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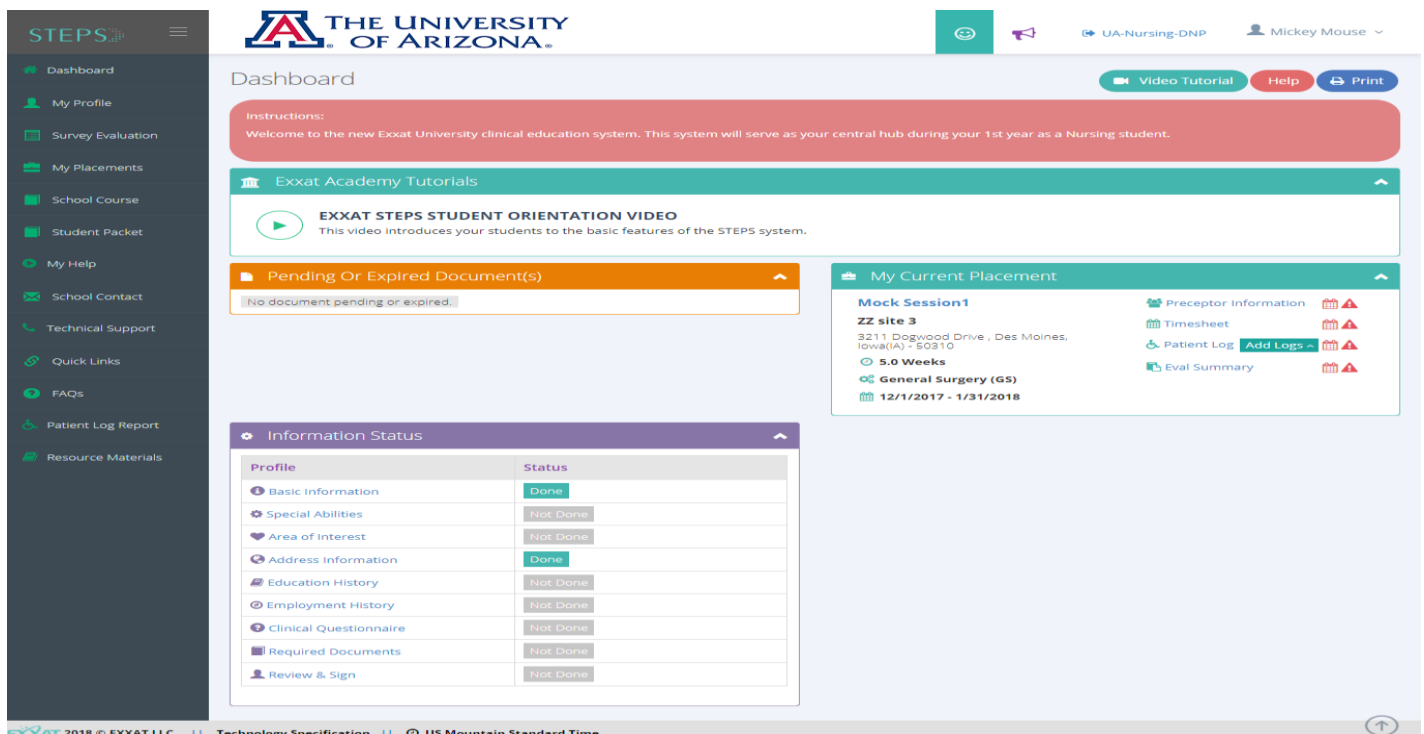
**Resource Material**

## EXXAT Student Manual

Students will receive an invitation from exxat to create their exxat account. When a student receives this email, they need to click on the link provided in the email and follow the instructions to activate their account.

Once the students create their account and log into exxat they would be seeing the below shown student dashboard. On this screen, there is a left-hand navigation menu from where the students will be accessing all the sections within Exxat.

All the student notifications from admin side will be shown on the dashboard along with the student's details such as current placements and the details of pending or expired documents.



The screenshot shows the EXXAT Student Dashboard for a user named Mickey Mouse. The dashboard includes a left-hand navigation menu with options like Dashboard, My Profile, Survey Evaluation, My Placements, School Course, Student Packet, My Help, School Contact, Technical Support, Quick Links, FAQs, Patient Log Report, and Resource Materials. The main content area features a welcome message, a video tutorial for the EXXAT STEPS Student Orientation, a section for pending or expired documents (currently empty), and a section for the current placement (Mock Session 1 at ZZ site 3). At the bottom, there is an Information Status table showing the completion status of various profile sections.

