Field Instructor Guide

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

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

A quick-start reference to Sonia Online for Field Instructors .............................................................. 1

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

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

   Signing Into Sonia .................................................................................................................................... 4

Sonia Home Page ...................................................................................................................................... 5

Students Tab ............................................................................................................................................... 7

Placements Tab .......................................................................................................................................... 8

   Location of Mini Calendar .......................................................................................................................... 8

   Field Liaison Students ............................................................................................................................... 8

Offers Tab ................................................................................................................................................... 9

Forms Tab .................................................................................................................................................... 9

   Opening Forms ........................................................................................................................................ 9

   Filling out Forms .................................................................................................................................... 9

   Saving & Submitting Forms ........................................................................................................................... 10

   Assigned Forms ...................................................................................................................................... 10

My Details Tab ......................................................................................................................................... 11

History Tab ................................................................................................................................................. 11

Documents Tab .......................................................................................................................................... 11

   Add a New Document ............................................................................................................................... 12

   Add a link ................................................................................................................................................ 12

Agency Details Tab ................................................................................................................................... 12

Calendar Tab .............................................................................................................................................. 13

Sonia Troubleshooting ............................................................................................................................... 14
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/

**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/ as you will return to it often.*
Sonia Home Page

Once logged in, you should see the Home screen below.

Welcome Hayward, Elizabeth

Welcome to ASU School of Social Work Field Education

Due dates listed in the calendar and on the forms align with field course semester dates. We understand that students may not always find it possible to meet these due dates given current conditions and encourage these students to work with their Field Liaison and Field Instructor.

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 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 symbol.
The cog 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 if viewing on a tablet or cell phone.*
Students Tab

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 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

### Placements Tab

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 ![Details](image) 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.**

**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.

**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.

**Offers Tab**

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

Filter by internship term to find history data of all offers you’ve made to candidates.

**Forms Tab**

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

**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.
Saving & Submitting Forms

Forms will remain editable 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.

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
My Details Tab

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

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; 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.

History Tab

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

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.

Documents Tab

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

The Field Team will have access to these documents as well as the field liaison.
Add a New Document

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

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.

Agency Details Tab

By selecting the Forms tab, you should see the screen below.
Field instructors can find agency details on this screen, such as: agency internship details, Sonia assigned users, and agency documents/links. The Field Team will have access to these documents.

This information will be searchable by students through the agency search function. Review this information to make sure students have the correct primary contact information for the agency.

Calendar Tab

This calendar is maintained by the Field Team to mark important dates. Events pertaining to you can be exported to your Google calendar and edited.
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
- 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
- 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 you need to edit
- Find the field liaison in the Students tab
- Request the liaison edit the form detailing what needs to be changed

Student submitted but you received no notification
- Confirm that the email address in your setting is correct
- Check past notifications in the Documents tab

Student submitted but student needs to edit
- Ask the student to detail what needs to be changed
- Make changes before submitting
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.