



Sonia Online *for Students*: NLU's Field Experience Placement Portal



National Louis University
National College of Education



Sonia Online for Students



Welcome to **Sonia** : NLU's Internship and Field Experience Placement Portal



Click on one of the options below to access the portal for your program:

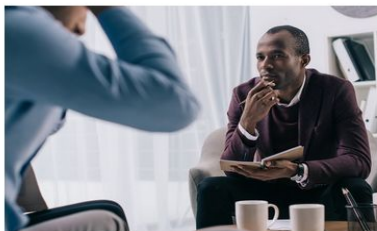
(Graduate and Undergraduate Education Majors should select "Office of Field Experience", all other Undergraduate Majors should select "Career Bridge")

- › [Career Bridge](#)
- › [Office of Field Experience: BA & MAT Educator Preparation](#)
- › [Educational Leadership Programs \(IL and FL\)](#)
- › [School Psychology](#)

How to Access Sonia

1. Go to <https://sonia.nl.edu/>
2. Click on "Office of Field Experience: BA & MAT Educator Preparation"

Portal



Click on one of the options below to access the portal for your program:

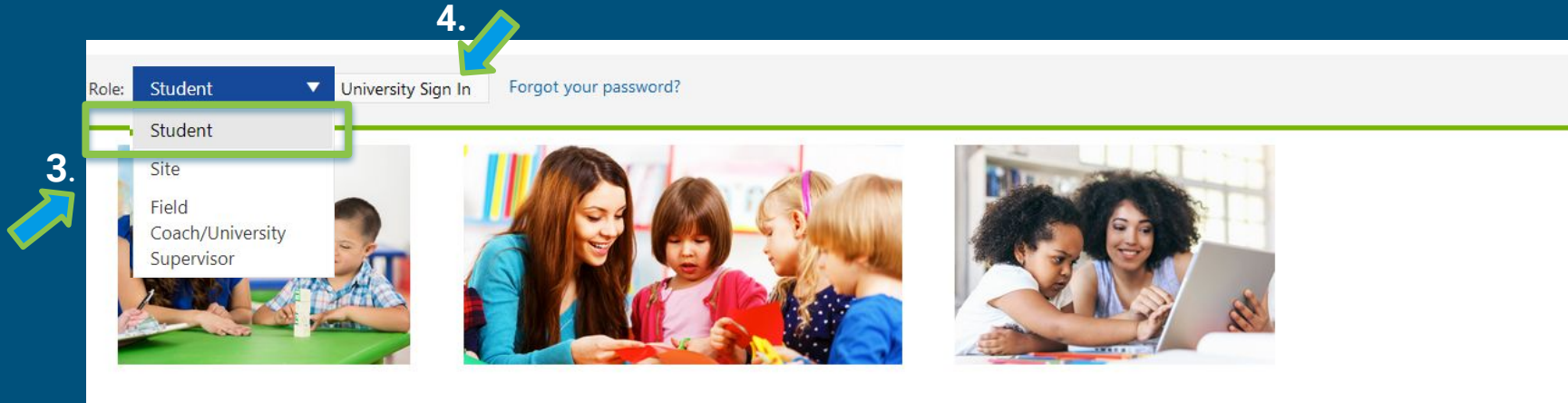
(Graduate and Undergraduate Education Majors should select "Office of Field Experience", all other Undergraduate Majors should select "Career Bridge")

- > Career Bridge
- > Educational Leadership Programs (IL and FL)



- > Office of Field Experience: BA & MAT Educator Preparation
- > School Psychology

How to Access Sonia



3. Select "Student" from Role dropdown
4. Click "University Sign In"
5. You will be directed to an NLU login screen
6. Enter your username and password (same as your NLU Portal login)

Placements

The screenshot shows the 'Placements' tab selected in a navigation bar. Below the navigation bar, there is a card for 'Fall 2021 MAT ELE Practicum 2'. The card includes a red 'Details' button with a magnifying glass icon. Below the card, there is a calendar for September 2021. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates (1 through 18). The card text reads: 'Dirksen Elem School (Chicago Public Schools (CPS) SD 299) | 2nd Grade | Special Education | 9/20/2021 - 12/19/2021 (Monday, Tuesday, Wednesday, Thursday, Friday)'.

