



Student Guide

A quick-start reference to Sonia Online for students

School of Education, Curtin University

POWERED BY  Planet

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 [school / early learning centres for their professional experience placement, in order to be exposed to as wide a variety of learning environments as possible. 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.

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

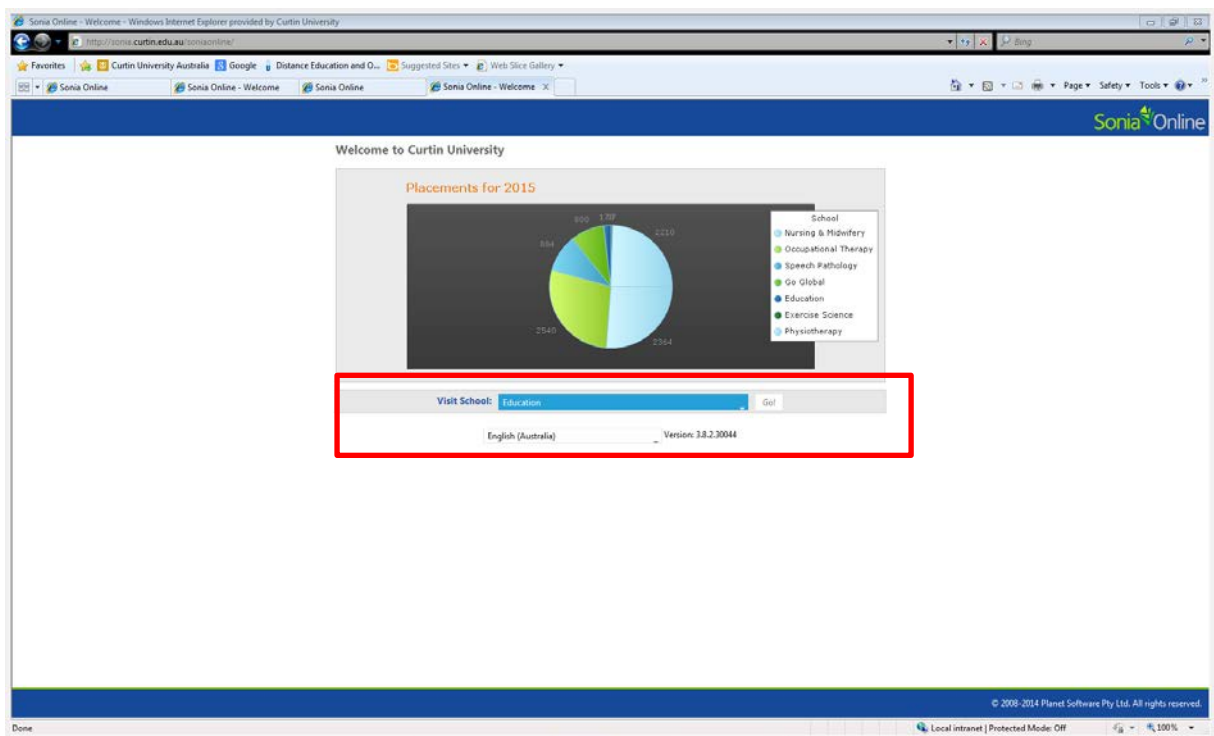
This guide is provided for students who are using Sonia as part of the administration of professional experience placements.

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/education/prof_exp.cfm
Click on **Sonia log on**.

To continue into Sonia, you will need to use the “visit school” picker (highlighted in red) to see information that pertains to your school and course. Pick your school and click the “Go” button.



The screenshot shows the Sonia Online interface in a Windows Internet Explorer browser window. The page title is "Welcome to Curtin University". The main content area features a pie chart titled "Placements for 2015" with a legend on the right listing schools: Nursing & Midwifery, Occupational Therapy, Speech Pathology, Ge Global, Education, Exercise Science, and Physiotherapy. Below the chart is a "Visit School:" dropdown menu with "Education" selected, and a "Go" button. The dropdown menu and the "Go" button are highlighted with a red rectangular box. At the bottom of the page, there is a footer with the text "© 2009-2014 Planet Software Pty Ltd. All rights reserved." and "Local intranet | Protected Mode: Off".

