

Placement Request Sonia Tip Sheet

To complete placement requests in Sonia, click on the Placements tab. Based on your site details regarding the student level you are willing to accept, you will see a placement request for each student level cohort.

The screenshot shows the Sonia Placement Request interface. At the top is a navigation bar with tabs: Home, Students, Placements (highlighted), Offers, Forms, My Details, Documents, Site Details, History, and Calendar. To the right of the navigation bar are icons for a user profile, a flag (USA), a settings gear, and a refresh icon.

The main content area is divided into two sections for student cohorts. The first section is for 'ASAP 2020-2021' and the second is for 'MSW II 2020-2021'. Both sections are for 'OSU - Higher Education Center for Alcohol and Drug Misuse Prevention and Rec (OSU - College of Social Work) | College of Social Work'. The dates for both are 'Wednesday, July 31, 2019 - Sunday, May 30, 2021'. The 'Requested' field is set to '1'. The 'Confirm' field is also set to '1', with a green arrow pointing to it from a blue box labeled 'Step 1'. Below the 'Confirm' field is a large empty text box for 'Comment'. At the bottom of each cohort section are 'Confirm' and 'Reject' buttons, with a green arrow pointing to the 'Confirm' button from a blue box labeled 'Step 2'. Below the 'Confirm' button, it says '0 allocated out of confirmed'. At the top right of each cohort section are 'Details' and 'Student Ranking' buttons.

On the right side of the interface is a calendar for January 2020. The calendar shows dates from 1 to 31. The dates 5, 19, 22, and 23 are highlighted in blue. Below the calendar, there are two dates listed: '1/6/2020' and '1/20/2020'. Below '1/6/2020' is the text 'MSW 1 2020 starts' and 'First Day of Spring Semester Classes and Field Practicum'. Below '1/20/2020' is the text 'Martin Luther King Day Observed (University ...)'.

On the left side of the screenshot, there are three blue boxes labeled 'Step 1', 'Step 2', and 'Step 3'. 'Step 1' points to the 'Confirm' field, 'Step 2' points to the 'Confirm' button, and 'Step 3' points to the 'MSW II 2020-2021' cohort section.

Step 1: Edit this box to confirm the specific number of students you would like to request (or are willing to consider) for the placement group

Step 2: Select the “confirm” button

Step 3: Complete Steps 1 & 2 for each student cohort listed