

# Field Experience Online Portal

## A Guide for **TEACHER CANDIDATES**

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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 **Teacher Candidates** 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
- Signing reports from Associate Teachers
- FAQ

# WHAT IS SONIA ONLINE?

Improving the Practicum Experience



# What is SONIA ONLINE?

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

Using Sonia Online, **Teacher Candidates** can:

- learn about, submit and manage mandatory checks for Practicum placements
- locate related documents, handbooks and guides specific to the Faculty of Education
- retrieve details about upcoming placements
- review the history of previous placements
- upload mandatory check documents
- submit and track the progress of their checks
- download the [Sonia for Students App](#)
- access contact details, or complete necessary forms

# ACCESSING SONIA ONLINE

Teacher Candidates and their UWinID



# Accessing SONIA ONLINE

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Teacher Candidates are able to access Sonia Online using their UWinID followed by @uwindsor.ca.

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

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

Or directly at:

- [soniaonline.eduspace.uwindsor.ca](http://soniaonline.eduspace.uwindsor.ca)

The **Sonia for Students APP** is also available for mobile devices



# Accessing SONIA ONLINE

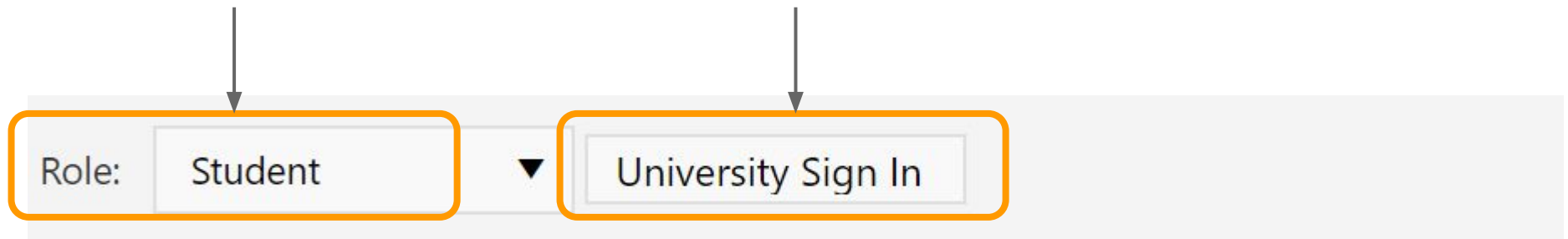
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## Choosing your Role

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

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

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



The image shows a screenshot of the SONIA ONLINE login interface. On the left, there is a dropdown menu labeled "Role:" with "Student" selected. An orange box highlights the "Role:" label and the "Student" option. An arrow points from the text "STEP #1" above to this dropdown. To the right of the dropdown is a button labeled "University Sign In". An orange box highlights this button, and an arrow points from the text "STEP #2" above to it.



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# THE SONIA ONLINE WEBSITE

What can I do on each webpage?





# The Landing page for TEACHER CANDIDATES

As a Teacher Candidate you will arrive at the webpage below...



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## NAVIGATION BAR

## PROFILE & SETTINGS

Home Placements Forms My Details Checks History Documents Schools Calendar



Welcome Teacher Candidate



### Documents

Health and Safety Baseline Orientation Training.pdf

### Prerequisites

### Links

- [Field Experience Handbook](#)
- [Program Guide](#)
- [Worker Health & Safety Awareness](#)

## SUPPORT DOCUMENTS

# The PLACEMENTS tab

The screenshot shows the SONIA ONLINE interface with the 'Placements' tab selected. The navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Checks', 'History', 'Documents', 'Schools', and 'Calendar'. On the right, there are icons for a user profile, a Canadian flag, settings, and a share icon.

