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Learning & Healthcare Technology Innovations

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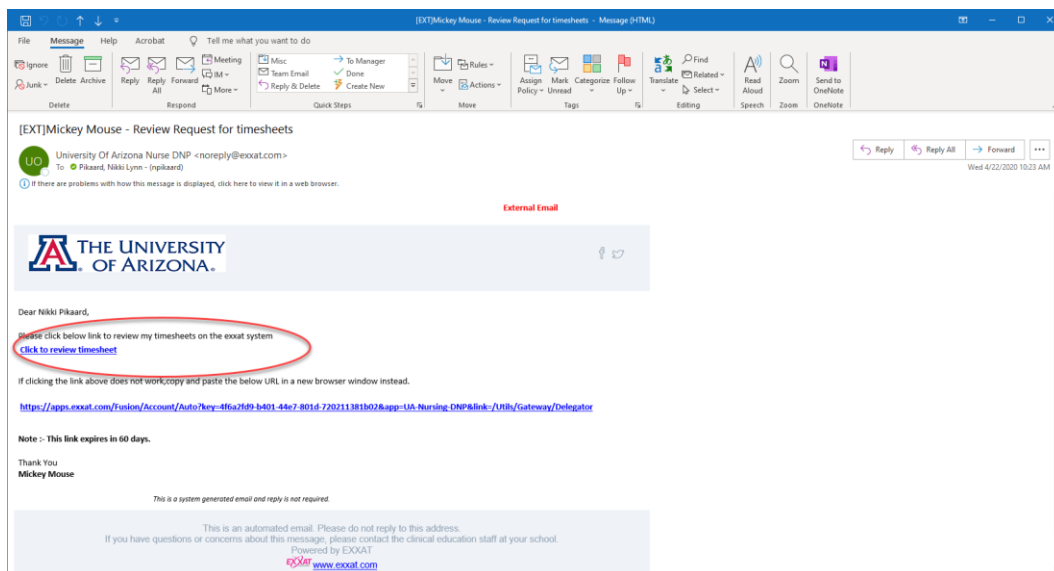
o The student may have submitted one or more timesheets via the email. Select one or more logs to approve by checking the box(es). Next, hit the "Approve Selected Logs" button. Optionally, you can "Add Review Notes." You also have the option to "Reject Selected Logs" if they need to be sent back to the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

o 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.
   o Navigate to Placements – By Session.

o Click on the "Post Placement" arrow for your course.

o On the "To Do List" select "Timesheet Report (New) – Calendar View."

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

o   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."

o   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."

o   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.

❖ Available Reports
   o Navigate to Placements – By Session. Click the "Post Placement" arrow for your course.
   o There are three Timesheet reports available.
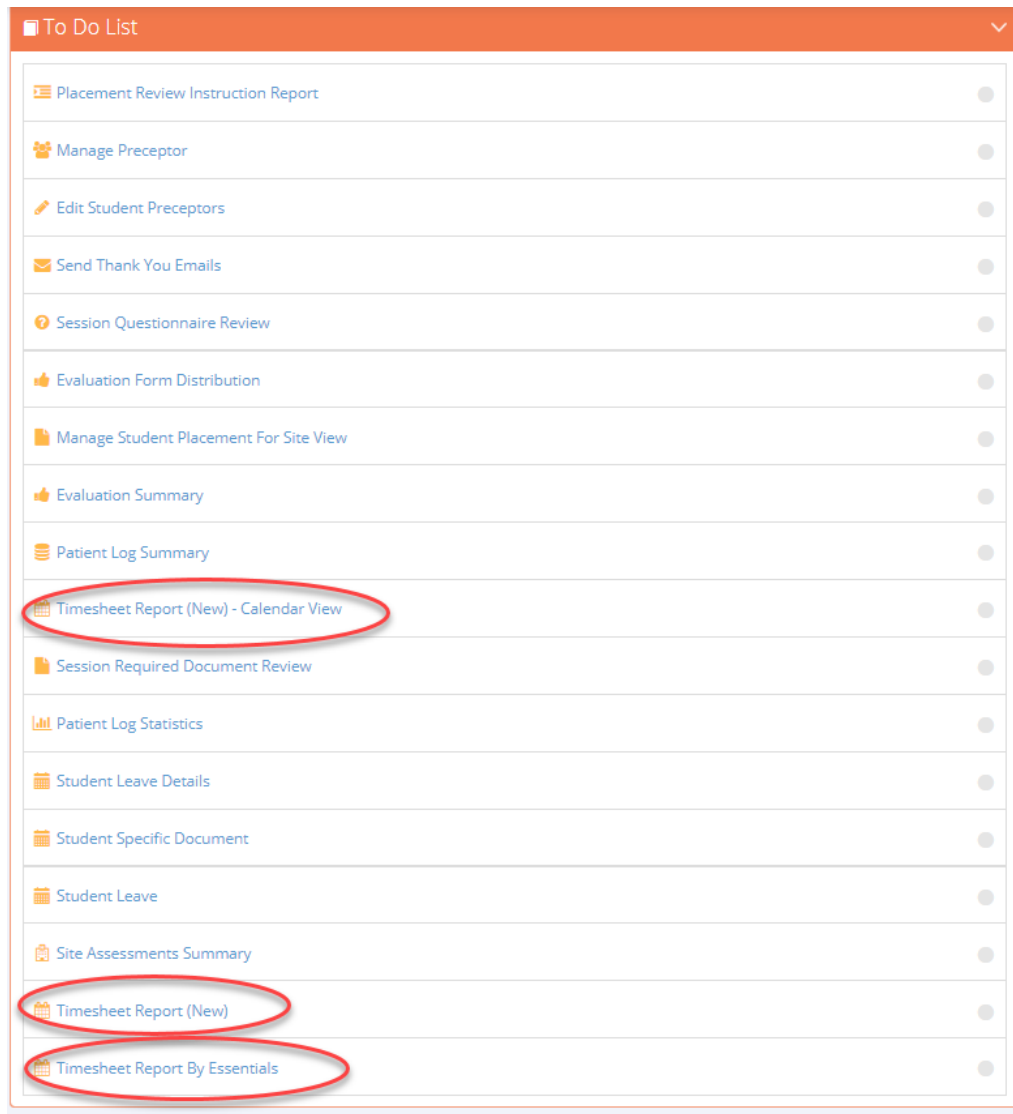
- o Timesheet Report (New) – Calendar View displays each student's hours in calendar form. You can also access the individual logs to approve/reject, as outlined above.
- o Timesheet Report (New) displays the total hours recorded and approved for the entire class. You can export to Excel using the "Tools" button and choosing Export.
- o 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.