tab

Under the Placements tab, you will be able to view the name of the placement group your practicum student is enrolled in. You should see a title with the level of study (Jr. Field, BSSW, MSW Foundation or MSW Specialization), the current semester (Fall, Spring, Summer or Spring-Summer), and the current year. The  tab gives additional information about your student, their assigned field seminar liaison, and placement documents. You can also post notes and upload documents regarding the placement. The  tab allows you to view the student's timesheet.

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

Forms Tab

If a form is assigned only to a FI, the name of the forms will appear on the blue horizontal bar in the 'Mine' section. Click the  button at the right end of the blue bar to complete the form. If a form has been Saved but not Submitted, simply click the  button again to continue. If the FI is a "participant" in multi-user form (i.e. more than one person completes and/or approves the form), this will show up in the 'students' section below the 'Mine' section. The field instructor should click the white paper icon on the row of the applicable student to complete the form. If you have used Sonia for other field placements with MSU, Mankato's Department of Social Work those forms will still be located here on Sonia and can be retrieved by unclicking the "Hide completed placement groups" and "Hide completed" (mine) buttons.

Name	ID	Agency	Placement Dates	SSN	Field Name	Field Name	Field Name	Field Name	Field Name
Disneyland Paris	123456	Disneyland Paris	08/27/18 - 12/07/18	987654321	Field Name	Field Name	Field Name	Field Name	Field Name



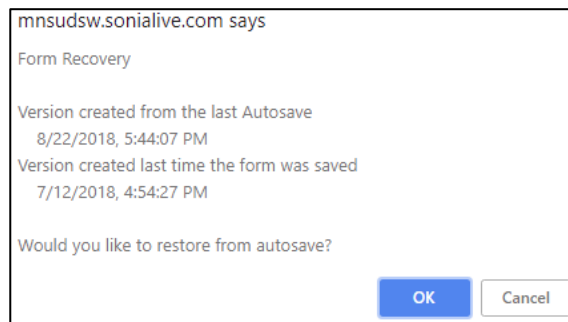
The pencil icon are areas on a form that you have permission to complete.



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

Save Draft

Save all forms often. **Always save** before you **submit**. If you forget to save a draft of a form 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 the form from the last autosave (see 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 submitting. 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” next to [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**

Details Tab

The My Details tab is used to display additional information about you. It is your discretion as to how you would like to use this page.

Home Students Placements Offers Forms **My Details** Documents Site Details History Mickey Mouse

Contact details

Work Phone: Home Phone: Cell phone:

Skype: Email: Alternate email:

Save Updated by Jennifer Parker on 8/2/2018 11:50:53 AM

Other

Position Title:
Head Mouse in Charge

Save

Sites Details Tab

The Field Director may have given you access to see updates and change information in Sonia regarding your field site. You can upload documents, add notes, and make updates, as needed.

Home Students Placements Offers Forms My Details Documents **Site Details** Mickey Mouse

Site/Subsite: Disneyland Paris (test)

Disneyland Paris (test)

General

Name: Communication: Has Housing:

Contact details

Phone 1: Phone 2: Fax:

Online Email: Online Alternate Email: Web address:

Save Updated by Jennifer Parker on 8/1/2018 5:36:26 PM

Addresses

Street Address...

Other

Site comments:

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.

Home Students Placements Offers Forms My Details Documents Site Details Mickey Mouse

From: To:

Placement Details

Show position detail Include active Placements Sort by:

BSSW Foundation Fall 2017 (2017_F_BSSW) [Confirmed]

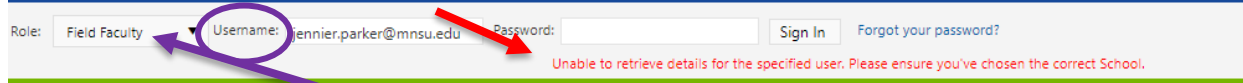
School: Minnesota State University Site: Disneyland Paris (test) Level of Practice: Foundation BSSW Dates: 8/21/2017 - 12/8/2017 Confirmed: 1

MSW Foundation Spring-Summer 2017 (2017_S/SS_F_MSW) [Confirmed]

School: Minnesota State University Site: Disneyland Paris (test) Level of Practice: Foundation MSW Dates: 1/9/2017 - 7/28/2017 Confirmed: 1

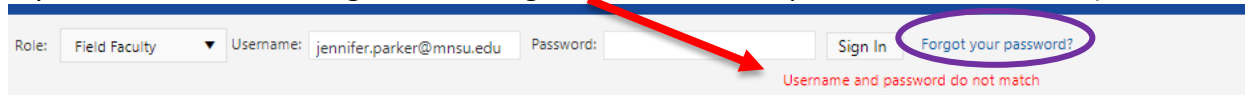
Problem Solving Log-in Errors

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



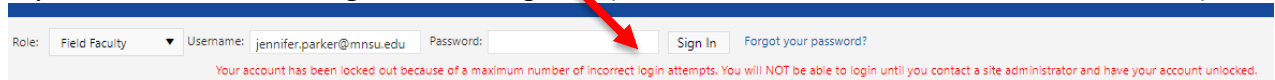
1. Check that your role is correct: Change your role to the correct role:
 - Student = Student
 - Site = Field Instructor, Agency Field Instructor, Off-Site Field Instructor; Agency Internship Coordinator/Administrator
 - Field Faculty = Field Seminar Liaison
2. If your role is correct or you receive the message again, then check that you have the correct Username.
3. 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, follow the prompts after clicking the “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
aura.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