

# Field Experience Online Portal

## A Guide for **PRACTICUM ADVISORS**

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Education  
University of Windsor

Sonia 

# About this Guide

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The **purpose of this guide** is to provide details to **Practicum Advisors** about the Field Experience Online Portal, or Sonia Online.

Included in this guide are the following items:

- What is Sonia?
- Accessing Sonia Online
- Full description of each webpage of Sonia Online
- FAQ

# WHAT IS SONIA ONLINE?

Improving the Practicum Experience



# What is SONIA ONLINE?

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**Sonia Online** is a web-based portal that allows key stakeholders to access and provide information about Practicum Placements.

Using Sonia Online, **Advisors** can:

- view details about current and past Teacher Candidates placed with them
- view details about their current and past Practicum Placements
- complete forms related to the Advisor role
- upload relevant files and documents
- update personal details

# ACCESSING SONIA ONLINE

Advisors and their UWinID



# Accessing SONIA ONLINE

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Practicum Advisors are able to access Sonia Online by:

- Visiting [soniaonline.eduspace.uwindsor.ca](https://soniaonline.eduspace.uwindsor.ca)
  - Using their **UWinID** followed by **@uwindsor.ca** and their associated password
- 

Links to Sonia Online will be posted in many places, including:

- Faculty of Education website - [uwindsor.ca/education](https://uwindsor.ca/education)
- Brightspace Landing page - [brightspace.uwindsor.ca](https://brightspace.uwindsor.ca)

# Accessing SONIA ONLINE

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## Choosing your Role

On the landing page, [soniaonline.eduspace.uwindsor.ca](https://soniaonline.eduspace.uwindsor.ca), enter your credentials

**STEP #1** - Be sure that you choose **Advisor** as your Role

**STEP #2** - Click this button to enter your username and password



The image shows a login interface with two main elements highlighted by orange boxes and arrows. On the left, a dropdown menu labeled 'Role:' has 'Advisor' selected. An arrow points from the 'STEP #1' text to this dropdown. To the right of the dropdown is a button labeled 'University Sign In'. An arrow points from the 'STEP #2' text to this button.



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# THE SONIA ONLINE WEBSITE

What can I do on each webpage?





# The Landing page for ADVISORS

As an ADVISOR you will arrive at the webpage below...



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## NAVIGATION BAR

## PROFILE & SETTINGS

The screenshot shows the landing page for ADVISORS. At the top left is the University of Windsor logo. Below it is a navigation bar with the following items: Home (highlighted), Students, Placements, Forms, My Details, History, Documents, Schools, School Submission, and Calendar. To the right of the navigation bar are icons for a user profile, a Canadian flag, a settings gear, and an external link icon. Below the navigation bar, the main content area is divided into two columns. The left column contains the text "Welcome Advisor" and a photograph of a man sitting on stairs, holding a book. The right column contains two sections: "Documents" with a link to a supplemental form, and "Links" with a link to a technical support ticket system. Below the "Links" section is a bracketed area labeled "SUPPORT DOCUMENTS".

Home Students Placements Forms My Details History Documents Schools School Submission Calendar

Welcome Advisor

**Documents**

Supplemental form used in the formative and summative reports (optional)

**Links**

Having technical issues? Submit a ticket here.

**SUPPORT DOCUMENTS**

# The STUDENTS tab

Home **Students** Placements Forms My Details History Documents Schools School Submission Calendar

Search Students Timesheets

Advisor Students  View

Hide placements before: 2024-06-17 Show Students

Save Search Delete 'Search' Save Layout Clear Layout

Refresh

<input type="checkbox"/>	First Name	Last Name	Placement group	School	Date ▲	Shift	Area	Course	Semester	Year	<input type="checkbox"/> Advisors	<input type="checkbox"/> Associate Teachers	Positions
No records to display.													

