



Student Guide

A quick-start reference to Sonia Online for students
School of Education, Curtin University

POWERED BY  Planet
SOFTWARE

setting the standard for student placement software

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Professional Experience

Professional Experience is one of the strengths of the Curtin Education degrees. Each student is placed in different settings (Primary and Secondary schools and early learning centres) for their professional experience placements. This ensures all pre-service teachers have a wide a range of learning experiences in a variety of settings. Students may be placed in State, Catholic or Independent schools. Students are not permitted to be placed in schools where family members are on staff or attending as pupils or their place of employment.

Before students can undertake a professional experience placement in a school, they must have

- a good academic record
- the required police clearance (criminal history record check)
- a Working with Children Clearance
- a signed Code of Conduct agreement
- Insurance Form

No placement will be provided until all documents have been received.

Introduction

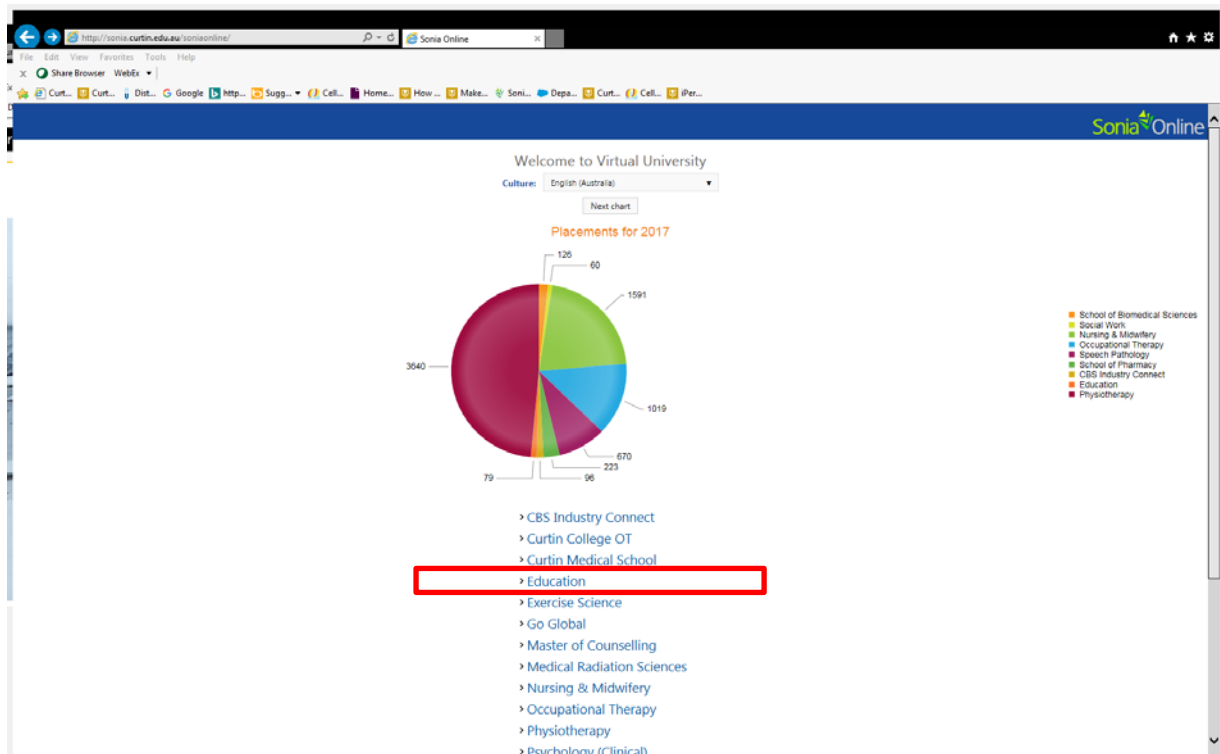
This guide is provided for students who are using Sonia as part of the administration of professional experience placements.

Every faculty/school using Sonia has its own business processes, rules and terminology. This guide uses default Sonia terminology and covers parts of Sonia that may not be used in your circumstance.

Starting Sonia

To use Sonia you will need a web browser. Your Sonia link is through the School of Education Professional Experience home page <http://humanities.curtin.edu.au/schools/edu/prof-exp/>
Click on **Sonia log on**.

To continue into Sonia, you will need to click on Education (highlighted in red) to see information that pertains to your school and course.



