



## DNP Student Exxat Training Guide

Version	Date	Description of Change
1.0	5/11/2018	Original student guide; approved by specialty coordinators
1.1	6/6/2018	Added clarifying language for patient log's 7 day entry period
1.2	8/22/2018	Removed "Confirm Preceptor" process; no longer a required step
1.3	9/5/2019	Added "My Current Placement" information for Dashboard view. Information to view placements and add logs directly.
1.4	10/23/2019	Removed directions to complete "Survey Evaluation" which is no longer utilized
1.5	11/13/2019	Added directions for reviewing Pediatric hours in Patient Log Report

This guide contains information for all tasks DNP students are expected to complete in Exxat. Part 1 includes an overview of each task, the timing, and quick reference directions. Part 2 includes detailed instructions with screenshots for each task. Please review the entire guide when you first access Exxat and prior to each term.

### Part 1: 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.

##### ❖ **View the Exxat Steps Student Orientation Video on your Exxat Dashboard**

##### ❖ **Complete your "My Profile" information.**

- *Navigate: My Profile.*

#### Tasks Completed Once Per Course at Start of Course

##### ❖ **Confirm your placement site details**





- *Navigate: My Placements*
- At the beginning of each course, you need to confirm your clinical sites are accurately reflected. Notify your clinical placement coordinator of any discrepancies.
- Verify you see your clinical site(s) listed
- ❖ **Set up reviewer for timesheets (currently for FNP students only)**
  - *Navigate: My Placements – Click on session name – Click “Complete Timesheet” on your To Do List*
  - At the beginning of each course, you will add your CSF as your timesheet reviewer so you can send them a notification each week when you have submitted your timesheet.
  - Click on Add Reviewer.
  - Type in the name and email address of your Clinical Supervising Faculty (CSF). **Do not** add your preceptor.

### Tasks Completed Weekly

- ❖ **Complete patient logs**
  - *Navigate: My Placements – Click on session name – Click “Complete Patient Log” on your To Do List*
    - *Note, you can also navigate from “My Current Placement” under “Add Logs” on your Dashboard view*
  - You will enter a patient log for each patient you encounter.
  - You have 7 days, including the day of the encounter, to log it. For example, if you see a patient on Monday, you will have until the following Sunday at 11:59 pm Arizona time to log it.
  - Note: if you are placed at multiple sites, make sure you are logging on the correct site.
  - Complete all required fields as marked by asterisks. Complete other fields as applicable.
  - For Chief Complaint, use a short phrase to describe the reason for the patient’s visit.
  - Use the Patient Summary/Clinical Notes section only to report relevant additional information that is pertinent to the case, such as you were with the patient for over an hour waiting for a psych consultation. Use this section sparingly. Most cases will not have additional notes necessary.
- ❖ **Resubmit rejected patient logs**
  - *Navigate: My Placements – Click on session name – Click “Complete Patient Log” on your To Do List*
  - View the statuses of your completed logs. If a log has the Flag icon, you need to make edits. Flagged logs do not count into your completed hours.
  - Click on the pencil icon to make edits. Use the School Comments to understand what edits are necessary.
  - Click Complete when you are ready to re-submit.
  - When your log has been re-reviewed and accepted, it will count into your hours.





❖ **Complete timesheet (currently for FNP students only)**

- *Navigate: My Placements – Click on session name – Click “Complete Timesheet” on your To Do List*
- You will submit a timesheet each week. After you submit your timesheet, you need to initiate a review request to notify your CSF your timesheet is ready for review.
- Click Add Time Entry.
- Add time for each day you worked at the site. Tag the preceptor you worked with.
- When you have finished adding entries for the entire week, check the box saying you have entered all time and click Submit Timesheet.
- Back on the Complete Timesheet page, click Add Review Request.
- Select the timesheet you have submitted and your reviewer to send a notification to your CSF that your timesheet is ready for review.

Other Tasks Completed During Each Course

❖ **Monitor completed hours toward required minimum and pediatrics hours**

- *Navigate: Patient Log Report*
- Select your course(s). Optionally, add other filters.
- Your “Total Time Spent with Patient and Preceptor” is your total clinical hours.
- Scroll down to the “Graph” section and click the “Time Spent” tab
  - You will see a breakdown of time spent by age group

❖ **Review evaluation feedback**

- *Navigate: My Placements – Click on session name for current course – Select “Complete and View Evaluations” on To Do List*
- In the “Evaluations Done on You” section, you can click the eyeball to view your score and feedback for evaluations completed about you.

