Occupational Therapy
Supervisor Quick Reference Guide

Navigating Sonia

Welcome from the Faculty of Health Work Integrated Learning Unit (WIL)

This guide will give you the information you need approve the students timesheet.

Log into our placements database Sonia for your placement information.

If you have questions about the upcoming student placement, don't hesitate to contact us on 07 5589 3439 or health.wil@scu.edu.au.
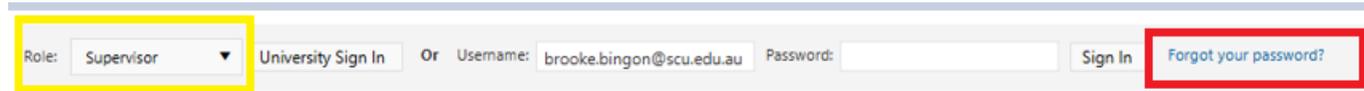
Contents

Logging into Sonia

1. To log into Sonia go to https://sonia.scu.edu.au.

2. Select **Role = Supervisor**

| Role: | Supervisor ▼ | University Sign In | Or | Username: | brooke.bingon@scu.edu.au | Password: | | Sign In | Forgot your password? |

3. Enter your **Username** (email address) and **Password** then click the **Sign In button**. You should have received an email from SONIA to set up your password.

4. If you do not know or have forgotten your password click the **Forgot your password?**

   The **Forgot your password** page will open. Follow the instructions to receive an email with password reset instructions.

? Forgot your password?

🔒 Request password reset

Please select your role and enter your username

Note that this process requires an email to be associated with your account

Role: Supervisor ▼

Username: [   ]

8 3 E J 8   Generate new image
             Get audio code
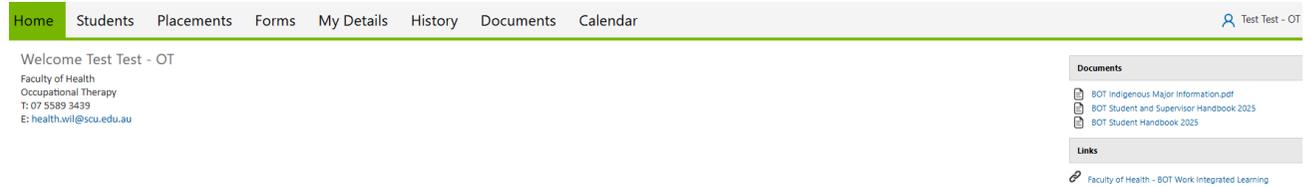
Please type the code from the image

[   ]

Submit   Cancel

Navigating Sonia: Tab Descriptions

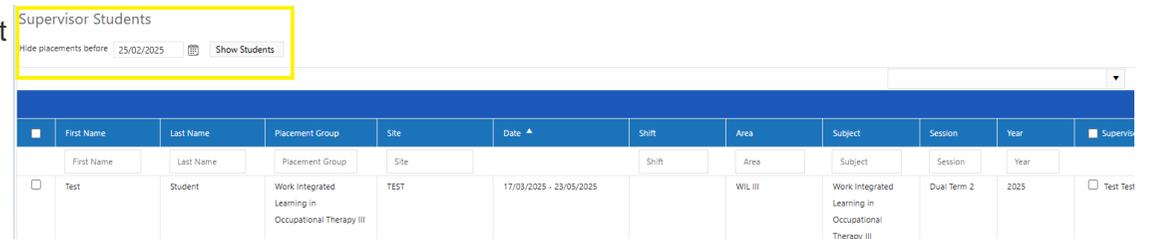## HOME
Documents and links to SCU and WIL information

STUDENTS
Displays a list of students you have been allocated to support during placement.

The list is date-limited and defaults to today's date.

If you wish to see students associated with older

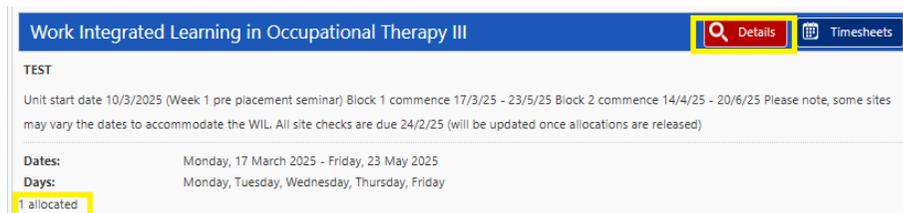placements, change the date and click the

Show Students button.

PLACEMENTS
Contains information about placements you have been rostered to support. Each box represents one placement period (in the image right there is only one box).

To identify if one or more students have been allocated to the placement period look for the "allocated" text in the bottom left of the box.
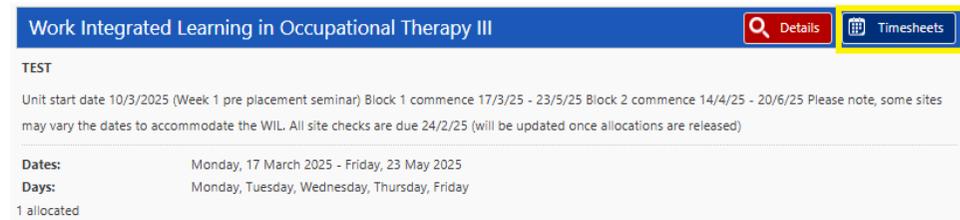
MY DETAILS	View your contact information. You cannot update your personal and contact details via Sonia. If any of this information is incorrect, please contact us at health.wil@scu.edu.au and we will make the necessary changes.
HISTORY	View and download information about historical placements.
DOCUMENTS	A record of email correspondence we have sent you.

Timesheets

In order to satisfy the students' placement requirements, they must submit a timesheet to record each day and activity they have completed. We ask that as their supervisor, you confirm their attendance by approving their Sonia Timesheets on a weekly basis.

1. On the **Placements tab**, click the blue **Timesheets button**.

   You will be redirected to the **Timesheets page**.

2. Locate the **Action Timesheets heading**.

3. Review the content of each Timesheet. Your student may have multiple Timesheet entries for each day if required.

4. Mark Timesheet Status:

Approve if the entry is correct

Unapprove if entry is inaccurate

Please do not use the Resubmit icon

Once status has been updated, the **Timesheet Status Column** will update and disappear – You can view the timesheet overview at any time.

5. Ideally, students will submit their Timesheet/s at the end of each day, but have until the end of the week before they are considered late. Please review and mark the status of Timesheets at the end of each week (you can bulk approve). If you have any concerns, or Timesheets are not available as expected, please contact us health.wil@scu.edu.au or (07) 5589 3439.