

How to lodge placement preferences on SONIA

- Go to <http://sonia3.usq.edu.au/Sonia>, select 'Faculty of Education' from the drop down box and click 'go'. Choose student as the 'role' from the drop down box on the left hand side (note that no login boxes will disappear) then click the 'sign in' button. You will be taken to the UConnect login page, login in as normal using your USQ username and password. Once you have logged in you will be taken to your 'home page' in SONIA.
- From the 'Faculty Home' page select the 'My Home' tab
- Check that your current course is displayed below the orange heading 'Your placements this year'. If your current course is not displayed, please contact the [Professional Experience Office](#).
- Important dates are displayed on the right hand side of your 'My Home' page. Check that the current date is inside the preference entry open dates.
- Click on your current course to go your Placement Group Details.
- From the 'Placement Group Details' tab, select the 'Site Preferences' tab.
- In the 'Site Preferences' section, you will have five preference slots to fill. Click the green button beside a preference slot to show a list of available sites.
- Click the triangle to the left of the site name to see a list of available groups or classes.
- To select a class as your preference, click the green button beside it.
- Continue in this way until all of your preferences have been filled. You should only select preferences for sites you would be prepared to attend and sites where you do not have a conflict of interest. More information on conflict of interest is available in the [Professional Experience Guidelines](#) booklet.
- To change a preference, click on the red cross to remove your preference then repeat the selection process.
- When you are happy with the preferences you have chosen, click the 'Save' button to the bottom right hand corner of the preferences box to save your preference selections.
- Your preferences have now been registered.
- Note: you will not be able to add preferences if the university does not have current Blue Card details on file for you. If you need to add your preferences but have a red error box on your 'My Home' page with a Blue Card reminder, please contact the [Professional Experience Office](#).

How to see your confirmed placement details on SONIA

- Log in to UConnect and then navigate to the [SONIA Placement System](#).
- From the 'Faculty Home' page select the 'My Home' tab.
- Check that your course is displayed below the orange heading 'Your placements this year'. If your current course is not displayed, please contact the Professional Experience Office.
- Click on your current course to go to your Placement Group Details.
- The site where you have been allocated will be listed under the orange heading 'Allocation information'.
- Click on the green arrow to see your placement information in detail including contact details for your site coordinator and USQ liaison as well as your mentor's name and teaching year/subject.