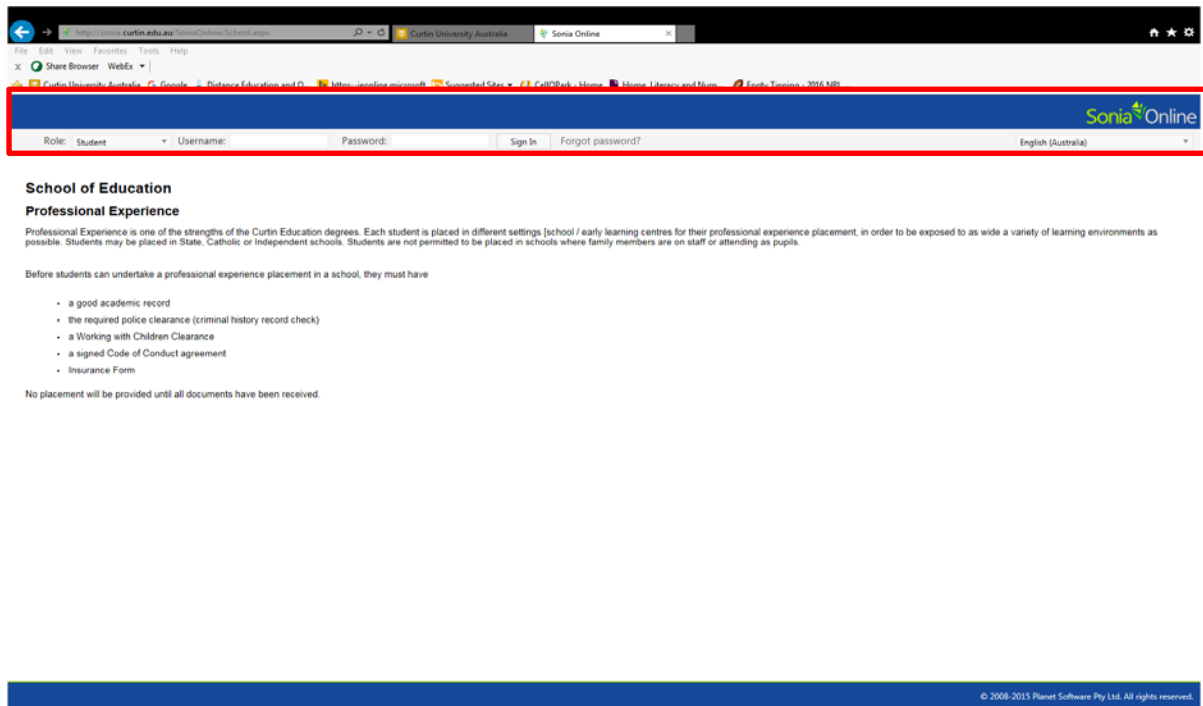
Signing In

When first entering Sonia Online you will have to enter your university user name and password (As per the log on screenshot shown below). Make sure that your “Role” is set to Student.

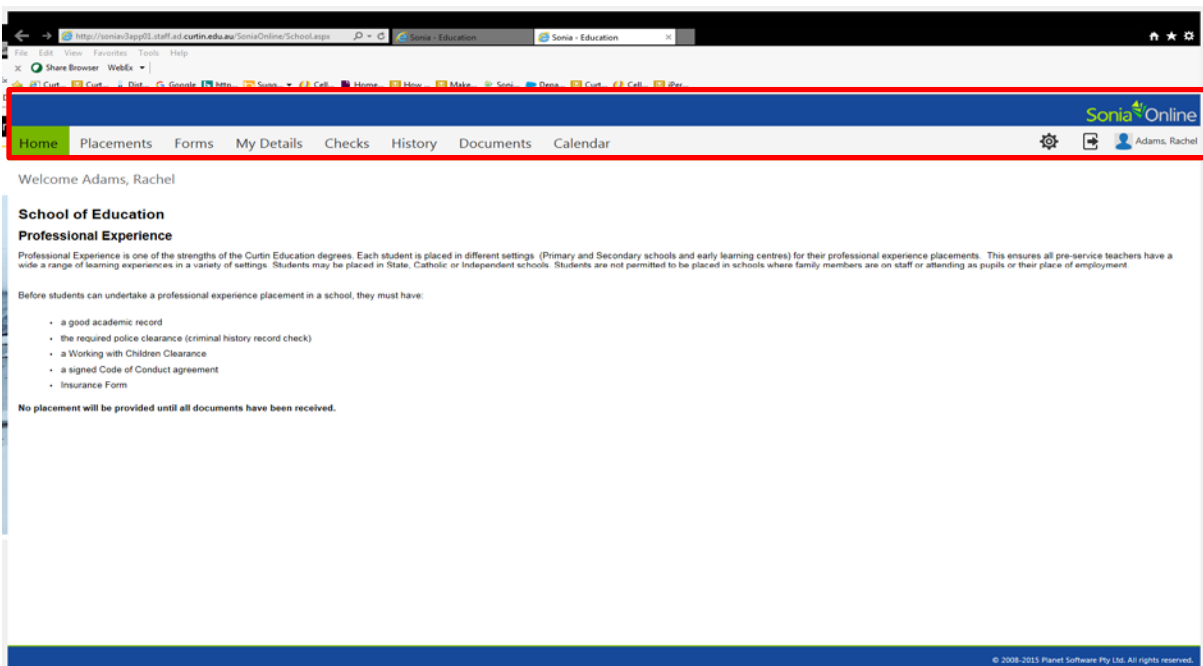
Your username and password will be the same as the one you use to access all other university web sites and facilities.

