

# SONAR

## Beginners Introduction

# Getting started

*What is SONAR – An Acronym for:*

**S** – Student

**ON** – Online

**A** – Academic

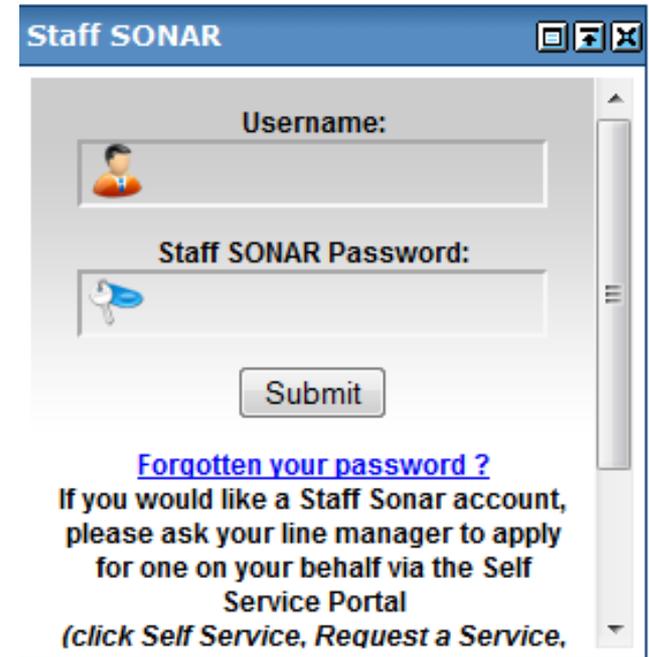
**R** – Record

SONAR is the University's custom built web interface into the student records system SITS



# Where is SONAR?

- SONAR is located in Portia the University's Portal
- It has its own channel on the home tab of Portia. You can log in via this box.

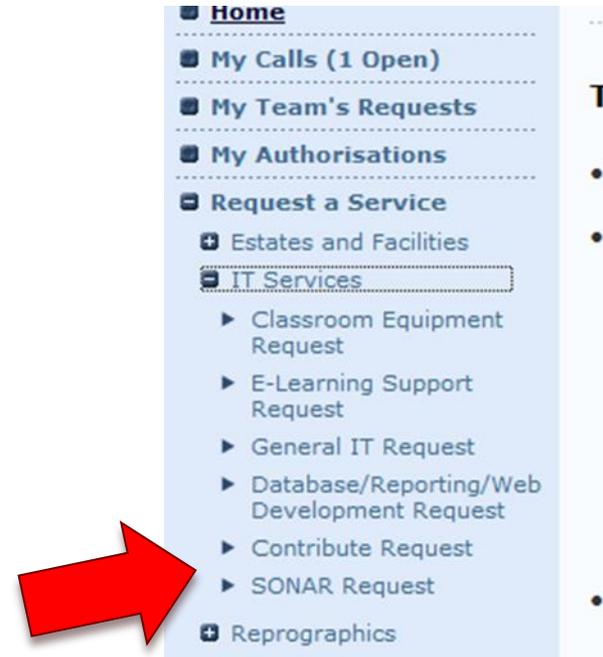


The image shows a screenshot of a web browser window titled "Staff SONAR". The window contains a login form with the following elements:

- A "Username:" label above a text input field with a person icon on the left.
- A "Staff SONAR Password:" label above a text input field with a key icon on the left.
- A "Submit" button below the password field.
- A link for "[Forgotten your password ?](#)".
- A paragraph of text: "If you would like a Staff Sonar account, please ask your line manager to apply for one on your behalf via the Self Service Portal (click Self Service, Request a Service, Request a Service)".

# Getting a SONAR account

- Your line manager needs to apply for an account on your behalf via the Self Service Portal



# Details needed:

Your Line Manager needs to give:

- Your Name, Job Title and University Network Username
- Explain the duties and student data required to do your role

Welcome to the SONAR Request facility.

Step: 1<sup>2</sup>34

**What is the name of the staff member?**

What is their job title and department?

What is their username (ie BReynold if their name is Burt Reynolds)?

[Previous Step](#)

The question, highlighted in red, requires your input.