**Outstanding Checks**

- Tuberculin Test
- Declaration of Understanding
- Field Experience Handbook and Program Guide Acknowledgement
- Test Check - Check based on school board
- Health and Safety Training TEST

**Winter 2024 - Secondary Placements**

- [Details](#) [Timesheets](#)
- Holy Names High School (Windsor Essex Catholic DSB) | 3/18/2024 - 4/19/2024 (Monday, Tuesday, Wednesday, Thursday, Friday)
- Holy Names High School (Windsor Essex Catholic DSB) | 3/18/2024 - 4/19/2024 (Monday, Tuesday, Wednesday, Thursday, Friday)

**Calendar (April 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				

4/19/2024

## What is on this page?

- This is a listing of your **current Practicum placements**
- If you have any **outstanding Checks** (i.e., pre-requisite tasks), they will appear in a red-shaded area at the top of the screen.
- A calendar is also included at the right with any important dates highlighted.

## What can I do on this page?

- For your current placement, you can:
  - **view the details** of your Practicum placement, including your Advisor and Associate Teacher to which you have been assigned.
  - complete relevant **Timesheets**.
- You can also **review any checks** that may be outstanding
  - Checks may only be edited on the CHECKS tab.
- You can also post notes and **upload documents** regarding your placement.

# The FORMS tab

The screenshot shows the 'FORMS' tab in the SONIA ONLINE system. The navigation menu includes Home, Placements, Forms (highlighted), My Details, Checks, History, Documents, Schools, and Calendar. The user profile and a Canadian flag are visible in the top right. Below the navigation, there is a search bar for forms, currently showing '\*Student Assessment of Mentor & Placement'. To the right of the search bar are options for sorting (Name, Ascending), filtering, and a checkbox for 'Hide completed forms'. Two form entries are displayed:

- Associate Teacher's Summative Report**: Placement group: TESTJON, Placement: ITS - High School, Date Added: 2024-11-15 10:31 AM, Date Updated: 2024-11-16 7:36 AM, Completed (Mine): 1 of 1, Completed (All): 2 of 2. A green checkmark is visible to the right of the details.
- Faculty Advisor's Placement Feedback Report**: Placement group: TESTJON, Placement: ITS - High School, Date Added: 2024-11-16 9:12 PM, Date Updated: 2024-11-16 9:16 PM, Completed (Mine): 0 of 0, Completed (All): 1 of 1. A green checkmark is visible to the right of the details.

Each form entry has a blue header bar with the form name and a red 'Edit' button on the right.

## What is on this page?

- This tab includes **access to 2 different types of forms**:
  - Forms **assigned to you** by the Placement Office - the name of the form will show on a blue horizontal bar.
  - Forms **you may want or need to complete** (eg. Practicum Absence Request Form).

## What can I do on this page?

- If a form has been assigned to you, the name of the form will show on a blue horizontal bar. Click the red 'Edit' button at the right end of the blue bar to complete the form.
- If the form has not specifically been assigned to you, but the form may be completed at any time, you can choose the form from the "Form Self Selection" dropdown and click 'Add'. It would then appear with the assigned forms.

# More about FORMS

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## **DIGITALLY SIGNING A REPORT FROM YOUR ASSOCIATE**

- Associate Teachers will complete Formative and Summative Reports during all Practicum placements.
- After the Associate Teacher and Teacher Candidate have reviewed the report together, the Associate will digitally sign it and then it will be revealed to the Teacher Candidate.
- Teacher Candidates will complete the process by digitally signing the report

Teacher Candidate's Signature



# The MY DETAILS tab

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

Emergency Contact details

Name:  
Josh Stobbs

Relationship:  
Other

Address:

Email:

Phone:  
226/344-8384

Save Updated by carolk@uwindsor.ca on 2024-04-23 12:23:45 PM

## 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 a Teacher Candidate, 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 CHECKS tab

The screenshot shows the 'Checks' tab in the SONIA ONLINE system. The navigation bar includes Home, Placements, Forms, My Details, Checks (highlighted), History, Documents, Schools, and Calendar. A search bar and a dropdown menu (None Selected) are visible. A legend indicates that a red asterisk (\*) denotes a mandatory check and a red triangle (▲) denotes a check that has not passed. The main content area displays a section for 'Health & Safety Documentation' with a blue header and a downward arrow. Below this, a green box shows a completed check: '\* Worker Health & Safety Awareness' with a 'Complete' status and an information icon. The text below the title reads: 'Worker Health & Safety Awareness in 4-steps training video. Please visit, <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>'. The 'Date Completed' is listed as 2024-04-12. A 'Documents' section below shows a file named 'Bujold-Abu, Talysha - Ministry certificate.pdf'.

