Field Experience Online Portal

A Guide for **PRACTICUM ADVISORS**

Education
University of Windsor

Sonia

About this Guide

The **purpose of this guide** is to provide details to **Practicum Advisors** about the Field Experience Online Portal, or Sonia Online.

Included in this guide are the following items:

- What is Sonia?
- Accessing Sonia Online
- Full description of each webpage of Sonia Online
- FAQ

WHAT IS SONIA ONLINE?

Improving the Practicum Experience



What is SONIA ONLINE?

Sonia Online is a web-based portal that allows key stakeholders to access and provide information about Practicum Placements.

Using Sonia Online, **Advisors** can:

- view details about current and past Teacher Candidates placed with them
- view details about their current and past Practicum Placements
- complete forms related to the Advisor role
- upload relevant files and documents
- update personal details

ACCESSING SONIA ONLINE

Advisors and their UWinID



Accessing SONIA ONLINE

Practicum Advisors are able to access Sonia Online by:

- Visiting soniaonline.eduspace.uwindsor.ca
- Using their **UWinID** followed by **@uwindsor.ca** and their associated password

Links to Sonia Online will be posted in many places, including:

- Faculty of Education website - uwindsor.ca/education
- Brightspace Landing page - brightspace.uwindsor.ca

Accessing SONIA ONLINE

Choosing your Role

On the landing page, soniaonline.eduspace.uwindsor.ca, enter your credentials



University of Windsor

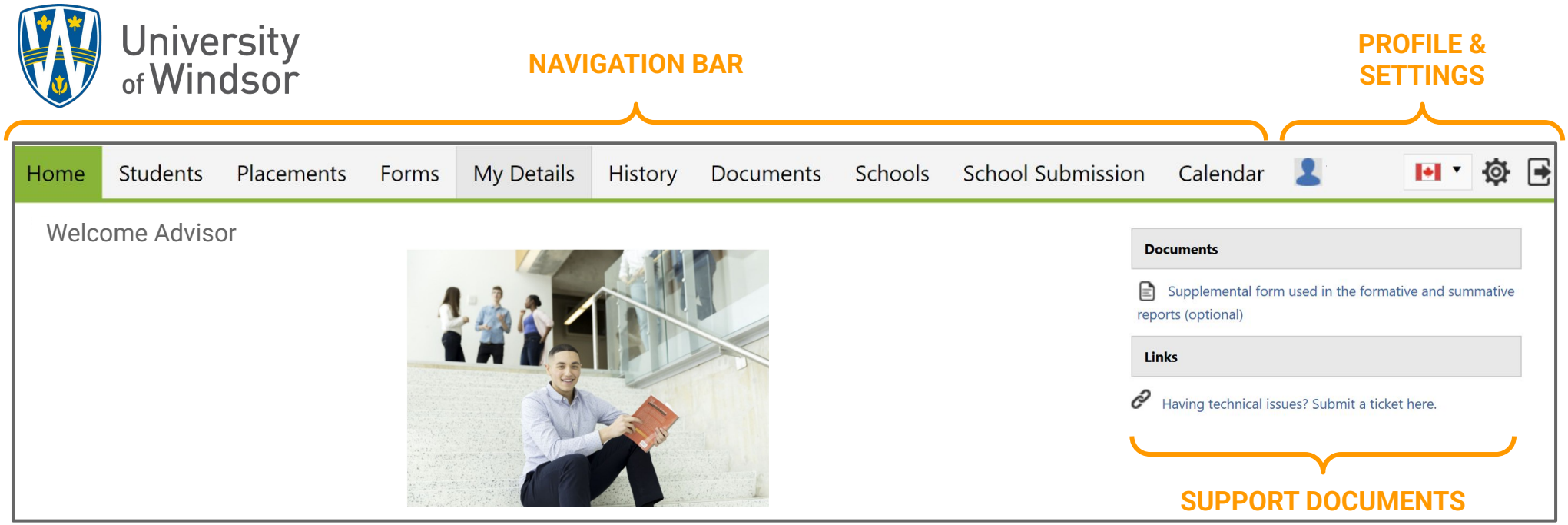
THE SONIA ONLINE WEBSITE

What can I do on each webpage?

