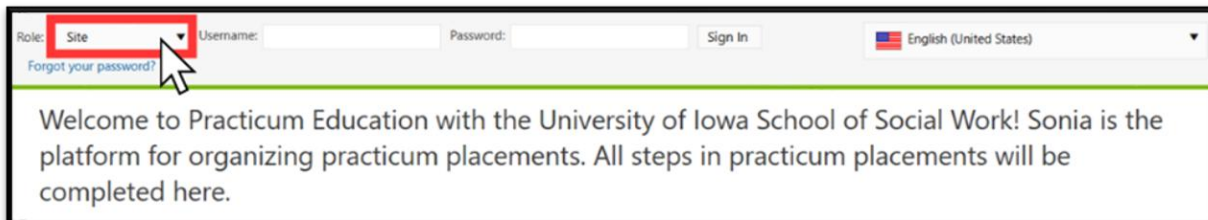


Completing Forms

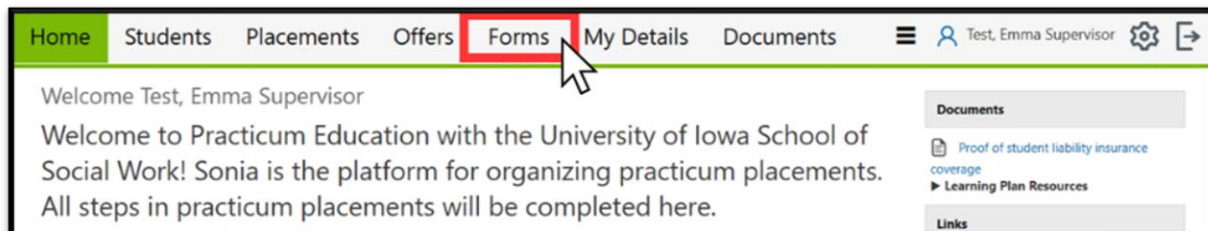
For questions and additional troubleshooting, contact ssw-practicum@uiowa.edu.

1 Log in to [Sonia Online](#)

- Make sure “Site” is selected for your role.
- You’ll land on the home screen after logging in as a supervisor.



2 Click “Forms” Tab



3 Opening a Form

- Forms are automatically assigned for each student.
- To open a form, click the **document (paper) icon** next to the student’s name.

Form Name	Category	Placement group	Site	Preferred Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
Form Name	Category	Placemen	Site	Preferre	Last N			Compl	Compl	
Pre-Placement: Off-Site Practicum Instructor	Student Forms	BASW Generalist Fall 2026 Spr 2027	Test Site	Emma Student	Test	6/29/2026 9:51 AM	7/31/2026 12:00 AM	0 of 1	0 of 3	

4 Filling Out a Form

- Click inside a text box to begin.
 - A **bold outline** will appear when selected.
 - You can only edit fields that display a **pencil (edit) icon**.
- Some fields may be pre-filled.
 - Review these fields carefully to confirm the information is correct.
 - If any pre-filled information is incorrect, please contact ssw-practicum@uiowa.edu.
- Fields marked with a **red asterisk (*)** are **required** and must be completed before submitting.

Organization Information	
Organization Name: Test Site	Organization Address:
Does this organization provide mileage reimbursement for practicum students? ☐ Yes ☐ No ☐ Unsure	If mileage reimbursement is offered, at what rate?
Does this organization provide a stipend for practicum students? ☐ Yes ☐ No ☐ Unsure	If a stipend is offered, what is the amount?

5 Saving and Submitting Forms

Buttons Overview

- Save Draft**
 - Saves your work without submitting
 - Allows you to return later and continue editing
- Submit**
 - Finalizes and sends the form
 - Located to the right of "Save Draft"

Save Draft

- You can **save your progress at any time** by clicking the appropriate **"Save Draft"** button for your role at the bottom of the document.
- Forms remain **editable until submitted**. To reopen and continue working on a document, follow the instructions for opening and filling a form.

Save Draft	Practicum Instructor Signature
Save Draft	Site Supervisor Signature

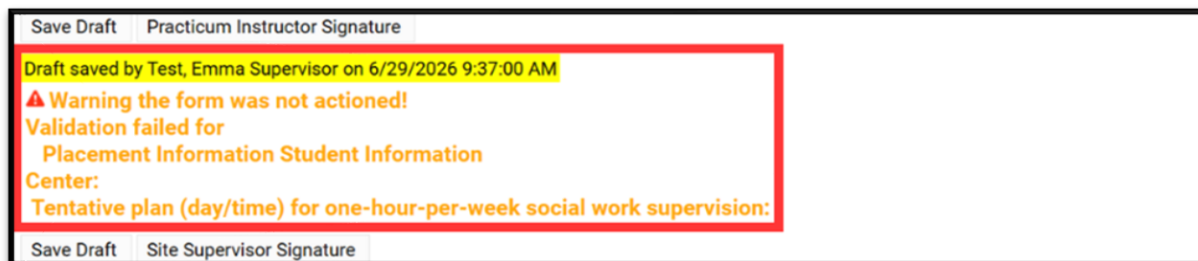
Save Draft	Practicum Instructor Signature
Draft saved by Test, Emma Supervisor on 6/29/2026 9:36:45 AM ✓ Form saved	
Save Draft	Site Supervisor Signature

Final Submit

- When finished, click the appropriate **“Submit”** or **“Signature”** button for your role.



- If required fields are missing, you will see **red error messages** below the **“Save Draft”** button.



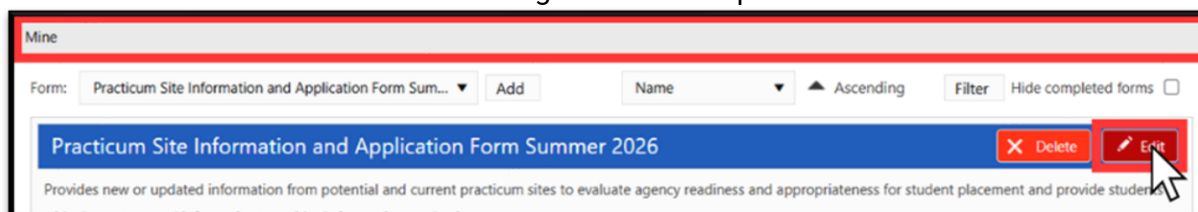
- After submission, a timestamp labeled **“Actioned”** will appear to confirm your form was successfully submitted.



6 Additional Notes About Forms

Forms Assigned Only to You

- These appear in the **“Mine”** section.
- The form name will be displayed in a **blue bar**.
- Click the **red “Edit” button** on the right side to complete the form.



Multi-User Forms (Respondent Role)

- If you are completing a form with others, it will appear in the **“Students”** section.
- Click the **paper icon** next to the student's name to access the form.

