

# 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](mailto:health.wil@scu.edu.au).

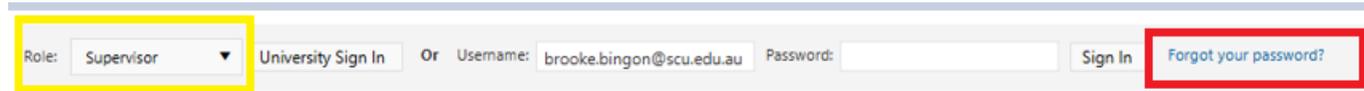
## Contents

1. [Log in and navigate Sonia](#)
2. [Timesheets](#)

## 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:



Generate new image  
Get audio code

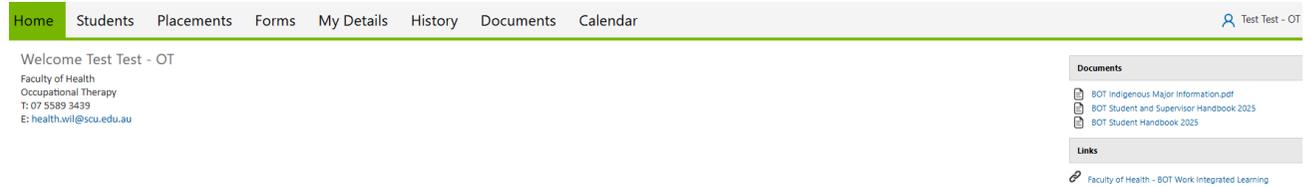
Please type the code from the image

Submit Cancel

## Navigating Sonia: Tab Descriptions

### HOME

Documents and links to SCU and WIL information



The screenshot shows the top navigation bar with tabs: Home (highlighted), Students, Placements, Forms, My Details, History, Documents, and Calendar. On the right, there is a user profile for 'Test Test - OT'. Below the navigation bar, the main content area includes a 'Welcome Test Test - OT' message with contact information for the Faculty of Health Occupational Therapy. To the right, there are sections for 'Documents' (listing BOT Indigenous Major Information.pdf, BOT Student and Supervisor Handbook 2025, and BOT Student Handbook 2025) and 'Links' (Faculty of Health - BOT Work Integrated Learning).

#### Supervisor Acknowledgement:

- In accessing SONIA, I agree to comply with the provision of the Privacy and Personal Information Protection Act 1998 (NSW) and, in particular, to:
- Only access students' personal information for the purpose of managing, assessing and reporting on student professional experience activities;
  - Not disclose students' personal information for any other purpose without each student's express consent unless required to do so by law; and
  - Ensure that any student personal information accessed is protected against misuse, loss and unauthorised access, modification or disclosure.

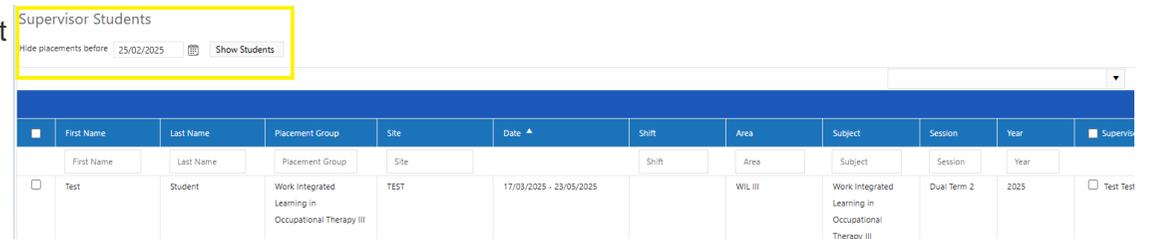
### STUDENTS

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.**

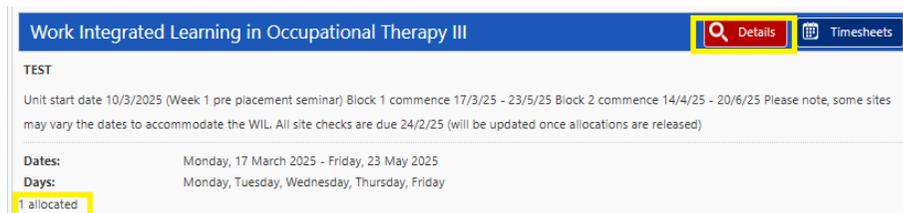


The screenshot shows the 'Supervisor Students' interface. A yellow box highlights the 'Show Students' button next to the date filter '25/02/2025'. Below the button is a table with the following columns: First Name, Last Name, Placement Group, Site, Date, Shift, Area, Subject, Session, Year, and Supervisor. The table contains one row with the following data: First Name: Test, Last Name: Student, Placement Group: Work Integrated Learning in Occupational Therapy III, Site: TEST, Date: 17/03/2025 - 23/05/2025, Shift: (empty), Area: WIL III, Subject: Work Integrated Learning in Occupational Therapy III, Session: Dual Term 2, Year: 2025, Supervisor: (empty).