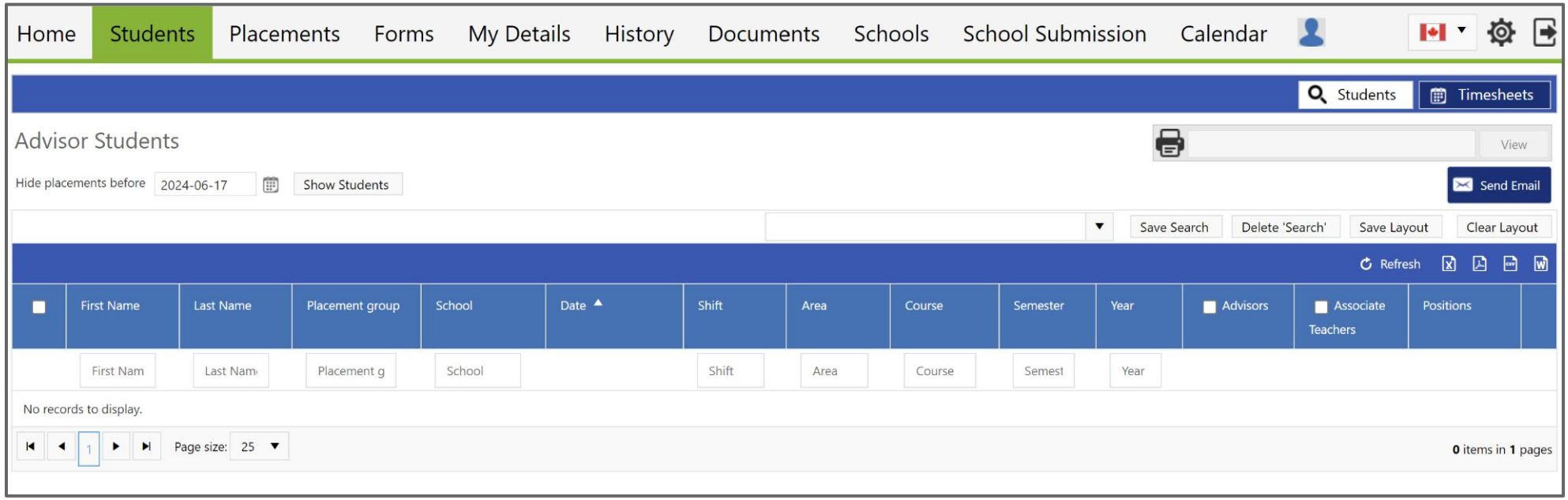


The Landing page for ADVISORS

As an ADVISOR you will arrive at the webpage below…



The STUDENTS tab



What is on this page?

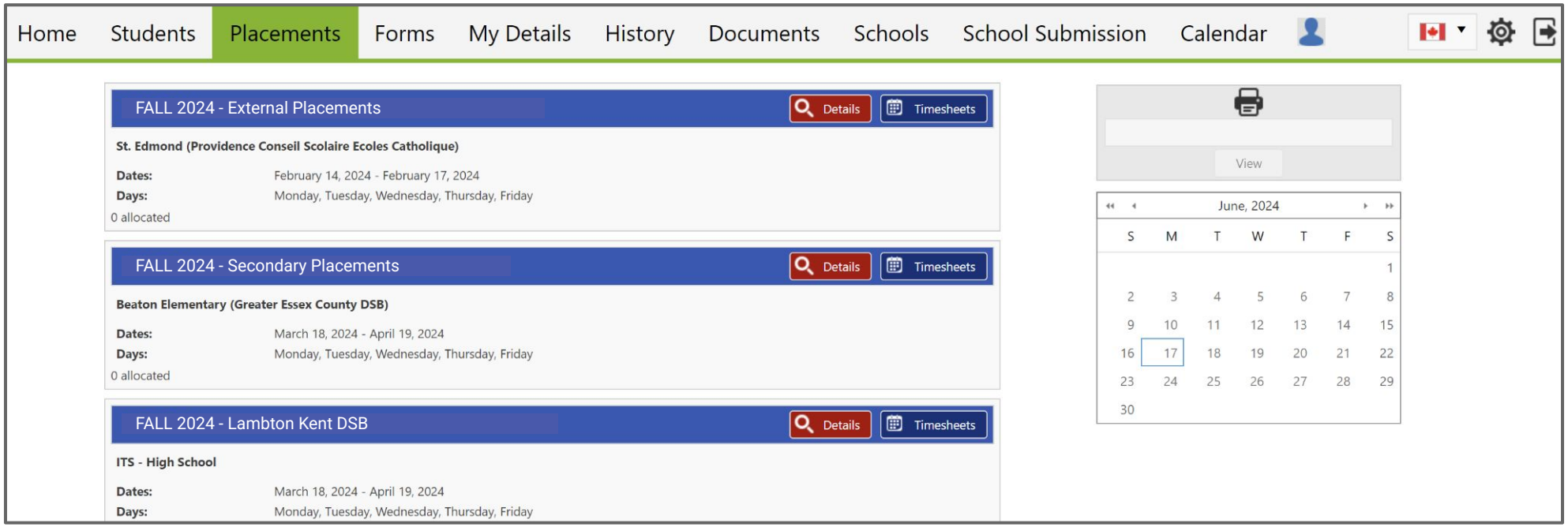
- This tab shows a list of Teacher Candidates you are currently advising
- **NOTE**: Each of the headings may be used to ***SORT*** the data

What can I do on this page?

As an Advisor, you can:

- View details about any of the Teacher Candidates
- Change the date to view earlier placements as the list of students displayed on this page are ones who have an ***active placement*** on or after the date in this field.
- Email Teacher Candidates, Associate Teachers, or Advisors by clicking their name
- **NOTE**: If e-mailing several people at once, the system will function like a BCC (i.e.,no one knows who else is getting the e-mail)

The PLACEMENTS tab



What is on this page?

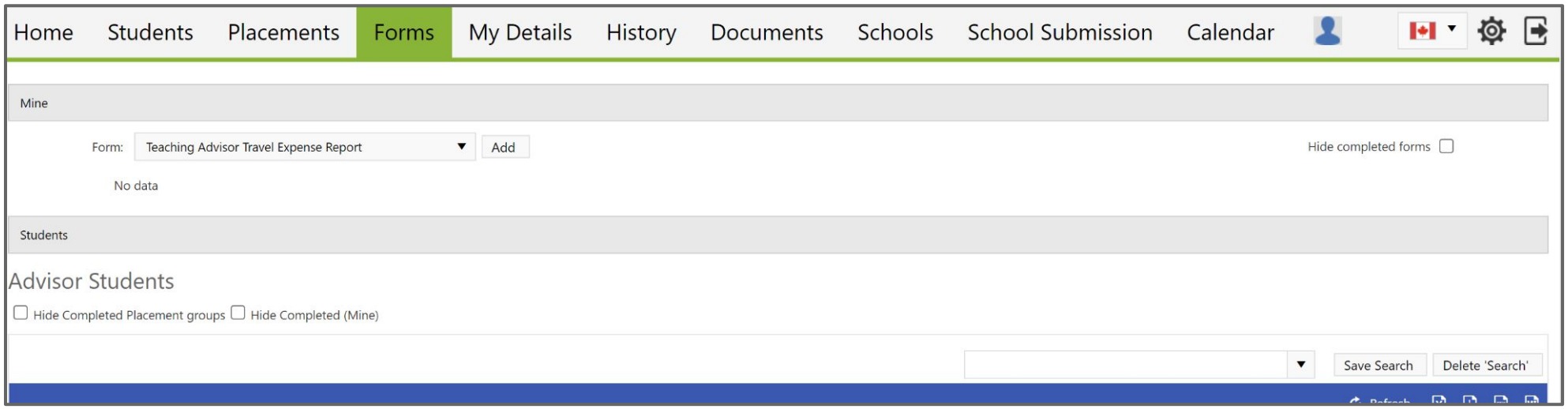
- This is a listing of the **current** **Practicum placements** for which you are an Advisor
- A calendar is also included at the right with any important dates highlighted

