



Exxat CRNA Student Quick Guide

Version	Date	Description of Change
1.0	12/3/2018	Original guide
1.1	12/5/2019	Added clarifying directions and navigation
1.2	12/9/2019	Removed Long Care Plan directions; submitted through D2L

This guide contains information for tasks CRNA students are expected to complete in Exxat. Please review the entire guide when you first access Exxat and prior to each term.

Tasks Completed Once During Student Career

❖ **Activate your Exxat account**

- You will receive an email invitation from Exxat. Follow the directions in the email and click the link to activate your account. Once you activate it, you will be able to use your NetID and password to log in.

❖ **Complete your “My Profile” information.**

- Navigate: My Profile.
- Complete profile sections

❖ **Record conference hours and simulation hours completed after you began the program but before you started clinical rotations**

- Navigate: Clinical Tracking – Conference Log
- Click on Session Name
- Click Add Conference Log
- Complete required and relevant fields

Tasks Completed Occasionally During Term

❖ **Set up reviewer for your weekly timesheets (once at beginning of term)**

- You will submit your timesheet for review each week; you will need to set up the reviewer name(s) and email address(es) that you will use.
- Navigate: My Rotations
- Click on Session name
- Click on Timesheet on To Do List
- Click “Add Reviewer”
- Enter the name and email address of your faculty



❖ **Record conference hours**

- *You will log conference hours as you attend them throughout your clinical courses.*
- *Navigate: Clinical Tracking – Conference Log*
- *Click on Session Name for current course*
- *Click Add Conference Log*
- *Complete required and relevant fields*

❖ **Submit request for leave, as needed, with a maximum of 14 days for your program**

- *Navigate: My Rotations*
- *Click on course under Session*
- *Click on Submit Leave of Absence on To Do List*
- *Click Add New Leave*
- *Fill in relevant fields and click Submit*

❖ **Review cumulative report**

- *Your cumulative report will show your progress toward your required minimums for procedures. Monitor periodically to ensure you are on track to complete all required procedures. You can monitor procedures completed in a single course or your cumulative experiences in the program over multiple courses. The report is populated from the information you enter on your clinical case experience logs and event logs.*
- *Navigate: Clinical Tracking – Clinical Case Experiences*
- *Click on Student Cumulative Report*
- *Select one or more sessions, click View Report*

Tasks Completed Weekly

❖ **Submit your timesheet for review**

- *You will complete your timesheet each week then send it for review.*
- *Navigate: My Rotations*
- *Click on Session name*
- *Click on Timesheet on To Do List*
- *Click Add Time Entry*
- *Add time then click Submit Timesheet*
- *Back on main timesheet page, click Add Review Request*
- *Select week(s) to send for review and reviewer, hit Send and Close*

Tasks Completed Daily

❖ **Complete your clinical case experience log for each patient you encounter in a day**

- *Navigate: Clinical Tracking – Clinical Case Experiences*
- *Click on course under Session Name*
- *Click the Add button and choose the clinical case experiences option*
- *Complete fields*





- *Use the number 1 to log items*
 - *Refer to the Exxat CRNA Student Case Log Quick Guide for additional information*
 - *Click “Complete” when you have finished to submit it for faculty review*
 - *Save will save it for your records to continue work later but will not submit it for review*
 - *Note, on the main page you will see your log history with Actions Required or All Records*
 - *Pay attention to the Status to make changes and resubmit if your log was not accepted*
 - *Refer to All Records to see your log history for the course*
- ❖ **Complete your event log for procedures you perform that are not connected to your patients (i.e. IV starts)**
 - *Navigate: Clinical Tracking – Clinical Case Experiences*
 - *Click on course under Session Name*
 - *Click the Add button and choose the Event Log option*
 - *Complete relevant fields using numbers to record items*
 - *Click “Complete” when you have finished to submit it for faculty review*
 - *Save will save it for your records to continue work later but will not submit it for review*
- ❖ **Complete your daily self-evaluation**
 - *You and your preceptor will complete daily evaluations.*
 - *Navigate: My Rotations*
 - *Click on course under Session*
 - *Click on Complete Evaluations on To Do list*
 - *Click on the pencil icon for Daily Clinical Evaluation by Student to complete for relevant date*
 - *Note, you can review evaluations completed on you by others on the same page in the Evaluations Done on You section*
- ❖ **Have your preceptor complete your daily preceptor evaluation**
 - *Follow directions for self-evaluation but use the form Daily Clinical Evaluation by Preceptor to allow access to your preceptor to complete the evaluation*

