How to Approve Hours in Sonia Online

1. Navigate to [https://ist-ssw-sonia.bu.edu/SoniaOnline](https://ist-ssw-sonia.bu.edu/SoniaOnline). Click on School of Education.
   - Note: You can only approve timesheets for students where you are listed as the program supervisor

2. Click on Program Supervisor and enter your username and password.
   - Username is your BU email address. If you do not have a BU email address, please use your personal email address

3. Click on Students. Only students who you are listed as a program supervisor for will show.
   - Sort Columns by clicking on a column header (e.g., last name, first name or date)
4. Click on Timesheets.

5. Check all timesheets that you would like to approve. Click Approve at the very bottom of the screen.
   - Bulk Approval: to approve student hours in bulk, click on the box to the left of Student ID to check all timesheets
   - All timesheets awaiting approval will be displayed. Scroll down to review them.

6. Log off on the top right corner once all timesheets are approved.