Page size: 25 0 items in 1 pages

## What is on this page?

- This tab shows a list of Teacher Candidates you are currently advising
- **NOTE:** Each of the headings may be used to ***SORT*** the data

## What can I do on this page?

As an Advisor, you can:

- View details about any of the Teacher Candidates
- Change the date to view earlier placements as the list of students displayed on this page are ones who have an ***active placement*** on or after the date in this field.
- Email Teacher Candidates, Associate Teachers, or Advisors by clicking their name
- **NOTE:** If e-mailing several people at once, the system will function like a BCC (i.e., no one knows who else is getting the e-mail)

# The PLACEMENTS tab

Home Students **Placements** Forms My Details History Documents Schools School Submission Calendar

**FALL 2024 - External Placements** [Details](#) [Timesheets](#)

**St. Edmond (Providence Conseil Scolaire Ecoles Catholique)**

**Dates:** February 14, 2024 - February 17, 2024  
**Days:** Monday, Tuesday, Wednesday, Thursday, Friday  
0 allocated

**FALL 2024 - Secondary Placements** [Details](#) [Timesheets](#)

**Beaton Elementary (Greater Essex County DSB)**

**Dates:** March 18, 2024 - April 19, 2024  
**Days:** Monday, Tuesday, Wednesday, Thursday, Friday  
0 allocated

**FALL 2024 - Lambton Kent DSB** [Details](#) [Timesheets](#)

**ITS - High School**

**Dates:** March 18, 2024 - April 19, 2024  
**Days:** Monday, Tuesday, Wednesday, Thursday, Friday

View

June, 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## What is on this page?

- This is a listing of the **current Practicum placements** for which you are an Advisor
- A calendar is also included at the right with any important dates highlighted

## What can I do on this page?

- For any current placements, you can:
  - **view details** including school address, Principal's contact information, Associate Teachers, etc.
  - This includes all Associates and Advisors involved with this particular school
- You can upload documents and links
- You can also choose who want to be able to view or edit any document you upload

# The FORMS tab

The screenshot shows the 'Forms' tab selected in a navigation menu. The main content area is divided into two sections: 'Mine' and 'Students'. In the 'Mine' section, there is a dropdown menu for 'Form:' with 'Teaching Advisor Travel Expense Report' selected, and an 'Add' button. To the right, there is a checkbox for 'Hide completed forms'. Below this, it says 'No data'. The 'Students' section is currently empty. At the bottom of the 'Students' section, there are two checkboxes: 'Hide Completed Placement groups' and 'Hide Completed (Mine)'. There is also a search bar with 'Save Search' and 'Delete 'Search'' buttons.

## What is on this page?

- This tab includes access to different types of forms:
  - Teaching Advisor **Travel Expense** Report
  - Faculty Advisor's **Placement Feedback** Report
  - **Associate Teacher** Reports  
NOTE: These reports will appear in your list of Student Forms as they are assigned & completed by Associates

## What can I do on this page?

- In the **MINE** section , you can **create**:
  - **Travel Expense** Reports
  - Faculty Advisor's **Placement Feedback** Report
- In the **Advisor Students** section , you can:
  - **Complete, Digitally Sign** and **Submit** reports
  - **View** Formative and Summative Reports completed by Associate Teachers

Add



**NOTE:** For 2024-25, Advisors will create and submit **Teacher Candidate Learning Plans** through the Field Experience Office

# More about FORMS

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Feedback Form

## CREATING a PLACEMENT FEEDBACK REPORT

- 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** (Teacher Candidate)
- Advisors will receive a prompt that the form is now assigned to the Teacher Candidate

Eg. **Form successfully assigned to 'Charlotte Crook - ITS - High School - 2024-03-18'**

## COMPLETING / UPDATING the FORM

- In the **STUDENTS section**, Advisors can now click on the  icon to fill in the form

# More about FORMS



Feedback Form

## REPORT DETAILS

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

Program Type	Concurrent	2024
Teacher Candidate:	Teacher Candidate's name	
University Supervisor:	Advisor's name	
Date:	<input type="text"/> *	
School:	School Name	
Advisor:	<input type="text"/> *	
Grade / Subject:	<input type="text"/> *	

Some of these fields are **not editable**

If there are errors, please contact the  
Field Experience Office  
[educfieldexperience@uwindSOR.ca](mailto:educfieldexperience@uwindSOR.ca)

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








# More about FORMS



Feedback Form

## ASSESSMENT

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

<b>The teacher candidate:</b> Please check one box for each category	<b>Rating</b>
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)  *



