



# Sonia User Guide – Viewing Mentoring Allocations

## For Students:

Within the Placements tab you will be able to see all study periods, called placement groups. When you request mentoring for a study period, the allocations will appear here.

If you do not yet have a mentor assigned to the subject, or the contract has not been finalised, request will not appear. For example Karnkanthi Semester 2, 2018 has a pending approval subject (below).

You can see further information, by clicking on the “Details” icon for each study period.

Home

Placements

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Outstanding Checks

Australian Aboriginal or Torres Strait Islander Descent

Karnkanthi Semester 1, 2019

Details

IAP1000 - Physical Education (IAP 1000 - Introductory Academic Program) | 25/01/2019 - 5/07/2019

Course allocation is pending approval

IAP1000 - Physics (IAP 1000 - Introductory Academic Program) | 25/01/2019 - 5/07/2019

IAP1000 - English (IAP 1000 - Introductory Academic Program) | 25/01/2019 - 5/07/2019

IAP1000 - Mathematics (IAP 1000 - Introductory Academic Program) | 25/01/2019 - 5/07/2019

Karnkanthi Semester 2, 2019

Details

IAP1000 - Mathematical Methods (IAP 1000 - Introductory Academic Program) | 6/07/2019 - 1/12/2019

Course allocation is pending approval

IAP1000 - Physics (IAP 1000 - Introductory Academic Program) | 6/07/2019 - 1/12/2019

IAP1000 - English (IAP 1000 - Introductory Academic Program) | 6/07/2019 - 1/12/2019 (Monday, Tuesday, Wednesday, Thursday, Friday)

You are able to see the name of your mentor (termed WY Mentor), their contact details and the number of Hours (Actual Duration) you have been allocated.

Semester 2, 2018

Details

✕ Outstanding Checks

Declaration

Area: ITAS

Expected Duration: 2.00 Hours

Chemistry IA (Vet Bio)

Address: [Get directions](#)

Days: Monday, Tuesday, Wednesday, Thursday, Friday

WY Mentors (previously Supervisors):

Supervisor, Steve Email: [stephanie.zientara@adelaide.edu.au](mailto:stephanie.zientara@adelaide.edu.au)

Placement

Actual Duration: 30.00 Hours

+ Add new note

Refresh

Note	Date Updated	Updated By
No data		

Documents

+

Links

+

## For Mentors:

Within the Placements tab you will be able to see all study periods, called placement groups. If you have been allocated a student to mentor for the study period the allocations will appear here. You will not be able to see your student's information until your CAPS contract has been accepted.

If you click on the study period and the course by clicking the red details icon, you can view further information.

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✕ Outstanding Checks

Academic Transcript  
Resume/CV  
Drivers Licence/Passport

Semester 2, 2018

ARTS- painting and stuff  
Dates: Monday, 23 July 2018 - Friday, 30 November 2018  
1 allocated, 1 unapproved

Details

TEST Semester 2, 2018

ARTS- painting and stuff  
Dates: Monday, 23 July 2018 - Friday, 30 November 2018  
1 allocated, 1 unapproved

Details

TEST Semester 2, 2018

Biology I: Molecules, Genes & Cells (Vet Bio) (SCIENCE AREA)  
Dates: Monday, 23 July 2018 - Wednesday, 7 November 2018  
0 allocated

Details




Semester 2, 2018

Biology I: Molecules, Genes & Cells (Vet Bio) (SCIENCE AREA)  
Dates: Monday, 23 July 2018 - Wednesday, 7 November 2018  
0 allocated

Details

You are able to see the students allocated for you for that course, their details, the duration of the contracts. You will only be able to see the students allocated to you. Under the WY Mentors you will be able to see the names of all the mentors for that course.

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Supervisor, Steve   

Semester 2, 2018

Chemistry IA (Vet Bio)


Address:

Students: Student, Steve Email: [stephanie.zientara@adelaide.edu.au](mailto:stephanie.zientara@adelaide.edu.au)

WY Mentors (previously Supervisors): Supervisor, Steve Email: [stephanie.zientara@adelaide.edu.au](mailto:stephanie.zientara@adelaide.edu.au)

Documents + Links +

Allocation information

Student	Duration	Grade	Approved	
Student, Steve	30.00			<a href="#">View</a>

Click “View” tab on the right lower coner to see more information including the contract number for this allocation. If you have not accepted the contract in CAPS you will see “Mentor to accept contract on CAPS”.

Semester 2, 2018

DetailsPlacement

General details

Area: ITAS  
Expected Duration: 2.00 Hours  
Date: Monday, 23 July 2018 - Friday, 30 November 2018

Student details

Student, Steve Email: stephanie.zientara@adelaide.edu.au

Results

Actual Duration: 30.00 Hours  
Item

Other

Contract Number:  
123

Alternatively, you can view your students within the “Students” tab.

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Steve Supervisor

StudentsTimesheets

WY Mentor Students

Hide placements before 27/08/2018Show Students

Save LayoutClear Layout

	Student Id	First Name	Last Name	Placement group	Course	Date ^	Shift	Area	Course	Semester	Year	WY Mentors	Mentors	Positions	
<input type="checkbox"/>	333333	Daffy	Duck	Semester 2, 2018	ARTS- painting and stuff	23/07/2018 - 30/11/2018		ITAS	BUSINESS	Semester 2	2018	<input type="checkbox"/> Steve Supervisor			View
<input type="checkbox"/>	1220745	Steve	Student	Semester 2, 2018	Chemistry 1A (Net Bio)	23/07/2018 - 30/11/2018		ITAS	ALL_STUDENTS	2018 Semester 2	2018	<input type="checkbox"/> Steve Supervisor			View