

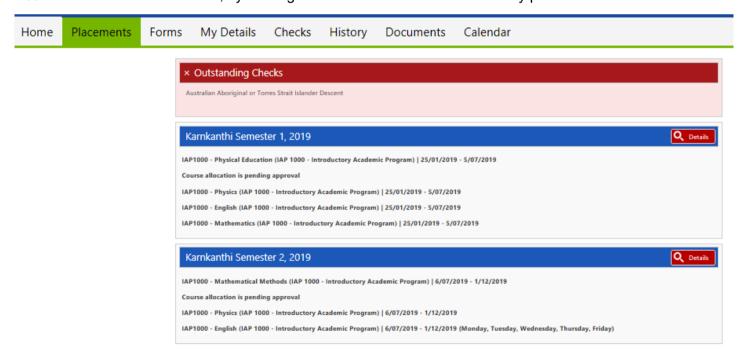
Sonia User Guide – Viewing Mentoring Allocations

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.



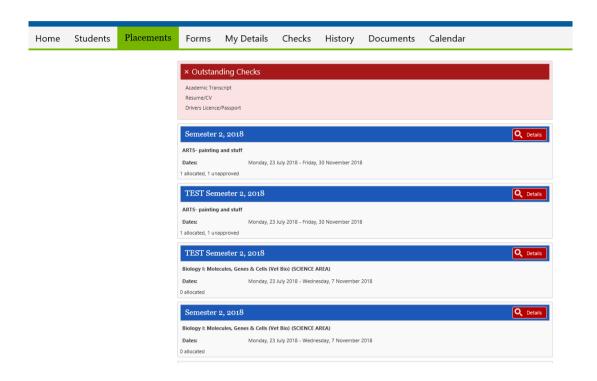
You are able to see the name of your mentor (termed WY Mentor), their contact details and the number of Hours (Actual Duration) you have been allocated.



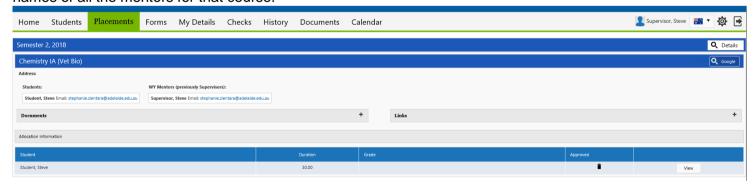
For Mentors:

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.

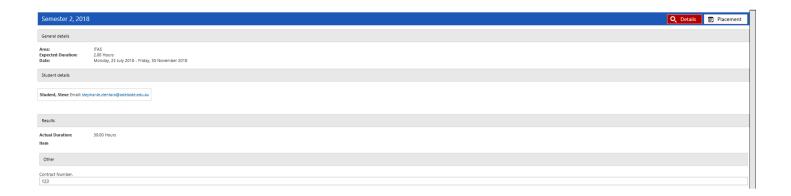
If you click on the study period and the course by clicking the red details icon, you can view further information.



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.



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".



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