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

Save Draft



# More about FORMS

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Feedback Form

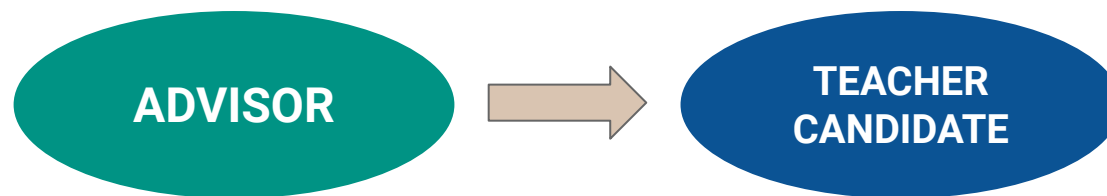
## COMPLETING and SIGNING THE FORM

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



# More about FORMS





## CREATING a TRAVEL EXPENSE FORM

Add

In the **MINE section**, users choose the **type of form** using the dropdown and click Add

Edit

Advisors can then click the edit button to begin

Home Students Placements **Forms** My Details History Documents Schools Calendar  

Mine

Form: Teaching Advisor Travel Expense Report  Name  Ascending  Hide completed forms


Teaching Advisor Travel Expense Report <input type="button" value="Edit"/>	
<b>Date Added:</b>	2024-02-09 1:39 PM
<b>Date Updated:</b>	2024-02-13 2:37 PM
<b>Completed (Mine):</b>	0 of 1 <input type="checkbox"/>
<b>Completed (All):</b>	0 of 2 <input type="checkbox"/>


# More about FORMS



























## COMPLETING / UPDATING the FORM

- Advisors can now complete a single row, or multiple rows

Teaching Advisor Travel Expense Report 

 **University of Windsor**  
Faculty of Education  
**Advisor Travel Expense Report**

DATE	SCHOOL	STUDENT(S) OBSERVED	DISTANCE (KM)	\$ .55 X KM
2024-11-17   *	ITS Elementary  *	Teacher Candidate A  *	35.00  *	0.00 
2024-11-18  	ABC Secondary 	Teacher Candidate B 	20.00 	0.00 
 			0.00 	0.00 
 			0.00 	0.00 

This form is **autosaved** continuously as Advisors complete the form

Save Draft

**NOTE:** Advisors must press the SAVE DRAFT button to update the compensation amount for each row and the **totals** at the bottom of the form

# More about FORMS

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## SUBMITTING the FORM

- Advisors can submit the claim and they will receive confirmation that the form was successfully actioned

**I hereby certify the above statement of my expenses to be correct.**

Save Draft

Submit Claim

✓ **Form successfully actioned**

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## ADDING MORE EXPENSES

- If Advisors wish to claim more expenses, they will need to **create a new form** each time.

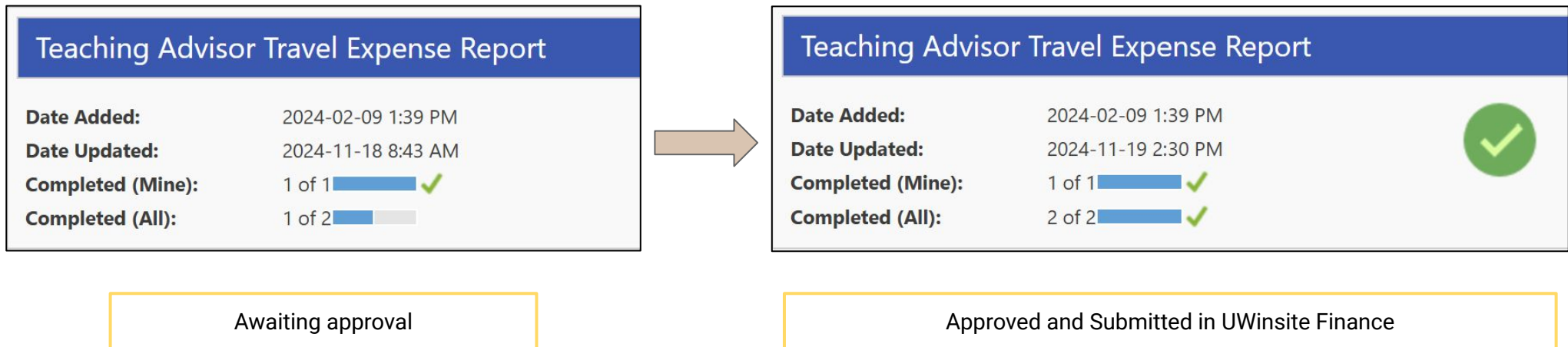
 **PRO-TIP:** Submit expenses on a monthly basis or for the whole practicum period