Profile	Status
Basic Information	Done
Special Abilities	Not Done
Area of Interest	Not Done
Address Information	Done
Education History	Not Done
Employment History	Not Done
Clinical Questionnaire	Not Done
Required Documents	Not Done
Review & Sign	Not Done

In the Left-hand navigation menu:

- My Profile:** By clicking on my profile student will see the below page where they add all their personal and professional details to create their profile on Exxat which can be sent to clinics and preceptors. As shown below, this page has a Related Information Menu on the right-hand side, where the student can go into each section and fill out the required details. Once the student sets up their profile completely, they can send their profile by using the send profile link in the related information menu.

Required Documents

Download All Documents

Help

Print

My Profile > Required Documents >

Instructions: In this section, you can upload health clearance and other related documents as required by your school. The documents marked with a \* indicate mandatory. If you need to upload any additional documents not in the list, please click on the "Add new document" button and upload the relevant documents. If the document has been marked as "Share with Site = Yes", then this document will be shared with the sites. If you have questions or concerns about the content of the documents, please check the samples provided by your school and contact Stephanie Fox for further clarification. If the document that you have uploaded expires, you will need to upload a current version. If you have any additional notes in reference to the documents, add them to the "Additional Notes" section below the grid. Please complete the additional health information section by clicking on the individual tabs for health insurance, professional liability insurance, CPR etc.

If a document has been approved by your school, you will not be able to change/edit it.

(\*) Its mandatory required documents

Hover on color to see the details

Student Document

Student Required Documents

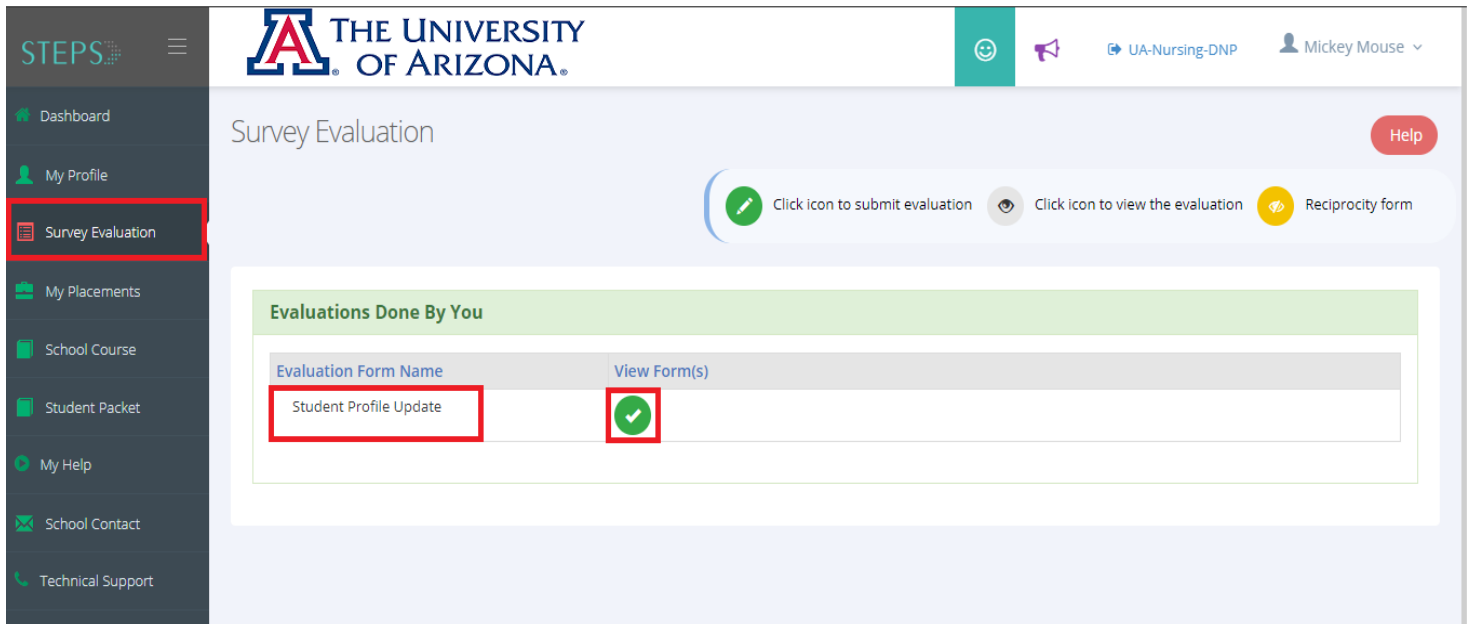
#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
No record found.							

