



Pre-Licensure Faculty Exxat Training Guide

Version	Date	Description of Change
1.0	3/29/2019	Original Pre-Licensure Faculty Guide
1.1	5/28/2019	Added email link evaluation option directions
1.2	10/3/2019	Added directions for delaying results release to student portal Added directions for using "Search" bar on Evaluation Summary page Added note about completing correct evaluation for setting/rotation type

This guide contains information for all tasks Pre-Licensure Faculty will complete in Exxat each term. Please review the entire guide prior to each term.

You will complete the clinical evaluations for your students. **Note, you should confirm with your course chair whether you will complete your evaluations through an email link sent to you or whether you will complete them directly within Exxat.** This guide covers both options.

❖ *Complete clinical evaluations for your students – Email Link Option*

- You will receive one email per student with a link to complete each applicable evaluation. Ensure the email address "noreply@exxat.com" is an approved sender or check your Junk/Spam mailbox if you don't receive the emails.
- Click on the link to complete each evaluation. Note, Exxat is compatible with Firefox, Chrome, and Safari. If your default browser is different, copy and paste the link into one of those browsers.
- If you have multiple evaluation options, click the pencil icon by the appropriate form to complete it. If you don't have multiple evaluations in your course, you will land directly in the applicable evaluation.





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List of Evaluation Form(s) Help Print

Evaluation Form Name	Submitted Date	View/Submit Form
509B OB MEPN Evaluations Week 1	Not Submitted	
509B OB MEPN Evaluations Week 3	5/14/2019	

- Based on the directions and expectations specific to your course, complete each item of the evaluation. The system will auto-save as you go.
- When you have answered all items, check the box for “I have verified all answers” and click “Submit.” Note, once you submit, the evaluation is final.

Final Comments: (Completed by Faculty)

I have verified all answers 1 2 Submit

❖ **Complete clinical evaluations for your students – Exxat Portal Option**

- *Navigate: Placements – By Session*

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Dashboard Video Tutorial Help

Instructions: The dashboard landing page has a variety of helpful information including announcements from Exxat and access to your site, class, and calendar dashboards.

Placements By Session

Data Team Contact
 CSR Name: Karthi Supriya (karthi.supriya@exxat.com)
 Data Coordinator: Smit Laine (smit.laine@exxatsystems.com)
 Data Team Contacts: Amit Kadia (amit.kadia@exxatsystems.com)

Site Dashboard
 Batch/Class Dashboard
 Calendar Dashboard

- Click on the red “Evaluation Summary” icon by your course name
 - Tip: You can click the star by your course number to favorite it. Then, you will only see your current course each time you navigate to the Placement – By Session page. You will need to re-select your starred course each term to view your current course.





- Click on the “Summary” tab

- Use the “Search” box to search for your own students. You can search for your name, student name, or site name.

- Use the key to determine evaluation status. Each red dot is an evaluation that has not been completed. Click on the dot to complete the evaluation for your students only.
 - Note, in courses with multiple setting/rotation types, ensure you are completing the evaluation for the correct setting type for your student at the time (i.e. Peds vs Adult/Med Surg)

