Exxat Anesthesia Session Set-Up Checklist

Set-Up for Each Term

❖ Placements – By Session
  o Add a session (course), if necessary, see below
    ▪ Session Set-Up arrow
      • Select session activities
        o Evaluations
        o Timesheets
        o My Leave (for requesting leave)
    • Evaluation Set-Up
      o Assign all applicable forms
        ▪ Publish dates are the dates they will become visible to students
      o For daily evaluations
        ▪ Click on Daily
        ▪ Set publish dates
        ▪ Due dates are 3 days after (72 hours)

❖ Clinical Tracking (set up case logs, care plans, and conference logs)
  o Click on clinical case experiences
    ▪ Click on the group name (see below for adding a new group) *check that the session has been associated with the group
    ▪ Click the Setup arrow for the session
    ▪ Follow the steps on the setup wizard
      • Note, placements must be assigned before you complete the process. Any placements added or changed after will need to be added in through the same process
      • Under Manage Users choose all faculty reviewers for the item
  o Repeat above process for care plans and conference logs

General Configuration/Configuration by Cohort

❖ Add new students
  o Configuration – Student admin
  o Download template (optional) or enter students individually
    ▪ Note, you MUST enter [netid]@arizona.edu as the “User School Key” to enable NetID and password single sign on, ex. wilbur@arizona.edu (NOT @email.arizona.edu)
  o Send invitations
- Check all new students, manage user logins, select AZ University, choose the role UA-Nursing-Anesthesia-Students (NOT grad student)

- Add new session (course)
  - Clone a previous offering of the same session
  - Update dates
  - Update the student batch

- Add groups to clinical tracking (care plans, clinical case experiences, and conference logs)
  - Click on care plans
    - Choose Add New
    - Select a name for the group using the convention “Class of [graduating year]”
    - Add sessions (courses) relevant to that group
  - Repeat for clinical case experiences and conference logs

- Add historical conference log and clinical case experience course for items completed before clinicals
  - Add a Session called “UACON-June [entry year] to December [clinical begin year]” ex. UACON – June 2016 to December 2018
  - Using the steps above, set up clinical case experiences and conference logs for this session