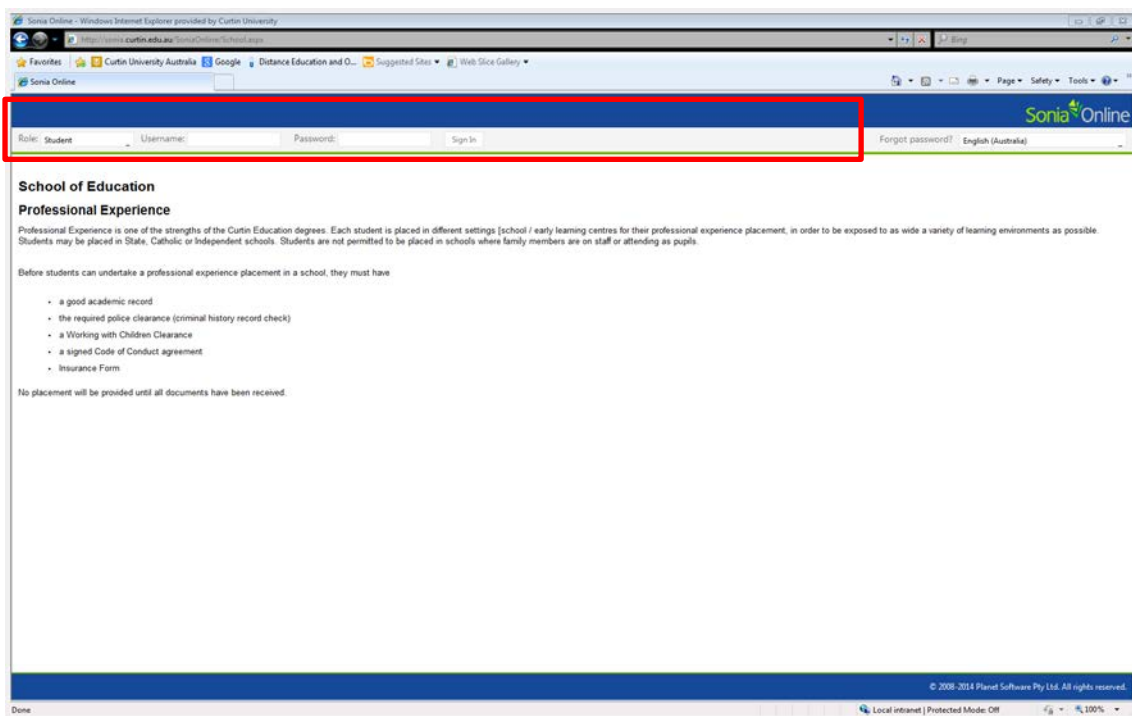
Signing In

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.

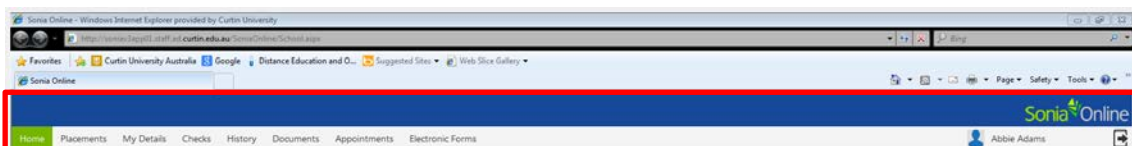
Your username and password will be the same as the one you use to access all other university web sites and facilities.