❖ **Complete Student Final Clinical Environment Evaluation**

- *Navigate: My Placements – Click on session name for current course – Select “Complete and View Evaluations” on To Do List*
- In the “Evaluations Done by You” section, click on the green pencil icon to complete your evaluation of your clinical environment. Note, this form will only be open near the end of the term.

Other Tasks Completed During Student Career

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

- Each term you should review your My Profile information. Update your information accordingly.

**Part 2: Detailed Instructions for Tasks**





Tasks Completed Once Per Course at Start of Course

❖ **Confirm your placement site details**

- At the start of each course, you need to confirm your placement sites are accurately displaying. Contact your clinical placement coordinator if any site is missing or incorrect.
- Click on My Placements.

The screenshot shows the STEPS dashboard for a student. The left sidebar has 'My Placements' highlighted with a red circle. The main content area includes a 'Pending Or Expired Document(s)' section with 'No document pending or expired.' Below that is an 'Information Status' table:

Profile	Status
Basic Information	Done
Special Abilities	Not Done

The 'My Current Placement' section shows details for 'Mock Session1' at 'ZZ site 1' (350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235). It lists a duration of 5.0 Weeks, Pediatric Endocrinology (PE), and dates from 1/1/2018 to 12/1/2018. Action buttons include 'Confirm Preceptor', 'Complete Patient Log', 'Complete Evaluations', and 'Timesheet'.

- Verify you see your clinical site(s) listed.

The screenshot shows the 'My Placements' page. A table lists placement sessions:

Session	Site Details	Placement Dates	Setting
Mock Session1	ZZ site 1 350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235	01/01/2018 - 12/01/2018 Duration: 5 Week Sequence: 1	Pediatric Endocrinology (PE)

The 'Site Details' column header is circled in red. The table shows 'Displaying 1 - 1 of 1 Records' and a 'Show 25 Records' control.

- Note, you can also view your placement details on your Dashboard. Under “My Current Placement” click on “View more details” to see all placements listed.





The screenshot shows the STEPS dashboard interface. The left sidebar contains navigation options: Dashboard, My Profile, Survey Evaluation, My Wishlists, My Placements, School Course, Student Packet, My Help, School Contact, Technical Support, Patient Log Dashboard, Quick Links, Patient Log Report, and Resource Materials. The main content area includes a 'Message' box with instructions, an 'Exxat Academy Tutorials' section with a video player, a 'Pending Or Expired Document(s)' section, and a 'My Current Placement' section. The 'My Current Placement' section displays details for 'Mock Session1' at 'ZZ site 1' (350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235) for 5.0 Weeks from 03/01/2012 to 04/01/2020, in the Pediatric Endocrinology (PE) setting. A red circle highlights the 'View more details' link in the bottom right corner of this section.

❖ **Set up reviewer for timesheets (currently for FNP students only)**

- At the start of each course, you will need to add your Clinical Supervising Faculty (CSF) information as the reviewer of your timesheet. You will only need to add the information once, then you will send your timesheet to your CSF each week.
- Click on My Placements.

This screenshot shows the STEPS dashboard with the 'My Placements' option in the left sidebar highlighted with a red circle. The main content area is similar to the previous screenshot but includes an 'Information Status' section at the bottom left. This section contains a table with two columns: 'Profile' and 'Status'. The 'Basic Information' row has a 'Done' button, and the 'Special Abilities' row has a 'Not Done' button. The 'My Current Placement' section on the right shows the same placement details as before, but with additional buttons: 'Confirm Preceptor', 'Complete Patient Log', 'Complete and View Evaluations', and 'Complete Timesheet'.

- Click on session name for your course.





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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.

Video Tutorial Help Print

Evaluation Summary

Session	Site Details	Placement Dates	Setting
Mock Session1	ZZ site 1 350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235	01/01/2018 - 12/01/2018 Duration: 5 Week Sequence: 1	Pediatric Endocrinology (PE)

Displaying 1 - 1 of 1 Records

Show 25 Records

- o Select Complete Timesheet on your To Do List.

