

Field Experience Online Portal

A Guide for **ASSOCIATE TEACHERS**



Education
University of Windsor

Sonia 

About this Guide

The **purpose of this guide** is to provide details to **Associate Teachers** 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
- Creating and Submitting Reports
- FAQ

WHAT IS SONIA ONLINE?

Improving the Practicum Experience



What is SONIA ONLINE?

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

Using Sonia Online, **Associate Teachers** can:

- view details about current and past Teacher Candidates placed with them
- view details about their current and past Practicum Placements
- upload relevant files and documents
- Create and submit Formative & Summative Reports using online Forms
- update personal details

ACCESSING SONIA ONLINE

Getting Started



Accessing SONIA ONLINE

Associate Teachers are able to access Sonia Online by:

- Visiting soniaonline.eduspace.uwindsor.ca
- Using their school board email address

NOTE: The Field Experience Office will communicate with each Associate Teacher via email with their account information and a link to create/reset their password.

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

- Faculty of Education website - uwindsor.ca/education

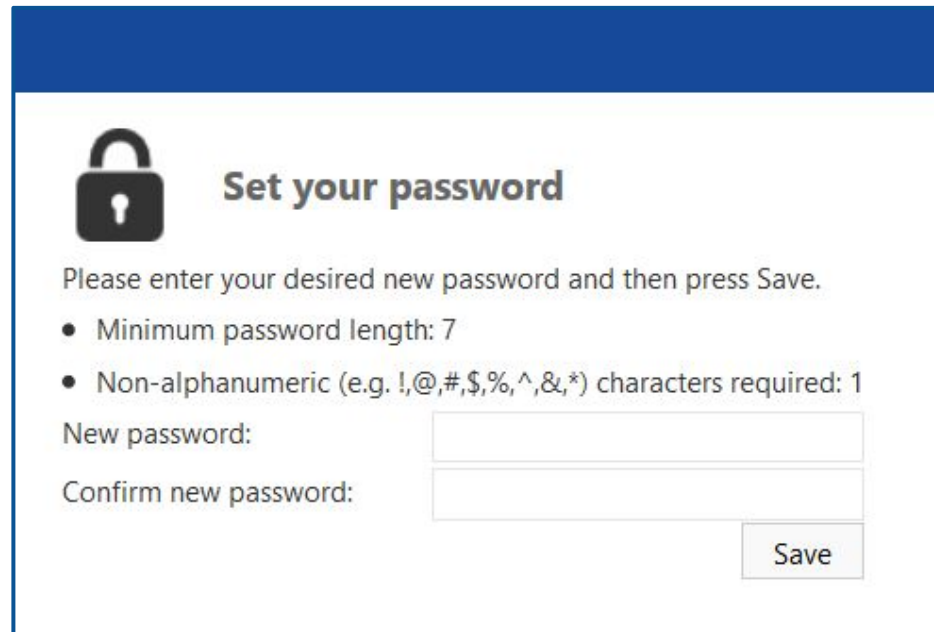
Accessing SONIA ONLINE

Starting Sonia


- To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Signing In

- The University has created an account for you and will email you a link to Sonia Online to create a password.



The screenshot shows a web form titled "Set your password" with a padlock icon. It includes instructions to enter a new password and press "Save". The form lists two requirements: a minimum password length of 7 and the presence of at least one non-alphanumeric character. There are two input fields: "New password:" and "Confirm new password:". A "Save" button is located at the bottom right of the form.

 **Set your password**

Please enter your desired new password and then press Save.

- Minimum password length: 7
- Non-alphanumeric (e.g. !,@,#,\$,%^,&*) characters required: 1

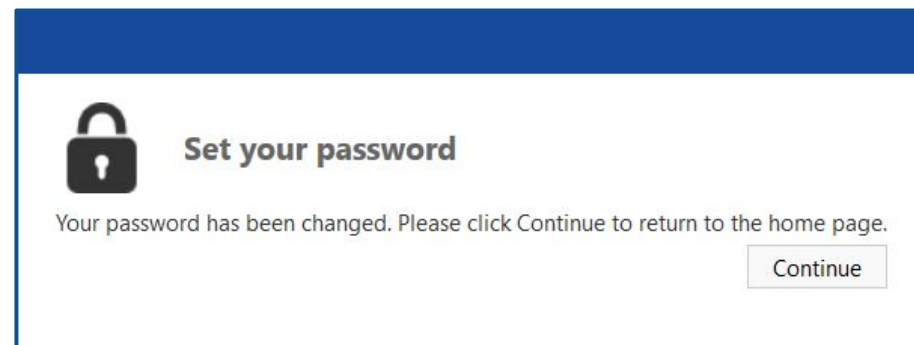
New password:

Confirm new password:

Accessing SONIA ONLINE

Signing In

- Once you have set your password, you will be directed to the home page to login.