Username: OASIS Student Number

Password: OASIS Password



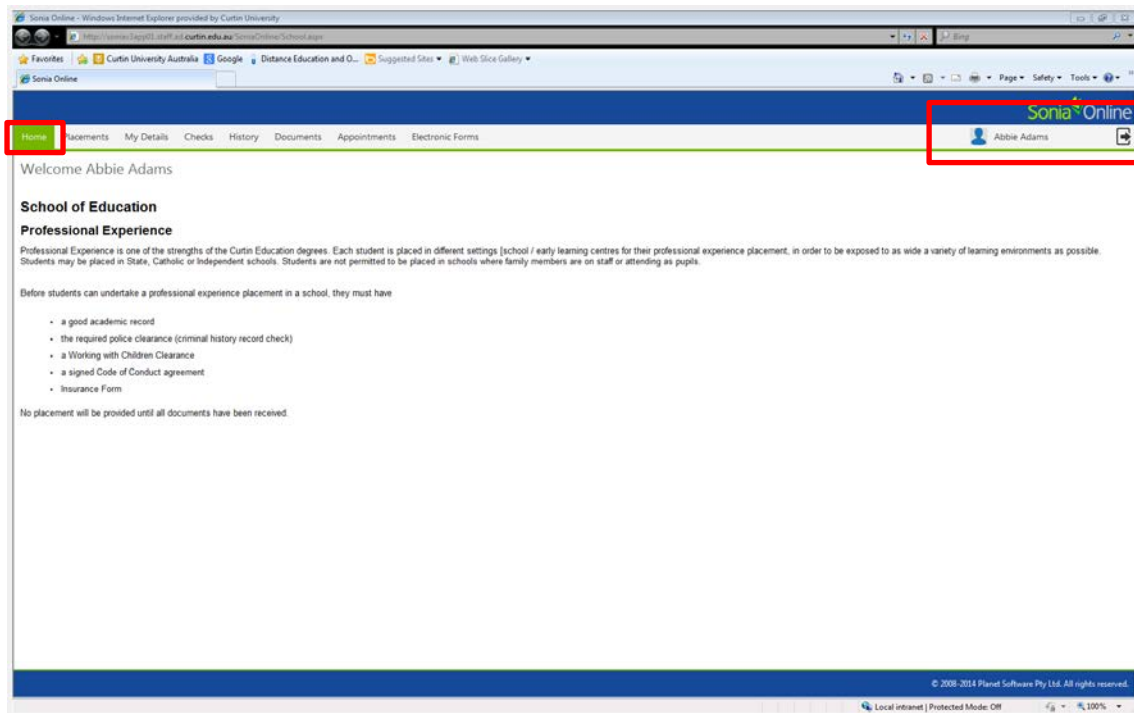
Once you have successfully signed in, the band will be replaced with a menu with Home, Placements, My Details, Checks, History, Documents, Appointments, Electronic Forms.



Home

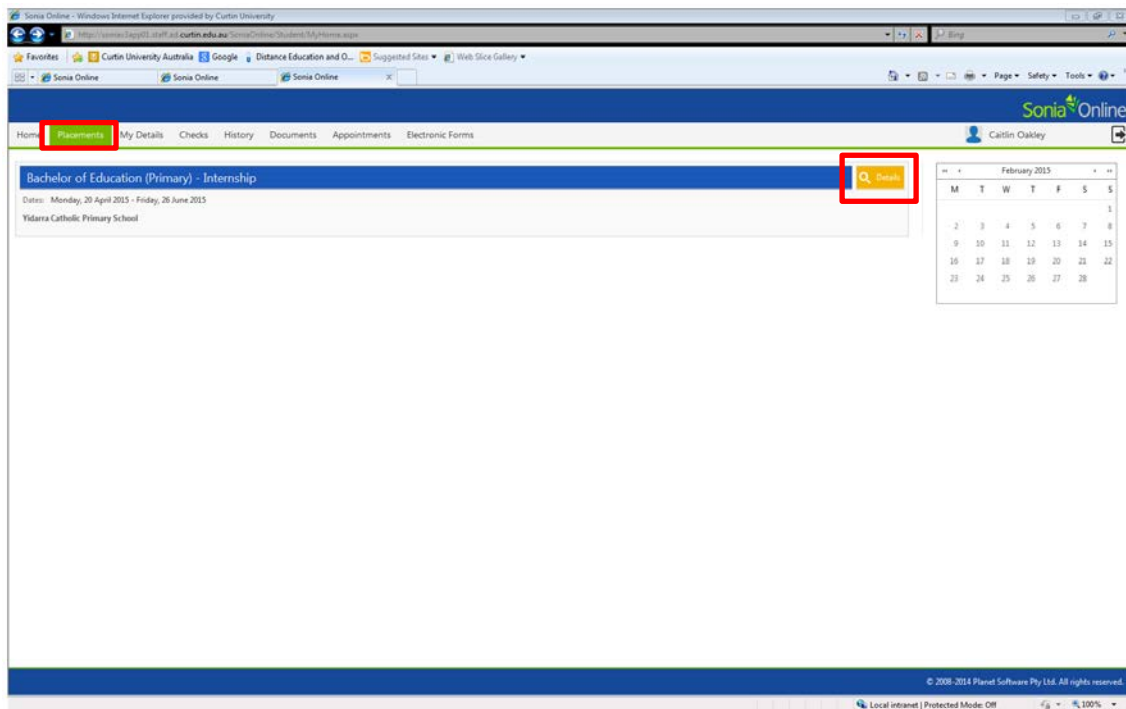
The "Home" screen Welcome.