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Placement Details

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 Session1 START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: ZZ site 1

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

Send Profile Link

Student Review Confirmation

I have reviewed all the requirements for the site and understand that it will be my responsibility to communicate with the site and provide any additional documents requested by the site in a timely fashion.

Save

Site Details

Site Name: ZZ site 1

To Do List

- Confirm Preceptor
- Complete Patient Log
- Complete and View Evaluations
- Complete Timesheet

- o Click on Add Reviewer.





- Type in the name and email address of your Clinical Supervising Faculty (CSF). **Do not** add your preceptor.

- You will then see your CSF appear in your List of Reviewers.





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Timesheet

Placement Details > Timesheet >

Session: Mock Session1 START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: ZZ site 1

Important Notes for Add Reviewer:

- Reviewer is the person who is responsible for approving your time in the clinic.
- You can send your time log entries to only one person at a time.
- Please click on "Add Reviewer" button to add a person/Reviewer and Click "Edit" to edit or delete the reviewer.
- Please remember to enter your time daily.

LIST OF REVIEWERS

Nikki Pikaard	Edit
npikaard@email.arizona.edu	

WEEKLY TIME LOG SUMMARY

+ Add Review Request Review Request Summary Daily TimeSheet Report

### Tasks Completed Weekly

#### ❖ Complete patient logs

- You will complete a patient log for each patient you encounter. You have up to 7 days to complete your patient log after the encounter. You have 7 days, including the day of the encounter, to log it. For example, if you see a patient on Monday, you will have until the following Sunday at 11:59 pm Arizona time to log it.
- Click on My Placements.

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Dashboard

Instructions: Welcome to the new Exxat University clinical education system. This system will serve as your central hub during your 1st year as a Nursing student.

Exxat Academy Tutorials

EXXAT STEPS STUDENT ORIENTATION VIDEO

Pending Or Expired Document(s)

My Current Placement

Mock Session1

ZZ site 1

350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235

5.0 Weeks Pediatric Endocrinology (PE)

1/1/2018 - 12/1/2018

Confirm Preceptor

Complete Patient Log

Complete and View Evaluations

Complete Timesheet

- Click on session name for your course. Note, make sure you select the right clinical site if you are placed at more than one.





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### 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
<b>Mock Session1</b>	ZZ site 1 350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235	01/01/2018 - 12/01/2018 Duration: 5 Week Sequence: 1	Pediatric Endocrinology (PE)

Displaying 1 - 1 of 1 Records

- o Select "Complete Patient Log" on your To Do List.

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### 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 Session1** START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: ZZ site 1

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

#### Student Review Confirmation

I have reviewed all the requirements for the site and understand that it will be my responsibility to communicate with the site and provide any additional documents requested by the site in a timely fashion.

Save

#### To Do List

- Confirm Preceptor
- Complete Patient Log**
- Complete and View Evaluations
- Complete Timesheet

Site Name: ZZ site 1

- o Click Add Patient Log.
- o Note: if you are placed at multiple sites, make sure you are logging on the correct site.

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### Patient Log

Session: **Mock Session1** START DATE: 1/1/2018 END DATE: 12/1/2018 DURATION: 5.0 WEEK SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE)

Site Name: **ZZ site 1**

Add Logs

Report

Not Submitted Completed Reviewed Lock Comment by School School Flagged Logs Starred Log

10 records

Date of Service	Case No	Template label	Type	Status	Actions	School Comments
No data available in table						

Showing 0 to 0 of 0 entries



- Complete all required fields as marked by asterisks. Complete other fields as applicable.
- Select the relevant ICD 10 Code(s) by clicking Add ICD Code.

The screenshot shows a patient information interface with three main sections:

- ICD 10 CODE SELECTED**: A table with columns for ICD Code, ICD Description, and Action. An "Add ICD Code" button is circled in red above the table.
- DIAGNOSIS BY SYSTEMS**: A table with columns for Diagnosis Description and Action. It currently shows "No Diagnosis Added".
- PROCEDURE BY TYPE**: A table with columns for Procedure Description and Action. It currently shows "No Procedure Added".

- You can search or browse to find the right code(s). Click on the code to select it.

