



SONIA for Site Contacts

A quick-start guide

- The University has taken SONIA on board for placements across the Department of Audiology and Speech Pathology
- Student timesheets and forms will now be accessed through SONIA
- To access SONIA you will need a computer, access to the internet, and an account to log in
- Your account will be set up for you by the Clinical Placement Officer, for any troubles logging in please contact aud-clinplacements@unimelb.edu.au



LOG IN

- To log in to SONIA, enter in the following link <https://unimelb.sonialive.com/> and select 'Audiology'
- Make sure the role is set to 'site' and log in with your username and password (provided by The University of Melbourne)

WHO IS ATTENDING?

- Click the 'Students' tab to see the students attending your placement

TIMESHEETS

- In the right hand corner click 'Timesheets' to access and approve timesheets
- 'Approve', 'Unapprove' and request a student 'Resubmit' a timesheet by using the icons on the right hand side

FORMS

- To fill out forms, click on the 'Forms' tab, and click on the document icon on the far right hand side of the listed form

An additional in-depth guide with visual references is over page

- <https://unimelb.sonialive.com/> - select the 'Department of Audiology'

Welcome to the University of Melbourne's SONIA Platform

Sonia Online

English (Australia)

- > Architecture, Building & Planning
- > Department of Audiology
- > Department of Nursing
- > Department of Optometry and Vision Sciences
- > Department of Physiotherapy
- > Department of Social Work
- > Department of Speech Pathology
- > Faculty of Arts
- > Faculty of Business & Economics
- > Faculty of Science
- > Honours Projects Applications
- > Melbourne Graduate School of Education
- > Melbourne Law School
- > Melbourne Medical School
- > Melbourne School of Engineering
- > School of Agricultural Science
- > School of Dentistry and Oral Health
- > School of Population and Global Health
- > School of Veterinary Science
- > Victorian College of Arts & Melbourne Conservatorium of Music

Version: 2017.1.0.117

- Select 'Site' in the drop down
- Enter in your username and password

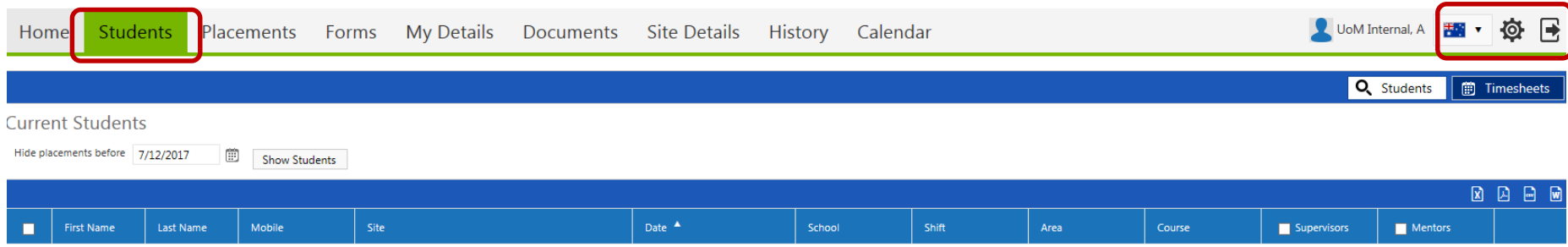
Role: Site University Sign In Or Username: Password: Sign In Forgot your password? English (Australia)

- The following screen will appear, confirming that you have logged in




Home Students Placements Forms My Details Documents Site Details History Calendar UoM Internal, A


Welcome UoM Internal, A

- For a list of students allocated click on 'Students'
- Click on 'Timesheets' to see the timesheets submitted




Home **Students** Placements Forms My Details Documents Site Details History Calendar