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

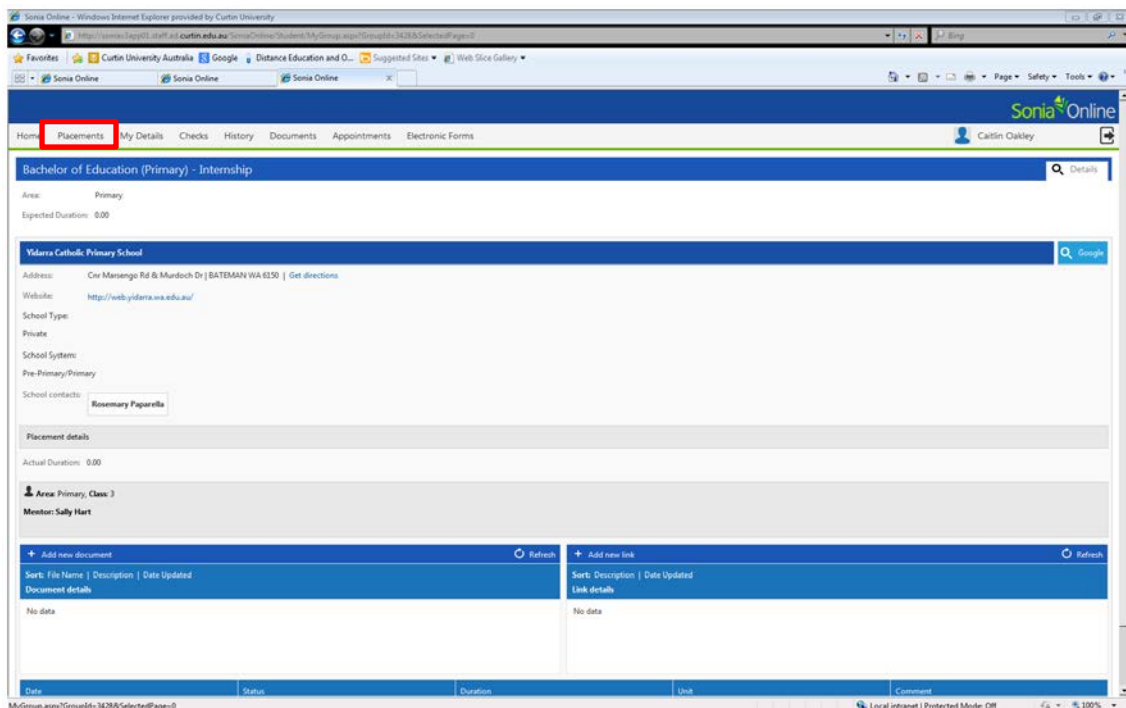


Placement Information

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.