The screenshot shows the "Add ICD 10 Code" search interface. At the top, there are filters for "Code can be added" (selected) and "Code is added already". Below this is a search bar and a list of ICD 10 categories. The category "J00-J99-Diseases of the respiratory system" is expanded, and the code "J00-Acute nasopharyngitis [common cold]" is circled in red. A "Close" button is visible at the bottom right of the interface.



- Select your role for the code.

Are you sure you want to enter **J00** ?

Student Role ?  Observed  Assisted  Performed

No Yes

- [-] A00-B99-Certain infectious and parasitic diseases
- [-] C00-D48-Neoplasms
- [-] D50-D89-Diseases of the blood and blood-forming organs and certain disorders involving the immune mechanism
- [-] E00-E90-Endocrine, nutritional and metabolic diseases
- [-] F00-F99-Mental and behavioural disorders
- [-] G00-G99-Diseases of the nervous system
- [-] H00-H59-Diseases of the eye and adnexa
- [-] H60-H95-Diseases of the ear and mastoid process
- [-] I00-I99-Diseases of the circulatory system
- [-] J00-J99-Diseases of the respiratory system
  - J00-Acute nasopharyngitis [common cold]
  - [+] J01-Acute sinusitis
  - [+] J02-Acute pharyngitis
  - [+] J03-Acute tonsillitis
  - [+] J04-Acute laryngitis and tracheitis
  - [+] J05-Acute obstructive laryngitis [croup] and epiglottitis
  - [+] J06-Acute upper resp infections of multiple and unsp sites
  - [+] J09-Influenza due to certain identified influenza viruses
  - [+] J10-Influenza due to other identified influenza virus
  - [+] J11-Influenza due to unidentified influenza virus
  - [+] J12-Viral pneumonia, not elsewhere classified
  - J13-Pneumonia due to Streptococcus pneumoniae
  - J14-Pneumonia due to Hemophilus influenzae

Close

- FNP, PNP, and PMHNP students should choose applicable procedures from the “Primary Case/PMHNP” procedure list. AGACNP students should choose applicable procedures from the “Acute Care” procedure list.
- For each relevant procedure, select whether you Observed, Assisted, or Performed the procedure.





Primary Care/PMHNP list

Abdominal Paracentesis -Select- -Select- Observed <b>Assisted</b> Performed -Select-	Abscesses—Incision and Drainage: -Select-
Bartholin Cyst Abscess—Incision and Drainage -Select-	Anoscopy -Select-
Burns—Debridement -Select-	Arthrocentesis -Select-
Central Venous Catheter Access -Select-	Auricular Hematoma Evacuation -Select-
Cervical Cap Fitting, Insertion, and Removal -Select-	Breast Biopsy—Fine Needle Aspiration -Select-
	Capillary Blood Collection—Heel/Finger Stick -Select-
	Cerumen Impaction Removal -Select-
	Cervical Lesions—Cryotherapy -Select-

- For Chief Complaint, use a short phrase to describe the reason for the patient's visit.

Visit Information

Clinical Setting Types	New Patient-Outpatient
Group Encounter Type	<input type="checkbox"/> Preventive <input type="checkbox"/> Emergent <input type="checkbox"/> Acute <input type="checkbox"/> Chronic
Reason for Visit	Initial Visit Outpatient
Type of Decision Making	Low Complexity
Time spent with the Patient	15 Minutes
Consult with Preceptors	10 Minutes
Student Participation	Performed 1-25%
Are you seeing this Patient for first time, or is this a repeat visit of this patient with you?	New Patient to you

Chief Complaint

Normal text **Bold** *Italic* Underline [List Icons]

Sore throat, cough

- Use the Patient Summary/Clinical Notes section only to report relevant additional information that is pertinent to the case, such as explaining why you were with a patient for an unusual amount of time. Use this section sparingly. Most cases will not have additional notes necessary.
- Click Complete to submit your patient log for review. Only use the Save button if you want to continue working on your patient log in the future. Saving will not submit your log.





Patient Summary/Clinical Notes

Normal text • Bold *Italic* Underline

If any other Summary Notes, Please Specify...

Save Complete

- o Note, you can navigate directly to the patient logs from “My Current Placement” on your Dashboard. Click on “Add Logs” and choose “Patient Log” or click on the “Complete Patient Log” link. Ensure you are adding the log for the correct site.

