



Exxat Anesthesia Session Set-Up Checklist

Set-Up for Each Term

- ❖ Placements – By Session
 - Add a session (course), if necessary, see below
 - Session Set-Up arrow
 - Select session activities
 - Evaluations
 - Timesheets
 - My Leave (for requesting leave)
 - Evaluation Set-Up
 - Assign all applicable forms
 - Publish dates are the dates they will become visible to students
 - 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)
 - 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
 - Repeat above process for care plans and conference logs

General Configuration/Configuration by Cohort

- ❖ Add new students
 - Configuration – Student admin
 - 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)
 - 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