## What is on this page?

- This is a listing of **pre-requisites** that you must complete for the Placement Office or for a specific placement
- Your Checks may not all look the same nor have the same permissions. Be sure to pay attention to the instructions provided by the University.

## What can I do on this page?

- Review all of the checks required.
- Mark some checks as complete.
- Upload documents required for completion.

# The HISTORY tab

Placement group	Date	School	Area	Course	Semester	Grade	Duration	Associate Teachers	View
No data									

[View Transcript](#)

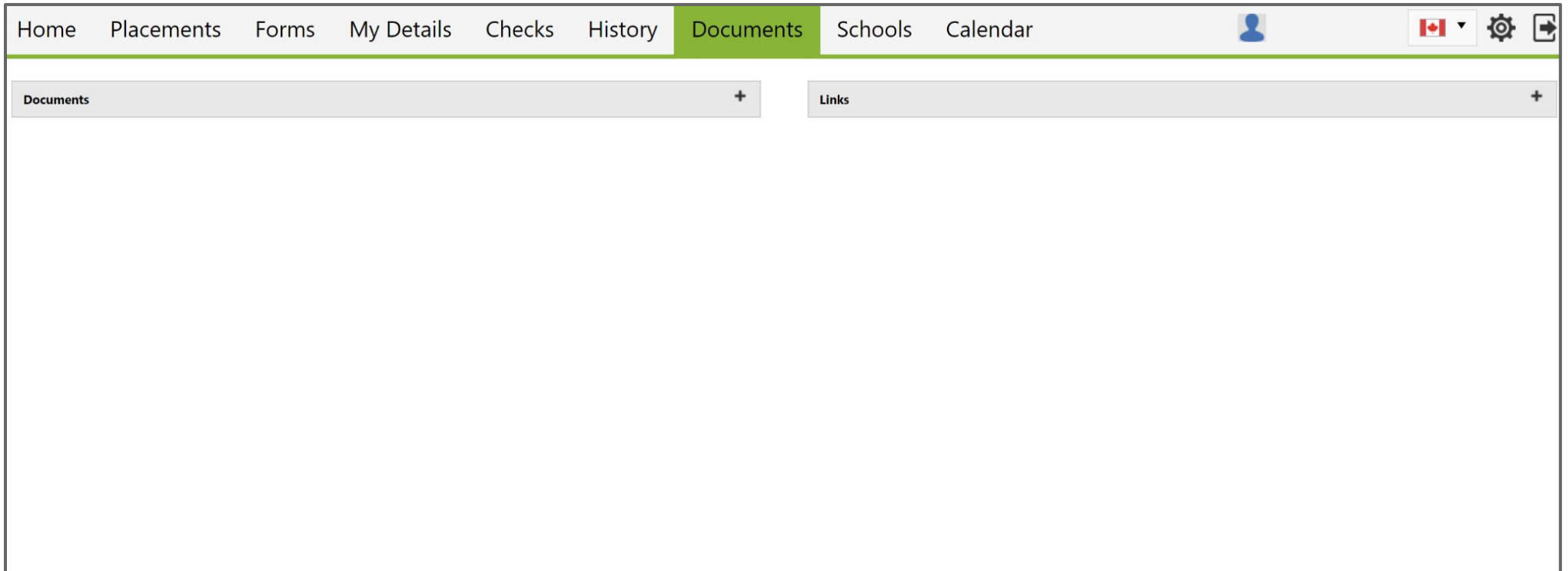
## What is on this page?

- 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 a Teacher Candidate, 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



- 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 mark that your placement site and university supervisor can see them, as well.

