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.

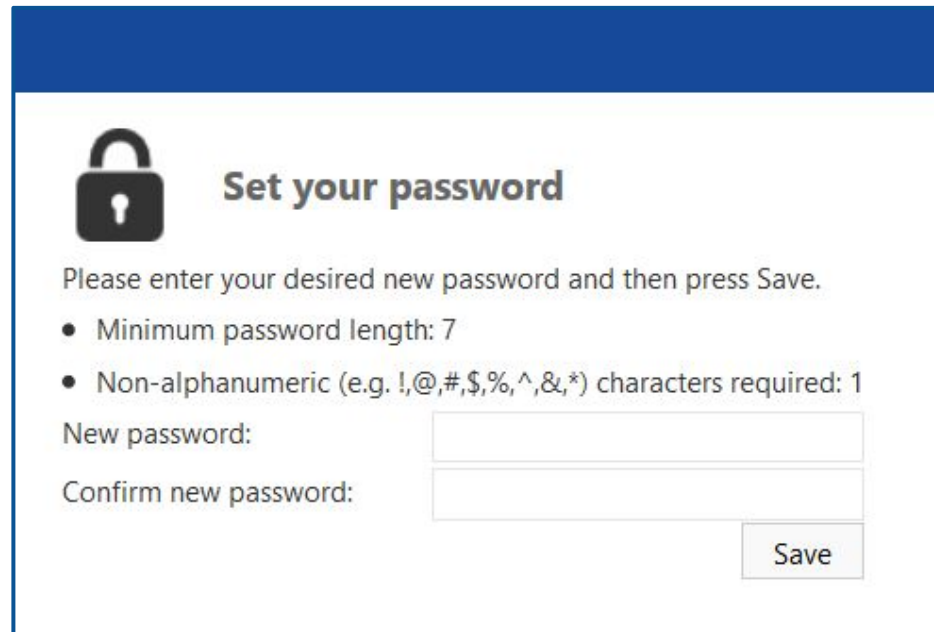Links to Sonia Online will also be posted in many places, including:

- 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.

Set your password

Please enter your desired new password and then press Save.

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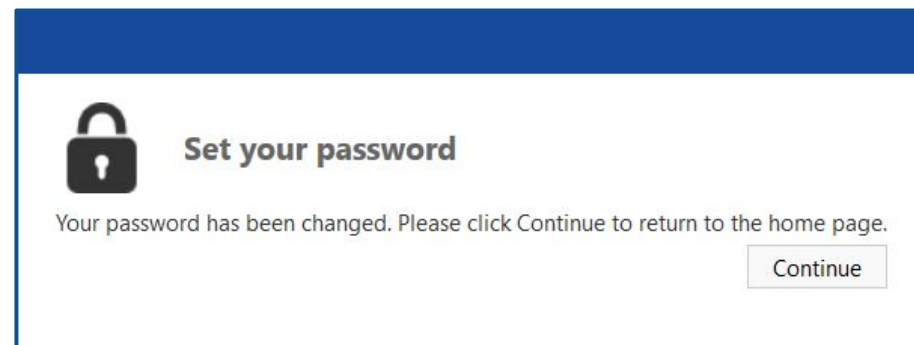
New password:

Confirm new password:

