



Exxat DNP CSF Reviewing Simulation and Non-Clinical Hours

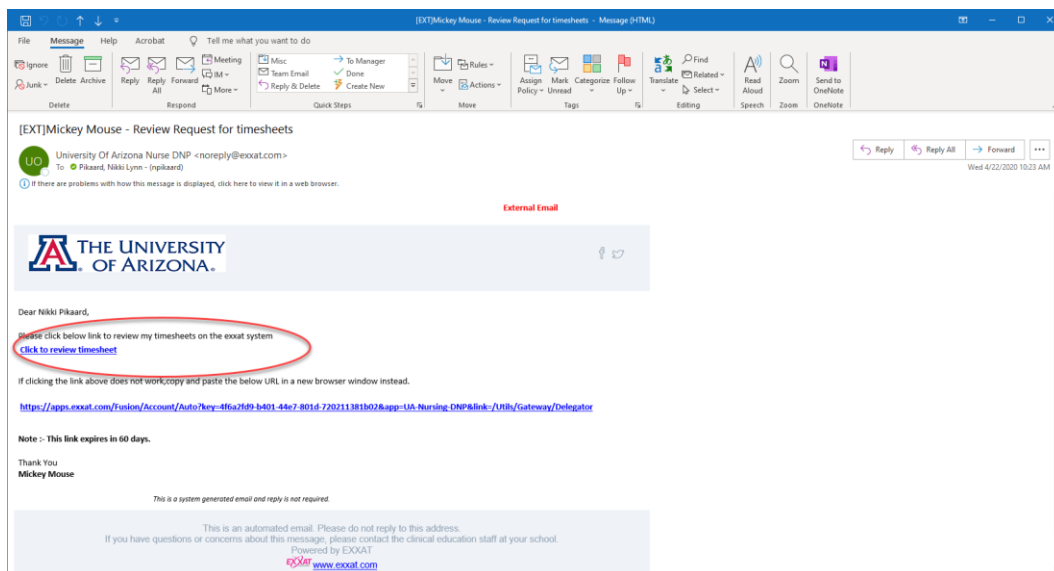
Version	Date	Description of Change
1.0	4/23/2020	Original guide

This guide covers how to approve, reject, and add comments to submitted simulation and non-clinical hours timesheets in Exxat. It also covers how to access reports to monitor student progress.

There are two options for reviewing timesheets – via an email link sent from students and by accessing the report in Exxat. This guide covers both options.

Note, if you have previously used the clinical timesheet module in Exxat, the non-clinical timesheets are a separate module and are accessed differently.

- ❖ **Option 1** – Reviewing timesheets via email link sent from students. Students should send their timesheets to you for review. You will receive an email with a link to review. Click the link.
 - Note, ensure your default browser for opening links is Chrome, Firefox, or Safari. Do not open the links in Edge or Internet Explorer. Copy and paste the link into Chrome, Firefox, or Safari if one of those isn't the default.





- The student may have submitted one or more timesheets via the email. Select one or more logs to approve by checking the box(es). Next, hit the “Approve Selected Logs” button. Optionally, you can “Add Review Notes.” You also have the option to “Reject Selected Logs” if they need to be sent back to the student for edits or aren’t valid.

- Please see the next section if you need to go back in at a later time to change an approved log to rejected.

- ❖ **Option 2 – Reviewing timesheets by accessing it through the report in Exxat.**
 - Navigate to Placements – By Session.



- Click on the “Post Placement” arrow for your course.

Session Label	Min Weeks	Start Date	Calendar Year	Batch Label	Session Setup	Placement	Post Placement
Mock Session2	1	02/02/2011	2011	Mock batch	+	+	+
Mock Session3	1	03/03/2011	2011	Mock batch	+	+	+
Mock Session4	1	04/04/2011	2011	Mock batch	+	+	+
Mock Session5	1	05/05/2011	2011	Mock batch	+	+	+
Mock Session1	4	01/01/2018	2018	Mock batch	+	+	+

- On the “To Do List” select “Timesheet Report (New) – Calendar View.”



