# Clinical Site Contact Sonia Access Instructions

These instructions are meant for **Clinical School Site Contacts** to set up access to the Sonia Online Clinical Site. This site will house the site details such as placement requested/allotted slots, the number of students signing up, as well as the type of placement they are seeking. Clinical School Site Contacts will be able to keep track of and manage the students visiting their schools from Charlotte and the Students in turn will be able to contact the Site Contacts about visiting the school.

STEP 1: Open the email (see below) from the Office of School and Community Partnerships (OSCP) sent via the Sonia Online Clinical Site.
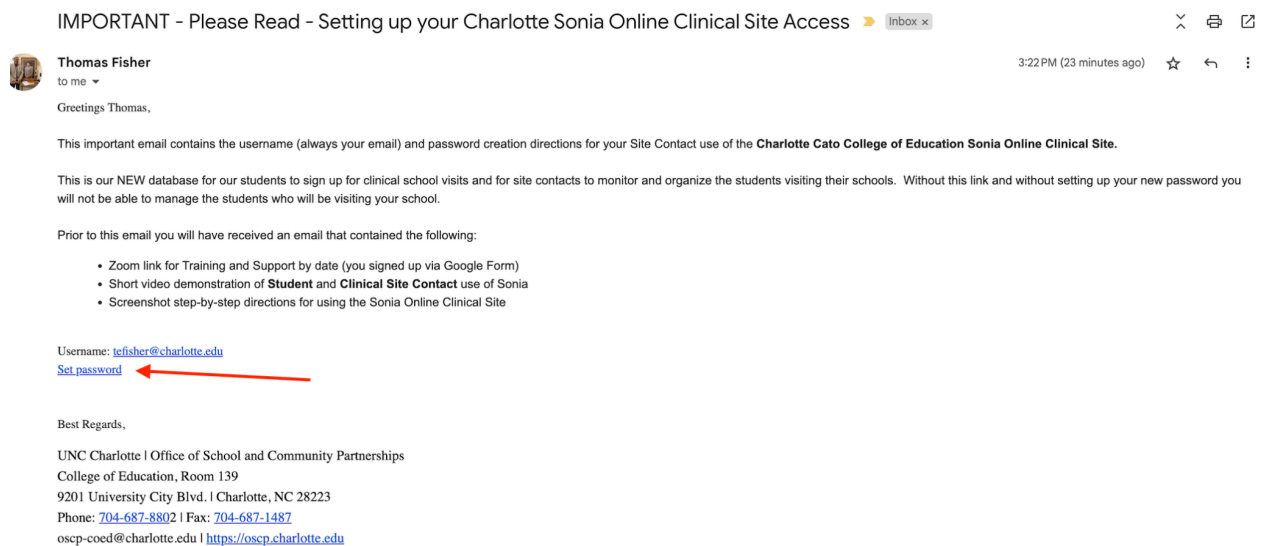

