Field Instructor Guide

A quick-start reference to Sonia Online for Field Instructors
# Table of Contents

Field Instructor Guide ........................................................................................................ 1

Introduction ......................................................................................................................... 3

Accessing Sonia ................................................................................................................... 4

  Signing Into Sonia ............................................................................................................. 4
  Sonia Home Page ............................................................................................................. 5

Updating Agency Profile .................................................................................................... 7

How to Request Students .................................................................................................. 8

  Completing a Request for Interns ................................................................................... 9

Viewing Student Forms ....................................................................................................... 10

  Opening Forms ............................................................................................................... 11
  Filling out Forms ............................................................................................................. 11
  Saving & Submitting Forms ............................................................................................ 11
  Assigned Forms .............................................................................................................. 12

Viewing all Field Education Emails/Notifications ............................................................ 12

  To Add a New Document .............................................................................................. 12
  To Add a Link ................................................................................................................. 13
  Using the Offers Tab ....................................................................................................... 13
  Using the History Tab .................................................................................................... 14
  Location of Mini Calendar .............................................................................................. 14
  Location of Field Liaison Students ................................................................................ 14
  Using the Calendar Tab ................................................................................................. 14

Sonia Troubleshooting ....................................................................................................... 16
Introduction

This guide is intended to be provided to Field Instructors who are supporting and mentoring students throughout their internships with Arizona State University School of Social Work, using a student placement software named Sonia.

The ASU Field Team has customized this page with text and graphics. Be advised that some Sonia features may not be available using a tablet or phone. In this reference guide, Field Instructors will learn how to gain access to and navigate Sonia, student documentation, and agency details.

Field Instructors, students and Field Liaisons are responsible for reporting technical issues to the Field Education Office. If you are unable to submit or save forms, experience an error screen or lose access to the Sonia system, please do not contact the ASU help desk. Sonia is a third-party software and all issues must be reported to the Field Office at SSWfield@asu.edu.
Accessing Sonia

To access Sonia, you will need a web (internet) browser (Chrome and Firefox work best, do not use Internet Explorer) and internet access.

Go to the website [https://watts-internship.asu.edu/](https://watts-internship.asu.edu/)

**Signing Into Sonia**

Select your language and then click on > School of Social Work

You will be directed to the Home Page, Ensure the ‘Role’ is set to ‘Agency’

Your username and password instructions will be provided by the Field Team

If you have login trouble, contact the Field Team.

*Be sure to bookmark [https://watts-internship.asu.edu/](https://watts-internship.asu.edu/) as you will return to it often.*
Once logged in, you should see the Home screen below.

The right corner of the home page will show you documents, tutorials, and links provided by the field team.

If you see three horizontal lines \[ \equiv \] 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.

You will also find resources provided by the Field Education Office on the home page under documents and links.

You can sign out of Sonia by clicking the log out \[ \rightarrow \] symbol.

The cog \[ \text{\(\text{\#} \)} \] symbol is your Settings where you can do the following:
• 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

*Some features may not be available is viewing on a tablet or cell phone.
Updating Agency Profile

By Selecting the *Agency Details Tab*, you should see the screen below.

![Agency Details Tab](image)

The Agency Details screen will show you the current contact information for the selected agency. If you are a Field Instructor for several sites, use the drop down to select the correct agency and click submit.

General details will show:
Name of agency
Phone number and address of agency according to the Affiliation Agreement
Email of the **Primary Contact**
Internship description

The Primary Contact is the person who will receive communication calling for interns; the Primary Contact must be a Field Instructor. Please have the Primary Contact review the information in the *Agency Details Tab* to make sure students have the correct primary contact information for the agency.

This information in the internship description will be searchable by students through the agency search function. Please have the Primary Contact review this internship description and update it as necessary.

The Attributes will show:
Agency’s Academic Level Request
Any Descriptors
Agency Mission Focus or populations served

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A quick-start reference to Sonia Online for Field Instructors
Click the plus icon for each of the attributes, a drop-down menu will appear and give options. Select your applicable option and click save. Once you refresh this page, your attributes should appear. Students will be able to see all attributes selected on your agency’s main page.

By selecting the My Details tab, you should see the screen below.

The 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; please update/edit this information and/or fill in some of the blanks. Enter and update your primary phone number, work email and an emergency contact number. Don’t forget to save.

How to Request Students

By selecting the Placements Tab, you should see the screen below.
You will be able to view a snapshot of the date range students are expected to work, the number of requests for interns and the number of students who have been confirmed for placement with your agency.

Selecting details will direct you to more information about your students placed for the indicated agency and timeframe.

**Timesheets are not active and functioning, please do not enter any information in timesheets; time should be entered and calculated in the required Weekly Supervision Forms. Students will be notified if and when timesheets become active and can be used.**

**Completing a Request for Interns**

The Field Education Office will send a request communication to the Field Instructor listed as the primary contact. Primary contact Field Instructors must request the number of interns for each placement group (ie. 2020 Fall–2021 Spring BSW, 2021 Spring – Summer 2021 MSW).

Enter the number in the confirm box (circled); please note, this number should cover all sites if your agency has more than one location. Please also add to the comments section, this information can assist in vetting students.
Don’t forget to **confirm** the placement request when you are done. Students will be able to see how many interns you have requested as well as any comments when they search for agencies and view your agency’s profile.