Additional Document Uploaded By Student

Add New Document


school and site. The document can be shared with site only by selecting share with site option in the grid.

- **Survey Evaluation:** In this section students can see all the evaluations that has to be done by them. Click on the tab to see all the evaluation that needs to be done. Once the evaluation is submitted by the student it will reflect in the Admins panel in the evaluation summary.

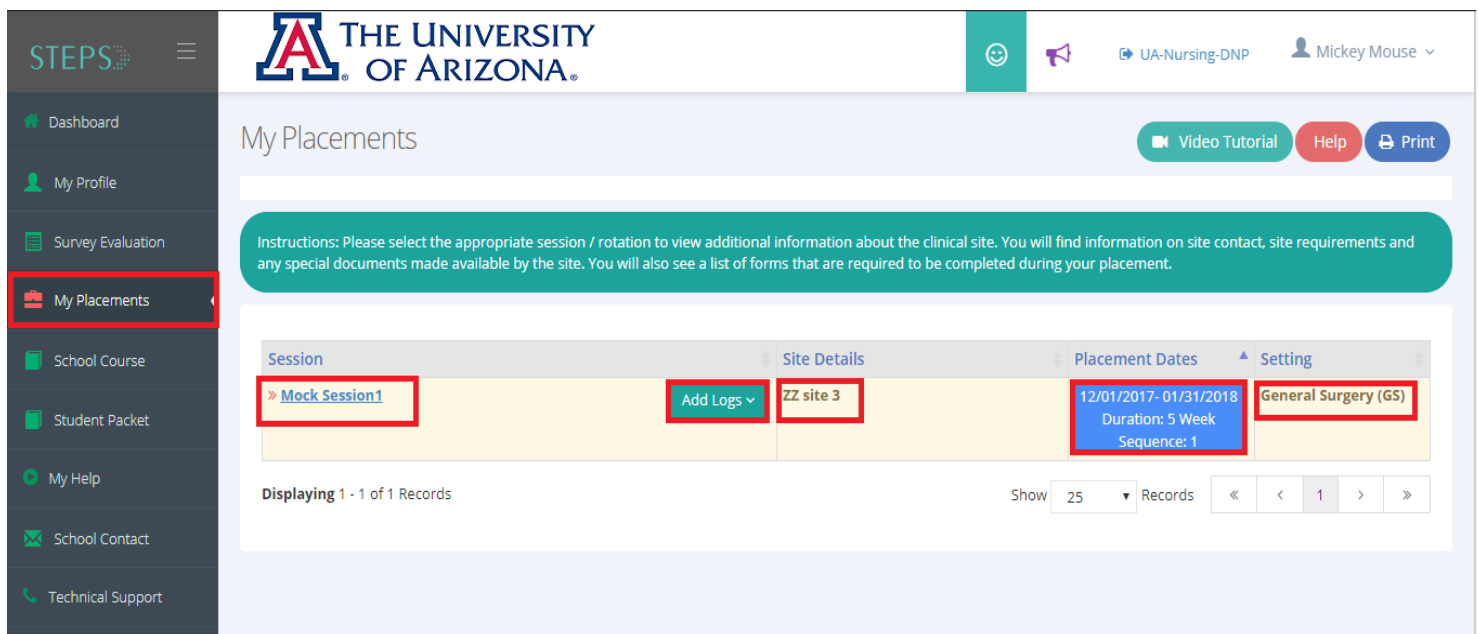


**Survey Evaluation**

Click icon to submit evaluation | Click icon to view the evaluation | Reciprocity form

Evaluation Form Name	View Form(s)
Student Profile Update	

- **My Placements:** By clicking on my placements student can see all their placements in a grid with course/session name, site details, placement dates and setting. To view



**My Placements**

Video Tutorial | Help | Print

Instructions: Please select the appropriate session / rotation to view additional information about the clinical site. You will find information on site contact, site requirements and any special documents made available by the site. You will also see a list of forms that are required to be completed during your placement.