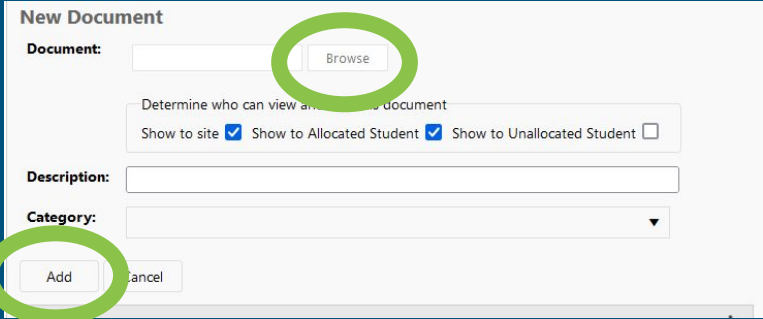
In the **Placements** tab, you can view all of your placement details. Click the red **Details** button to access a full record (see above). This is also where you will upload your **lesson plans** and any additional documents. (see below). Locate the *Documents* section, click the **+** symbol to add a document.

The screenshot shows the 'Documents' section of a web application. There is a green circle with a white plus sign (+) inside it, and a blue arrow pointing to it. Below the 'Documents' section, there is a 'Links' section. The 'Documents' section also includes a sub-section for 'Observation Forms' and an 'Allocation information' section.

Placements: Adding Documents

1. After clicking the + symbol, click *Browse* to locate your document (i.e. lesson plan) on your computer/device.
2. From the Category menu, select *Field Experience Documents* from the dropdown
3. Click *Add* to complete the process. The document will appear under the *Field Experience Documents* tab.

1

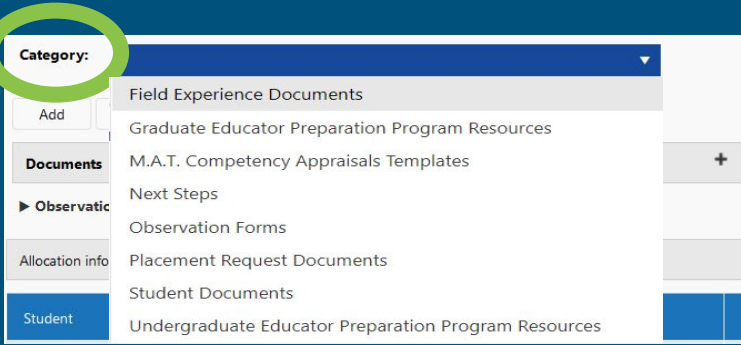


The 'New Document' form contains the following fields and controls:

- Document:** A text input field with a 'Browse' button circled in green.
- Determine who can view and edit this document:** A section with three checkboxes: 'Show to site' (checked), 'Show to Allocated Student' (checked), and 'Show to Unallocated Student' (unchecked).
- Description:** A text input field.
- Category:** A dropdown menu.
- Buttons:** 'Add' and 'Cancel' buttons at the bottom, with the 'Add' button circled in green.