What can I do on this page?

- For any current placements, you can:
  - **view details** including school address, Principal's contact information, Associate Teachers, etc.
  - This includes all Associates and Advisors involved with this particular school

- You can upload documents and links
- You can also choose who want to be able to view or edit any document you upload

The FORMS tab



What is on this page?

- This tab includes access to different types of forms:
  - Teaching Advisor **Travel Expense** Report
  - Faculty Advisor's **Placement Feedback** Report
  - **Associate Teacher** Reports
    NOTE: These reports will appear in your list of Student Forms as they are assigned & completed by Associates

What can I do on this page?

- In the MINE section, you can **create**: Add
  - **Travel Expense** Reports
  - Faculty Advisor's **Placement Feedback** Report
- In the Advisor Students section, you can:
  - **Complete, Digitally Sign** and **Submit** reports
  - **View** Formative and Summative Reports completed by Associate Teachers

NOTE: For 206-27, Advisors will create and submit **Teacher Candidate Learning Plans** through the Field Experience Office

ADVISOR FEEDBACK FORMS


Feedback Form

CREATING a PLACEMENT FEEDBACK REPORT

- In the MINE section, users choose the **type of form** using the dropdown and clicking Add
- Advisors will then need to choose the **Placement group** and a **Student** (Teacher Candidate)
- Advisors will receive a prompt that the form is now assigned to the Teacher Candidate

Eg. **Form successfully assigned to 'Charlotte Crook - ITS - High School - 2024-03-18**

COMPLETING / UPDATING the FORM

- In the STUDENTS section, Advisors can now click on the icon to fill in the form

ADVISOR FEEDBACK FORMS



Feedback Form

REPORT DETAILS

Many of the fields in the top section of the form will be auto-filled

Program Type	Concurrent	2024
Teacher Candidate:	Teacher Candidate's name	
University Supervisor:	Advisor's name	
Date:		
School:	School Name	
Advisor:		
Grade / Subject:		

Some of these fields are **not editable**

If there are errors, please contact the Field Experience Office
educfieldexperience@uwindsor.ca

☐ Indicates that Advisors may **edit** their choice

* Indicates that this field is **mandatory**

ADVISOR FEEDBACK FORMS



Feedback Form

ASSESSMENT

Advisors assess Teacher Candidate performance using checkboxes as well as anecdotal comments:

The teacher candidate: Please check one box for each category	**Rating**
1. Demonstrates professional conduct	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) *
2. Is prepared for class	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) *
3. Has a well-organized Day Book	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) *
4. Is collegial with peers and/or staff	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) *
5. Is receptive and reflective to Advisor's feedback	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) *
6. Demonstrates effective classroom management strategies	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) *
7. Demonstrates commitment to professional development	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) *



PRO-TIP: Use the Save Draft button often to save your work

Save Draft

ADVISOR FEEDBACK FORMS



Feedback Form

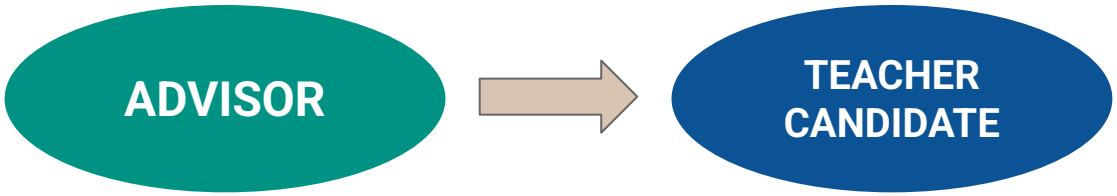
COMPLETING and SIGNING THE FORM

The final step in this process is to sign the form.

Once the Advisor has reviewed the form, they can digitally sign the form using the button below.

Advisor Signature

The form will then be **revealed to the Teacher Candidate** and they will be able to view / save / print the report **