**Viewing Student Forms**

By selecting the Students tab, you should see the screen below.

You will find a list of your students and view student information by clicking on the ![View](image) button.

In **VIEW** you’ll find:

- Students assigned Field Specialist(s) and Field Liaison(s)
- Students required preparation for practice completion date
- Student program affiliation or specialization
- Status of work variance request (if applicable)

In **VIEW** you will have access to:

- A quick glance of the student’s hours and grade
- An area to upload documents and links
- A view of agency details and a section for recording notes
Opening Forms

Forms will auto populate for each student; you will be able to view each form by clicking on the document icon.

Filling out Forms

Make sure you have properly selected the text field before beginning to write. Clicking on a text box will show a bold outline, however you CAN NOT edit.

The text box you wish to edit MUST have an edit symbol. The edit symbol may also be accompanied by a red asterisk, this indicates that this text box must be filled before a form can be submitted.

Saving & Submitting Forms

Forms will remain edible until you submit and instructions will be available in the body of each form.

❖ You can save a draft as you work on the form.
❖ Once completed, submit the form.
After submitting, there will be a timestamp that reads ‘Actioned’ confirming your submission.

REMEMBER: Timesheets are not active and functioning, please do not enter any information in timesheets; time should be entered and calculated in the required Weekly Supervision Forms. Students will be notified if and when timesheets become active and can be used.

**Assigned Forms**

Assigned forms will be auto-populated and may not be available in the add function; a list of required assigned forms are as follows:

- Student Responsibilities
- Weekly Supervision Form 1 (Weekly Supervision Form 2 will load after submitting Form 1)
- Learning Contract & Evaluation
- Mid-Semester Reports

**Viewing all Field Education Emails/Notifications**

All communications sent from the Field Office can be found in the Documents Tab, double click to open. The Field Team will have access to these documents as well as the Field Liaison.

**To Add a New Document**

You may add documents on this screen. Click on the plus symbol and a New Document section will appear.
**To Add a link**

You may add links to this screen. This might be professional networking sites and/or useful resources you would may need to reference in the future. To add a new link, click on the plus symbol and a New Link section will appear.

**Using the Offers Tab**

We are not using this function at the moment; if this changes, Field Instructors will be informed.
**Using the History Tab**

The History screen lists the placements in which you have participated in the past. Placements will only appear in your history once the Field Team has marked the placement as completed.

![History Tab Screenshot](image1)

**Location of Mini Calendar**

A mini calendar is located on the Placements tab and shows a snapshot of the current month with important dates highlighted. You can view the full calendar by clicking on a date.

**Location of Field Liaison Students**

Above the mini calendar is a view button for ‘Field Liaison Assignments’. If you are also a field liaison, pending assignments and your liaison student list will be available by clicking on the view button.

![Mini Calendar Screenshot](image2)

**Using the Calendar Tab**

The calendar can be found in the Calendar Tab, it is maintained by the Field Team to mark important dates. Events pertaining to you can be exported to your Google calendar and edited.

![Calendar Tab Screenshot](image3)

The calendar events can be viewed both in a View List format (above) and Full Calendar view (below). Both views show the event name, a description of the event, and the dates/times of the event.

Calendar events can be exported to your Outlook Calendar by selecting Outlook when clicking the Export my calendar button.

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A quick-start reference to Sonia Online for Field Instructors
Sonia Troubleshooting

Can’t see past forms
- Confirm you have all ‘hide’ functions unchecked
- Confirm you have access to edit forms in the Agency Details tab

Slow connection
- If the form allows you, save then try refreshing the page
- Log out of Sonia and log back in, try to save again
- Check your internet connection

Unable to log in to Sonia
- Check that your browser is Chrome or Firefox
- Confirm that the Field Office has sent you your log in information
- Double check you’ve entered your log in information correctly

Not able to edit (a form)
- If the form has already been submitted, you will need to request access, email sswfield@asu.edu
- Refresh or sign out and in again after saving

Not able to edit (text box)
- If you don’t see an edit symbol, you may not have access to this function
- Confirm that the section you are working on hasn’t already been submitted
- If you see a cursor but still aren’t able to write in a selected field, check that the number button on your keyboard is off
- Save a draft and refresh

Progress didn’t save
- To avoid losing progress, save a draft of the form you are working on frequently
- Confirm that you’ve successfully saved after each save; wait for saves to take (greyed out save), screen refreshed back to original document without saving and/or submitting
- After saving refresh the page

Draft doesn’t allow you to submit
- Review the form to confirm that all sections that require you to submit are complete
- Confirm that all text boxes with an asterisk are filled
- Confirm that any submitted section has a timestamp with your name and the time you submitted
- Save your work and refresh the page

Form was submitted but needs edits
- Email sswfield@asu.edu to request access – state exactly what form needs editing and who needs access

Student submitted but you received no notification
- Email sswfield@asu.edu to request we check your notification settings

Student says timesheets not working
- Timesheets are not active and functioning, please do not enter any information in timesheets
- Time should be entered and calculated in the required Weekly Supervision Forms
- Students will be notified if and when timesheets become active and can be used