Choosing your Role

On the landing page, soniaonline.eduspace.uwindsor.ca, enter your credentials

A screenshot of a login form. On the left, there is a dropdown menu labeled "Role:" with "School" selected. This dropdown is highlighted with an orange border. To its right are two input fields: "Username:" and "Password:". Further right is a "Sign In" button and a link "Forgot your password?".

Be sure that you choose **School** as your Role



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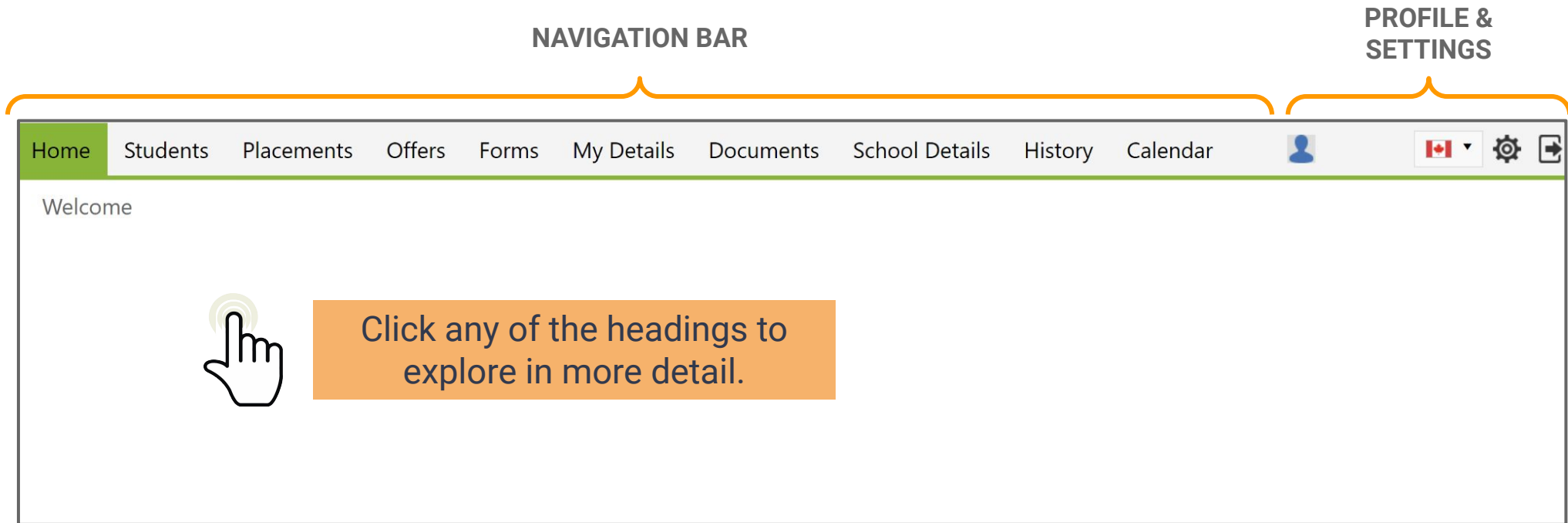
THE SONIA ONLINE WEBSITE

What can I do on each webpage?



The Landing page for ASSOCIATE TEACHERS

As an ASSOCIATE TEACHER you will arrive at the webpage below...



The STUDENTS tab

Home Students Placements Offers Forms My Details Documents School Details History Calendar

Search: Students Timesheets

Current Students

Hide placements before: 2024-06-17 Show Students

Save Layout Clear Layout

First Name	Last Name	Mobile	School	Date	School	Shift	Area	Program	Advisors	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 mentoring
- If you are the *Primary Contact* at a school, this list will include Teacher Candidates who have been allocated to the school at which you are a Contact, even if you are not their Associate Teacher.
- **NOTE:** Each of the headings may be used to ***SORT*** the data.

What can I do on this page?

As an Associate Teacher, 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, other 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** Offers Forms My Details Documents School Details History Calendar

TEACHER CANDIDATE Details Timesheets

Beaton Elementary (Greater Essex County DSB)

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

TEACHER CANDIDATE Details Timesheets

Beaton Elementary (Greater Essex County DSB)

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

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 Associate Teacher.
 - NOTE: Any previous placements may be viewed on the History tab.
- 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 the details** including school address, Principal's contact information, Associate Teachers, Advisors, etc.
- You can also upload documents and links.
- **IMPORTANT** - You can also choose who you want to be able to view or edit any document you upload.