** no further action is required

TRAVEL EXPENSE FORMS

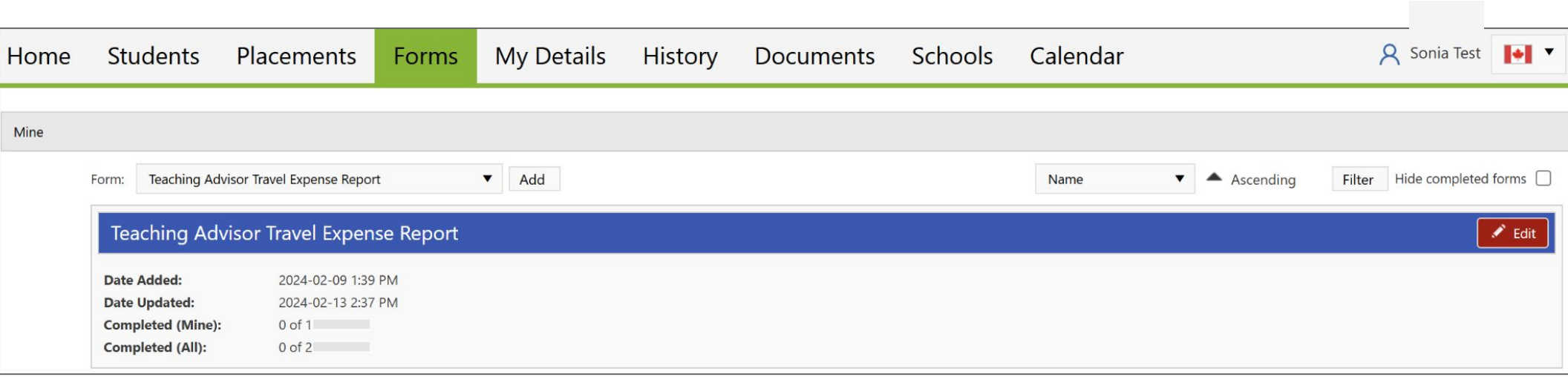
CREATING a TRAVEL EXPENSE FORM

Add

In the MINE section, choose the **type of form** using the dropdown and click **Add**

Edit

Advisors can then click the edit button to begin completing the form, or to return to the form at any time

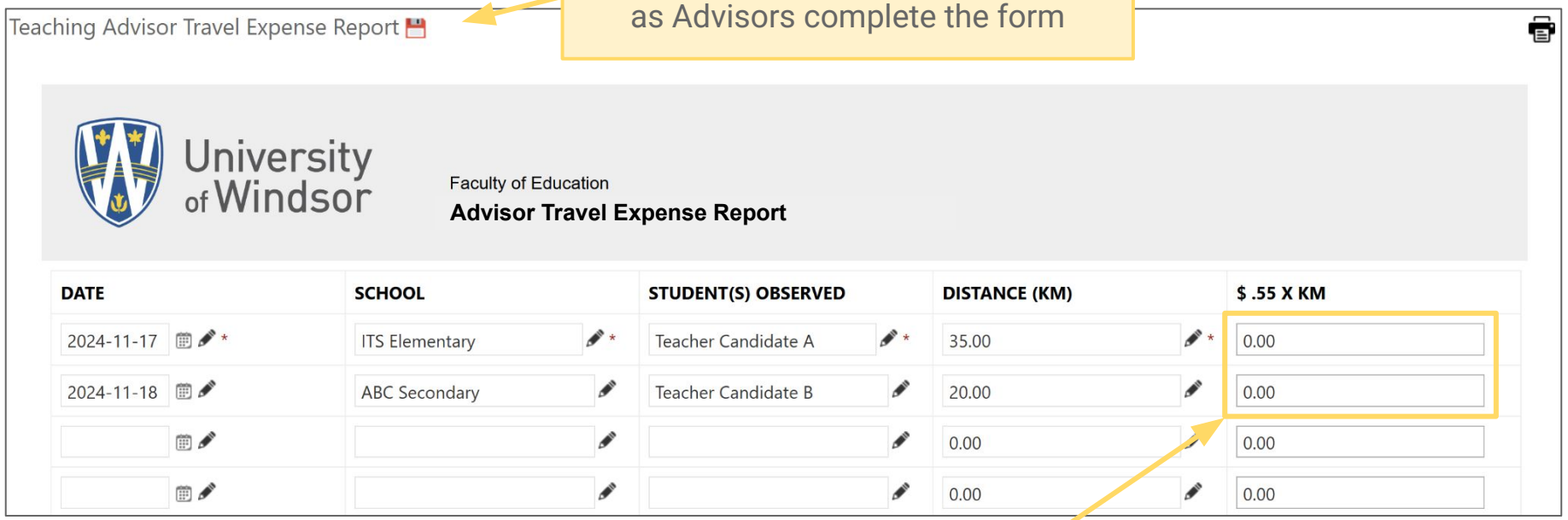


TRAVEL EXPENSE FORMS

COMPLETING / UPDATING the FORM

- Advisors can now complete a single row, or multiple rows

This form is **autosaved** continuously as Advisors complete the form



Save Draft

NOTE: Advisors must press the SAVE DRAFT button to update the compensation amount for each row and the **totals** at the bottom of the form

TRAVEL EXPENSE FORMS

What if I visit more than 1 school in a single day?

- In this case, do the following…

DATE	SCHOOL	STUDENT(S) OBSERVED	DISTANCE (KM)	$ .55 X KM
2026-11-25 *	Holy Names Secondary *	Teacher Candidate A *	12.00 *	6.60
2026-11-26	Herman Academy Secondary	Teacher Candidate B	10.00	5.50
	Sandwich	Teacher Candidate C	19.00	10.45
	Return to University	Teacher Candidate C	10.00	5.50