To Do List

- Placement Review Instruction Report
- Manage Preceptor
- Edit Student Preceptors
- Send Thank You Emails
- Session Questionnaire Review
- Evaluation Form Distribution
- Manage Student Placement For Site View
- Evaluation Summary
- Patient Log Summary
- Timesheet Report (New) - Calendar View**
- Session Required Document Review
- Patient Log Statistics
- Student Leave Details
- Student Specific Document
- Student Leave
- Site Assessments Summary
- Timesheet Report (New)
- Timesheet Report By Essentials

- On the drop-down list, select your student. You can only review one student at a time.

SESSION NAME
MOCK SESSION1

SESSION DATE
1/1/2018 - 7/31/2020 (24 WEEKS)

CLASS OF
MOCK BATCH(EL)/NP - 2018(ELAGACP - 2020(1)

MINIMUM REQUIRED HOURS
100

MAXIMUM REQUIRED HOURS
100

Student

-Select-

Select

Test Student (Batch - Mock batch)

Test Student (Batch - Mock batch)

Mocky Mouse (Batch - Mock batch)

Demalt Duck (Batch - Mock batch)

Other Student

Clinical Hours

Review Not Requested

Review Requested

Approved

Rejected

Other Denial

Non Clinical Hours

Review Not Requested

Review Requested

Approved

Rejected

Other Denial

TUE

1

WED

1

THU

2

FRI

3

SAT

4

5

6

7

8

9

10

11



- Under “Non-Clinical Hours” in the left menu, click on “Review Requested” to see hours submitted by students.
 - Note, it is very important that students submit their hours as “Non-Clinical” not “Clinical.” If you notice hours under the “Clinical” section, please reject and ask students to resubmit as “Non-Clinical.”

SESSION NAME: MOCK SESSION1
SESSION DATE: 5/1/2018 - 7/31/2020 (4 WEEKS)
CLASS OF: MOCK BATCHES/PHP - 2018(CJAGACNP - 2020(1))
MINIMUM REQUIRED HOURS: 100
MAXIMUM REQUIRED HOURS: 100

Student: Mickey Mouse (Batch: Mock batch)

April 2020

Clinical hours 107hrs 0mins
Review Not Requested: 27hrs 0mins
Review Requested: 23hrs 0mins
Approved: 25hrs 0mins
Rejected: 28hrs 0mins

Non-Clinical hours 88hrs 25mins
Review Not Requested: 12hrs 0mins
Review Requested: 12hrs 0mins
Approved: 20hrs 30mins
Rejected: 12hrs 0mins

Log for April 7th: 12:00 AM - 12:00 PM (12hrs)

- A new tab will open displaying all the Non-Clinical Timesheets submitted by the student. You can use the key to see the status.
 - Select one or more logs by checking the box(es) then select “Approve Selected Logs” or “Reject Selected Logs.”

STUDENT TIMESHEET REPORT
Tools Advanced Search

Review Not Requested Review Requested Approved Rejected Reviewer Notes Student Notes Re-approval Requested

