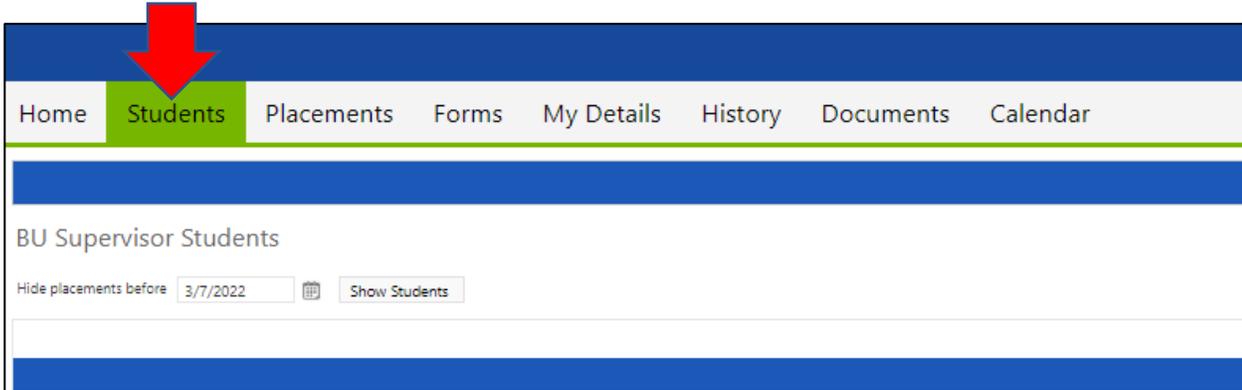


How to View an Individual Student's Hours

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.

The screenshot shows a table of student placements. A red arrow points to the checkbox in the first row, which is checked. The selected row is highlighted in blue. The table has columns for First Name, Last Name, Placement group, Site, Date, and Shift.

	First Name	Last Name	Placement group	Site	Date	Shift
<input checked="" type="checkbox"/>	Test	Student 2	TEST	TEST SITE 1	1/20/2022 - 5/4/2022	
<input type="checkbox"/>	Test	Student 1	TEST	TEST SITE 2	1/20/2022 - 5/4/2022	

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

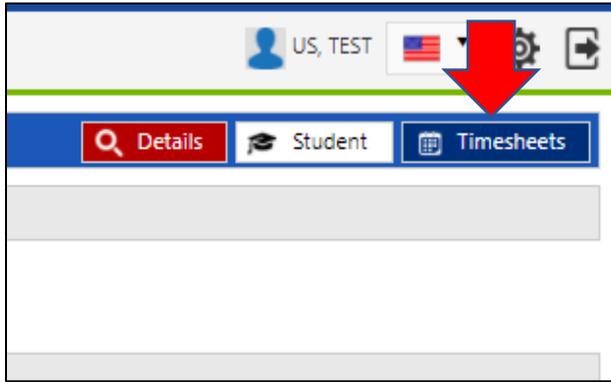
The screenshot shows the same table as above, but with a red arrow pointing to the 'View' button in the rightmost column of the selected row. The table has columns for Semester, Year, BU Supervisors, Site Supervisors, and Positions. The selected row is highlighted in blue.

	Semester	Year	BU Supervisors	Site Supervisors	Positions	
N	SPRG	2021	<input checked="" type="checkbox"/> TEST US	<input checked="" type="checkbox"/> TEST SS 1		View
JC	FALL	2020	<input type="checkbox"/> TEST US	<input type="checkbox"/> TEST SS 2		View
JC	FALL	2020	<input type="checkbox"/> TEST US	<input type="checkbox"/> TEST SS 1		View

3 items in 1 pages

GO TO NEXT PAGE

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).

Date	Duration	Unit	Activity	Attendance Status	Comment	Timesheet Status	Actions	Date Updated
Mon - 3/7/2022	6.00	Hours		Present		Approved ✓		3/7/2022 9:20
Fri - 3/4/2022	6.00	Hours		Present		Submitted >	✓ ▲ ⚠	3/7/2022 9:20
Thu - 3/3/2022	6.00	Hours		Present		Submitted >	✓ ▲ ⚠	3/7/2022 9:20
Wed - 3/2/2022	6.00	Hours		Present		Approved ✓		3/7/2022 9:20
Tue - 3/1/2022	6.00	Hours		Present		Approved ✓		3/7/2022 9:20

Totals					
Expected	Approved	Remaining	Total Submitted	Requires Resubmission	Awaiting Approval
0.00 Hours	18.00 Hours	-18.00 Hours	30.00 Hours	0.00 Hours	12.00 Hours

Activity Breakdown