- As a Teacher Candidate, you can upload documents (e.g., resume, personal statement) to your Sonia profile here.
- 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
341	A.A. Wright Elementary (Lambton Kent DSB- Chatham Kent)	55 Elm Street, Wallaceburg ON N8A 3M7, Canada	519-627-2581	
	A.B. Daley Community School (Livingstone Range School Division No. 68)	2409 - 24 Avenue, Nanton AB T0L 1R0, Canada	403-646-3161	
1438	A.B. Lucas Secondary School (Thames Valley DSB)	656 Tennent Ave., London ON N5X 1L8, Canada		
	A.E. Cross School (Calgary Board of Education)	3445 37 Street SW, Calgary AB T3E 3C2, Canada	403-777-7410	
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 Elementary (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	

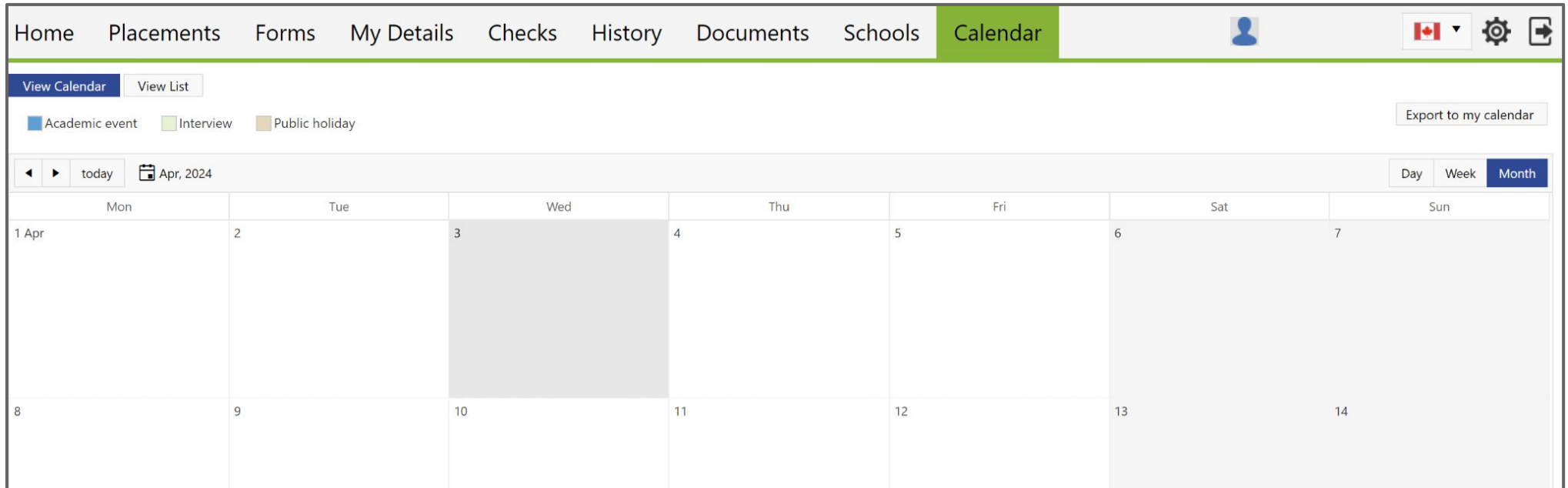
## What is on this page?





- 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 a Teacher Candidate, you can learn more about any school by clicking the white triangle to expand.

# The CALENDAR tab



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

View Calendar View List

Academic event Interview Public holiday [Export to my calendar](#)

today Apr, 2024 Day Week **Month**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Apr	2	3	4	5	6	7
8	9	10	11	12	13	14

## 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 a Teacher Candidate, 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 a Teacher Candidate, 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 **Associate Teachers, School Principals, and Practicum Advisors**. Each of these groups have different levels of permissions needed for their roles.

For example, your Associate Teachers will be able to upload Practicum reports but will not be able to view reports from other Associates or Advisors.

# 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: [educforms@uwindor.ca](mailto:educforms@uwindor.ca)
3. [Full Guide for Students](#) (Teacher Candidates)

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