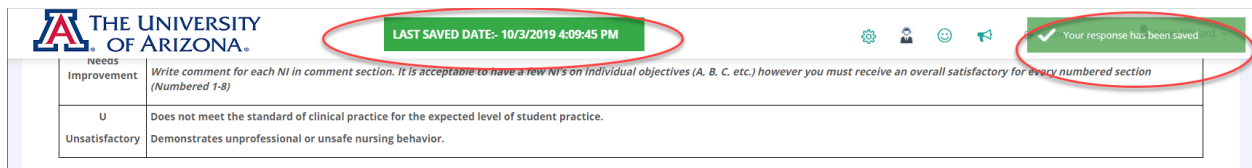




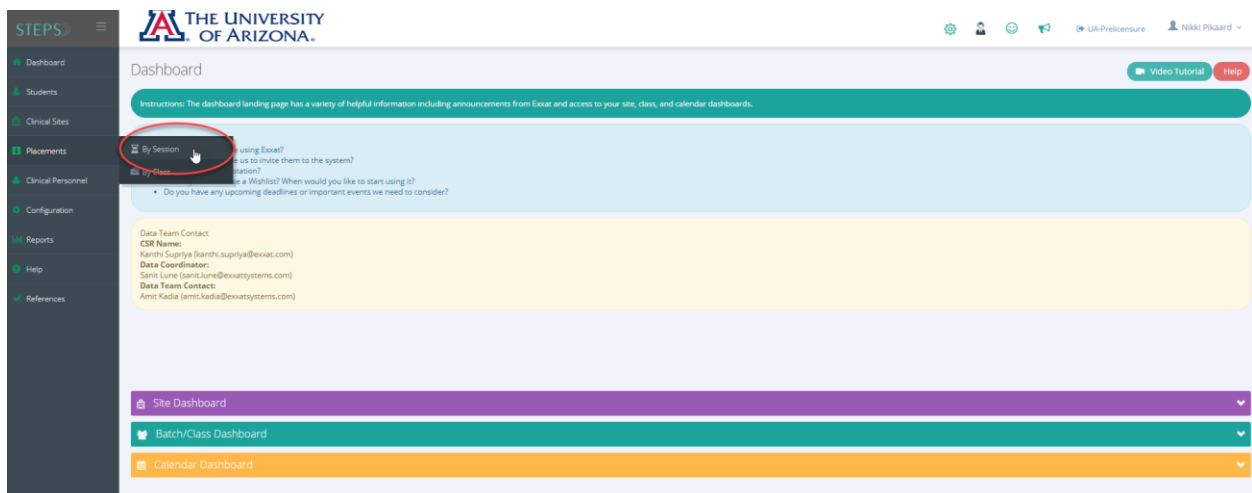
- Based on the directions and expectations specific to your course, complete each item of the evaluation. The system will auto-save as you go.
- When you have answered all items, check the box for “I have verified all answers” and click “Submit.” **Note, once you submit, the evaluation is final and the student can see the results.**



- To delay results releasing to students, Save your evaluation but do not Submit. You can submit at a later date when you want them to release, such as at the student conference when you go over the evaluation. Ensure the auto-save is working as you go to save your work. You will see the date/time stamp updating as you enter your responses. Exit the evaluation after the last save has updated.



- ❖ Monitor completion of evaluations and reporting (if applicable, based on your role in your course)
 - *Navigate: Placements – By Session*



- Click on the red “Evaluation Summary” icon by your course name





Session Label	Min Weeks	Start Date	Calendar Year	Batch Label	Session Setup	Placement	Post Placement
Mock Session1	1	01/01/2011	2011	Mock batch	+	+	+
Mock Session 3	1	03/03/2011	2011	Mock batch	+	+	+

- On the “Form Details” tab:
 - You will see an overview of how many evaluations are complete and incomplete by comparing “Applicable for” and “Submitted” numbers (image point A).
 - You will see an option to “Export” results under Action. This will generate a detailed excel with the results for each student by question and their overall score (image point B).
 - You will see option to view the “Report” for each evaluation. This will show you a global view of performance on the evaluation, by question (image point C).



Evaluation Form Name	Applicable For	Submitted	Reviewed	Not Submitted	Publish Date - Due Date	Action
BSN Evaluation_471 Week - 4 (Mid-Term) (Survey)	3	0	0	3	03-11-2019 08:00 03-22-2019 18:15	Export Report
5098 Weekly Evaluation Week 1	1	1	0	0	02-24-2019 09:00 N/A	Export Report
5098 Weekly Evaluation Week 2	1	0	0	1	01-27-2019 09:00 N/A	Export Report

- On the “Summary” tab, you will see the status of all evaluations for all students in your course. Use the key at the top of the page to understand the status of each dot color.





Evaluation Summary

Help

Form Details **Summary**

● Evaluation is not submitted. Click icon to submit evaluation. ● Evaluation is saved as draft. Click icon to view/edit evaluation. ● Evaluation is submitted. Click icon to view/edit evaluations. ● Evaluation has already been sent for review by student. ● Evaluation is reviewed by School admin. ● Evaluation is reviewed by the person who was evaluated. ● Evaluations are Submitted after Due - date. ● Click To View Raised Concerns.

Export Student Cover Sheet

Search:

Export All

Target (3)	BSN Evaluation_471 Week - 4 (Mid-Term)	509B Weekly Evaluation Week 1	509B Weekly Evaluation Week 2
Mickey Mouse - Test Site 1 - Family Medicine (FM)	●		
Mickey mouse - Test Site 1 - Long Term Care ●	●	● 86.67 / 100	●
Mickey mouse - Test Site 1 - OBGYN	●		