Username: OASIS Student Number

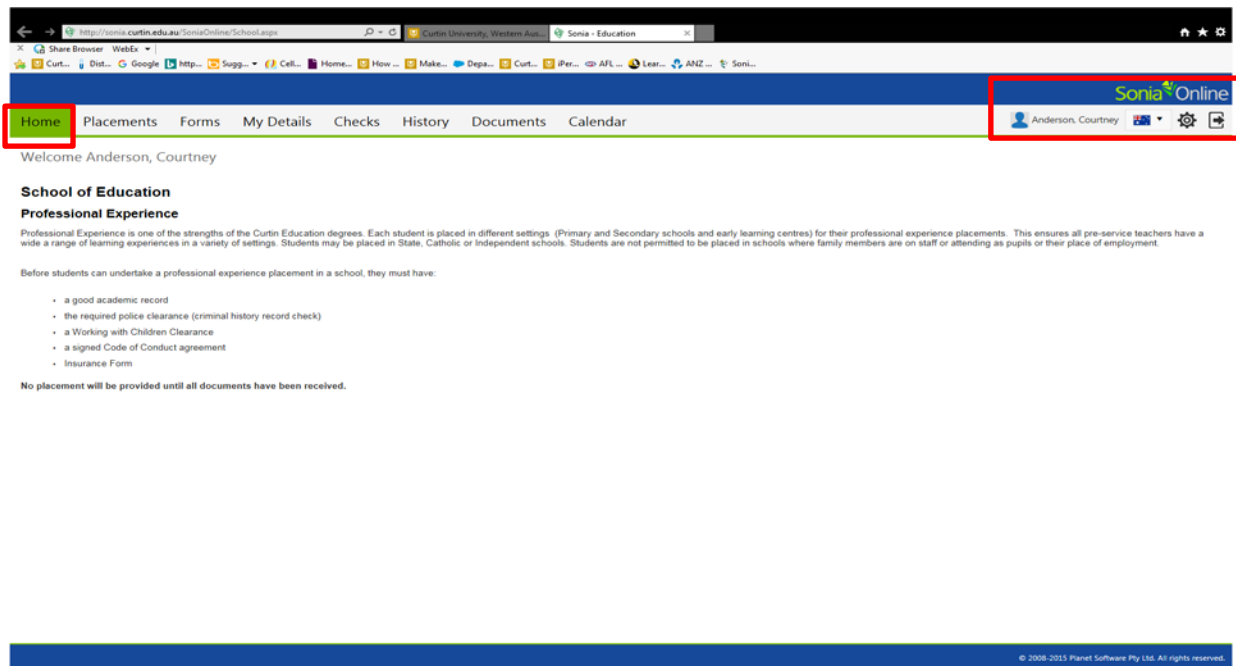
Password: OASIS Password



Once you have successfully signed in, the band will be replaced with a menu with Home, Placements, Forms, My Details, Checks, History, Documents and Calendar.