[Next Step](#)

Welcome to the SONAR Request facility.

Step: 123<sup>4</sup>

Please explain briefly the duties of the staff member and student data required for their role.

[Previous Step](#)

[Next Step](#)

# SONAR Security Levels

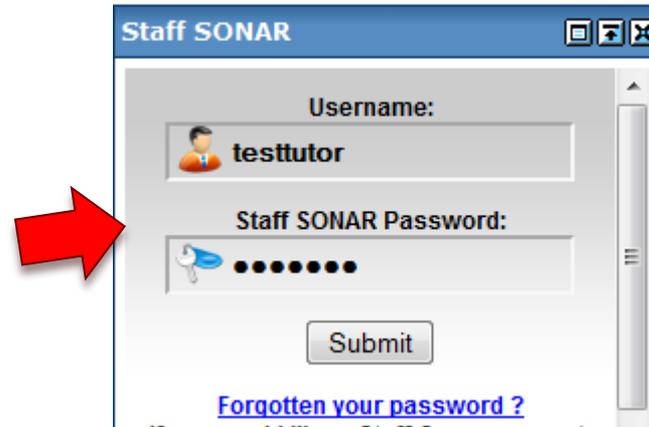
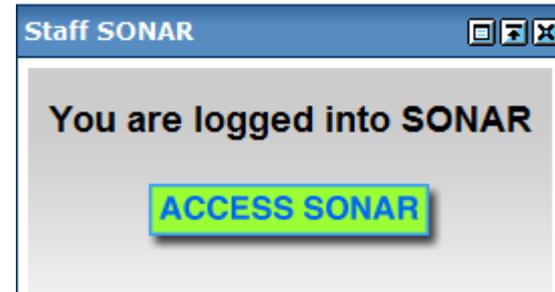
There are four levels of access to the Student side:

- **LEVEL 1** – See basic details of students
- **LEVEL 2** – Includes contact details for students and more information about their studies
- **LEVEL 3** – Adds additional contact and sensitive information
- **LEVEL 4** – Further information such as IT accounts statuses and student results

Access to Student Processing and Applicants is separate and controlled by Student Records and Admissions

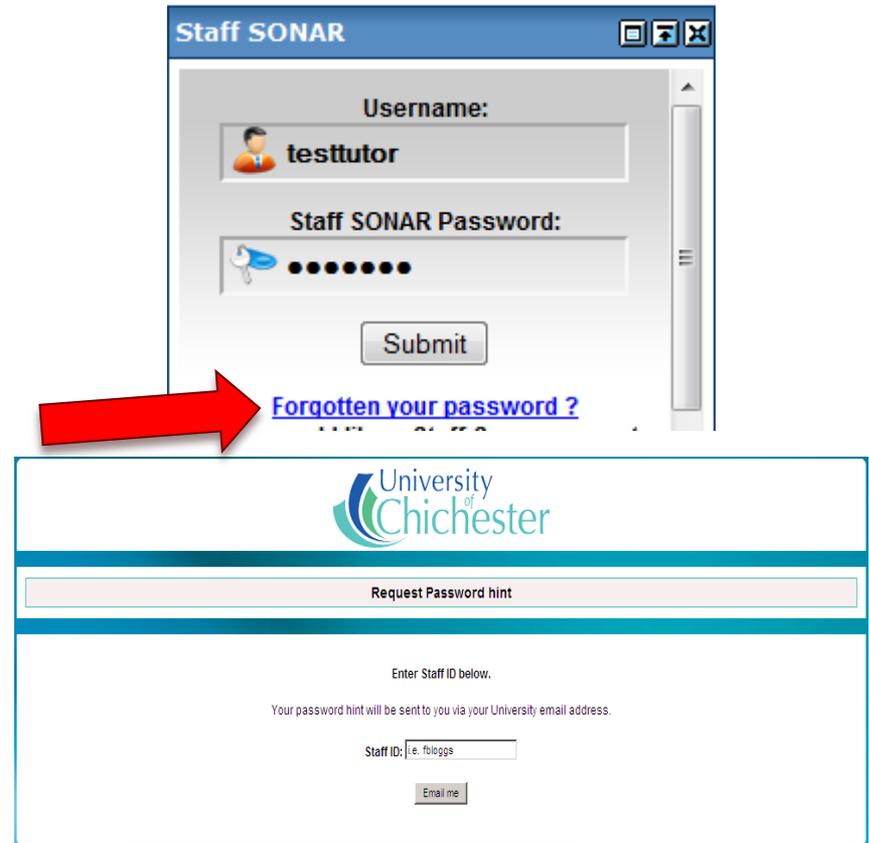
# Logging into SONAR

- You will be sent an email to your Portia account when your SONAR account is set up.
- You can then log in by going to the SONAR tab and entering your network id and password. After logging in select ACCESS SONAR