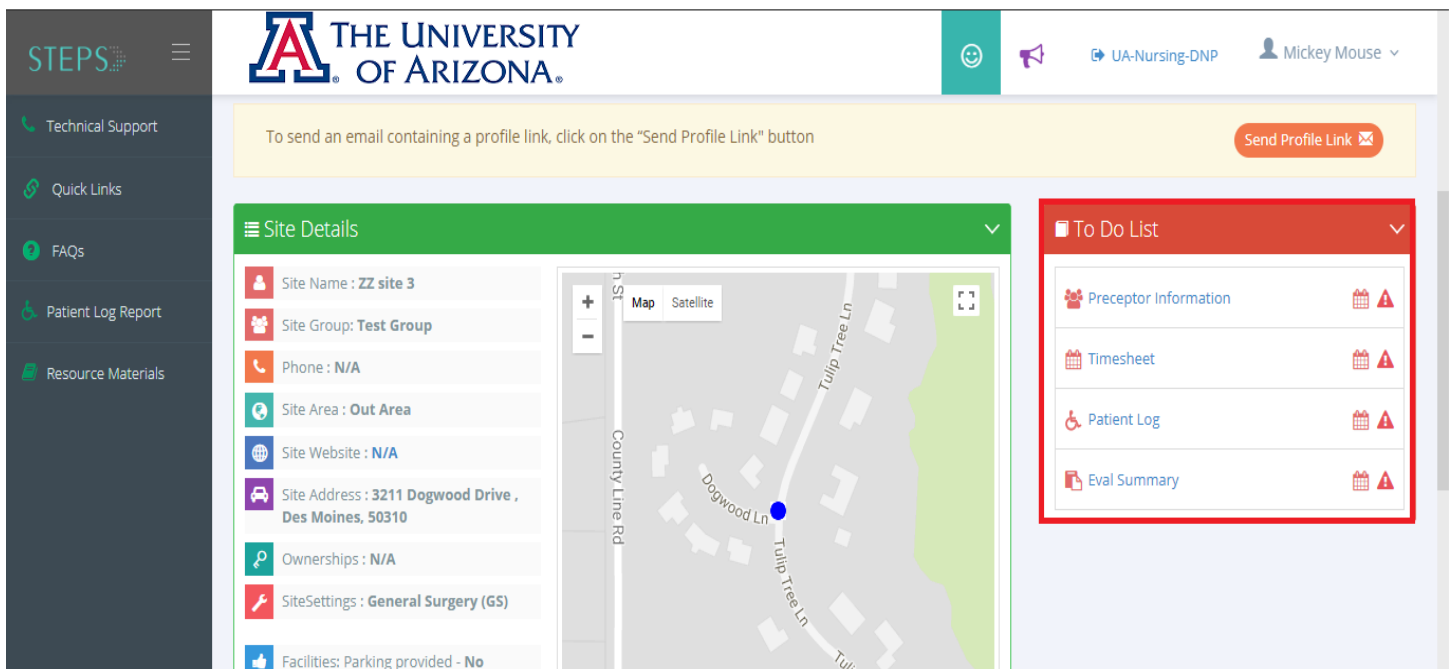
Session	Site Details	Placement Dates	Setting
> Mock Session1	Add Logs   ZZ site 3	12/01/2017- 01/31/2018 Duration: 5 Week Sequence: 1	General Surgery (GS)

Displaying 1 - 1 of 1 Records

Show 25 Records

additional details, students can click on the session or course name. Students can also add the patient log, procedure log and access the log reports by clicking on Add log button

By clicking on session/course name the student can see the complete details for that session/course. In this page, we have a To Do List menu on the right-hand from where the students can add the preceptor, fill their evaluations, patient logs and timesheets.



The screenshot displays the EXXAT web application interface. The top header includes the University of Arizona logo, a user profile for 'Mickey Mouse', and a 'Send Profile Link' button. A yellow banner provides instructions on how to send a profile link. The main content area is divided into two sections: 'Site Details' and 'To Do List'.