Home

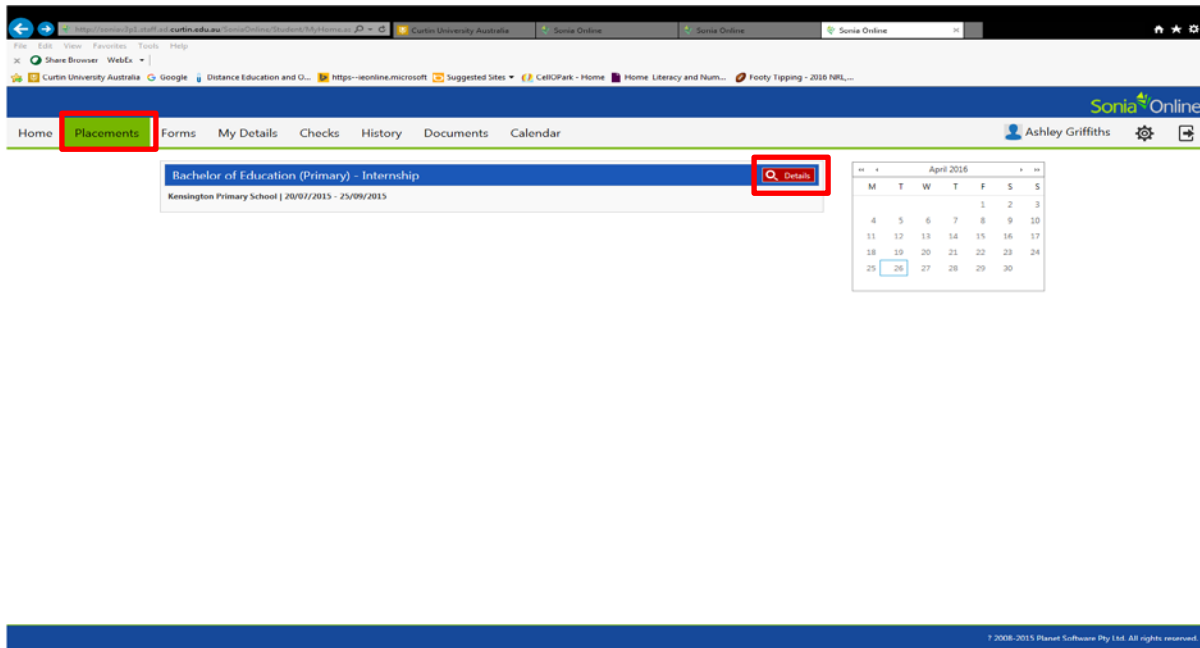


The “Home” screen Welcome.

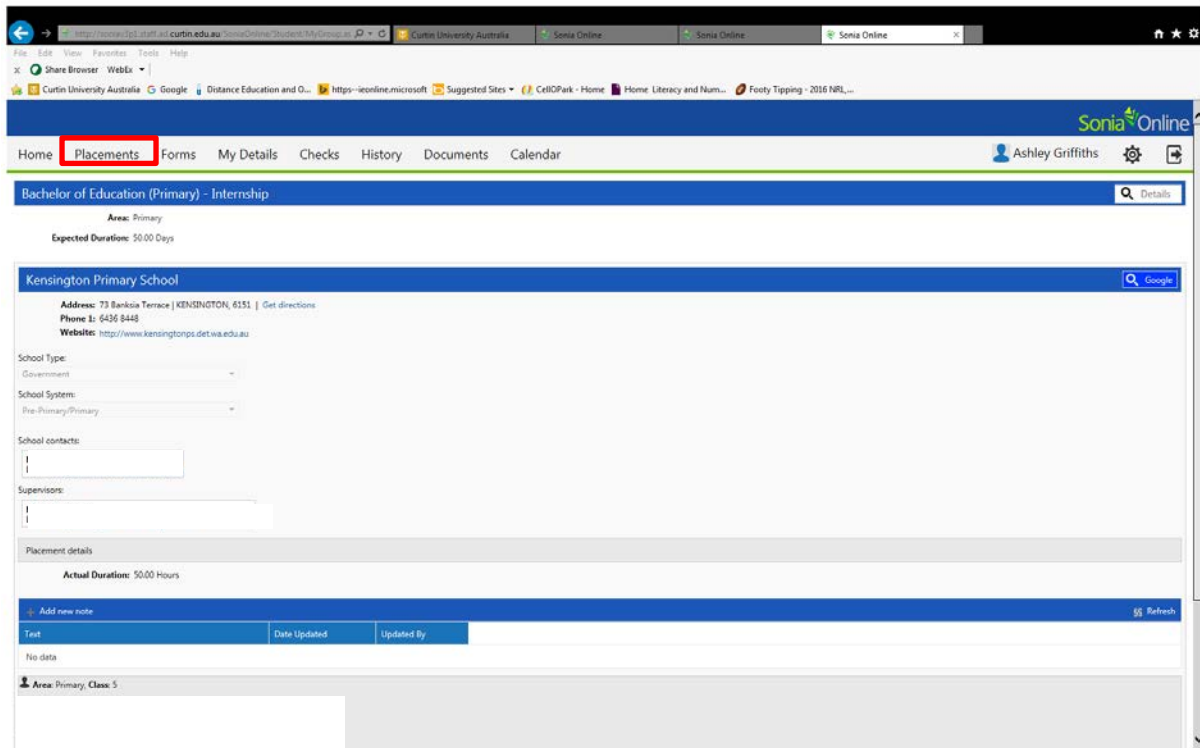
To the right of the menu bar is your name. You can sign out of Sonia by clicking the arrow on the right of your name.