2 + Patient Log 31

+ Procedure Log 3

Report

My Current Placement

**Mock Session1** Complete Patient Log Add Logs ^ i

**ZZ site 1** 1

350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235

5.0 Weeks 03/01/2012- 04/01/2020

Setting - Pediatric Endocrinology (PE)

**Mock Session1** View Session Activities Complete Patient Log Add Logs ^ i

**mock site**

14824 Landerwood Drive, Eastvale, California(CA) - 92880

5.0 Weeks 01/01/2018- 12/01/2020

Setting - Internal Medicine

View Session Activities

Minimize Information ^

#### ❖ Resubmit rejected patient logs

- o If your CSF needs clarification or more information on a log you submitted, she/he can Flag it. Flagged logs are rejected and will not count into your completed hours. You will need to make necessary updates to your log and resubmit for CSF approval.
- o Using the directions above, navigate to “Complete Patient Log” to view your completed logs.
- o Use the key to understand the statuses of your logs. The lock icon represents a log that has been approved and locked by your CSF. You will not be able to make edits to locked logs. Approved and locked logs count into your completed hours. No action is necessary.





Date of Service	Case No	Template label	Type	Status	Actions	School Comments
5/10/2018	2018-PE-003		Patient Log	Completed		N/A
5/10/2018	2018-PE-001		Patient Log	Flagged	Edit	
5/9/2018	2018-PE-002		Patient Log	Completed		N/A

- If you see a Flag icon by the case number, it means that your CSF has reviewed your log but has sent it back to you for edits. You will need to click the pencil icon to edit the log. You can view the comments your CSF has provided to guide your edits in the School Comments section.

Date of Service	Case No	Template label	Type	Status	Actions	School Comments
5/10/2018	2018-PE-003		Patient Log	Locked		N/A
5/10/2018	2018-PE-001		Patient Log	Flagged	Edit	Please update ICD 10 code.
5/9/2018	2018-PE-002		Patient Log	Completed		N/A

- When you are ready to resubmit your log, click the Complete button. You will see the Status has changed to a checkmark. This means you have resubmitted, but your CSF has not reviewed yet. Note, the Flag icon still appears.





The screenshot shows the 'Patient Log' page in the STEPS system. The session is 'Mock Session1' at 'ZZ site 1'. The table below shows three log entries:

Date of Service	Case No	Template label	Type	Status	Actions	School Comments
5/10/2018	2018-PE-003		Patient Log	Not Submitted		N/A
5/10/2018	2018-PE-001		Patient Log	Flagged	Info, Review, Lock, Comment, Flagged, Starred	
5/9/2018	2018-PE-002		Patient Log	Completed	Info, Review, Lock, Comment, Flagged, Starred	N/A

- Once your CSF re-reviews. You will see the Flag icon disappear, and the status change to approved and locked. Your log now counts into your completed hours. No further action is necessary.

The screenshot shows the 'Patient Log' page in the STEPS system, identical to the previous one, but the status of the 5/10/2018 entry has changed to 'Approved and Locked' (indicated by a lock icon).

❖ **Complete timesheet (currently for FNP students only)**

- Each week you need to fill out a timesheet for the total hours you were at your clinical site. Include all hours, even when you were on break or at lunch. First you will fill out your time and submit your timesheet. Then you must initiate a review request to notify your CSF you have submitted the timesheet for their approval.
- Click on My Placements





Dashboard

Instructions: Welcome to the new Exxat University clinical education system. This system will serve as your central hub during your 1st year as a Nursing student.

Exxat Academy Tutorials

EXXAT STEPS STUDENT ORIENTATION VIDEO  
This video introduces your students to the basic features of the STEPS system.

Pending Or Expired Document(s)  
No document pending or expired.