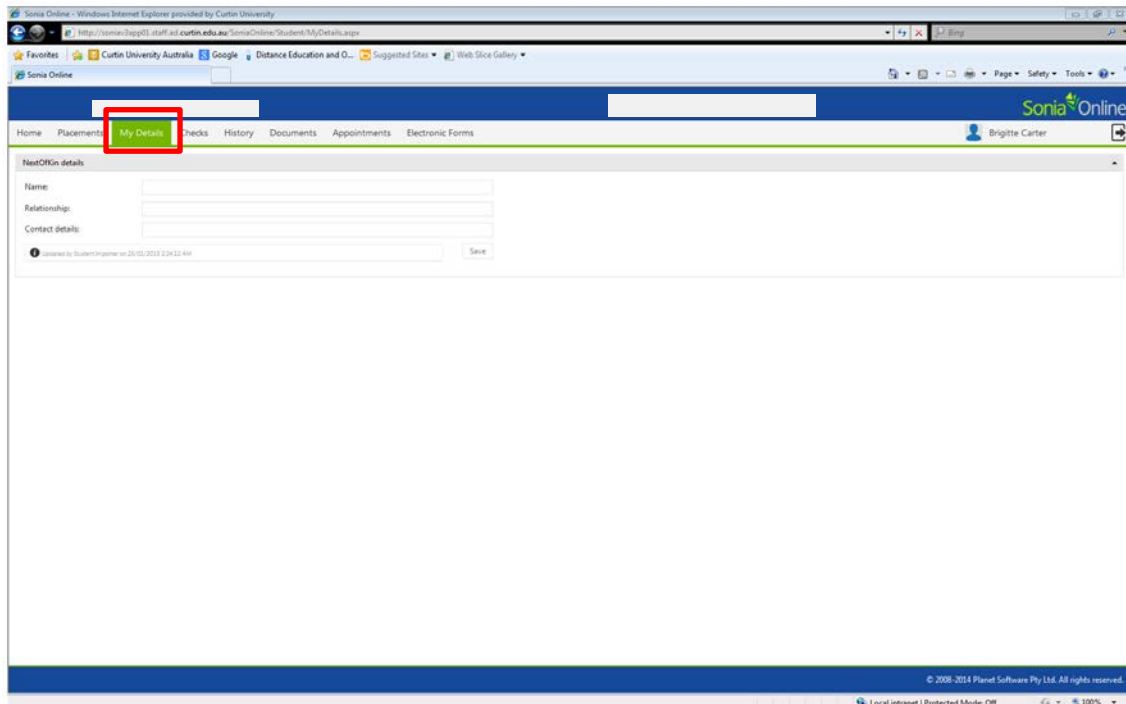
Placement details



My Details

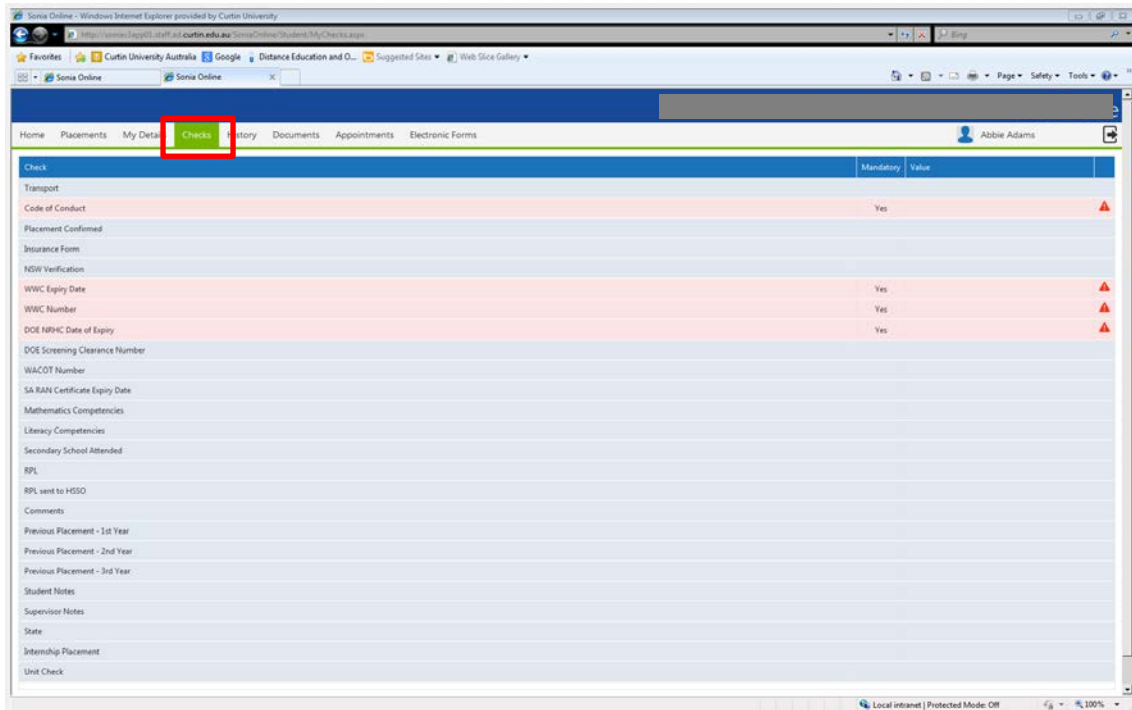
The “My Details” screen is used to display additional information about you. For example, it may contain a section about next of kin information.