Placement Information

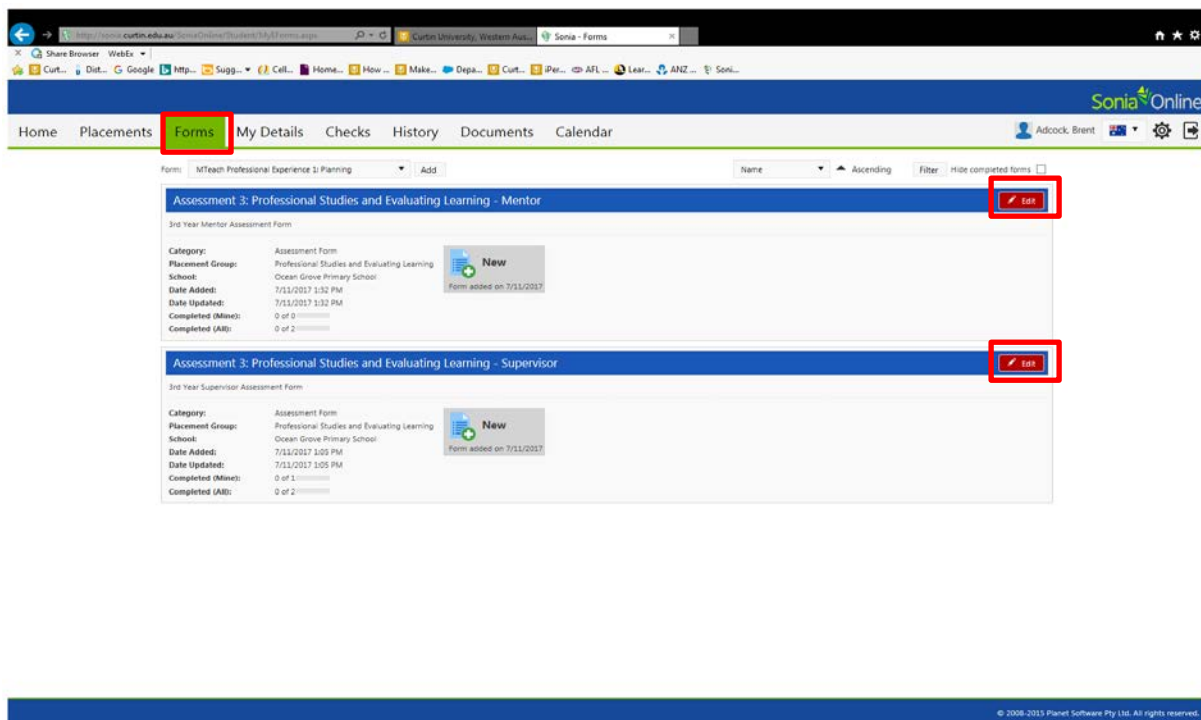
The **Placement** screen that you will see shows some general details of the placement. When you click on **Details** on the right of the screen you will be able to see more information about your placement. A new screen with your placement details will appear which will include a warning about any outstanding checks and general information about the placement. There may be notes, documents and links to other web sites that you need to consider, so review the information on this page carefully.