**Site Details:**

- Site Name : **ZZ site 3**
- Site Group : **Test Group**
- Phone : **N/A**
- Site Area : **Out Area**
- Site Website : **N/A**
- Site Address : **3211 Dogwood Drive , Des Moines, 50310**
- Ownerships : **N/A**
- SiteSettings : **General Surgery (GS)**
- Facilities: Parking provided - **No**

A map shows the location of the site at the intersection of Dogwood Ln and Tulip Tree Ln.

**To Do List:**

- Preceptor Information
- Timesheet
- Patient Log
- Eval Summary

Preceptor Information: By clicking on preceptor information, the student can see as well as add the details of the preceptor for this session/course by clicking on Add New Preceptor.

Confirm Preceptor Information

[Placement Details](#) > [Confirm Preceptor Information](#) >

STEPS

Dashboard

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THE UNIVERSITY OF ARIZONA

Help

UA-Nursing-DNP

Mickey Mouse

Add/Edit Preceptor

Session:

Mock Session1

START DATE:

12/1/2017

END DATE:

1/31/2018

SETTINGS:

GENERAL SURGERY (GS)

Site Name:

ZZ site 3

ROTATION TYPE:

CORE

COURSE:

N/A

If you want to add following Preceptor at this site please click on it.

Preceptor 3 Alan

Clinical Preceptor

alan.Preceptor3@exampl  
e.com

Phone No.:N/A

Administrator 3 Neil

Administrator

Neil.Administrator3@exa  
mple.com

Phone No.:N/A

PERSONAL INFORMATION

First Name \*

Last Name

Email \*

Phone

WORKING DETAILS

Supervision Start Date

Supervision End Date

Sub Speciality Visit

Title