# Forgotten your password?

- If you forget your password go to the SONAR log in box and select the Forgotten your password link
- You will then be taken to Request Password hint screen.
- Enter your user name and select email me. You will be sent your password hint to your Portia email account. If you cannot remember your password from the hint, please log a call with the IT helpdesk to get your password reset.



The image shows two screenshots of the Staff SONAR system. The top screenshot is a browser window titled "Staff SONAR" with a login form. The form has a "Username:" field containing "testtutor" and a "Staff SONAR Password:" field with masked characters. A "Submit" button is below the password field. A red arrow points from the "Submit" button to a blue link labeled "Forgotten your password?".

The bottom screenshot is the "Request Password hint" screen. It features the University of Chichester logo at the top. Below the logo is a section titled "Request Password hint" with a light blue background. The text "Enter Staff ID below." is followed by "Your password hint will be sent to you via your University email address." Below this is a text input field for "Staff ID:" containing "floggs" and an "Email me" button.

# Using SONAR

- What can you use SONAR for?
  - How can it help you with your job?
    - Student search and information
    - Timetables
    - Module information
    - Reports
- 

# Student search and information

- Enter the Student Number if known, or the Surname and Forename and select find
- If there is more than one record with the search criteria a number of records may be returned
- Select the arrows at the bottom of the search screen to scroll through until you reach the required record

The screenshot shows the Staff SONAR interface. At the top left is the University of Chichester logo. The title 'Staff SONAR' is centered, and 'VERSION 2.1' is at the top right. Below the title, it says 'You are logged in as: Emma Cox. Sign out' and 'Academic Year: Students 2010 - Applicants 2010'. A navigation bar contains links for 'Students', 'Mod Feedback', 'Reports', 'Student Processing', 'Applicants', and 'Applicant Reports'. The main section is titled 'Student View' and contains a search form with fields for 'Stu No:', 'Surname:', and 'Forename:', and a 'Find' button. A note below the form says 'Please fill in your search criteria and click Find'.

Student links >> Accounts Institutional Address Courses Modules Home Address Label Term Address Label

The screenshot shows a student's personal details page. At the top right is a small profile picture of a student. The page is titled 'Personal Details' and contains the following information:

Stu No:	0105756	Surname:	WEB	DOB:	01/01/83
HESA ID:	0910820029634	Forename:	SALLY	Title:	MS
Site Base:	W	Disability / Additional Information:	<input checked="" type="checkbox"/>	Gender:	F
Next of Kin:	Big Ears	Child or General Student Visa:	<input type="checkbox"/>	Telephone no:	11111
Relationship:	Best Friend				
Term Time Address:	16 CAVENDISH ROAD BOGNOR REGIS WEST SUSSEX PO21 2JW 01243 827722	Home Address:	NODDY'S COTTAGE BIG EARS STREET TOY TOWN TT11 1TT 11111111, 11111111, 11111111111111111111		
University Email:	sweb1@chi.ac.uk Primary email for all University communication	Portia Expiry Date:	31-08-2011	Home Email:	J.PALMER@CHI.AC.UK Secondary contact email
Course:	Standalone Modules in MA Education	Route:	Standalone Modules in MA Education	Status:	Provisionally enrolled
				Level:	L1
				Block:	1
				Seq:	01
				Mode:	FT

At the bottom of the page, there is a 'Record:' label followed by navigation arrows and the text '2 of 13'. A red arrow points to the number '2'.