Enter a **single date** for the whole day

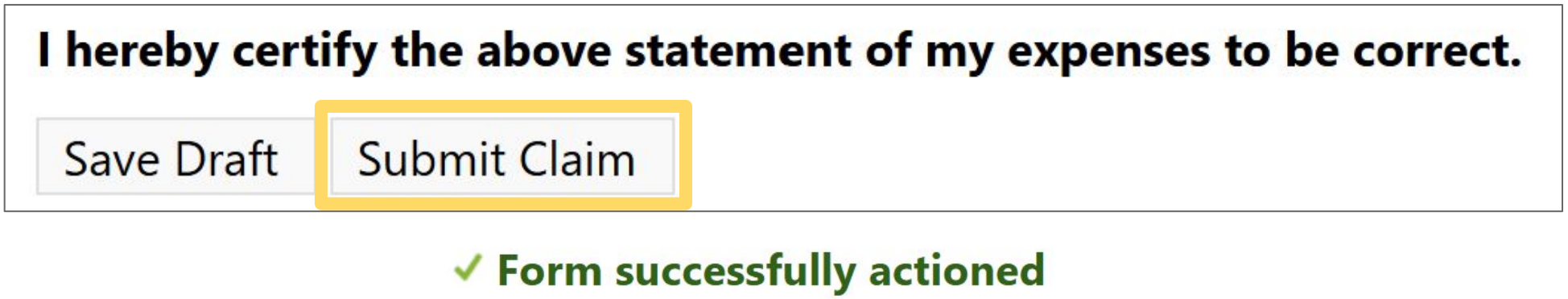
Enter "*Return to University*" as the last leg of your travel

Find the distance ***between Schools*** from Google Maps

TRAVEL EXPENSE FORMS

SUBMITTING the FORM

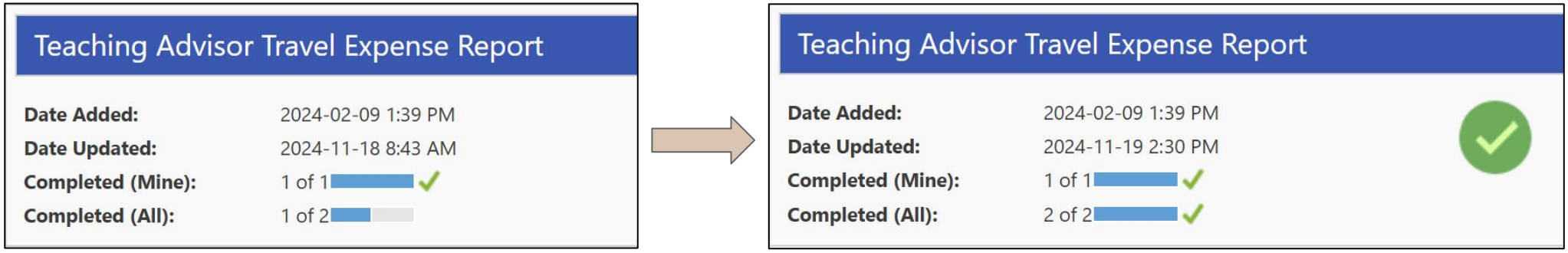
- At the end of each Practicum period, will ***Submit a single claim for the whole period***. Advisors can submit the claim and they will receive confirmation that the form was successfully actioned**



TRAVEL EXPENSE FORMS

APPROVAL

- When an Expense Report is **approved** by the Field Experience Office, Advisors will see the following visual confirmation:

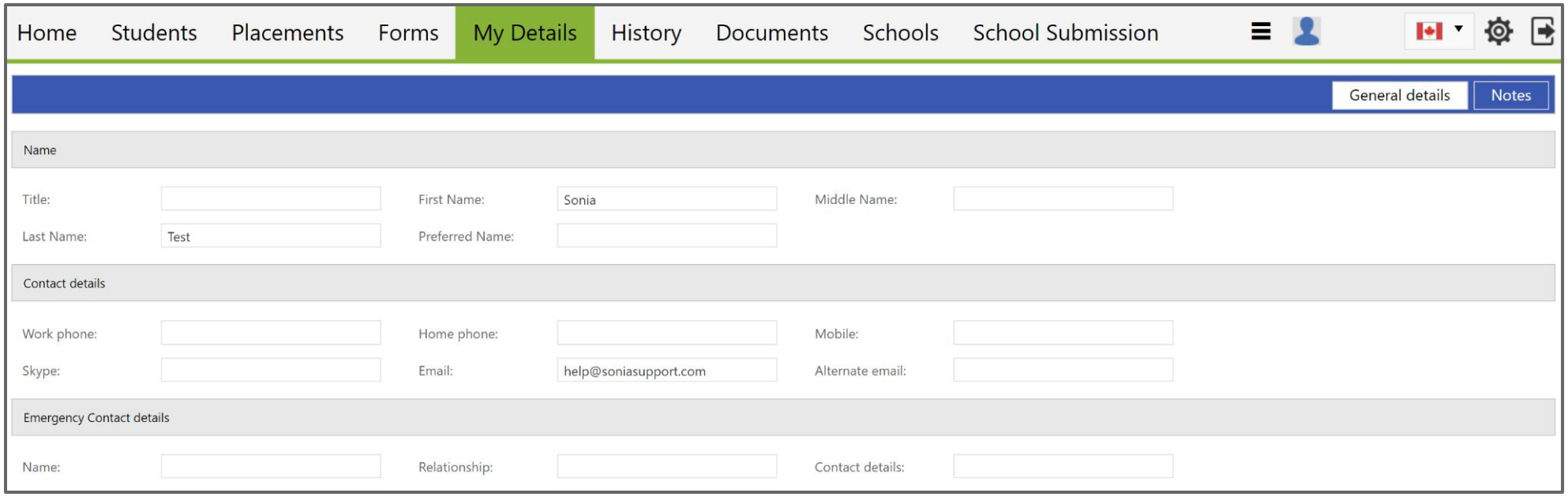


Awaiting approval

Approved and Submitted in UWinsite Finance

Education
University of Windsor

The MY DETAILS tab



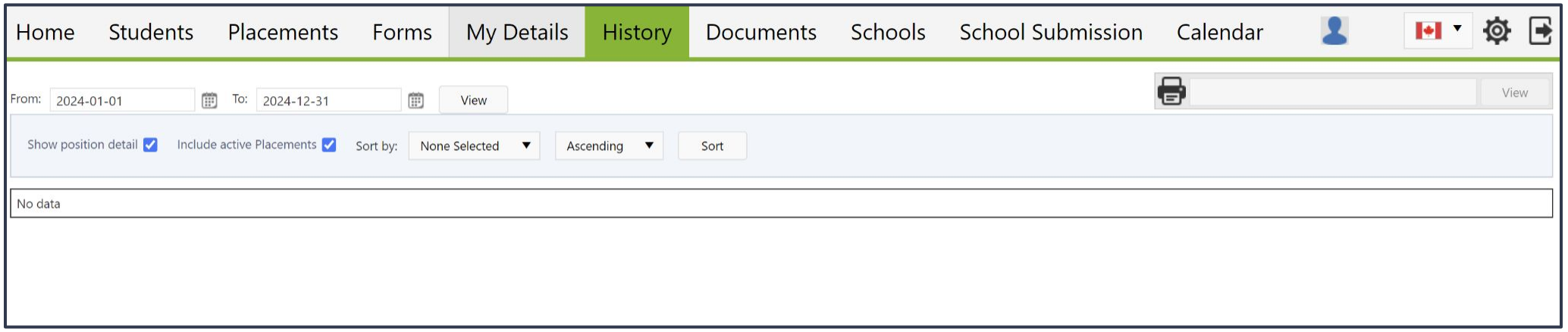
What is on this page?

- The My Details screen is used to display additional information about you. Any information already on this page is what the University has on file for you; the University Field Experience Office may ask you to edit this information and/or fill in some of the blanks.
- Information on this page is only viewable by you and the Field Experience Office.

What can I do on this page?

- As an Advisor, some of the information on the My Details page may be editable, and you may be expected to fill in some of the details.

The HISTORY tab



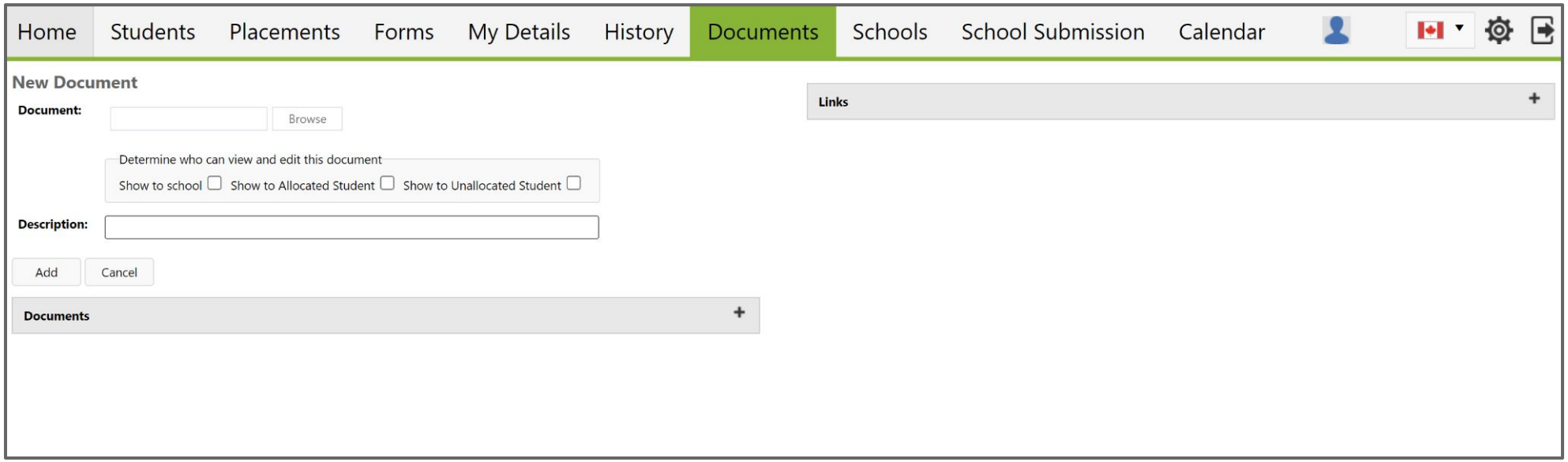
What is on this page?

- This page lists any placements that you have done in the past. Placements will only appear in your history once the Field Experience Office has marked the placement as completed.
- You can find a Placement Transcript here that lists the hours completed at each placement. Note that this is a summary and not a comprehensive list of all timesheet entries.

What can I do on this page?

- As an Advisor, you can review summaries of your previous placements
- As you complete your Practicums, a separate line will appear in the history
- You can review the full details of any placement by clicking the arrow at the right of each row
- You will have the option to export any of these summaries as an Excel, Pdf, CSV, or Word doc

The DOCUMENTS tab



What is on this page?

