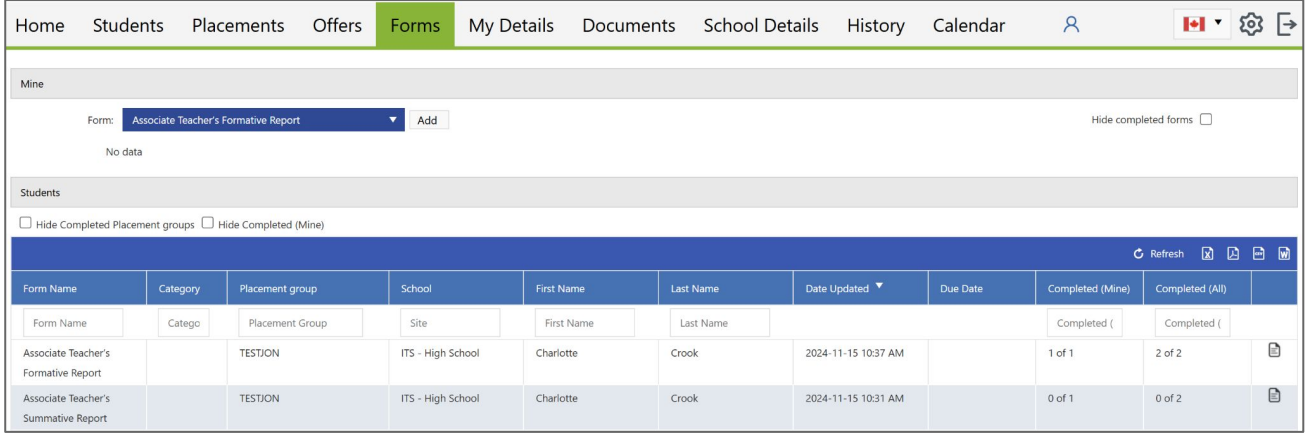


Creating and Submitting Reports



Associate Teachers can use Sonia Online Forms to create, submit, and sign **Formative and Summative Reports** for Teacher Candidates



CREATING the FORM

- In the **MINE** section, users choose the **type of form** using the dropdown and clicking **Add**
- Associates will then need to choose the **Placement group** and a **Student**
- Associates 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

- The top section of the form will be auto-filled

TEACHER CANDIDATE	Teacher Candidate's name
PROGRAM STREAM	
PROGRAM YEAR STARTED	2024
SCHOOL	Public Elementary
ASSOCIATE TEACHER	Associate Teacher's Name
PRACTICUM SESSION	2024-11-18 to 2025-01-03

Note that these fields are **not editable**

If there are errors, please contact the Field Experience Office
educforms@uwindsor.ca

ASSESSMENT

- Associate Teachers will assess Teacher Candidate performance using these ratings:

DAE - Developing As Expected NFD - Needs Further Development AR - At Risk

Professionalism:	Progress
Demonstrates professionalism in attitude, appearance, conduct;	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Has a strong work ethic (e.g., shows initiative, enthusiasm, and interest in improving professional practice);	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Demonstrates consistent and punctual attendance;	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Upholds OCT standards of respect, integrity, trust, and care;	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Establishes supportive, respectful and professional staff, and administration;	<input type="radio"/> N/A *

Indicates that Associates may **edit** their choice
 * Indicates that this field is **mandatory**

COMPLETING and SIGNING the FORM

To complete the process, Associate Teachers must share the completed form with the Teacher Candidate by printing a hard copy or sharing a digital version.

- Associates will be asked to choose on of the options below

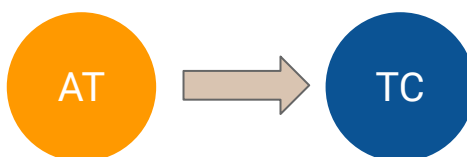
This report has been reviewed with the teacher candidate and they have agreed to sign the Associate/Mentor Teacher's Formative report by accessing the form in Sonia

This report has been reviewed with the teacher candidate and they have refused to sign the Summative report. Please contact the Faculty of Education

- Once the Associate Teacher has reviewed the form, shared it with the Teacher Candidate, they can digitally sign the form using the button below.

Associate Teacher's Signature

- The form will then be **revealed to the Teacher Candidate** and they will be required to sign the final version.



For more information, please visit uwindsor.ca/education/Sonia