Placement details

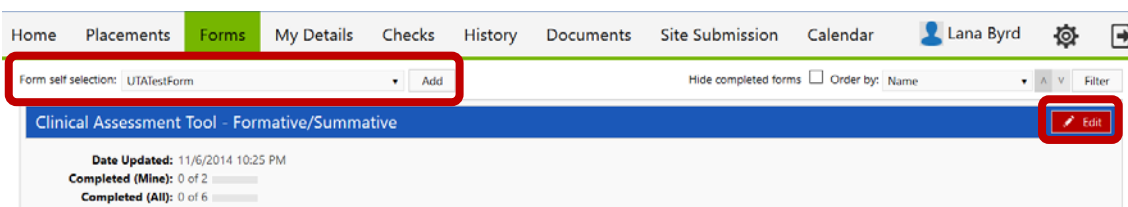


Forms



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 field office said the form could 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.



If a form has been Saved but not Submitted, simply click the 'Edit' button again to continue. Upon clicking 'Submit' on the form, the screen will look like it has a white screen on it for a few seconds – this means the form is saving. **Before closing the form**, confirm the Submit was processed by scrolling down to where you hit Submit to see "Form actioned by [your name] on [date] at [time] in green text. If a required field was not answered, it will be indicated in red text below the 'Save Draft' button.

NOTE: You will see two buttons at the bottom of each form:

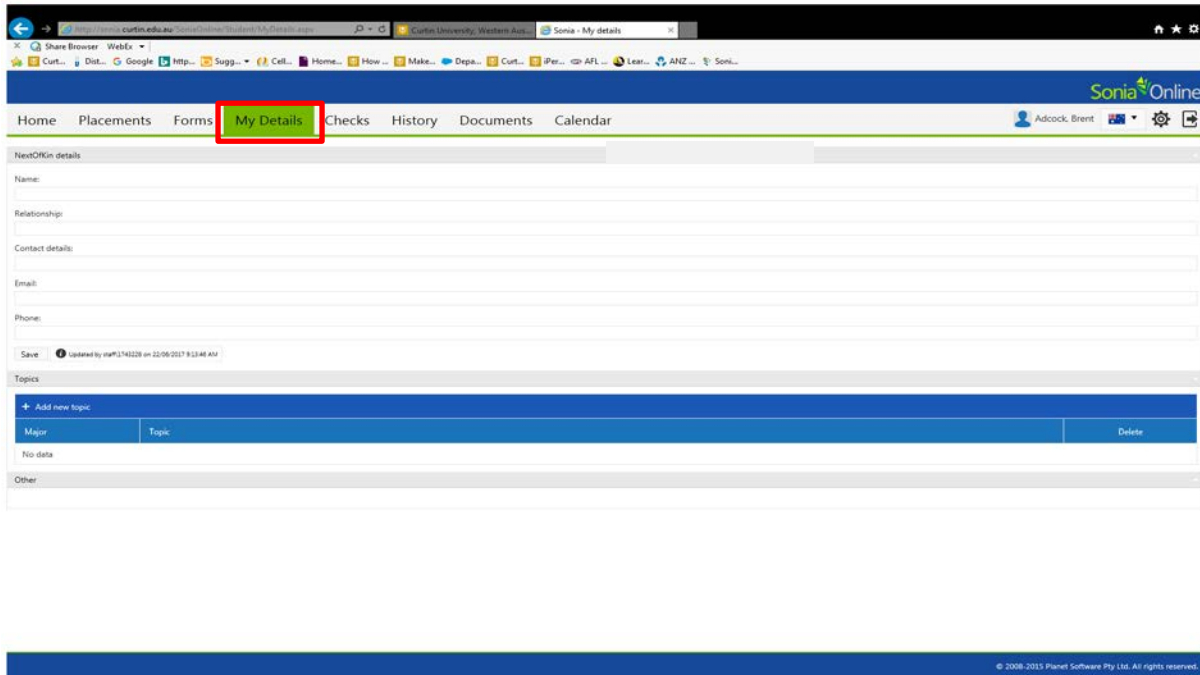
"Save Draft" means you can save your work and come back to edit this form.

"Submit" is the button to the right of "Save Draft. Click this when you have completed the form.