Total Hours - 60 Hours 25 Minutes

	Student Details	Title	Start Date	End Date	Start Time - End Time	Total Hours	Essential	Review Status	Notes	Actions
<input type="checkbox"/>	Mickey Mouse	test	04/08/2020	04/08/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes		Review Requested		
<input checked="" type="checkbox"/>	Mickey Mouse	mock.2	04/07/2020	04/07/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes		Review Requested		
<input type="checkbox"/>	Mickey Mouse	test	04/17/2020	04/17/2020	12:00 AM - 05:00 AM	5 Hours 0 Minutes	Virtual or Augmented Reality Activity	Approved		Unlock
<input type="checkbox"/>	Mickey Mouse	test	04/18/2020	04/18/2020	12:00 AM - 05:00 AM	5 Hours 0 Minutes	Continuing Education (Virtual or Augmented Reality Activity)	Approved		Unlock
<input type="checkbox"/>	Mickey Mouse	Human Caroline Case	04/21/2020	04/21/2020	02:00 PM - 03:30 PM	1 Hours 30 Minutes	Simulated Clinical Activity	Approved		Unlock
<input type="checkbox"/>	Mickey Mouse	testing	04/24/2020	04/24/2020	12:00 AM - 09:00 AM	9 Hours 0 Minutes	Continuing Education/Lecture	Approved		Unlock
<input type="checkbox"/>	Mickey Mouse	test	04/21/2020	04/21/2020	12:00 AM - 08:00 AM	8 Hours 0 Minutes	Webinar	Review Requested		
<input type="checkbox"/>	Mickey Mouse	test	04/15/2020	04/15/2020	12:00 AM - 03:55 AM	3 Hours 55 Minutes	Webinar	Review Requested		
<input type="checkbox"/>	Mickey Mouse	test	04/14/2020	04/14/2020	12:00 AM - 04:00 AM	4 Hours 0 Minutes	Virtual or Augmented Reality Activity/Webinar	Review Requested		

Displaying 1 - 9 of 9 Records

Show: 50 Records

- If you need to change the status from a previously Approved log to Rejected, you will need to first “Unlock” the log, then change the status. Click the down arrow under “Actions” to “Unlock” the log, then change the status.



STUDENT TIMESHEET REPORT
Tools Advanced Search

Review Not Requested Review Requested Approved Rejected Reviewer Notes Student Notes Re-approval Requested Approve Selected Logs Reject Selected Logs

