



Sonia User Guide – WYAMP Student Extra Forms

Students are able to self-allocate some forms, to complete themselves.

These forms are:

- Mentoring Application Amendment form – used to either change the requested subject for tutoring (either due to change in enrolments, circumstances or no longer needing mentoring) or to opt into tutoring after previously opting out.
- Change of Mentoring Hours form – this form is used to request additional mentoring hours to cover a supplementary or replacement assessment/examination, or health related issues.

Below the process for filling out the forms will be outlined.

How to self-allocate a form

Go to the forms tab and from the drop down menu select the appropriate form then add. The form will then appear in your list.

Mentoring Application Amendment form

Select the appropriate placement group from the drop down menu and leave the course blank.

The settings should look like this.

The screenshot shows the 'WYAMP - Student Application Ammendment' form. At the top, there is a blue header bar with the title and 'Delete' and 'Edit' buttons. Below the header, the form is titled 'Student Application'. It contains a 'Placement group' dropdown set to 'Semester 2, 2018', a 'Placement' dropdown, and a 'Date Added' field showing '8/03/2019 2:41 PM'. There are also progress bars for 'Completed (Mine): 0 of 1' and 'Completed (All): 0 of 2'. A 'New' button with a plus icon and the text 'Form added on 8/03/2019' is visible.

Edit the form and submit.

Change of Mentoring Hours form

If you have an additional or replacement assessment Select the appropriate placement group, and the appropriate course from the drop down menus. If you have a disability support plan select the placement group only.

The screenshot shows the 'WYAMP - Student Additional Mentoring Hours Application' form. It has a blue header bar with the title and 'Delete' and 'Edit' buttons. The form is titled 'Student Application'. It features a 'Placement group' dropdown set to 'Semester 2, 2018', a 'Date Added' field showing '8/03/2019 2:41 PM', and a 'Date Updated' field showing '8/03/2019 2:41 PM'. There are also progress bars for 'Completed (Mine): 0 of 1' and 'Completed (All): 0 of 2'. A 'New' button with a plus icon and the text 'Form added on 8/03/2019' is visible.

This screenshot shows the same 'WYAMP - Student Additional Mentoring Hours Application' form, but with the 'Placement' dropdown menu open, showing 'Semester 1 2019' and 'Semester 2'. The 'Placement' field is now set to 'Semester 2, 2018'. The 'Date Added' and 'Date Updated' fields both show '8/03/2019 2:41 PM'. The progress bars and 'New' button remain the same.

Edit the form and submit.

If you require additional hours because of a Disability Support Plan (DSP) via the Documents tab upload a copy of your documentation. Select the correct category and within the description box write “your name disability support plan”.

The screenshot shows the 'WYAMP - Student Additional Mentoring Hours Application' form with the 'Documents' tab selected. The 'Document' field is empty, and the 'Browse' button is visible. Below it, there are checkboxes for 'Determine who can view and edit this document' with options 'Show to course (previously site)' and 'Show to my mentor (previously supervisor)'. The 'Description' field is empty. The 'Category' dropdown is set to 'Disability Support Plan'. At the bottom, there are 'Add' and 'Cancel' buttons. Below the form, there is a 'Documents' section with a plus icon.