The OFFERS tab

The screenshot shows a navigation menu with the following items: Home, Students, Placements, **Offers** (highlighted), Forms, My Details, Documents, School Details, History, and Calendar. On the right side of the menu, there is a user profile icon, a Canadian flag, a settings gear, and a refresh icon.

Below the navigation menu, there is a filter section with the following elements: "From" and "To" date pickers, a checked checkbox for "Hide past offers", and a "Filter" button.

The main content area displays "No data".

Below the main content area, there is a section titled "Offers" with a light gray background. Underneath this title, there are two date pickers: "Open: No date/time" and "Close: No date/time", each with a grid icon to its right. To the right of these date pickers is a checkbox labeled "Can edit anytime".





What is on this page?

- The Offers tab is always available to primary school contacts. The Open date is the date that contacts (with *can edit placement requests* permissions) can begin to create their Offers (i.e., available placements).
- This tab indicates how many Teacher Candidates can accommodate in total.

What can I do on this page?

The University of Windsor is currently not using this tab

The FORMS tab

Home Students Placements Offers **Forms** My Details Documents School Details History Calendar    





Mine



Form: Associate Teacher's Formative Report Hide completed forms

No data

Students

Hide Completed Placement groups Hide Completed (Mine)

Refresh    


Form Name	Category	Placement group	School	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
Associate Teacher's Formative Report		TESTJON	ITS - High School	Charlotte	Crook	2024-11-15 10:37 AM		1 of 1	2 of 2	
Associate Teacher's Summative Report		TESTJON	ITS - High School	Charlotte	Crook	2024-11-15 10:31 AM		0 of 1	0 of 2	

Page size: 25 2 items in 1 pages

What is on this page?

- This tab includes access to 2 different types of forms:
 - Associate Teacher's **Formative** Report
 - Associate Teacher's **Summative** Report

What can I do on this page?

- In the **MINE** section, you can **create**:
 - **Formative Reports**
 - **Summative Reports**
- In the **Students** section, you **edit/update** reports by clicking the  icon

More about FORMS

CREATING the FORM

- Associate Teachers create & edit forms in Sonia Online
- 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** (Teacher Candidate)
- Associates 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**, Associates can click on the  icon to fill in the form

More about FORMS

REPORT DETAILS

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

More about FORMS

ASSESSMENT

Associates assess Teacher Candidate performance using 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 relationships with students, staff, and administration;	<input type="radio"/> N/A  *

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

More about FORMS

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 one 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



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

Save Draft

More about FORMS

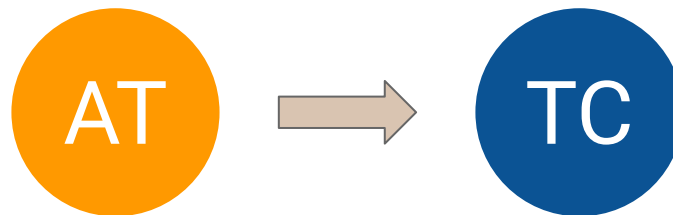
COMPLETING and SIGNING THE FORM

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





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.




The MY DETAILS tab

Home Students Placements Offers Forms **My Details** Documents School Details History Calendar    

Contact details

Work phone: Home phone: Mobile:

Skype: Email: Alternate email:

 Updated by on 2024-06-13 7:11:10 AM

What is on this page?

- The My Details screen is used to display additional information about 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 Associate Teacher, 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 DOCUMENTS tab

Home Students Placements Offers Forms My Details **Documents** School Details History Calendar

New Document

Document: Browse

Determine who can view and edit this document

Show to advisor Show to Allocated Student Show to Unallocated Student

Description:

Category:

Add Cancel

Links +

Documents +

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 Associate Teacher, you can upload documents to your Sonia profile here (eg. past Reports)
 - **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 SCHOOL DETAILS tab (1)

The screenshot shows the 'School Details' tab in the SONIA ONLINE system. The navigation bar includes Home, Students, Placements, Offers, Forms, My Details, Documents, School Details (highlighted), History, and Calendar. A user profile icon, a Canadian flag, and a settings gear are also visible. Below the navigation bar, there is a 'School/Subsite' dropdown menu set to 'A.A. Wright Elementary' with a 'Submit' button. A blue bar contains the school name and several tabs: 'General details' (selected), 'Attributes', 'Notes', 'Documents And Links', 'Associated Users', 'Appointments', and 'Introduction Text'. A green '+ Create subsite' button is on the right. The 'General' section includes a 'Name' field with 'A.A. Wright Elementary' and an 'Accommodation' checkbox. The 'Contact details' section has fields for 'Phone 1' (519-627-2581), 'Phone 2', 'Fax', 'Online Email', 'Online Alternate Email', and 'Web address'. A 'Save' button and a timestamp 'Updated by milanc@uwindsor.ca on 2023-07-06 11:44:46 AM' are present. The 'Addresses' section shows a dropdown for 'Street address...' with the value '55 Elm Street, Wallaceburg ON N8A 3M7, Canada'.

