Viewing Student information Tip Sheet

1. Click on the "Students" tab:

The University of Kansas

Home **Students** Placements Forms My Details Documents
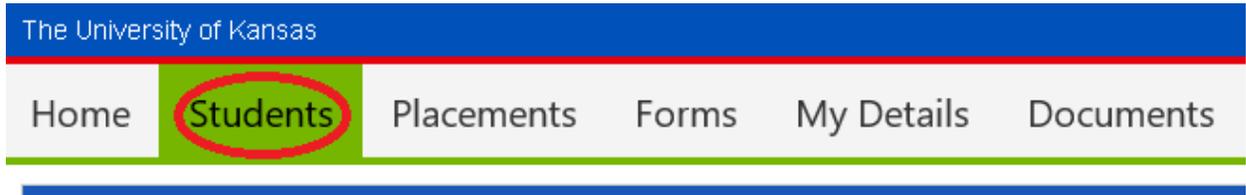
2. You will see a listing of the students you are currently connected to in our system:

Current Students

Hide placements before 8/23/2017 | Show Students | ✉ Send Email

	First Name	Last Name	Cell phone	Agency	Date ▲	School	Shift	Area	Course	☐ Field Liaisons	☐ Field Instructors	
	First N.	Last N.	Cell phone	Ag	Date	School	Shift	Area	Course			
☐	Jennifer	A. Marsh	785-555-5555	A Test Agency #1	8/21/2017 - 4/20/2018	School of Social Welfare		BSW	Basic Field Practicum	☐ Jennie A. Marsh		View
☐	Kit	Cole TEST		A Test Agency #1	8/21/2017 - 4/20/2018	School of Social Welfare		MSW			☐ Kit Cole TEST	View

3. From this snapshot, you can see basic contact information, as well as the Field Liaison assignment:

	First Name	Last Name	Cell phone	Agency	Date ▲	School	Shift	Area	Course	☐ Field Liaisons	☐ Field Instructo
	First N.	Last N.	Cell phone	Ag	Date	School	Shift	Area	Course		
☐	Jennifer	A. Marsh	785-555-5555	A Test Agency #1	8/21/2017 - 4/20/2018	School of Social Welfare		BSW	Basic Field Practicum	☐ Jennie A. Marsh	
☐	Kit	Cole TEST		A Test	8/21/2017 - 4/20/2018	School of		MSW			☐ Kit C

4. The Field Instructor field may be blank. In that case, it means that you are the only field instructor attached to that student in our system, as you wouldn't be able to see the student at all if you weren't attached to them:

Current Students

Hide placements before 8/23/2017 📅 Show Students

|	First Name	Last Name	Cell phone	Agency	Date ▲	School	Shift	Area	Course	☐ Field Liaisons	☐ Field Instructors	
	First N	Last N	Cell phone	Ag	Date	School	Shift	Area	Course			
☐	Jennifer	A. Marsh	785-555-5555	A Test Agency #1	8/21/2017 - 4/20/2018	School of Social Welfare		BSW	Basic Field Practicum	☐ Jennie A. Marsh		
☐	Kit	Cole TEST		A Test Agency #1	8/21/2017 - 4/20/2018	School of Social Welfare		MSW			☐ Kit Cole TEST	

If there is an additional name in that box, this means that both you and that person are connected to the student. Usually, this means they are a preceptor:

Hide placements before 8/23/2017 📅 Show Students

	First Name	Last Name	Cell phone	Agency	Date ▲	School	Shift	Area	Course	☐ Field Liaisons	☐ Field Instructors	
	First N	Last N	Cell phone	Ag	Date	School	Shift	Area	Course			
☐	Jennifer	A. Marsh	785-555-5555	A Test Agency #1	8/21/2017 - 4/20/2018	School of Social Welfare		BSW	Basic Field Practicum	☐ Jennie A. Marsh		
☐	Kit	Cole TEST		A Test Agency #1	8/21/2017 - 4/20/2018	School of Social Welfare		MSW			☐ Kit Cole TEST	

However, remember this does not mean you are not listed as the field instructor- you would not be able to see the student's information at all if you weren't connected!

5. To view more information about the placement, click the "View" button next to the student:

☐ Field Instructors

View
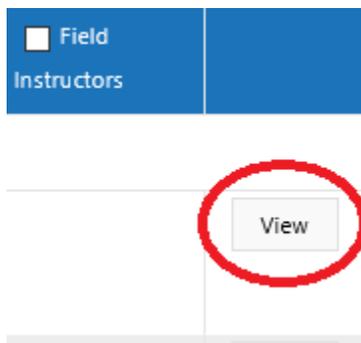
6. This tab will show you more information about the placement, including the information in Sonia about your agency. This information is the same as what you will find under the "Placements" tab:

A Test Agency #1

Address: 1545 Lilac Lane | Lawrence KS 66049 United States

Only want one student total, either BSW or MSW Clinical

Please provide a thorough description of the student learning opportunities available at your agency.

Learning opportunities here.. This would include a detailed exception of what the student will do in practicum.

Does your agency offer student stipends? If yes, please specify amount and criteria.
non

Does your agency have evening and/or weekend hours available? If so, please provide a description of the flexible hours available.
noNo weekend or evening hours available

You can actually update your agency information in this screen, or on the Placements tab. If you update the information, be sure to press the "Save" button at the bottom of the screen. This information will be updated for all placements at your agency, not just this student:


Student is expected to attend 2 day orier

Save

Please provide a thorough description of

7. After reviewing the agency information, you can scroll to the bottom of the page to view the student's contact information as well as the liaison:
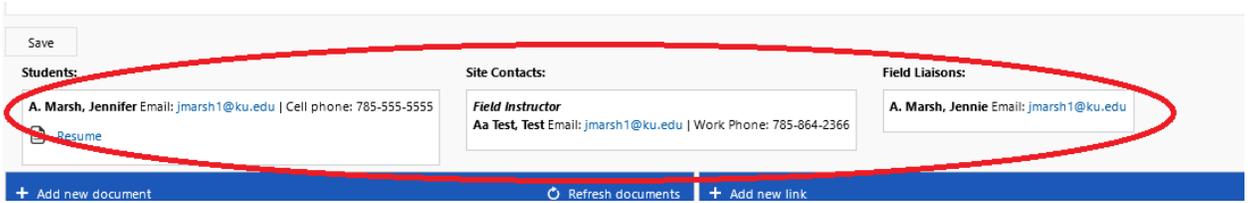
8. Also under each person's name are any documents associated with them. For example, in the case of the student, this is where you could find their resume or their Professional Writing Samples, once those are uploaded later in the semester:
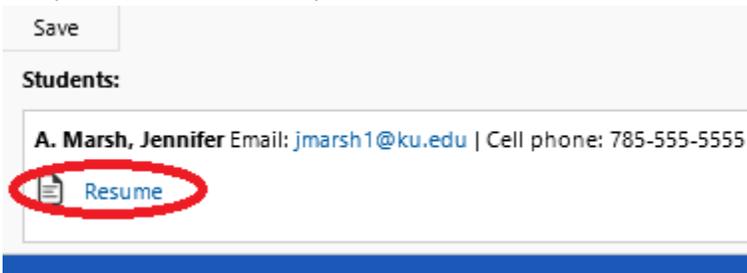
9. If you continue to scroll down the page, there is one more function to show you. If there is any information you want to provide students about where to go, where to park, etc., you can enter it in this section. Keep in mind, this will show up for any student with a placement at your agency, so only use this section for information that pertains to all:

Student information

Start [　　　　] 🕐 End [　　　　] 🕐

Meeting Place

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Parking

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Student Notes

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