# More about FORMS



## APPROVAL

- When an Expense Report is **approved** by the Field Experience Office, Advisors will see the following visual confirmation:



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# The MY DETAILS tab

Home Students Placements Forms **My Details** History Documents Schools School Submission

General details Notes

**Name**

Title:  First Name:  Middle Name:   
Last Name:  Preferred Name:

**Contact details**

Work phone:  Home phone:  Mobile:   
Skype:  Email:  Alternate email:

**Emergency Contact details**

Name:  Relationship:  Contact details:

## What is on this page?

- 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; the University Field Experience Office may ask you to edit this information and/or fill in some of the blanks.
- Information on this page is only viewable by you and the Field Experience Office.

## What can I do on this page?

- As an Advisor, some of the information on the My Details page may be editable, and you may be expected to fill in some of the details.

# The HISTORY tab

Home Students Placements Forms My Details History Documents Schools School Submission Calendar

From: 2024-01-01 To: 2024-12-31 View

Show position detail  Include active Placements  Sort by: None Selected Ascending Sort

No data

## What is on this page?

- This page lists any placements that you have done in the past. Placements will only appear in your history once the Field Experience Office has marked the placement as completed.
- You can find a Placement Transcript here that lists the hours completed at each placement. Note that this is a summary and not a comprehensive list of all timesheet entries.

## What can I do on this page?

- As an Advisor, you can review summaries of your previous placements
- As you complete your Practicums, a separate line will appear in the history
- You can review the full details of any placement by clicking the arrow at the right of each row
- You will have the option to export any of these summaries as an Excel, Pdf, CSV, or Word doc

# The DOCUMENTS tab

The screenshot shows the 'Documents' tab in the SONIA ONLINE system. The navigation bar at the top includes 'Home', 'Students', 'Placements', 'Forms', 'My Details', 'History', 'Documents' (highlighted), 'Schools', 'School Submission', and 'Calendar'. On the right side of the navigation bar, there are icons for a user profile, a Canadian flag, a settings gear, and a help icon. The main content area is titled 'New Document' and contains the following elements:

- Document:** A text input field followed by a 'Browse' button.
- Permissions:** A section titled 'Determine who can view and edit this document' with three checkboxes: 'Show to school', 'Show to Allocated Student', and 'Show to Unallocated Student'.
- Description:** A text input field.
- Buttons:** 'Add' and 'Cancel' buttons.
- Links:** A grey bar with the text 'Links' and a '+' icon.
- Documents:** A grey bar with the text 'Documents' and a '+' icon.

## What is on this page?

- This page is a list of files and web links managed by you
- These documents and links are only visible to you and the Field Experience Office, unless you determine otherwise

## What can I do on this page?

- As an Advisor, you can upload documents (e.g., ????) to your Sonia profile here
  - **IMPORTANT** - You can also choose who want to be able to view or edit any document you upload
- You can also add links to personal websites, such as your LinkedIn profile, or links to articles you found helpful or related organizations or associations you may wish to contact in the future

# The SCHOOLS tab

Code	Name ▲	Address	Phone 1	Phone 2
	A J Baker (Thames Valley DSB)	195910 19th Line, Kintore Ontario, Canada	519-283-1098	
341	A.A. Wright Elementary (Lambton Kent DSB (Chatham-Kent))	55 Elm Street, Wallaceburg ON N8A 3M7, Canada	519-627-2581	
1438	A.B. Lucas Secondary School (Thames Valley DSB)	656 Tennent Ave., London ON N5X 1L8, Canada		
1501	A.N. Myer Secondary School (DSB of Niagara)	6338 O'Neil Street, Niagara Falls ON L2J 1M7, Canada	905-358-5753	
895	A.R. Kaufman P.S. (Waterloo Region DSB)	11 Chopin Drive, Kitchener ON N2M 2G3, Canada	519-745-7312	
289	A.V. Graham Public School (Greater Essex County DSB)	815 Brenda Crescent, Tecumseh ON N8N 2G5, Canada	519-735-6260	
1682	A.Y. Jackson Secondary (Toronto DSB)	50 Francine Drive, Toronto ON M2H 2G8, Canada	416-395-3140	
358	Aberarder Central Elementary (Lambton Kent DSB- Sarnia Lambton)	4804 Aberarder Line, Camlachie ON N0N 1E0, Canada	519-899-2267	
234	Academie Ste Cecile Elementary School	925 Cousineau, Windsor ON N9G 1V8, Canada	519-969-1291	
1319	Academie Ste Cecile International School (Sec.)	925 Cousineau Rd., Windsor ON N9G 1V8, Canada	519-969-1291	
454	Academy For Gifted Children -P.A.C.E.	12 Bond Cres., Richmond Hill ON L4E 3K2, Canada	905-773-0997	