What is on this page?

- This tab is used to display additional information about your school (site).
- Information is generally populated by the School Principal (Primary School Contact)
- If you are a contact for more than one school, you can switch between schools by choosing one from the 'Site/Subsite' dropdown.

What can I do on this page?

- As an Associate Teacher, or as a School Contact, you can:
- View the general details of your school.
 - Edit these details.
 - Click on the tabs on the blue bar to submit additional information to the University about your organization. (More information on the next page).
 - You can create a new Subsite.

The SCHOOL DETAILS tab (2)

A.A. Wright Elementary

General details | Attributes | Notes | Documents And Links | **Associated Users** | Appointments | Introduction Text | + Create subsite

Roles and permissions legend

PC Primary contact | SC Student contact | AD Can perform general administration | AA Account approved | LO Locked Out | Can edit student placement requests | Can edit student positions | Can edit student documents | Can edit student timesheets | Can edit student actual duration | Can edit student grade

+ Add new user | Refresh

Name	Position	Active	PC	SC	AD	AA	LO	Can edit student placement requests	Can edit student positions	Can edit student documents	Can edit student timesheets	Can edit student actual duration	Can edit student grade	
Last Name, First Name	Associate Teacher	✓												
Last Name, First Name	Associate Teacher	✓												
Last Name, First Name	Associate Teacher	✓												
Last Name, First Name	Principal	✓												
Last Name, First Name	Associate Teacher	✓												
Last Name, First Name	Associate Teacher	✓												

Digging Deeper...

There are several buttons on the blue navigation bar and you are invited to explore each of these

- 1 The **Associated Users** button contains a list of all contacts associated with this school, along with a summary (and legend) of their permissions. To edit a user's information, click the edit pencil on the right end of their row.
- 2 An important contact in this list is the **School Principal** who is responsible for arranging and monitoring Practicum Placements.

The HISTORY tab

The screenshot shows the 'History' tab selected in a navigation menu. The menu includes Home, Students, Placements, Offers, Forms, My Details, Documents, School Details, History, and Calendar. The History tab is highlighted in green. To the right of the menu are icons for a user profile, a Canadian flag, a settings gear, and a share icon. Below the menu is a search and filter area with 'From: 2024-01-01' and 'To: 2024-12-31' date pickers, a 'View' button, a printer icon, and another 'View' button. Below this are checkboxes for 'Show position detail' and 'Include active Placements', both checked. There are also dropdown menus for 'Sort by: None Selected' and 'Ascending', and a 'Sort' button. The main content area below is empty and contains the text '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 Associate Teacher, 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 CALENDAR tab

The screenshot shows the 'Calendar' tab selected in the top navigation menu. Below the menu, there are buttons for 'View Calendar' and 'View List', and an 'Export to my calendar' button. A legend indicates that blue squares represent 'Academic event', green squares represent 'Interview', and brown squares represent 'Public holiday'. The calendar grid shows the month of June 2024, with days of the week labeled at the top. The current date is 'today' (June 27, 2024). The calendar grid is currently empty of events.

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 Associate Teacher, 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

QUESTION: Am I able to **make changes to a report** (eg. Associate Teacher's Formative Report) after it has been submitted and signed off by me and the Teacher Candidate?

ANSWER: Yes! All forms are accessible by the Field Experience Office after they have been submitted.

There are 2 options:

- A member of the Field Experience team can make changes of your behalf
- The signatures can be 'removed' and you would be able to update the form and re-submit

FREQUENTLY ASKED QUESTIONS

QUESTION: Besides me, as an Associate Teacher, 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, School Principals, and Practicum Advisors**. Each of these groups have different levels of permissions needed for their roles.

For example, you, as an Associate Teacher will be able to complete and upload Practicum reports but will not be able to view reports from other Associates or Advisors.

FREQUENTLY ASKED QUESTIONS

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: educforms@uwindSOR.ca
3. [FULL GUIDE for Site Contacts](#) (Associate Teachers)

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