NOTES SECTION

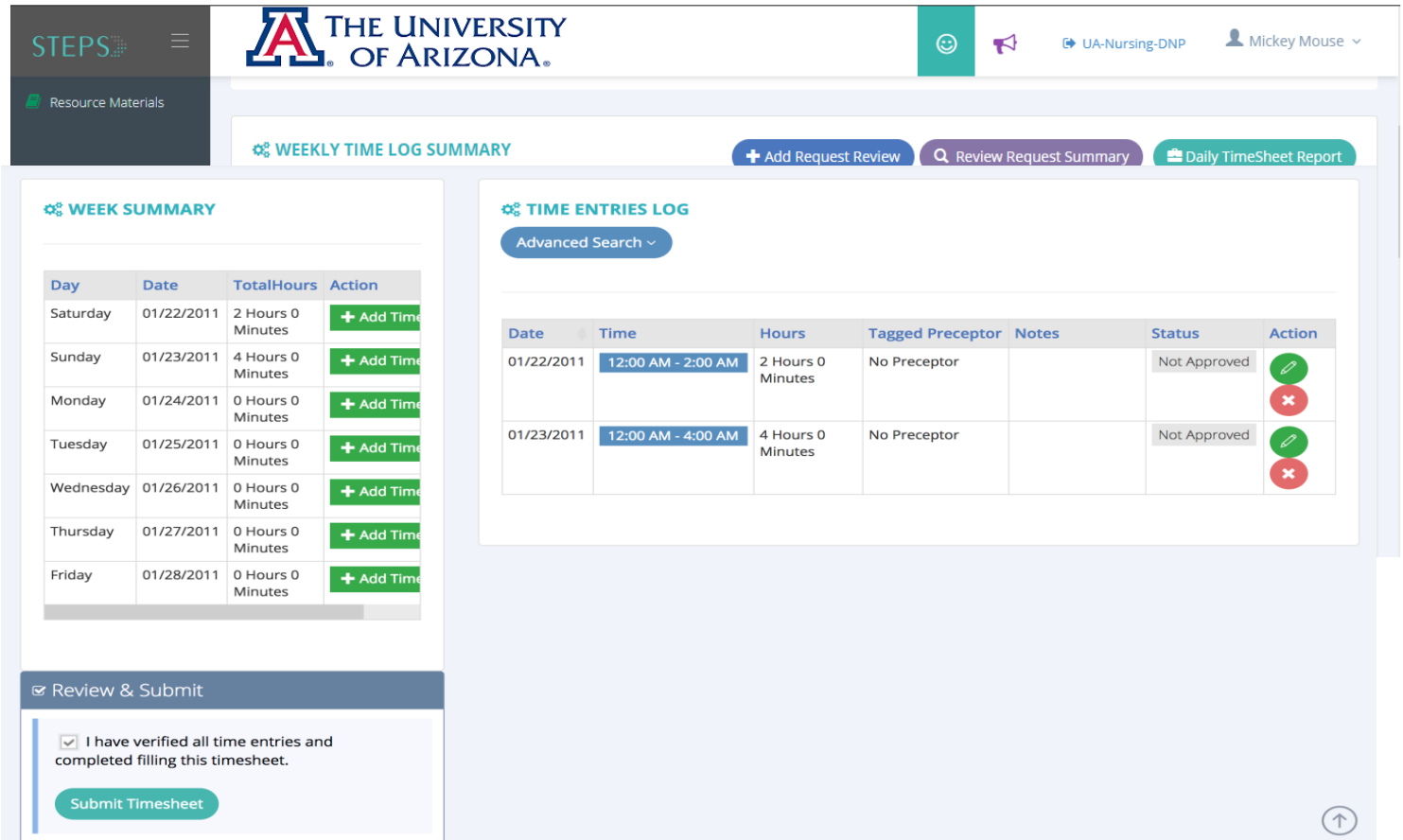
Note

Save & Close

Submit

By clicking on Add New Preceptor student can add the preceptor from the list added by school or can add a new preceptor by filling out the preceptor information and click on submit to add the preceptor for that session.

Time sheet: By clicking on time sheet, student can add their timesheets and send them to the reviewer. To send their timesheets to reviewer student need to add the reviewer by clicking on Add Request Review button. Review request summary and daily timesheet report can be accessed from this page.



**WEEKLY TIME LOG SUMMARY**





+ Add Request Review    🔍 Review Request Summary    📄 Daily TimeSheet Report

**WEEK SUMMARY**

Day	Date	TotalHours	Action
Saturday	01/22/2011	2 Hours 0 Minutes	+ Add Time
Sunday	01/23/2011	4 Hours 0 Minutes	+ Add Time
Monday	01/24/2011	0 Hours 0 Minutes	+ Add Time
Tuesday	01/25/2011	0 Hours 0 Minutes	+ Add Time
Wednesday	01/26/2011	0 Hours 0 Minutes	+ Add Time
Thursday	01/27/2011	0 Hours 0 Minutes	+ Add Time
Friday	01/28/2011	0 Hours 0 Minutes	+ Add Time

**TIME ENTRIES LOG**

Advanced Search ▾

Date	Time	Hours	Tagged Preceptor	Notes	Status	Action
01/22/2011	12:00 AM - 2:00 AM	2 Hours 0 Minutes	No Preceptor		Not Approved	 
01/23/2011	12:00 AM - 4:00 AM	4 Hours 0 Minutes	No Preceptor		Not Approved	 

**Review & Submit**

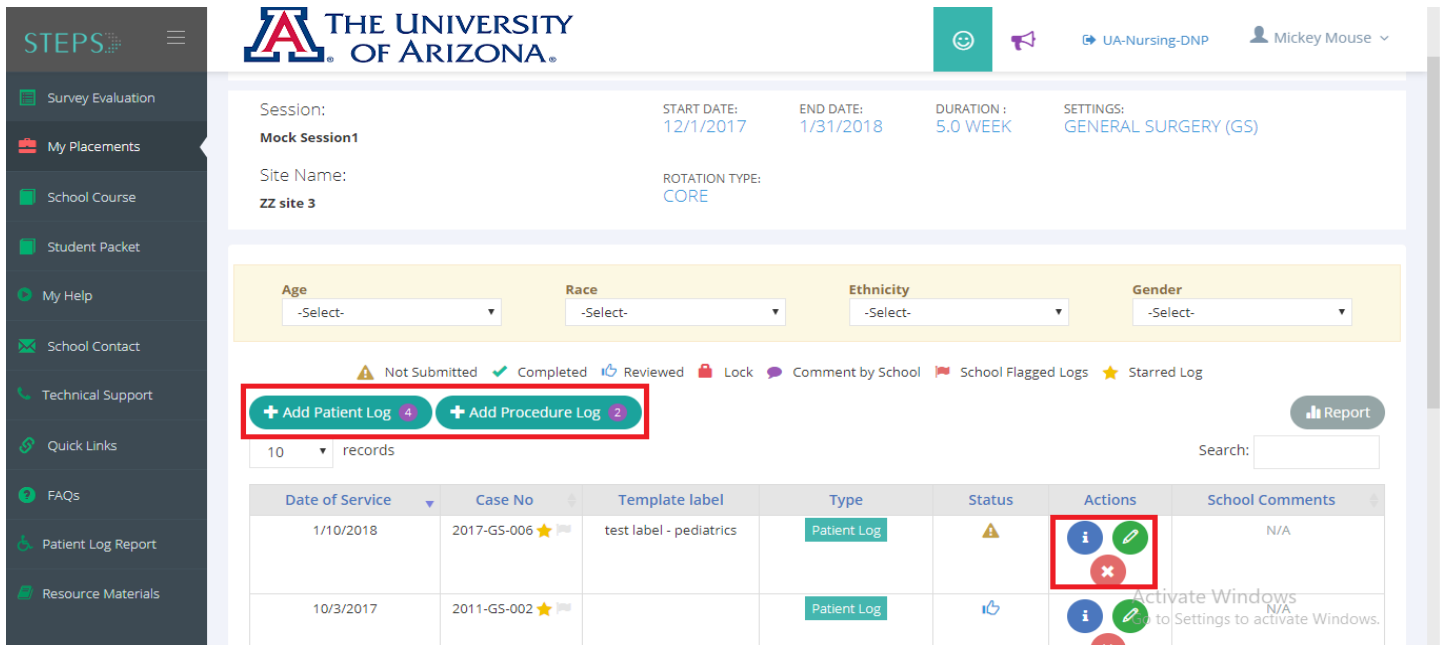
☒ I have verified all time entries and completed filling this timesheet.