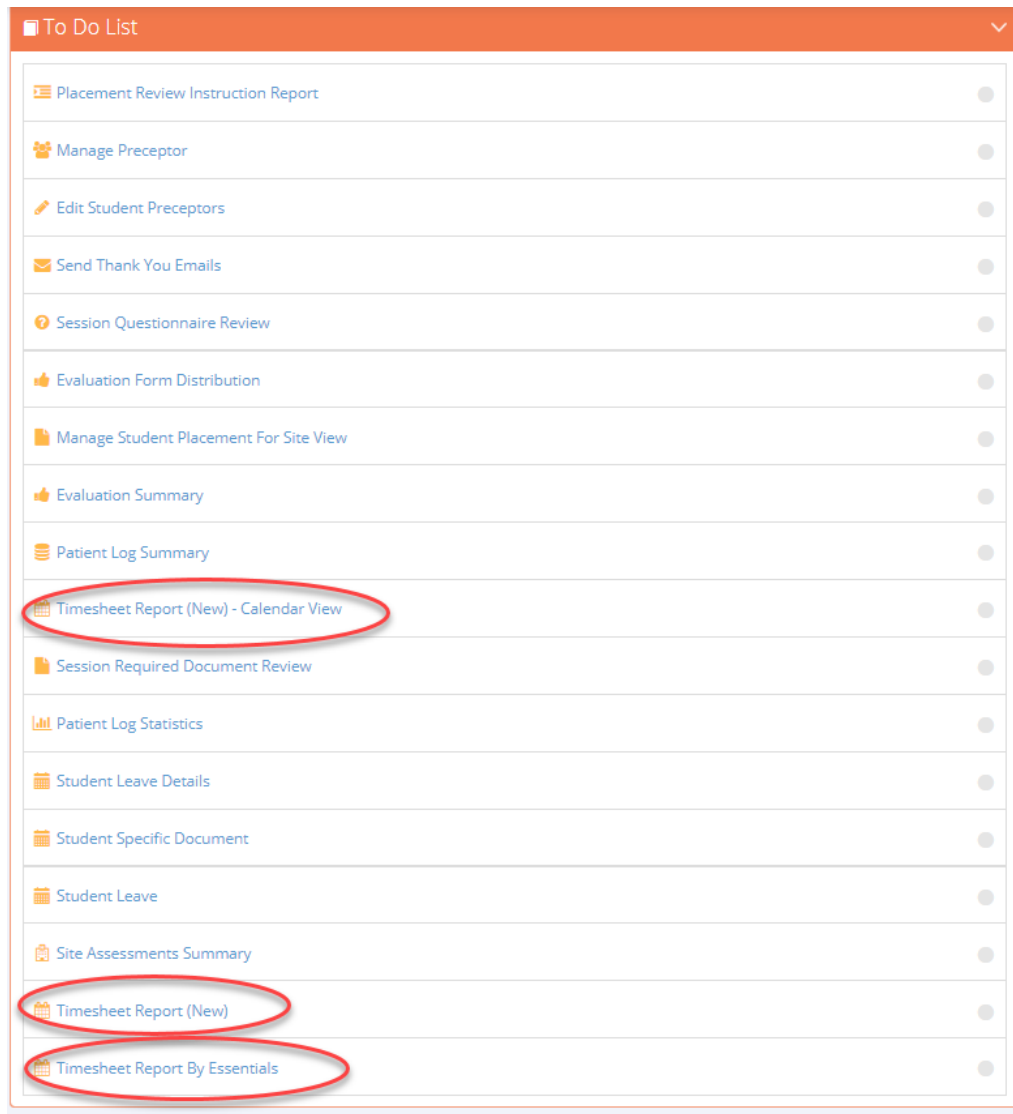
Total Hours - 60 Hours 25 Minutes

	Student Details	Title	Start Date	End Date	Start Time - End Time	Total Hours	Essential	Review Status	Notes	Actions
<input type="checkbox"/>	Mickey Mouse	test	04/06/2020	04/06/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes				
<input checked="" type="checkbox"/>	Mickey Mouse	mock 2	04/07/2020	04/07/2020	12:00 AM - 12:00 PM	12 Hours 0 Minutes				
<input type="checkbox"/>	Mickey Mouse	test	04/17/2020	04/17/2020	12:00 AM - 05:00 AM	5 Hours 0 Minutes	Virtual or Augmented Reality Activity			Unlock
<input type="checkbox"/>	Mickey Mouse	test	04/18/2020	04/18/2020	12:00 AM - 05:00 AM	5 Hours 0 Minutes	Continuing Education Virtual or Augmented Reality Activity			Unlock
<input type="checkbox"/>	Mickey Mouse	Human Caroline Case	04/21/2020	04/21/2020	02:00 PM - 03:30 PM	1 Hours 30 Minutes	Simulated Clinical Activity			
<input type="checkbox"/>	Mickey Mouse	testing	04/24/2020	04/24/2020	12:00 AM - 09:00 AM	9 Hours 0 Minutes	Continuing Education Lecture			Unlock
<input type="checkbox"/>	Mickey Mouse	test	04/21/2020	04/21/2020	12:00 AM - 08:00 AM	8 Hours 0 Minutes	Webinar			
<input type="checkbox"/>	Mickey Mouse	test	04/19/2020	04/19/2020	12:00 AM - 03:05 AM	3 Hours 55 Minutes	Webinar			
<input type="checkbox"/>	Mickey Mouse	test	04/14/2020	04/14/2020	12:00 AM - 04:00 AM	4 Hours 0 Minutes	Virtual or Augmented Reality Activity Webinar			

Displaying 1 - 9 of 9 Records Show 50 Records

❖ Available Reports

- Navigate to Placements – By Session. Click the “Post Placement” arrow for your course.
- There are three Timesheet reports available.



- Timesheet Report (New) – Calendar View displays each student’s hours in calendar form. You can also access the individual logs to approve/reject, as outlined above.
- Timesheet Report (New) displays the total hours recorded and approved for the entire class. You can export to Excel using the “Tools” button and choosing Export.
- Timesheet Report By Essentials displays the hours broken down by the type of activity the student chose.
 - Note, at the time of this guide, the Timesheet Report By Essentials Report was still under development by Exxat.