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.



My Checks

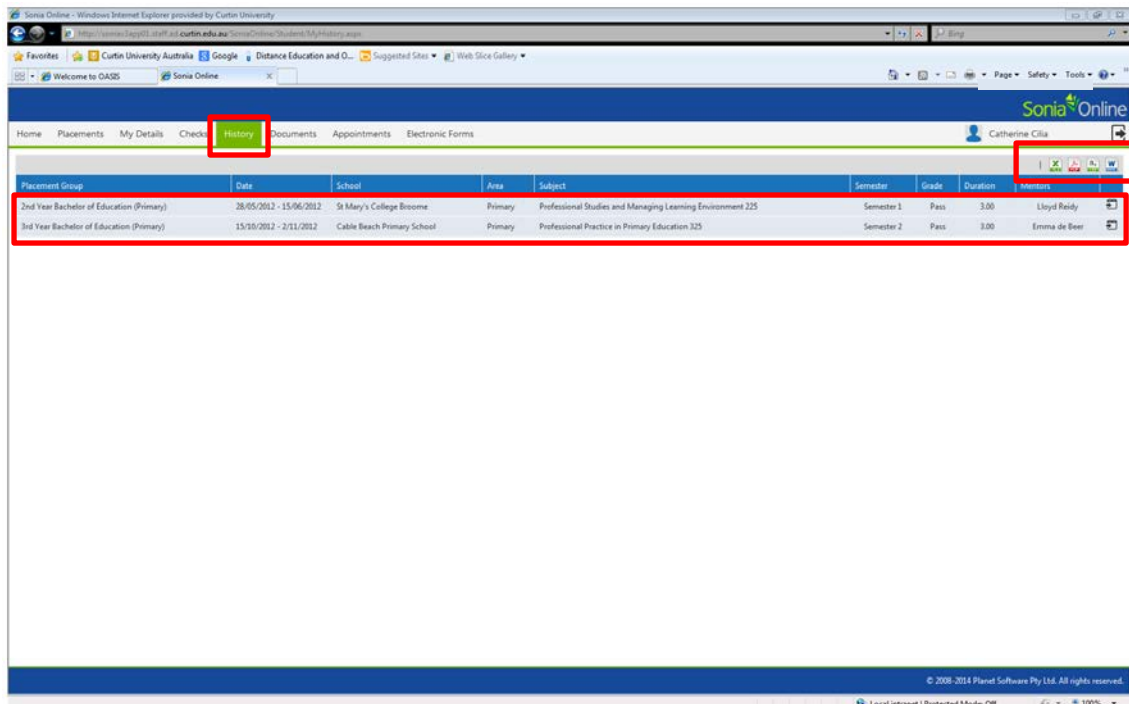
This page lists in summary form all Mandatory Checks students must supply to the School of Education, before they can attend their placement in a school.



Check	Mandatory	Value
Transport		
Code of Conduct	Yes	▲
Placement Confirmed		
Insurance Form		
NSW Verification		
WWC Expiry Date	Yes	▲
WWC Number	Yes	▲
DOE NPHC Date of Expiry	Yes	▲
DOE Screening Clearance Number		
WACOT Number		
SA RAN Certificate Expiry Date		
Mathematics Competencies		
Literacy Competencies		
Secondary School Attended		
RPL		
RPL sent to HSSO		
Comments		
Previous Placement - 1st Year		
Previous Placement - 2nd Year		
Previous Placement - 3rd Year		
Student Notes		
Supervisor Notes		
State		
Internship Placement		
Unit Check		

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.

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.