# Student search and information

- Displays:
  - Student personal details and contact information
  - All course and module information including students enrolment, timetable and results
  - Select the required students links to show more information

Student links >> Accounts Institutional Address Courses Modules Home Address Label Term Address Label

Personal Details

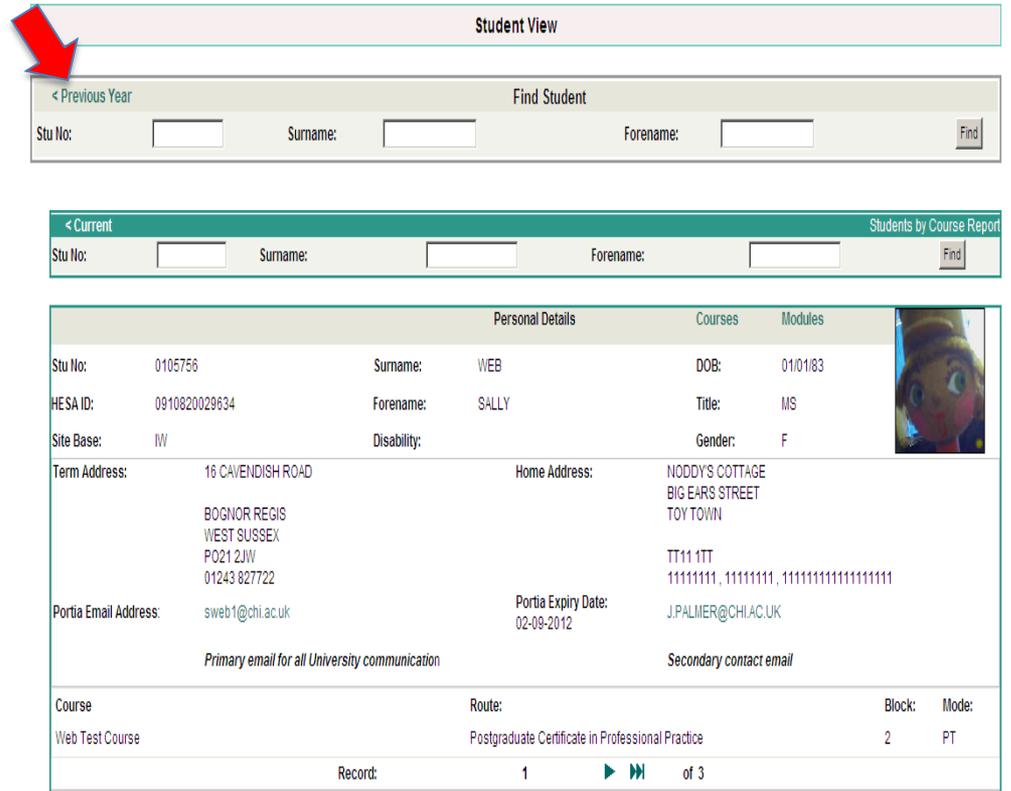
Stu No:	0105756	Surname:	WEB	DOB:	01/01/83	
HESA ID:	0910820029634	Forename:	SALLY	Title:	IMS	
Site Base:	IW	Disability / Additional Information:	<input checked="" type="checkbox"/>	Gender:	F	
Next of Kin:	Big Ears	Child or General Student Visa:		Relationship: Best Friend	Telephone no: 11111	
Term Time Address:	16 CAVENDISH ROAD BOGNOR REGIS WEST SUSSEX PO21 2JW 01243 827722	Home Address:	NODDYS COTTAGE BIG EARS STREET TOY TOWN TT11 1TT 11111111, 11111111, 11111111111111111111			
University Email:	sweb1@chi.ac.uk <i>Primary email for all University communication</i>	Portia Expiry Date:	31-08-2011	Home Email:	J.PALMER@CHI.AC.UK <i>Secondary contact email</i>	
Course	Route:	Status:	Level:	Block:	Seq:	Mode:
Standalone Modules in MA Education	Standalone Modules in MA Education	Provisionally enrolled	L1	1	01	FT

Record:  2  of 13



# Previous year search

- In the student search functionality there is the option to search for student's previous year record.
- Select the previous year green text about Stu No at the top left of the SONAR screen
- This takes you into previous year student search



The screenshot shows the 'Student View' interface. At the top, there is a navigation bar with '< Previous Year' and 'Find Student' options. Below this are search fields for 'Stu No:', 'Surname:', and 'Forename:', each with an input box and a 'Find' button. A red arrow points to the '< Previous Year' link. Below the search bar is a section for '< Current' with similar search fields and a 'Find' button. The main content area displays a student record for Sally Web, with fields for Personal Details, Courses, and Modules. A small profile picture of a cartoon character is visible on the right side of the record.