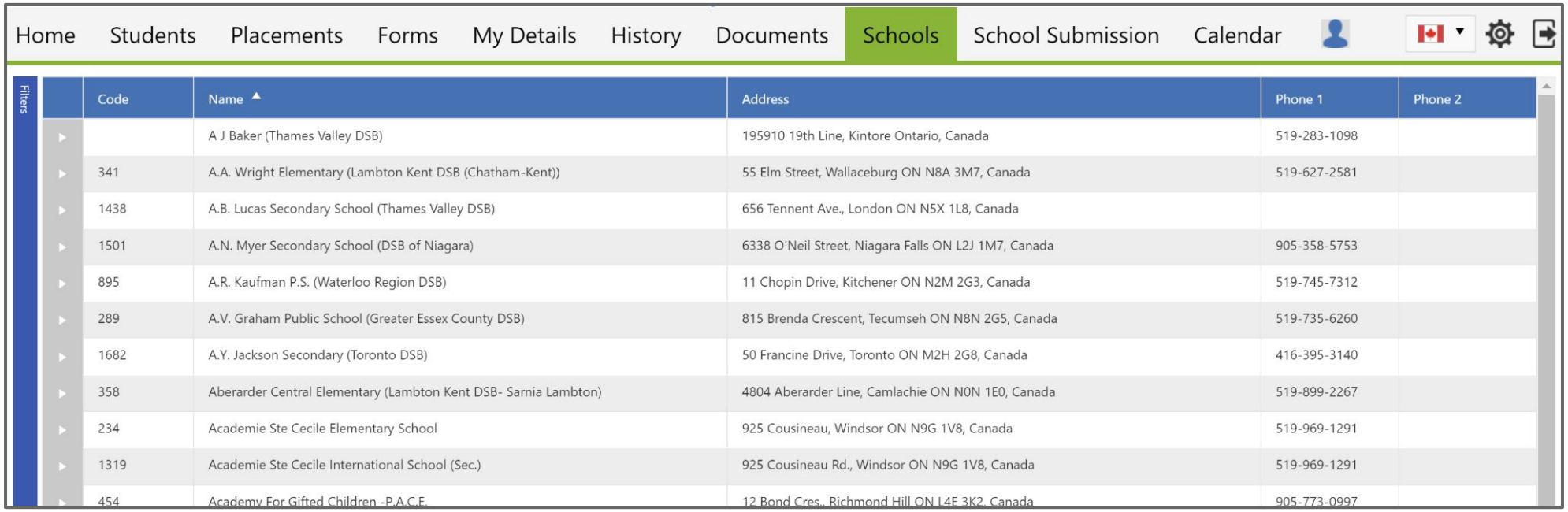
- This page is a list of files and web links managed by you
- These documents and links are only visible to you and the Field Experience Office, unless you determine otherwise

What can I do on this page?

- As an Advisor, you can upload documents (e.g., ????) to your Sonia profile here
  - **IMPORTANT** - You can also choose who want to be able to view or edit any document you upload

- You can also add links to personal websites, such as your LinkedIn profile, or links to articles you found helpful or related organizations or associations you may wish to contact in the future

The SCHOOLS tab



Code	Name	Address	Phone 1	Phone 2
	A J Baker (Thames Valley DSB)	195910 19th Line, Kintore Ontario, Canada	519-283-1098	
341	A.A. Wright Elementary (Lambton Kent DSB (Chatham-Kent))	55 Elm Street, Wallaceburg ON N8A 3M7, Canada	519-627-2581	
1438	A.B. Lucas Secondary School (Thames Valley DSB)	656 Tennent Ave., London ON N5X 1L8, Canada		
1501	A.N. Myer Secondary School (DSB of Niagara)	6338 O'Neil Street, Niagara Falls ON L2J 1M7, Canada	905-358-5753	
895	A.R. Kaufman P.S. (Waterloo Region DSB)	11 Chopin Drive, Kitchener ON N2M 2G3, Canada	519-745-7312	
289	A.V. Graham Public School (Greater Essex County DSB)	815 Brenda Crescent, Tecumseh ON N8N 2G5, Canada	519-735-6260	
1682	A.Y. Jackson Secondary (Toronto DSB)	50 Francine Drive, Toronto ON M2H 2G8, Canada	416-395-3140	
358	Aberarder Central Elementary (Lambton Kent DSB- Sarnia Lambton)	4804 Aberarder Line, Camlachie ON N0N 1E0, Canada	519-899-2267	
234	Academie Ste Cecile Elementary School	925 Cousineau, Windsor ON N9G 1V8, Canada	519-969-1291	
1319	Academie Ste Cecile International School (Sec.)	925 Cousineau Rd., Windsor ON N9G 1V8, Canada	519-969-1291	
454	Academy For Gifted Children -P.A.C.E.	12 Bond Cres., Richmond Hill ON L4E 3K2, Canada	905-773-0997	

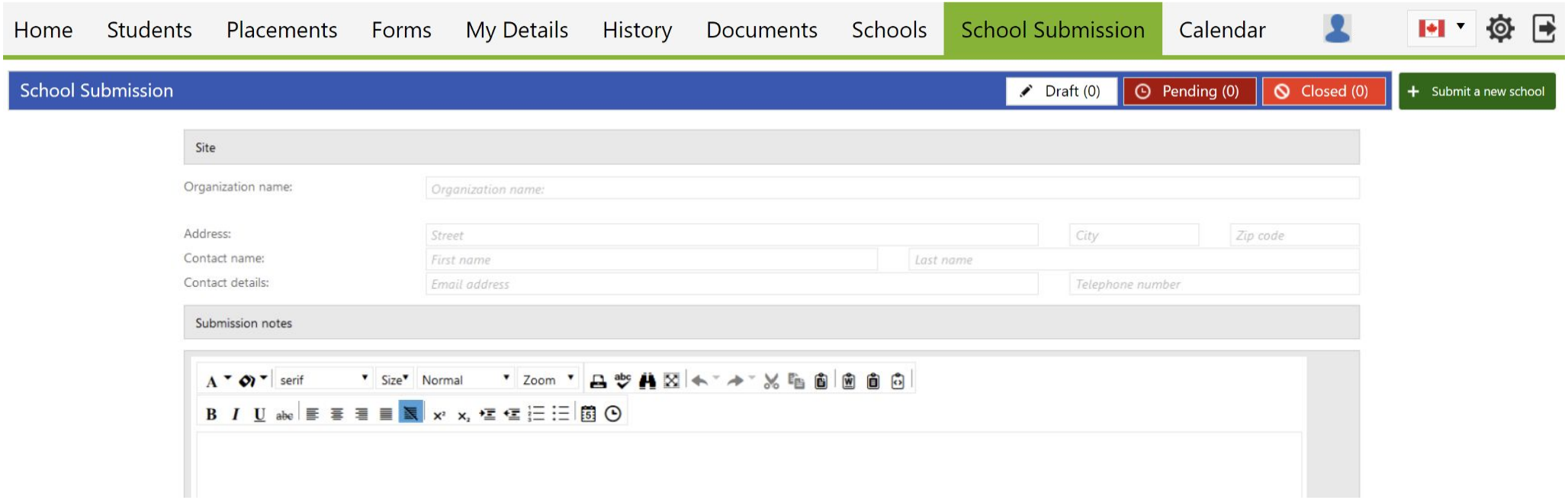
What is on this page?