Submit Timesheet

By clicking on add time entry student can add the time and submit the timesheets for review when required. Once the timesheet is submitted for a week it can't be submitted again for that week. However, if hours are added for that week after the submission it will reflect automatically at the Admin's end.

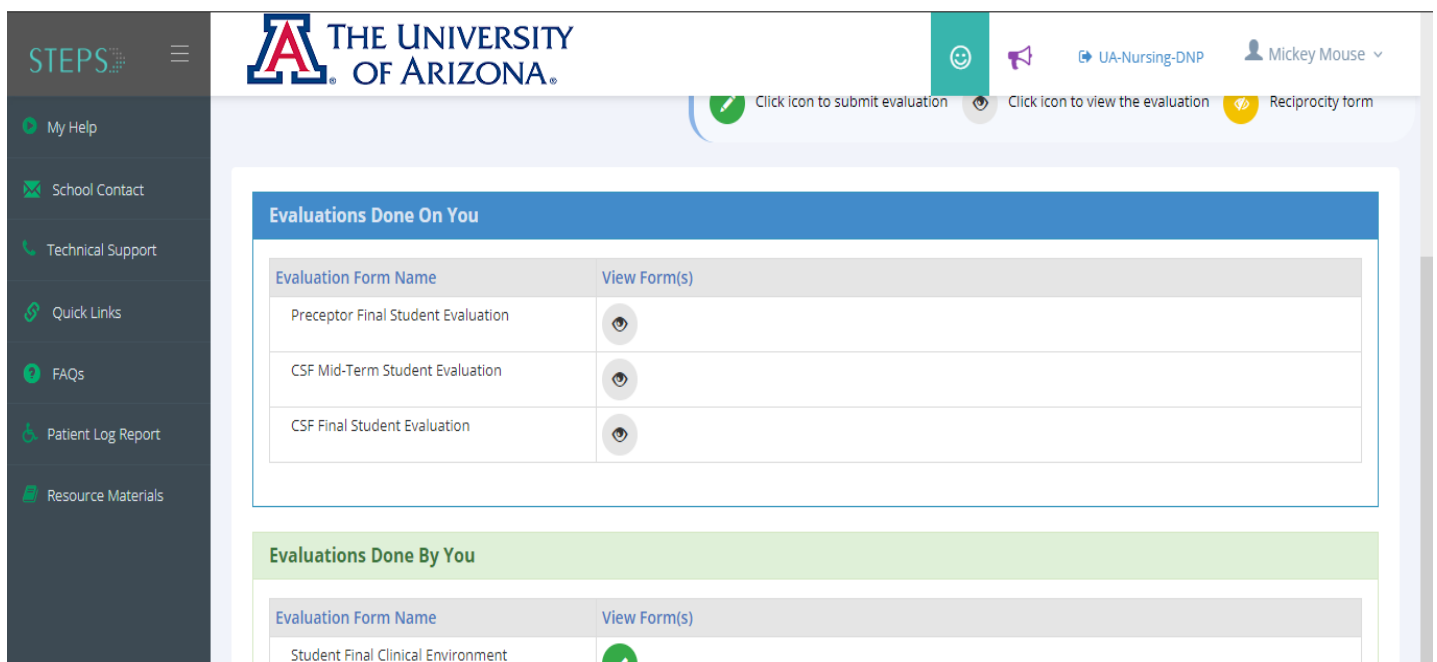
Patient Log: By clicking on patient log, students can add all types of logs for that session by clicking on Add Log buttons on the top, students can fill these logs and submit them for review.