My Details

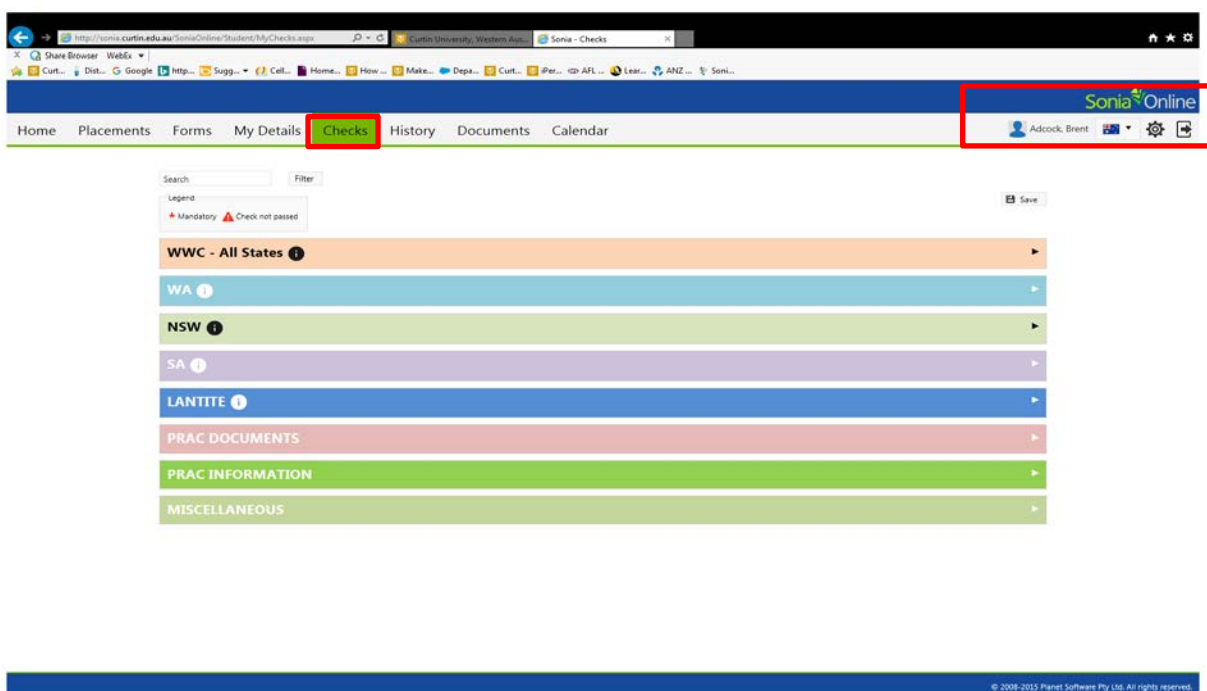
The **My Details** screen is used to display additional information about you. For example, it may contain a section about next of kin information.

Some of the information on the **My Details** page may be editable – you may be expected to fill in some of the details. This will vary depending on the rules and processes of your university and faculty.



Checks

This page lists in summary form all Mandatory Checks students must supply to the School of Education, before they can attend their placement in a school.