UoM Internal, A   

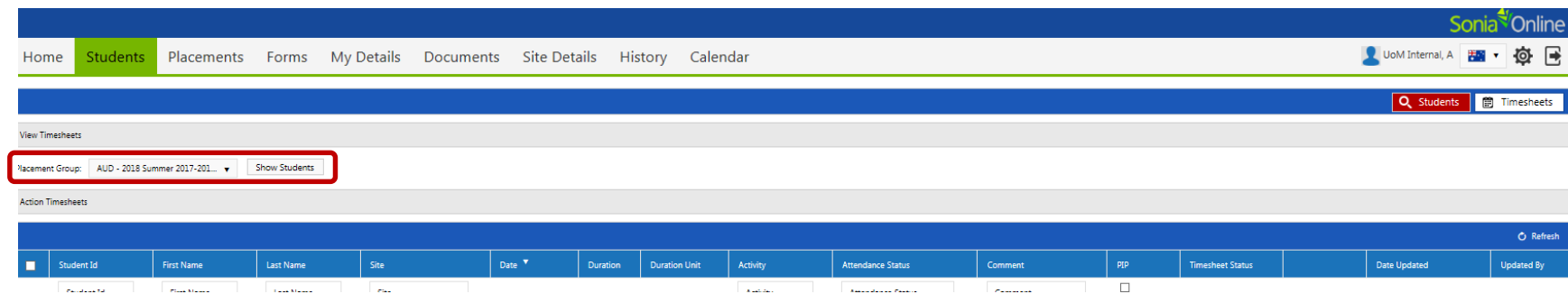
Search Students  Timesheets

Current Students




Hide placements before 7/12/2017  Show Students


First Name	Last Name	Mobile	Site	Date	School	Shift	Area	Course	Supervisors	Mentors
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- On this page you will be able to see submitted timecards
- Date ranges can be adjusted on the left hand side




Home **Students** Placements Forms My Details Documents Site Details History Calendar