Personal Details		Courses	Modules				
Stu No:	0105756	Surname:	WEB	DOB:	01/01/83		
HESA ID:	0910820029834	Forename:	SALLY	Title:	MS		
Site Base:	IW	Disability:		Gender:	F		
Term Address:	16 CAVENDISH ROAD BOGNOR REGIS WEST SUSSEX PO21 2JW 01243 827722	Home Address:	NODDYS COTTAGE BIG EARS STREET TOY TOWN TT11 1TT 111111111, 111111111, 11111111111111111111	Portia Expiry Date:	02-09-2012	J.PALMER@CHI.AC.UK	
Portia Email Address:	sweb1@chi.ac.uk <i>Primary email for all University communication</i>					<i>Secondary contact email</i>	
Course	Route:	Block:	Mode:				
Web Test Course	Postgraduate Certificate in Professional Practice	2	PT				
Record:		1	▶▶	of 3			

# Student Reports

- Range of student related reports
- Modules
- Timetables
- Advisor/Advisee lists
- Students additional requirements
- Tier 4 Visa Students

	Reports	Student Processing
	Academic Advisees	
	My Modules	V
	My Timetable	n
Sum	Students by Course	
	Students by Route	
s C	Students by Pathway Group	
	Students by Module	
	Students by Module Selections	
S	Advisor List	
F	Student Accounts	
D	Student Additional Requirements - Course	
C	Student Additional Requirements - Modules	
R	Tier 4 Visa Students	
ICHE		
MPUS		

# Student Processing

- Student processing is only used by a small number of staff for amending and assigning students to academic advisors.
- Training is given on this separately

 [Students](#)  [Mod Feedback](#)  [Reports](#)  [Student Processing](#)  [Applicants](#)  [Applicant Reports](#)

**Find Student (with Academic Advisors)**

[View Your Changes](#)

Stu No:  Surname:  Forename:   Search by: [Course](#) [Route](#)

# Applicant search

- Enter the Student Number if known, or the Surname and Forename and select find
- Displays:
  - Applicants personal details and contact information
  - By selecting the highlighted green text Course Applications this will take you into a separate screen showing the details of the students course applications

Students Mod Feedback Reports Student Processing Applicants Applicant Reports

Applicant View

Find Applicant

Student No:  Surname:  Forename:  Find

Applicant Personal Details

Student No:	0105756	Surname:	WEB	DOB:	01/01/83
Gender:	F	Forename:	SALLY	Title:	MS
- = deferred from 10 += deferred to 11					

Addresses

Contact Address:	16 CAVENDISH ROAD	Home Address:	NODDYS COTTAGE
	BOGNOR REGIS		BIG EARS STREET
	WEST SUSSEX		TOY TOWN
	PO21 2JW		TT11 1TT
	01243 827722		11111111
	sweb1@chi.ac.uk		J.PALMER@CHI.AC.UK

Record: 1 of 2

Course Applications



# Applicant Reports

- Range of applicant reports including: reports to list applicants by subject area, pathway, named course, EU & Overseas applicants and a finally list of students who will be starting in the next Academic Year.

## Applicant Reports

	Applicants by Subject Areas
	Applicants by Pathway
	Applicants by Named Course
	EU & Overseas Applicants
	Applicants starting mid 2009
	Applicants starting 2010
	Targeted Sports Applicants

# Any questions?

If there is anything you require further information about as it has not been covered in this guide please contact us via the SIZ or by logging a job on the Self-Service Portal

# Contacts

## Corporate and eLearning Systems

- Jo Parker – Lead SONAR Developer
  - Felicity Taylor – Analyst/Programmer
  - Andy Carpenter – Business System Specialist
  - If you experience any problems or issues with SONAR please raise a help call via the Self-Service Portal on Portia or by calling the SIZ x6222
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