Once the student adds the log they can edit/ delete the logs by using icons under actions.



The screenshot shows the EXXAT interface for The University of Arizona. The left sidebar contains navigation links: STEPS, Survey Evaluation, My Placements, School Course, Student Packet, My Help, School Contact, Technical Support, Quick Links, FAQs, Patient Log Report, and Resource Materials. The main content area displays session information: Session: Mock Session1, Site Name: ZZ site 3, START DATE: 12/1/2017, END DATE: 1/31/2018, DURATION: 5.0 WEEK, and SETTINGS: GENERAL SURGERY (GS). Below this, there are dropdown menus for Age, Race, Ethnicity, and Gender. A status bar indicates Not Submitted, Completed, Reviewed, Lock, Comment by School, School Flagged Logs, and Starred Log. Two buttons, '+ Add Patient Log' and '+ Add Procedure Log', are highlighted with a red box. Below these buttons is a table with columns: Date of Service, Case No, Template label, Type, Status, Actions, and School Comments. The table contains two rows of data. The first row has a date of 1/10/2018, case number 2017-GS-006, template label 'test label - pediatrics', type 'Patient Log', status 'Not Submitted', and actions 'Info' and 'Edit'. The second row has a date of 10/3/2017, case number 2011-GS-002, template label 'test label - pediatrics', type 'Patient Log', status 'Reviewed', and actions 'Info' and 'Edit'. A red box highlights the 'Info' and 'Edit' icons in the Actions column for the first row.

Evaluation: By clicking on evaluations, student can see all the evaluations done on their performance in the first section which is called as evaluations done on you and in the second sections students can see the evaluations forms that need to be filled by them. They can fill the evaluations by clicking on the green pencil icon. Once the student fills the form they can submit it or save it to make any changes but once the form is submitted it cannot be edited.



The screenshot shows the EXXAT interface for The University of Arizona. The left sidebar contains navigation links: STEPS, My Help, School Contact, Technical Support, Quick Links, FAQs, Patient Log Report, and Resource Materials. The main content area displays the 'Evaluations Done On You' section, which contains a table with columns: Evaluation Form Name and View Form(s). The table contains three rows of data: Preceptor Final Student Evaluation, CSF Mid-Term Student Evaluation, and CSF Final Student Evaluation. Each row has a 'View Form(s)' button. Below this table is the 'Evaluations Done By You' section, which contains a table with columns: Evaluation Form Name and View Form(s). The table contains one row of data: Student Final Clinical Environment. Each row has a 'View Form(s)' button. A red box highlights the 'View Form(s)' button for the 'Student Final Clinical Environment' row.



➤ **Additional Left-Hand menu items:**

- **School Course:** All your school's clinical education courses are listed under school course. Each course may have one or more documents made available by your school. To review the documents, click on "View Document". If you wish to download all documents, there is a button that allows you to do that.
- **Student packet:** School staff can upload all the student related documents and other documents under this sections for student reference. Student can also download these documents.
- **My Help:** This section provides technical documents and videos to assist you in the using the Exxat platform.
- **School contact:** In this section, the contact information for your school's clinical education team is provided below.
- **Technical Support:** This section helps students to reach out to EXXAT support with any problem faced while using EXXAT platform.
- **FAQs:** In this section, student can see all the frequently asked questions under this section.
- **Quick Links:** In this section, the school can add links of websites that have been carefully curated by their school to assist student to understand the study discipline.
- **Patient Log Report:** In this section, students can view a details report of all the patient logs added by them.
- **Resource Material:** This section provides technical documents and videos to assist you in the using the Exxat platform.