Save

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

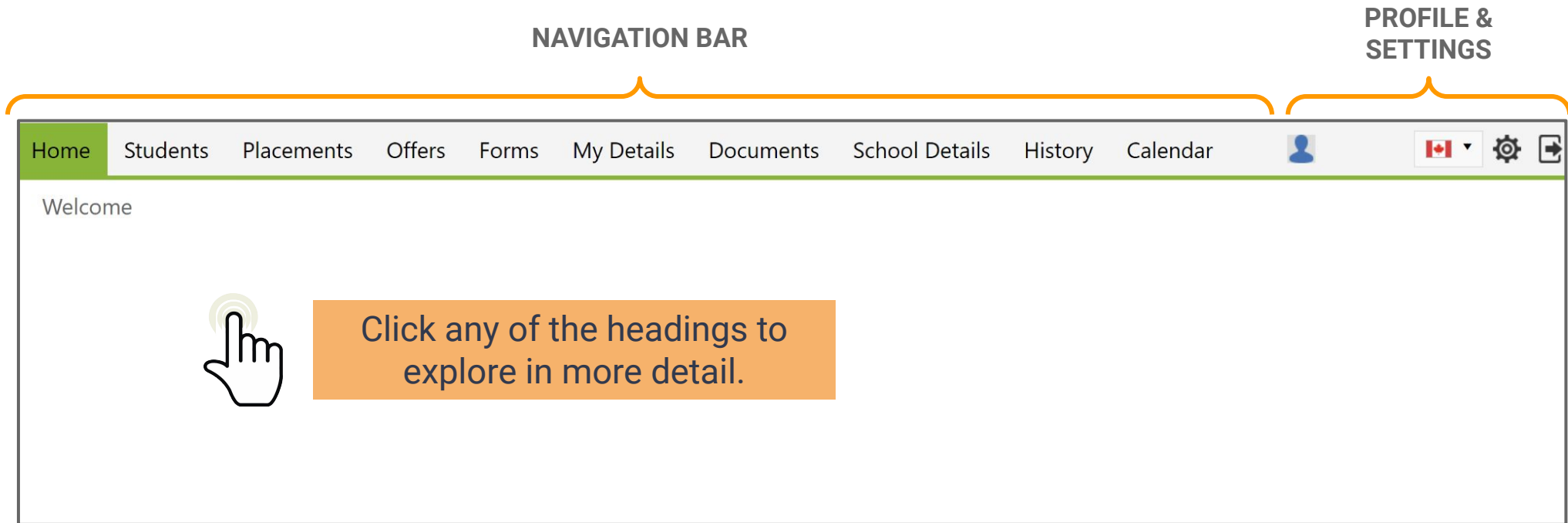

Be sure that you choose **School** as your Role

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…

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

Welcome

Click any of the headings to explore in more detail.

The STUDENTS tab

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

🔍 Students | 📅 Timesheets

Current Students

Hide placements before [2024-06-17] 📅 [Show Students]

🖨 | View

✉ Send Email

Save Layout | Clear Layout

☐	First Name	Last Name	Mobile	School	Date ▲	School	Shift	Area	Program	☐ Advisors	☐ Associate Teachers	Positions
	First Na	Last Nar	Mobile	Sc		School	Shift	Area	Program			

No records to display.

|◀ ◀ 1 ▶ ▶| 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

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

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 ▼] [Add]   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)	
Form Name	Catego	Placement Group	Site	First Name	Last Name			Completed (	Completed (	
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	📄

|◀ ◀ [1] ▶ ▶| 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;	○ DAE ○ NFD ○ AR ○ N/A ✏ *
Has a strong work ethic (e.g., shows initiative, enthusiasm, and interest in improving professional practice);	○ DAE ○ NFD ○ AR ○ N/A ✏ *
Demonstrates consistent and punctual attendance;	○ DAE ○ NFD ○ AR ○ N/A ✏ *
Upholds OCT standards of respect, integrity, trust, and care;	○ DAE ○ NFD ○ AR ○ N/A ✏ *
Establishes supportive, respectful and professional rel... staff, and administration;	○ 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 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

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💡 **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.

AT ➡ TC
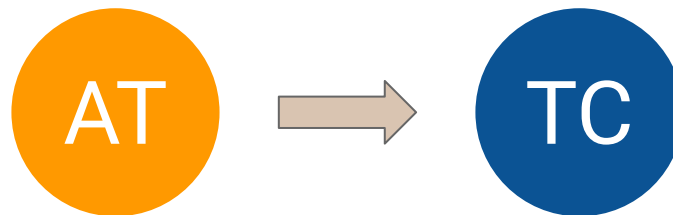
The MY DETAILS tab

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

Contact details

Work phone:	519-256-3000	Home phone:		Mobile:	
Skype:		Email:	associate.teacher@gmail.com	Alternate email:	

Save 🛈 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

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)

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)

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

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

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

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.

SONIA ONLINE –Information for **ASSOCIATE TEACHERS**

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