## What is on this page?

- This is a list of active schools with which the University's Faculty of Education has a relationship
- NOTE: This is simply a directory, not a list of available sites for placement

## What can I do on this page?

- As an Advisor, you can learn more about any school by clicking the white triangle to expand



# The SCHOOL SUBMISSION tab

The screenshot shows the 'School Submission' tab in the SONIA ONLINE system. The navigation bar includes 'Home', 'Students', 'Placements', 'Forms', 'My Details', 'History', 'Documents', 'Schools', 'School Submission' (highlighted), and 'Calendar'. On the right, there are icons for a user profile, a Canadian flag, a settings gear, and a share icon. Below the navigation bar, a blue header for 'School Submission' contains three status buttons: 'Draft (0)', 'Pending (0)', and 'Closed (0)', along with a green '+ Submit a new school' button. The main form area is titled 'Site' and contains several input fields: 'Organization name', 'Address' (with sub-fields for 'Street', 'City', and 'Zip code'), 'Contact name' (with sub-fields for 'First name' and 'Last name'), and 'Contact details' (with sub-fields for 'Email address' and 'Telephone number'). Below these fields is a 'Submission notes' section with a rich text editor toolbar featuring options for font style (serif), size, zoom, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo.

## What is on this page?

- This page is a list of the status of any requests you may have made to the Field Experience Office regarding possible new sites for Practicum Placements (eg. Schools / Boards)

## What can I do on this page?

- As a Practicum Advisor, you may suggest the field placement office consider a new site for placements, you can submit the site on this page
- The placement office will receive a notification of your submission. You can track its approval in the Pending tab on this page.

# The CALENDAR tab

The screenshot shows the SONIA ONLINE interface with the 'Calendar' tab selected. The navigation bar includes 'Home', 'Students', 'Placements', 'Forms', 'My Details', 'History', 'Documents', 'Schools', 'School Submission', and 'Calendar'. The 'Calendar' tab is highlighted in green. Below the navigation bar, there are buttons for 'View Calendar' and 'View List'. A legend indicates event types: 'Academic event' (blue square), 'Interview' (green square), and 'Public holiday' (orange square). An 'Export to my calendar' button is located in the top right. The calendar view shows a week from Monday, June 10, 2024, to Sunday, June 16, 2024. The view is set to 'Week'. The time slots are 'all day', '8 am', '9 am', and '10 am'. The Saturday and Sunday columns (June 15 and 16) are shaded grey, indicating they are weekends. There are no events displayed on the calendar.

## What is on this page?

- This is an active calendar that is maintained by the University of Windsor to mark important dates

## What can I do on this page?

- As an Advisor, you can export events pertaining to you specifically to your Outlook Calendar and edit the event if needed

# FREQUENTLY ASKED QUESTIONS

What else do I need to know?



# FREQUENTLY ASKED QUESTIONS

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**QUESTION:** Besides me, as an Advisor, who else will be able view my information, like reports and forms?

**ANSWER:** Access to SONIA ONLINE will also be given to different stakeholders, including **Teacher Candidates, Associate Teachers, and School Principals**. Each of these groups have different levels of permissions needed for their roles.

- For example, you, as an Advisor, will be able to complete reports like *Travel Expense Forms* and they will only be visible to you and the Field Experience Office.
- Other Forms, like the *Faculty Advisor's Placement Feedback Report*, will be visible to the Teacher Candidate as well as the Field Experience Office

# FREQUENTLY ASKED QUESTIONS

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**QUESTION:** Where do I go if I need support?

**ANSWER:**

1. **ACCOUNT ISSUES:** If you are having issues with your account (eg. a password reset), please visit [UWin Account Services](#)
2. **SONIA RELATED SUPPORT\*\*:** If you have questions or issues related to Sonia Online, please send a message to: [educfieldexperience@uwindSOR.ca](mailto:educfieldexperience@uwindSOR.ca)

**\*\*NOTE:** The Field Experience Office will *triage* these questions