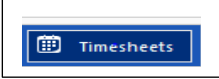



HOW TO approve A TEACH OUTREACH TIMESHEET ENTRY

1. Open SONIA ONLINE <https://sonia.newcastle.edu.au/SoniaOnline/School.aspx> (select School of Education)
2. Using your unique *username* and *password*, log in as a SITE.
3. Select the STUDENTS tab.
4. Select the TIMESHEETS button on the RIGHT 
5. Each entry that coincides with your records of **ATTENDANCE** please click the GREEN tick (to approve). 
6. Each entry that is **INCORRECT (i.e. the duration, Duration Unit or Attendance Status is incorrect)** click the BLACK U-arrow (this sends it back to the student to amend).

Please note that students will be directed to select only **HOURS** as “Duration Unit”, and that each attendance time is recorded decimally (i.e. 1 hour and 45 mins will be 1.75)