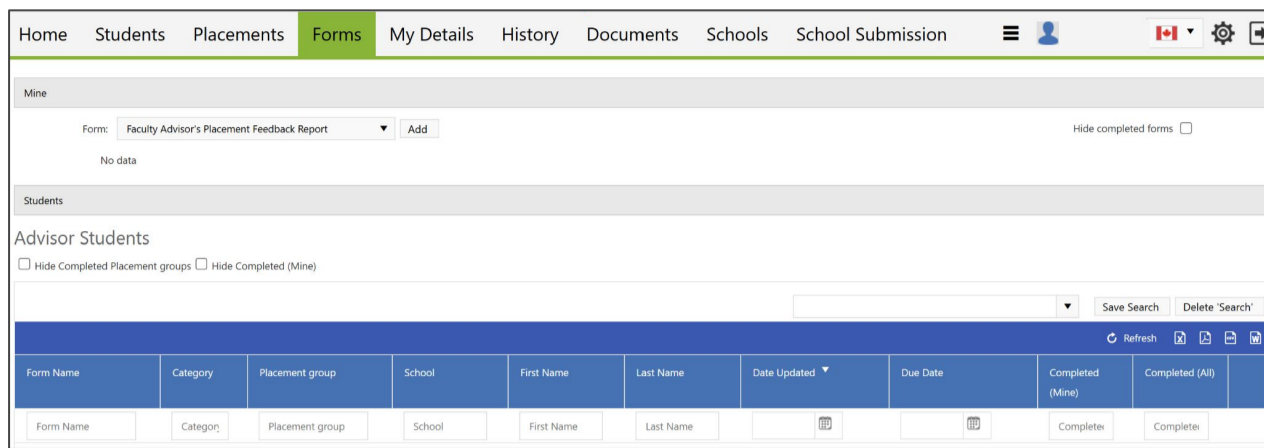


Practicum Advisors can use Sonia Online Forms to create, submit, and sign **Placement Feedback Reports** for Teacher Candidates



## CREATING the FORM

- In the **MINE** section, users choose the **type of form** using the dropdown and clicking **Add**
- Advisors will then need to choose the **Placement group** and a **Student**
- Advisors will receive a prompt that the form is assigned to the Teacher Candidate

**Form successfully assigned to ...**

## COMPLETING / UPDATING the FORM

- In the **STUDENTS** section, users click on the document icon to fill in the form

**PRO-TIP:** Use the Save Draft button often to save your work

Save Draft

## TOP SECTION

- Many of the fields in the top section of the form will be auto-filled

Some of these fields are **not editable**  
If there are errors, please contact the Field Experience Office [educforms@uwindsor.ca](mailto:educforms@uwindsor.ca)

Indicates that Advisors may **edit** their choice  
\* Indicates that this field is **mandatory**

## ASSESSMENT

- Advisors assess Teacher Candidate performance using checkboxes as well as anecdotal comments:

The teacher candidate: Please check one box for each category	Rating
1. Demonstrates professional conduct	<input type="radio"/> Requires improvement <input type="radio"/> Meeting Expectation(s) <input type="radio"/> Exceeding Expectation(s)
2. Is prepared for class	<input type="radio"/> Requires improvement <input type="radio"/> Meeting Expectation(s) <input type="radio"/> Exceeding Expectation(s)
3. Has a well-organized Day Book	<input type="radio"/> Requires improvement <input type="radio"/> Meeting Expectation(s) <input type="radio"/> Exceeding Expectation(s)
4. Is collegial with peers and/or staff	<input type="radio"/> Requires improvement <input type="radio"/> Meeting Expectation(s) <input type="radio"/> Exceeding Expectation(s)
5. Is receptive and reflective to Advisor's feedback	<input type="radio"/> Requires improvement <input type="radio"/> Meeting Expectation(s) <input type="radio"/> Exceeding Expectation(s)
6. Demonstrates effective classroom management strategies	<input type="radio"/> Requires improvement <input type="radio"/> Meeting Expectation(s) <input type="radio"/> Exceeding Expectation(s)
7. Demonstrates commitment to professional development	<input type="radio"/> Requires improvement <input type="radio"/> Meeting Expectation(s) <input type="radio"/> Exceeding Expectation(s)

Comments:

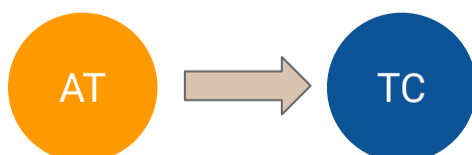
## COMPLETING and SIGNING the FORM

The final step in this process is to sign the form.

Once the Advisor has reviewed the form, they can digitally sign the form using the button below:

Advisor Signature

The form will then be **revealed to the Teacher Candidate** and they will be able to view / save / print the report\*\*



\*\* No further action is required