



Pre-Licensure Student Exxat Training Guide

Version	Date	Description of Change
1.0	3/6/2019	Original student guide

This guide contains information for tasks pre-licensure students are expected to complete in Exxat. Some tasks you will complete only once or occasionally. Others you will be expected to complete one or more times per term. Please review the entire guide when you first access Exxat and prior to each term.

Summary of Tasks and Timeline

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 sections for “Basic Information,” “Areas of Interest,” and “Address Information.”

Tasks Completed Once Per Course at Start of Course

- ❖ **Confirm your placement site details (with screenshot)**
 - Navigate: My Placements
 - At the beginning of each course, you need to confirm your clinical sites are accurately reflected. Notify your clinical faculty of any discrepancies.
 - Verify you see your clinical site(s) listed
 - Note: do not confirm placement information on the Dashboard. Navigate directly to My Placements.





My Placements

Instructions: Please select the appropriate session / rotation to view additional information about the clinical site. You will find information on site contact, site requirements and any special documents made available by the site. You will also see a list of forms that are required to be completed during your placement.

Session	Site Details	Placement Dates	Setting
Mock Session1	Test Site 1 1615 Wilcox Ave, Los Angeles, California(CA) - 90028	01/01/2011- 01/30/2011 Duration: 5 Week Sequence: 1	Family Medicine (FM)
Mock Session2	Test Site 1 1615 Wilcox Ave, Los Angeles, California(CA) - 90028	01/01/2019- 05/15/2019 Duration: 5 Week Sequence: 1	Family Medicine (FM)

Displaying 1 - 2 of 2 Records

Video Tutorial Help Print

Evaluation Summary

Course name

Clinical site information (may have multiple placement sites per course)

Tasks Completed One or More Times Per Term

❖ Complete and view evaluations (with screenshots)

- Navigate: My Placements – Click on Session (course)
 - Ensure you are clicking the session for the correct site if you are placed at multiple during the term

STEPS

THE UNIVERSITY OF ARIZONA

My Placements

Instructions: Please select the appropriate session / rotation to view additional information about the clinical site. You will find information on site contact, site requirements and any special documents made available by the site. You will also see a list of forms that are required to be completed during your placement.

Session	Site Details	Placement Dates	Setting
Mock Session1	Test Site 1 1615 Wilcox Ave, Los Angeles, California(CA) - 90028	01/01/2011- 01/30/2011 Duration: 5 Week Sequence: 1	Family Medicine (FM)
Mock Session2	Test Site 1 1615 Wilcox Ave, Los Angeles, California(CA) - 90028	01/01/2019- 05/15/2019 Duration: 5 Week Sequence: 1	Family Medicine (FM)

Displaying 1 - 2 of 2 Records

Video Tutorial Help Print

Evaluation Summary

On your "To Do List" click "Complete and View Clinical Evaluations"



Placement Details Help Print

My Placements > Placement Details >

Instructions: You may contact your preceptor 2-3 weeks before your rotation begins.
Please check the notes section for important application steps that may need to be completed **before** you start your rotation.
The "To Do" list on this page includes all forms needed to be completed **during** your rotation. For further details on the content of these forms, contact your clinical education team.

Session: Mock Session2	START DATE: 1/1/2019	END DATE: 5/15/2019	SETTINGS: FAMILY MEDICINE (FM)	ROTATION TYPE: N/A	COURSE: N/A
Site Name: Test Site 1	Clinical Faculty (FOR): LLC Exxat,				

To send an email containing a profile link, click on the "Send Profile Link" button Send Profile Link

Site Details

- Site Name: Test Site 1
- Preceptor Name: N/A
- Phone: 111-111-1111
- Site Area: In Area
- Site Website: <https://www.exxat.com>
- Site Address: 1615 Wilcox Ave, Los Angeles, 90028
- Ownerships:
- Site Settings: Family Medicine (FM)
- Spend:
- Site Category:
- Facilities: Parking provided - Yes Housing provided - Yes
- Review Evaluation Notes (Please wait to be notified via email)

To Do List

- Complete and View Clinical Evaluations

- Complete clinical evaluations, if applicable. Click the pencil icon to complete your evaluation in the "Evaluations Done by You" section.

STEPS THE UNIVERSITY OF ARIZONA UA-Undergrad NIH/PLS/Board (Logged as Mickey Mouse)

Evaluation Summary Help

Placement Details > Evaluation Summary >

Session: Mock Session2	START DATE: 1/1/2019	END DATE: 5/15/2019	SETTINGS: FAMILY MEDICINE (FM)	ROTATION TYPE: N/A	COURSE: N/A
Site Name: Test Site 1	Clinical Faculty (FOR): LLC Exxat,				

Click icon to submit evaluation Evaluation has been submitted by you. Click icon to view the evaluation Evaluation has been reviewed by preceptor Evaluation has been sent for review

Evaluations Done On You

Evaluation Form Name	View Form(s)
BSN Evaluation_471 - Final	

Evaluations Done By You

Evaluation Form Name	View Form(s)
BSN Evaluation_471 Week - 4 (Mid-Term) <small>Due date of submission on 03-20-2019 18:18</small>	<input checked="" type="checkbox"/>

- Follow the directions at the top of the page to respond to the items. When you have completely finished, check the "I have verified all answers" checkbox and hit "Submit." Note, once you hit submit, your responses have been submitted to your faculty and cannot be changed.





Final Comments: (Completed by Student)

I have verified all answers 1

2 Submit

- View the results of evaluations completed on you. Click on the eyeball icon in the “Evaluations Done on You” section. Results will be released only after your faculty has completed your evaluation.

The screenshot shows the 'Evaluation Summary' page in the STEPS system. The page header includes the University of Arizona logo and navigation icons. The main content area displays evaluation details for 'Mock Session2' at 'Test Site 1' (LLC Exeat). A progress bar indicates the status: 'Click icon to submit evaluation' (checked), 'Evaluation has been submitted by you' (checked), 'Click icon to view the evaluation' (disabled), 'Evaluation has been reviewed by preceptor' (checked), and 'Evaluation has been sent for review' (checked). Below this, there are two sections: 'Evaluations Done On You' and 'Evaluations Done By You'. In the 'Evaluations Done On You' section, a table lists 'BSN Evaluation_471 - Final' with a 'View Form(s)' link and an eyeball icon circled in red. The 'Evaluations Done By You' section shows 'BSN Evaluation_471 Week - 4 (Mid-Term)' with a 'View Form(s)' link and a green checkmark.