UoM Internal, A   

Search Students  Timesheets

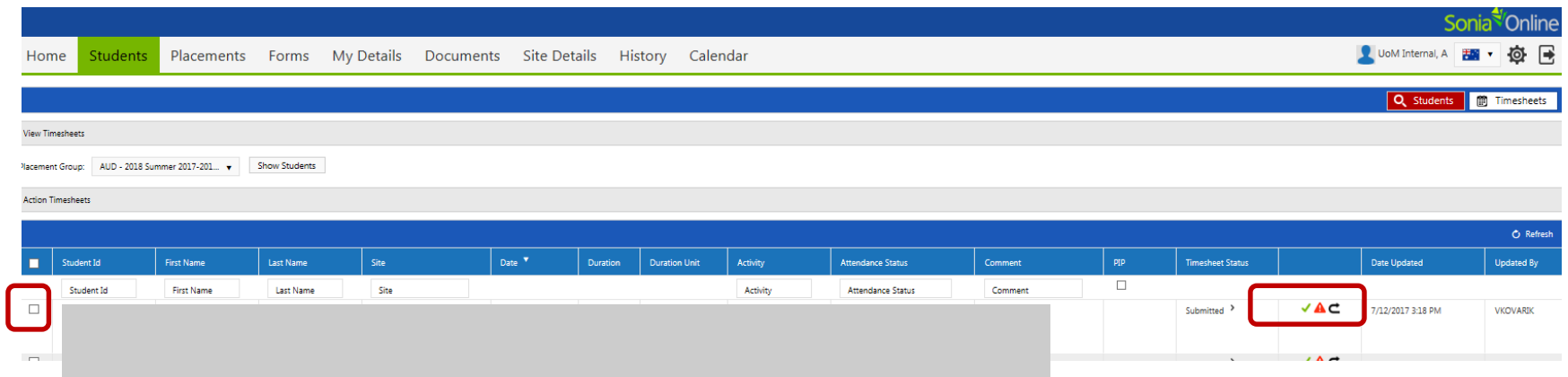
View Timesheets

Placement Group: AUD - 2018 Summer 2017-201...  Show Students

Action Timesheets

Student Id	First Name	Last Name	Site	Date	Duration	Duration Unit	Activity	Attendance Status	Comment	PIP	Timesheet Status	Date Updated	Updated By
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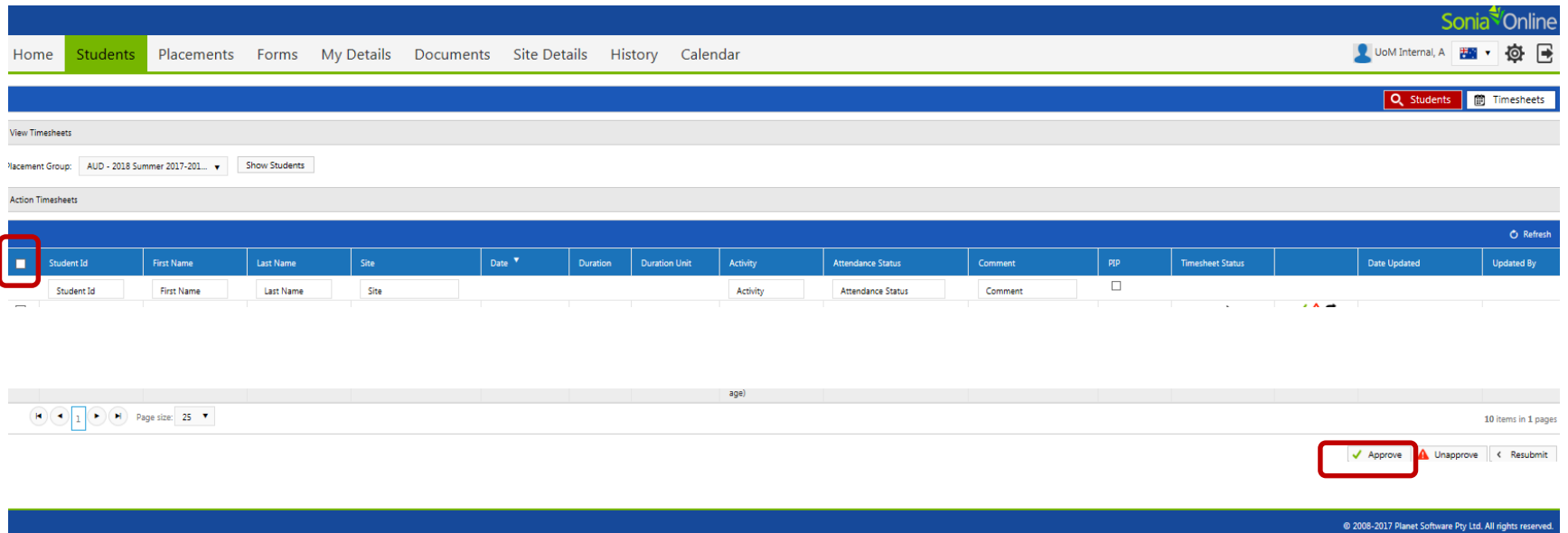
- You can either 'Approve', 'Unapprove' and request to 'Resubmit' Timesheets
- Select each timesheet on the left hand side and click one of the highlighted buttons



The screenshot shows the Sonia Online interface for Timesheets. The top navigation bar includes 'Home', 'Students', 'Placements', 'Forms', 'My Details', 'Documents', 'Site Details', 'History', and 'Calendar'. The user is logged in as 'UoM Internal, A'. The main content area is titled 'View Timesheets' and shows a 'Placement Group' dropdown set to 'AUD - 2018 Summer 2017-201...' with a 'Show Students' button. Below this is an 'Action Timesheets' section with a table. The table has columns for 'Student Id', 'First Name', 'Last Name', 'Site', 'Date', 'Duration', 'Duration Unit', 'Activity', 'Attendance Status', 'Comment', 'PIP', 'Timesheet Status', 'Date Updated', and 'Updated By'. A red box highlights a checkbox in the first column of the first row. Another red box highlights the 'Submitted' status, which includes a green checkmark, a red triangle, and a blue 'C' icon.

Student Id	First Name	Last Name	Site	Date	Duration	Duration Unit	Activity	Attendance Status	Comment	PIP	Timesheet Status	Date Updated	Updated By
<input type="checkbox"/>											Submitted	7/12/2017 3:18 PM	VKOVARIK

- Bulk approval is available by clicking the select all option for timesheets on the left, and then clicking the 'Approve' button on the right hand side



The screenshot displays the Sonia Online interface for Timesheets. The navigation menu includes Home, Students, Placements, Forms, My Details, Documents, Site Details, History, and Calendar. The user is logged in as UoM Internal, A. The main content area shows a table of timesheets with columns for Student Id, First Name, Last Name, Site, Date, Duration, Duration Unit, Activity, Attendance Status, Comment, PIP, Timesheet Status, Date Updated, and Updated By. A red box highlights the 'Select All' checkbox in the first column. At the bottom right, a red box highlights the 'Approve' button, which is accompanied by an 'Unapprove' button and a 'Resubmit' button. The footer indicates the copyright is © 2008-2017 Planet Software Pty Ltd. All rights reserved.