Profile	Status
Basic Information	Done
Special Abilities	Not Done
Area of Interest	Not Done
Address Information	Done
Education History	Not Done
Employment History	Not Done
Clinical Questionnaire	Not Done
Required Documents	Not Done
Review & Sign	Not Done

- Click on the session name for your current course

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
<a href="#">Mock Session1</a>	Add Logs ZZ site 1 350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235	01/01/2018 - 12/01/2018 Duration: 5 Week Sequence: 1	Pediatric Endocrinology (PE)

Displaying 1 - 1 of 1 Records

- Select Complete Timesheet on your To Do List

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 Session1** START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: ZZ site 1

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

Send Profile Link

Student Review Confirmation

I have reviewed all the requirements for the site and understand that it will be my responsibility to communicate with the site and provide any additional documents requested by the site in a timely fashion. Save

Site Details

Site Name: ZZ site 1

Map Satellite Victoria's Secret & PINK

To Do List

- Confirm Preceptor
- Complete Patient Log
- Complete and View Evaluations
- Complete Timesheet**

- Click on Add Time Entry for the week you want to enter time





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LIST OF REVIEWERS

Nikki Pikaard Edit  
rpikaard@email.arizona.edu

WEEKLY TIME LOG SUMMARY

+ Add Review Request Review Request Summary Daily Timesheet Report

TOTAL TIME ENTERED: 0 HOURS 0 MINUTES

Review not requested Review requested Approved Rejected Locked by School

Week	Start Date - End Date	Total Hours	Submit Status	Review Status	Reviewer Name	Action
1	1/1/2018 - 1/7/2018	0 Hours 0 Minutes	Not Submitted	Review Status		+ Add Time Entry
2	1/8/2018 - 1/14/2018	0 Hours 0 Minutes	Not Submitted	Review Status		+ Add Time Entry
3	1/15/2018 - 1/21/2018	0 Hours 0 Minutes	Not Submitted	Review Status		+ Add Time Entry

- For each day you were at the site, click on Add Time Entry to enter the hours. It is not necessary to fill time for days you were not at the site.

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Daily TimeSheet

Help Print

Student Name: Mickey Mouse START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) SELECTED WEEK: 1

Session: Mock Session1

Site Name: ZZ site 1

Next Week

WEEK SUMMARY

Day	Date	TotalHours	Action
Monday	01/01/2018	0 Hours 0 Minutes	+ Add Time Entry
Tuesday	01/02/2018	0 Hours 0 Minutes	+ Add Time Entry
Wednesday	01/03/2018	0 Hours 0 Minutes	+ Add Time Entry
Thursday	01/04/2018	0 Hours 0 Minutes	+ Add Time Entry
Friday	01/05/2018	0 Hours 0 Minutes	+ Add Time Entry
Saturday	01/06/2018	0 Hours 0 Minutes	+ Add Time Entry
Sunday	01/07/2018	0 Hours 0 Minutes	+ Add Time Entry

TIME ENTRIES LOG

Advanced Search

Date	Time	Hours	Tagged Preceptor	Notes	Status	Action
No Records Found						

- Enter your start and end time. It will automatically calculate your total hours. Tag the preceptor you worked with. If you did not work with a specific preceptor, select No Preceptor.





### TIME ENTRY FORM

Date: 1/1/2018

Start Time: 8:00 AM

End Time: 5:00 PM

Hours : Minutes \*: 9 : 0

Tag Preceptor \*: Alan Preceptor 1

Notes:

I was not Scheduled on this date.

Save & Close

- Once you have entered all your hours for the week, check the box by “I have verified all time entries and completed filling this timesheet.” Then click Submit Timesheet.

**WEEK SUMMARY**

Day	Date	TotalHours	Action
Monday	01/01/2018	9 Hours 0 Minutes	+ Add Time Entry
Tuesday	01/02/2018	0 Hours 0 Minutes	+ Add Time Entry
Wednesday	01/03/2018	9 Hours 0 Minutes	+ Add Time Entry
Thursday	01/04/2018	0 Hours 0 Minutes	+ Add Time Entry
Friday	01/05/2018	9 Hours 0 Minutes	+ Add Time Entry
Saturday	01/06/2018	0 Hours 0 Minutes	+ Add Time Entry
Sunday	01/07/2018	0 Hours 0 Minutes	+ Add Time Entry

**TIME ENTRIES LOG**

Date	Time	Hours	Tagged Preceptor	Notes	Status	Action
01/01/2018	8:00 AM - 5:00 PM	9 Hours 0 Minutes	Preceptor 1, Alan		Not Approved	✓ ✗
01/03/2018	8:00 AM - 5:00 PM	9 Hours 0 Minutes	Preceptor 1, Alan		Not Approved	✓ ✗
01/05/2018	12:00 AM - 9:00 AM	9 Hours 0 Minutes	No Preceptor		Not Approved	✓ ✗

**Review & Submit**

I have verified all time entries and completed filling this timesheet.

