How to View an Individual Student's Hours

1. Log into Sonia Online.

2. Click the **Students** tab at the top.
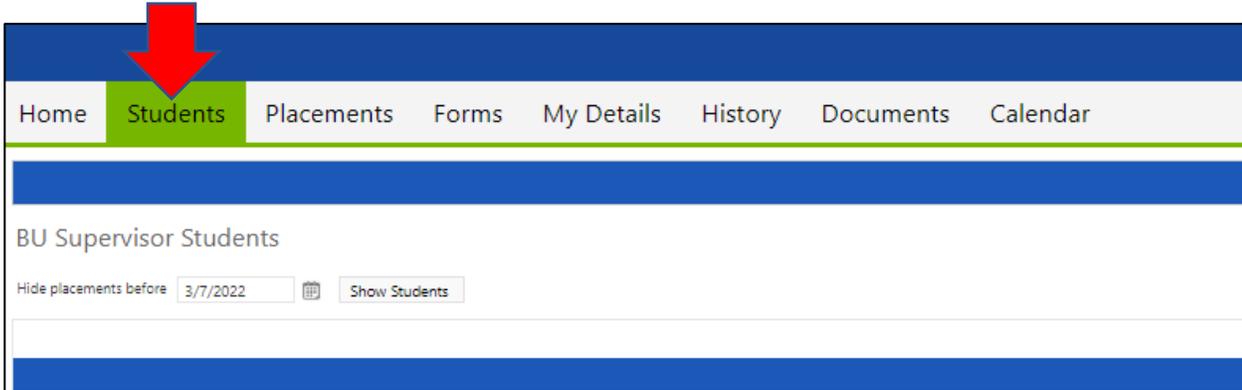
3. Select a student by clicking the box to the left of their name. The selected row will then be highlighted.

4. Click **View** to the far right of the selected row.

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5. Click Timesheets under the United States flag.
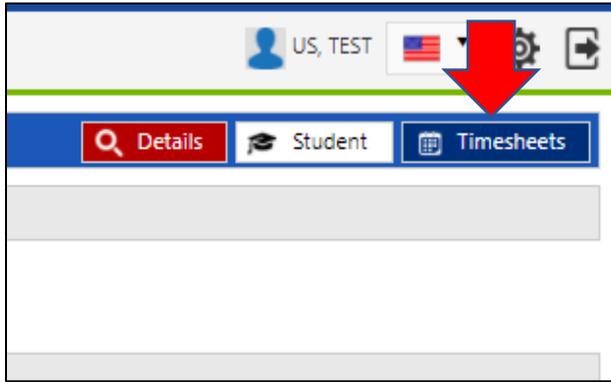
6. You will see **all** timesheets (regardless of status) for that individual student. You will also see the summary of totals at the bottom (i.e., Approved, Total Submitted, and Awaiting Approval).