### 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.



The screenshot shows a placement period box for 'Work Integrated Learning in Occupational Therapy III'. The box has a blue header with the title and two buttons: 'Details' (with a magnifying glass icon) and 'Timesheets' (with a calendar icon). Below the header, the text reads: 'TEST Unit start date 10/3/2025 (Week 1 pre placement seminar) Block 1 commence 17/3/25 - 23/5/25 Block 2 commence 14/4/25 - 20/6/25 Please note, some sites may vary the dates to accommodate the WIL. All site checks are due 24/2/25 (will be updated once allocations are released)'. Below this, there are fields for 'Dates:' (Monday, 17 March 2025 - Friday, 23 May 2025) and 'Days:' (Monday, Tuesday, Wednesday, Thursday, Friday). In the bottom left corner, there is a yellow box containing the text '1 allocated'.

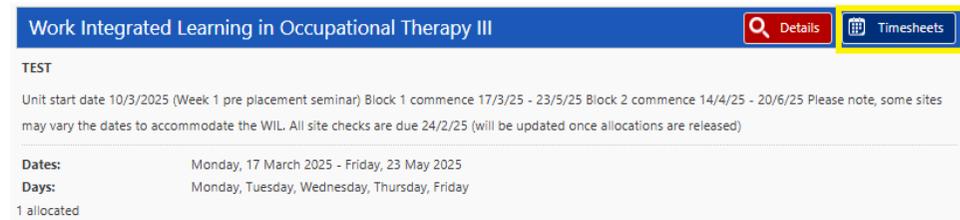
<b>MY DETAILS</b>	View your contact information. You cannot update your personal and contact details via Sonia. If any of this information is incorrect, please contact us at <a href="mailto:health.wil@scu.edu.au">health.wil@scu.edu.au</a> and we will make the necessary changes.
<b>HISTORY</b>	View and download information about historical placements.
<b>DOCUMENTS</b>	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**.



The screenshot shows the interface for 'Work Integrated Learning in Occupational Therapy III'. At the top, there is a blue header with the unit name and two buttons: 'Details' (with a magnifying glass icon) and 'Timesheets' (with a calendar icon). Below the header, the text reads 'TEST' followed by 'Unit start date 10/3/2025 (Week 1 pre placement seminar) Block 1 commence 17/3/25 - 23/5/25 Block 2 commence 14/4/25 - 20/6/25 Please note, some sites may vary the dates to accommodate the WIL. All site checks are due 24/2/25 (will be updated once allocations are released)'. A table below provides further details:

<b>Dates:</b>	Monday, 17 March 2025 - Friday, 23 May 2025
<b>Days:</b>	Monday, Tuesday, Wednesday, Thursday, Friday
<b>1 allocated</b>	

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

Work Integrated Learning in Occupational Therapy III - TEST

View Timesheets

Student Id	First Name	Last Name	Site	Date
00000000	Test	Student	TEST	17/03/2025 - 17/03/2025

Page size: 25

Action Timesheets

Student Id	First Name	Last Name	Site	Date	Time	Duration	Duration Unit
00000000	Test	Student	TEST	10/02/2025	00:00:00 - 00:00:00	0.00	Hours

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

Action Timesheets

Student Id	First Name	Last Name	Site	Date	Time	Duration	Duration Unit	Activity	Sub activity	Attendance Status	Comment	PIP	Timesheet Status
00000000	Test	Student	TEST	25/02/2025	08:00:00 - 17:00:00	8.50	Hours	Direct		Attended			Submitted > ✓▲C
00000000	Test	Student	TEST	24/02/2025	08:00:00 - 17:00:00	8.50	Hours	Direct		Attended			Submitted > ✓▲C
00000000	Test	Student	TEST	10/02/2025	00:00:00 - 00:00:00	0.00	Hours			Did Not Attend - AWA Required	AWA Submitted		Submitted > ✓▲C

4. Mark Timesheet Status:

**Approve** if the entry is correct

**Unapprove** if entry is inaccurate

Please do not use the Resubmit icon

Attendance Status	Comment	PIP	Timesheet Status	
Attendance Status	Comment	<input type="checkbox"/>		
Attended			Submitted >	✓ ⚠ ⏪
Attended			Submitted >	✓ ⚠ ⏪
Did Not Attend - AVA Required	AVA Submitted		Submitted >	✓ ⚠ ⏪

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

Test Student

Show timesheets for other placement requests

From  To

TEST | 17/03/2025 - 23/05/2025

Totals			
Expected	Approved	Remaining	Total Submitted
400.00 Hours	17.00 Hours	383.00 Hours	17.00 Hours

Activity Breakdown

Activity	Duration
Direct	17.00 Hours



- 
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](mailto:health.wil@scu.edu.au) or (07) 5589 3439.
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