Index

My Profile

Survey Evaluation

My Placements
I. Session
II. Preceptor Information
III. Timesheet
IV. Patient Log
V. Eval Summary

School Course
Student Packet
My Help
School contact
Technical Support
Quick Links
FAQs
Patient log report
Resource Material
EXXAT Student Manual

Student’s 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 show on the dashboard along with the students details such as current placements and the details of pending or expired documents.

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 show below this page has a Related Information Menu on the right-hand side, where student can go into each section and fill out the required details. Once the student set up their profile complete they can send their profile by using send profile link in the related information menu.
In My Profile >> Required documents section, students can view all the required document files uploaded by school faculty under the student required documents section which can be downloaded and filled by the student. Once the student fills the document they can upload it by clicking on the icon which will appear under the actions column and submit the document to
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.

- **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
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.
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.

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.

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.

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.
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.