3

2

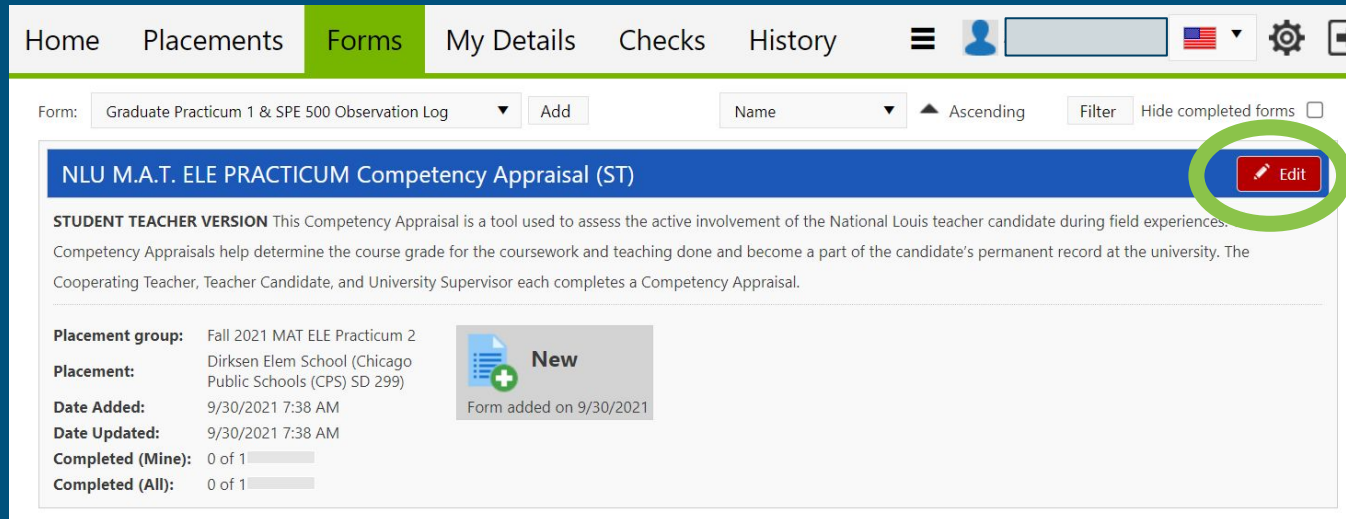


The 'Category' dropdown menu is open, showing the following options:

- Field Experience Documents (selected and circled in green)
- Graduate Educator Preparation Program Resources
- M.A.T. Competency Appraisals Templates
- Next Steps
- Observation Forms
- Placement Request Documents
- Student Documents
- Undergraduate Educator Preparation Program Resources

Forms: Competency Appraisals

All competency appraisals will be housed under the **Forms** tab. Each appraisal will have the placement details shown to ensure you are selecting the correct one. You will complete the forms labeled **(ST)** for Student Teacher. Click the **Edit** button to the right to view or edit the form. Appraisal progress can be saved and the submit button at the end finalizes.



The screenshot shows a web application interface with a navigation bar at the top containing links: Home, Placements, **Forms** (highlighted in green), My Details, Checks, and History. To the right of the links are icons for a menu, a user profile, a language selector (US flag), settings, and a share icon.

Below the navigation bar, there is a section for 'Form: Graduate Practicum 1 & SPE 500 Observation Log' with an 'Add' button. To the right, there are filters for 'Name', 'Ascending', and a 'Filter' button. A checkbox for 'Hide completed forms' is also present.

The main content area displays a table with one row titled 'NLU M.A.T. ELE PRACTICUM Competency Appraisal (ST)'. The 'Edit' button in this row is circled in green. Below the table, there is a description of the 'STUDENT TEACHER VERSION' of the appraisal, stating it is used to assess the active involvement of the National Louis teacher candidate during field experiences. It also mentions that competency appraisals help determine the course grade for the coursework and teaching done and become a part of the candidate's permanent record at the university. The Cooperating Teacher, Teacher Candidate, and University Supervisor each completes a Competency Appraisal.

Below the description, there is a section for 'Placement group: Fall 2021 MAT ELE Practicum 2'. Under this, the 'Placement:' is listed as 'Dirksen Elem School (Chicago Public Schools (CPS) SD 299)'. The 'Date Added:' and 'Date Updated:' are both '9/30/2021 7:38 AM'. The 'Completed (Mine):' and 'Completed (All):' are both '0 of 1'.

To the right of the placement details, there is a 'New' button with a plus icon and a note 'Form added on 9/30/2021'.

Additional Resources

With the long-term end goal of transitioning most of our field experiences related resources to one location, Sonia will house many of these documents and links in the sections of the **Home** tab shown below.



NATIONAL
LOUIS
UNIVERSITY
1886

HomeStudentsPlacementsFormsMy DetailsHistoryDocumentsCalendar

 Brian Morris

Welcome Brian Morris



Documents

▼ Graduate Educator Preparation Program Resources

 Office-of-Field-Experiences-MAT-Handbook.pdf

 SCHOOL OF TP COMMON Observation Form mobiledevicefriendly 2020-2021.pdf

► Undergraduate Educator Preparation Program Resources

Links

 NLU Academic Calendars

NLU's Office of Field Experience for Students in Graduate and Undergraduate Educator Preparation

For additional support for
Sonia-related technical issues, please
contact:

ofesupport@nl.edu