- This is a list of active schools with which the University's Faculty of Education has a relationship
- NOTE: This is simply a directory, not a list of available sites for placement

What can I do on this page?

- As an Advisor, you can learn more about any school by clicking the white triangle to expand

The SCHOOL SUBMISSION tab



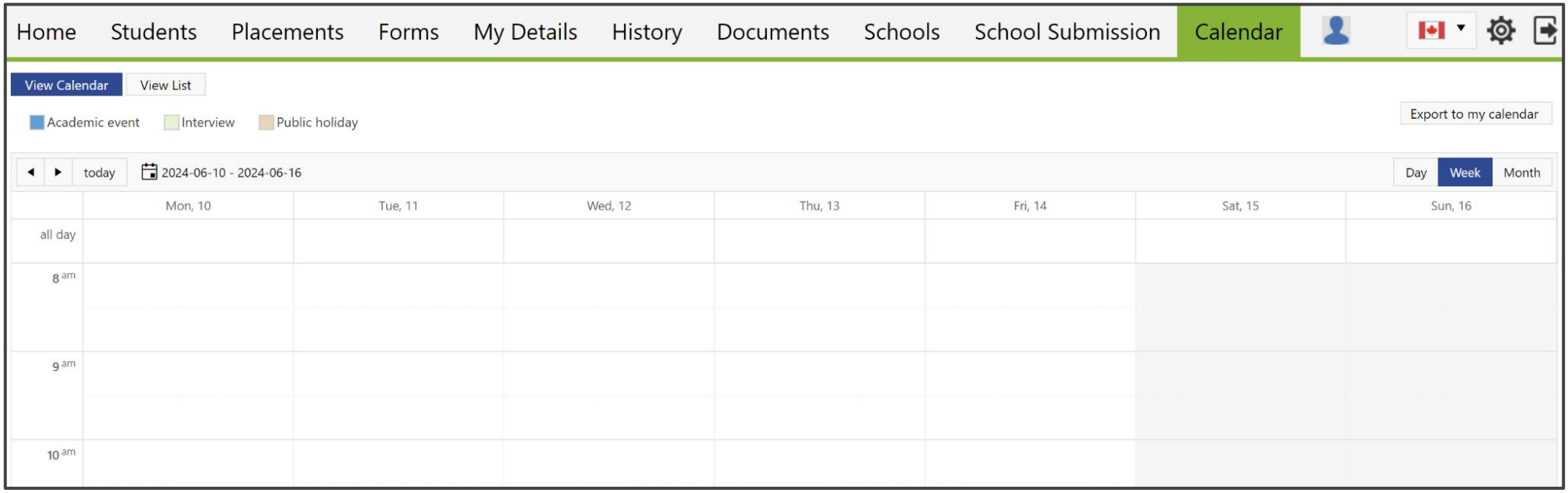
What is on this page?

- This page is a list of the status of any requests you may have made to the Field Experience Office regarding possible new sites for Practicum Placements (eg. Schools / Boards)

What can I do on this page?

- As a Practicum Advisor, you may suggest the field placement office consider a new site for placements, you can submit the site on this page
- The placement office will receive a notification of your submission. You can track its approval in the Pending tab on this page.

The CALENDAR tab



What is on this page?

- This is an active calendar that is maintained by the University of Windsor to mark important dates

What can I do on this page?

- As an Advisor, you can export events pertaining to you specifically to your Outlook Calendar and edit the event if needed

FREQUENTLY ASKED QUESTIONS

What else do I need to know?



FREQUENTLY ASKED QUESTIONS

QUESTION: Besides me, as an Advisor, who else will be able view my information, like reports and forms?

ANSWER: Access to SONIA ONLINE will also be given to different stakeholders, including **Teacher Candidates**, **Associate Teachers**, and **School Principals**. Each of these groups have different levels of permissions needed for their roles.

- For example, you, as an Advisor, will be able to complete reports like *Travel Expense Forms* and they will only be visible to you and the Field Experience Office.
- Other Forms, like the *Faculty Advisor's Placement Feedback Report*, will be visible to the Teacher Candidate as well as the Field Experience Office

FREQUENTLY ASKED QUESTIONS

QUESTION: Where do I go if I need support?

ANSWER:

1. **ACCOUNT ISSUES**: If you are having issues with your account (eg. a password reset), please visit UWin Account Services

2. **SONIA RELATED SUPPORT****: If you have questions or issues related to Sonia Online, please send a message to: educfieldexperience@uwindsor.ca

****NOTE**: The Field Experience Office will ***triage*** these questions