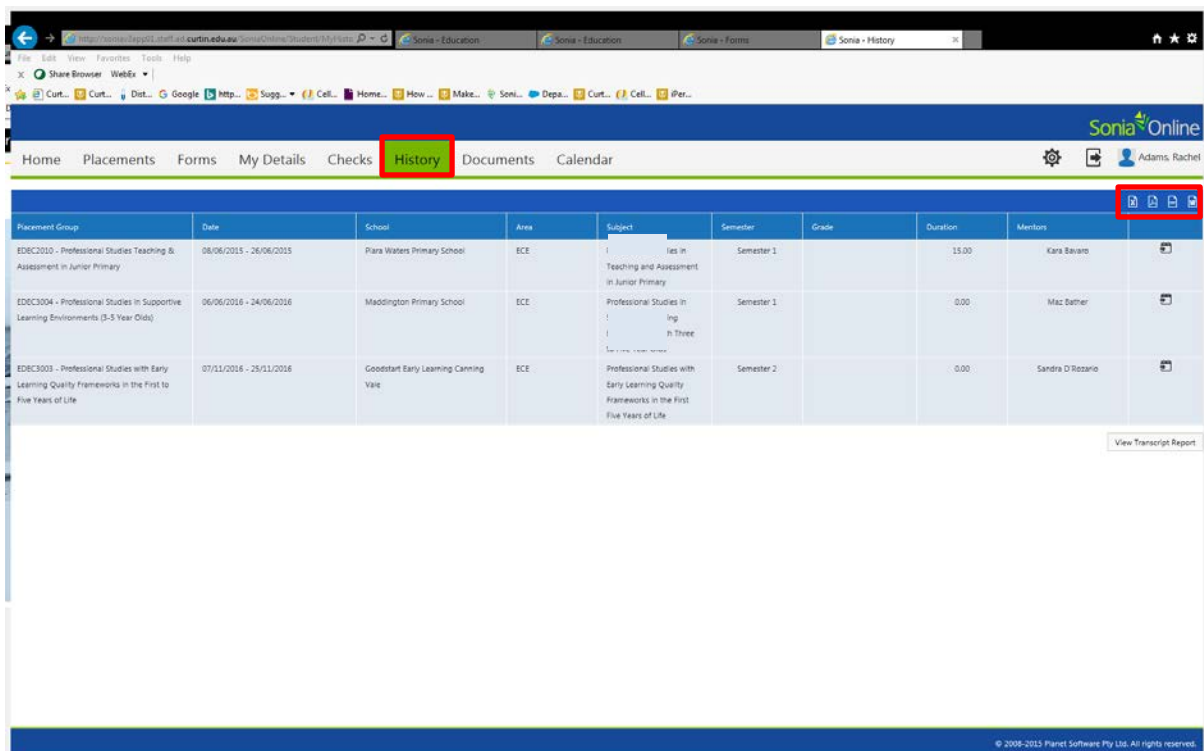


History




This page lists in summary form any placements that you have done in the past. Placements will only appear in your history once the university staff has marked the placement as completed.

There are export buttons in the right corner of the screen, this will generate an Excel, Pdf, CSV or Word doc.

Each line in the history will have a arrow icon to its right. Clicking this will open the full details of the placement for you to review.



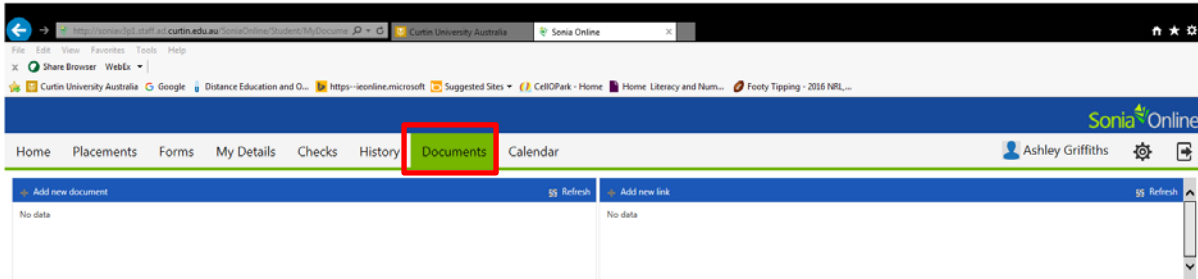
The screenshot shows the Sonia Online interface. The 'History' tab is selected in the navigation menu. The main content area displays a table with the following data:

Placement Group	Date	School	Area	Subject	Semester	Grade	Duration	Mentor	
EDEC2010 - Professional Studies Teaching & Assessment in Junior Primary	06/06/2015 - 26/06/2015	Para Waters Primary School	ECE	ies in Teaching and Assessment in Junior Primary	Semester 1		15.00	Kara Bavaro	
EDEC3004 - Professional Studies in Supportive Learning Environments (3-5 Year Olds)	06/06/2016 - 24/06/2016	Maddington Primary School	ECE	Professional Studies in ing in Three	Semester 1		0.00	Mac Bether	
EDRC3003 - Professional Studies with Early Learning Quality Frameworks in the First to Five Years of Life	07/11/2016 - 25/11/2016	Goodstart Early Learning Canning Vale	ECE	Professional Studies with Early Learning Quality Frameworks in the First Five Years of Life	Semester 2		0.00	Sandra Di Rozario	

Export buttons (Excel, PDF, CSV, Word) are visible in the top right corner of the table area. A 'View Transcript Report' link is located at the bottom right of the table.

Documents

The “Documents” page stores files and web links about you. You can upload things such as scanned copies of your mandatory check paperwork (such things as police checks, immunization proof and so on) or even your CV.



Phone App

Students can download the phone app from Google Play or the App Store.

