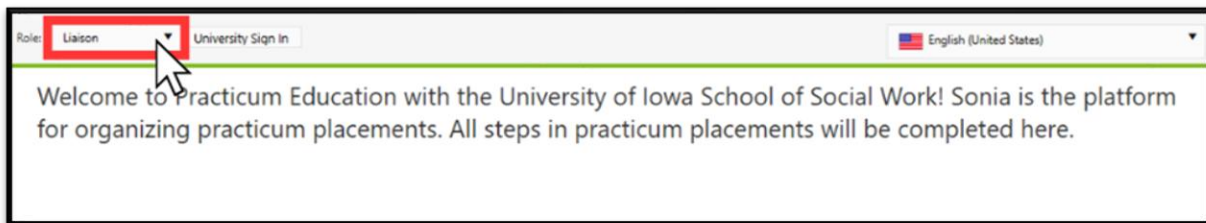


Using Form Self-Selection

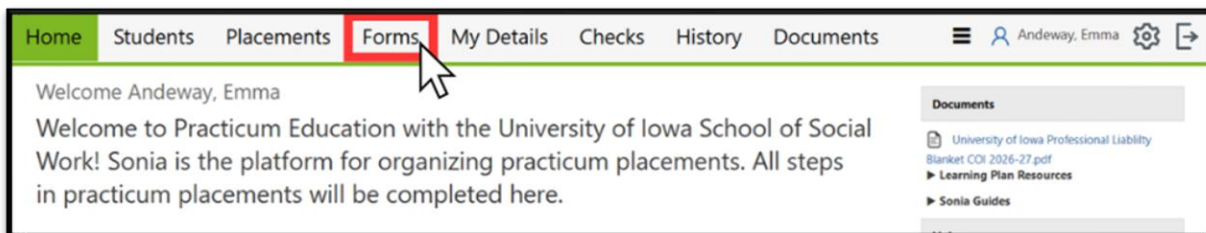
For questions and additional troubleshooting, contact ssw-practicum@uiowa.edu.

1 Log in to [Sonia Online](#)

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

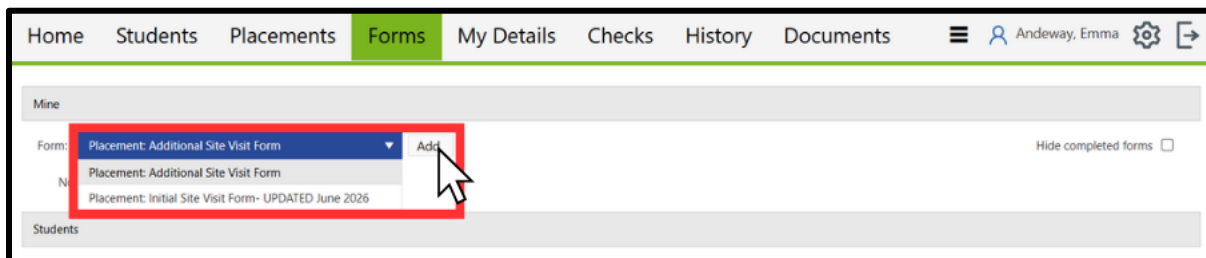


2 Click “Forms” Tab



3 Click Form Self-Selection Drop-Down

- Forms available for self-selection will be listed.
- Select the appropriate form and click “Add”.



4

Click Placement Group Drop-Down

- Select the appropriate Placement Group or practicum type.

Mine

Form: Placement: Additional Site Visit Form Add Successfully added form Name Ascending Filter Hide completed forms

Placement: Additional Site Visit Form Delete Edit

Category: Student Forms

Placement group: [Dropdown Menu]

Date Added: Form added on 8/14/2026

Date Updated:

Completed (Mine):

Completed (All):

Students

Liaison Students

Hide Completed Placement groups Hide Completed (Mine)

5

Click Student Drop-Down

- Select the appropriate student.

Mine

Form: Placement: Additional Site Visit Form Add Name Ascending Filter Hide completed forms

Placement: Additional Site Visit Form Delete Edit

Category: Student Forms

Placement group: Test Generalist Practicum

Student: [Dropdown Menu]

Date Added: Form added on 8/14/2026

Date Updated:

Completed (Mine):

Completed (All):

6

Edit Form

- The form will now be listed under Liaison Students forms.
- Click on the document icon to complete the document.

Liaison Students

Hide Completed Placement groups Hide Completed (Mine)

Save Search Delete 'Search'

Refresh

Form Name	Category	Placement group	Site	Preferred Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
Placement: Additional Site Visit Form	Student Forms	Test Generalist Practicum	Test Site	Emma Student	Test	8/14/2026		0 of 1	0 of 1	