**STEP 2: Set Your Password** (see red arrow above to access site)
IMPORTANT - your username is already set and will always be your school email address, do not attempt to change this.
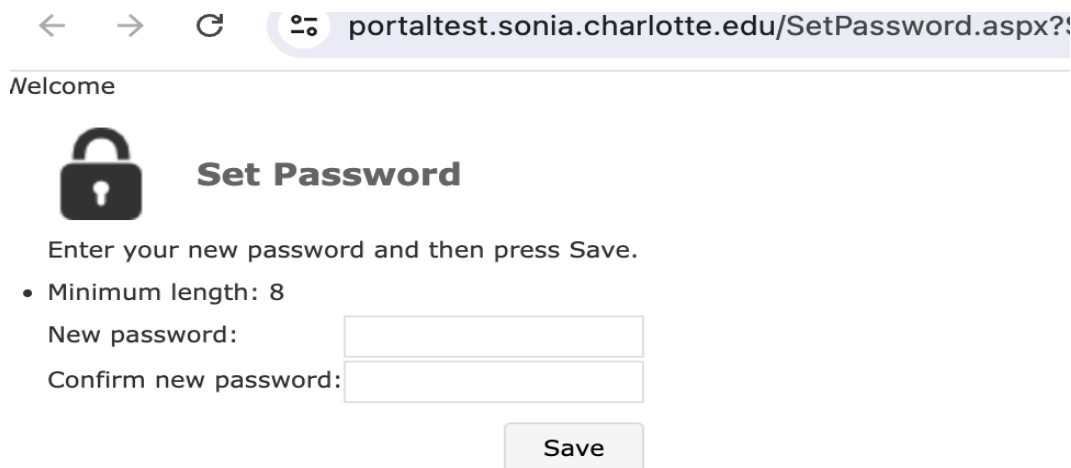
STEP 3: Sign In! - As you can see by the arrows your sign in has already been designated as "Site" (green arrow), then simply add username (school email address - red arrow), and finally your newly created password (blue arrow).
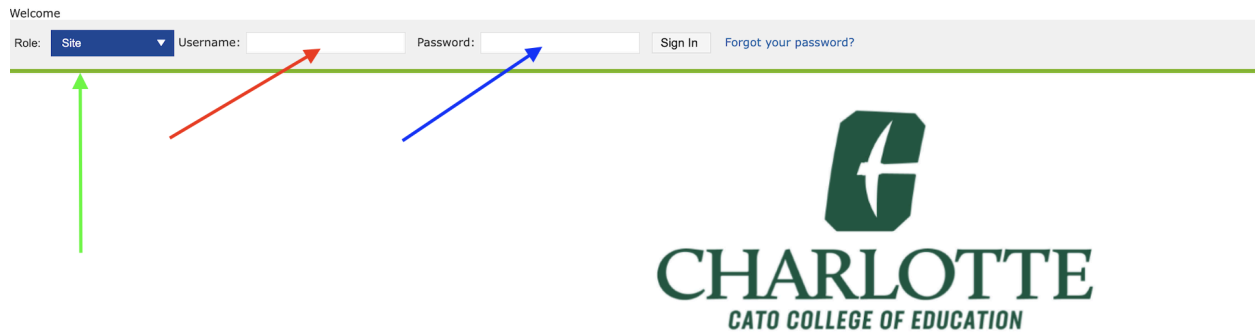
STEP 4: Know Your Tabs
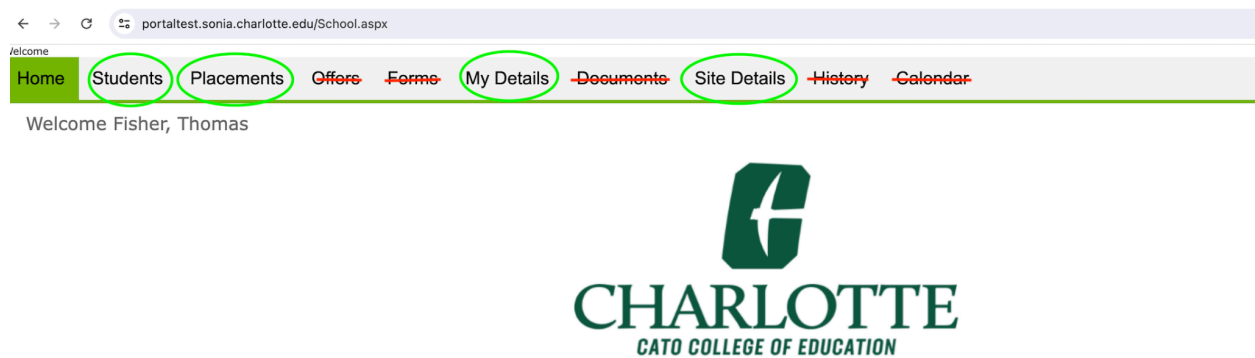
Green Circles - Students Tab, Placements Tab, My Details, and Site Details are the tabs you'll want to access and use to sort. You CANNOT edit anything except "My Details" or "Site Details". Let's take a look at these Tabs via the video resource.

Red Lines - the following tabs: Offers, Forms, Documents, History, and Calendar Tabs will NOT apply to the Clinical Site Contact when accessing the site. You will be able to click these but not edit any information within.

Students Tab -This screen shows a list of students who have been allocated to the Site(s) at which you are a Contact.

Red Circle - Student Names
Blue Circle - Type of Visit, if they are placed for Student Teaching it will then include a Supervisor name from Charlotte and a Clinical Educator name from the school. Clinical Students will NOT have either of those people listed, you as the Clinical School Contact will give them names of teachers to visit during their trips to the school, you will NOT be able to edit this page.
Purple Circle - Content Area the Student signed up for that the School Site indicated they could accommodate.
Red Arrow - Options to download student lists, with the most useful being Excel, here you could add columns for the actual teachers you'll send students to see.

Placements Tab - This is a listing of placement groups in which your site belongs. The Cato College of Education has created these placement groups to keep students together who have something in common, such as type of field experience, semester, etc.

Red Arrow - this identifies the dates we allow our students to visit School Partner Sites (the example here shows the previous Spring semester dates).
Blue Arrow - this number indicates the actual placements that the School Partner Site is allowing for the semester (just the total NOT the individual content areas, that's on the Student Tab).
Purple Arrow - this number indicates how many of the allocated slots are currently filled that you can cross-check with the student actual placements at the Students Tab.

My Details Tab - The My Details screen is used to display additional information about you as the Contact. Most of the information on the My Details page is editable, and you can update this information. This information is what the students are able to see when viewing their placement information.

Red Circle - this is an example document BUT the system requires an email address for the School Partner Contact at least. You can add the additional fields if applicable. The School phone number is definitely helpful.

Site Details Tab - The Site Details screen is used to display additional information about your school or site(s). If you are a contact for more than one school/site, you can switch between schools/sites by choosing one from the 'Site/Subsite' dropdown.

Red Circle - the information listed on this tab comes directly from DPI and is pre-loaded by our Database Manager. Once again additional information is helpful and students will be able to see this information in order to help them choose locations near home and/or campus.

Support with the Sonia Online Clinical Site

Contact Us -

The best way to get help with the Sonia Database is to email our main email address:

oscp-coed@charlotte.edu

IMPORTANT - as this is our office email address and we also have Student Teaching emails coming to this email address, so PLEASE use the **Subject Line** to indicate **"Clinical Help".** By doing so we can filter these emails and the correct person will be able to address any support that you will need.

Any concerns or major issues with the system will be funneled to Dr. Ann Jolly or Dr. Tom Fisher who may reach out to you directly per your request.

Thanks for being a School Partner and hosting our future Teachers!

OSCP Team