Submit Timesheet

- Navigate back to your Complete Timesheet page. Click on Add Review Request to notify your CSF your timesheet is ready for review.





**LIST OF REVIEWERS** + Add Reviewer

Nikki Pikaard Edit  
npikaard@email.arizona.edu

**WEEKLY TIME LOG SUMMARY** + Add Review Request Review Request Summary Daily Timesheet Report

TOTAL TIME ENTERED: 27 HOURS 0 MINUTES

Review not requested | Review requested | Approved | Rejected | Locked by School

Week	Start Date - End Date	Total Hours	Submit Status	Review Status	Reviewer Name	Action
1	1/1/2018 - 1/7/2018	27 Hours 0 Minutes	Submitted			+ Add Time Entry
2	1/8/2018 - 1/14/2018	0 Hours 0 Minutes	Not Submitted			+ Add Time Entry
3	1/15/2018 - 1/21/2018	0 Hours 0 Minutes	Not Submitted			+ Add Time Entry

- o Click the box by the timesheet you are sending. Select the reviewer. Note, your reviewer list is populated by the reviewer you set up at the beginning of the class. Click Send and Close.

**SEND TIMESHEETS**

**SELECT WEEKS TO BE SUBMITTED**

	Week Number	Year	Total Hours	Minutes
<input checked="" type="checkbox"/>	1	2018	27	0

**LIST OF REVIEWERS**

**SELECT REVIEWER**  Nikki Pikaard npikaard@email.arizona.edu

**STUDENT NOTES**

Recipient EmailId:

Notes:

**Send & Close**

- o After your CSF has approved your timesheet, you will see the status update to a checkmark to signal it was approved. If you don't see a reviewer name by your timesheet, you have not successfully sent it for review.





Week	Start Date - End Date	Total Hours	Submit Status	Review Status	Reviewer Name	Action
1	1/7/2018 - 1/7/2018	27 Hours 0 Minutes	Submitted	Approved	Nikki Pikaard npikaard@email.arizona.edu	View Time Entry
2	1/8/2018 - 1/14/2018	0 Hours 0 Minutes	Not Submitted			Add Time Entry
3	1/15/2018 - 1/21/2018	0 Hours 0 Minutes	Not Submitted			Add Time Entry

### Other Tasks Completed During Each Course

#### ❖ Monitor completed hours toward required minimum

- Each course, you are required to log a minimum number of hours. It is your responsibility to monitor your progress to ensure you are on track to complete the required number of hours.
- On the left-hand menu select Patient Log Report.

Profile	Status
Basic Information	Done
Special Abilities	Not Done
Area of Interest	Not Done
Address Information	Done
Education History	Not Done
Employment History	Not Done
Clinical Questionnaire	Not Done
Required Documents	Not Done
Review & Sign	Not Done

- Choose your course under Rotation. You can leave all other fields blank. Click Search. Note, if you want to view your cumulative hours, choose multiple courses.





- Your “Total Time Spent with Patient and Preceptor” is your total clinical hours.
- Scroll down to the “Graph” section and click the “Time Spent” tab
  - You will see a breakdown of time spent by age group

Age	Consult with Preceptors	Time spent with Patient	Total Time
Pre-Term	2.20 hr	2.03 hr	4.23 hr (56.85%)
New Born	0.27 hr	0.27 hr	0.53 hr (7.12%)
Infant (<1 year)	0.10 hr	0.10 hr	0.20 hr (2.69%)
Child (1-10 years)	0.20 hr	0.27 hr	0.47 hr (6.32%)

❖ **Review evaluation feedback**

- You can view the scores and feedback from evaluations your CSF and preceptor have completed about you.
- Click on My Placements.





The screenshot shows the STEPS dashboard. On the left sidebar, the 'My Placements' menu item is circled in red. The main content area includes a 'Dashboard' header, a 'Welcome' message, 'Exxat Academy Tutorials', an 'EXXAT STEPS STUDENT ORIENTATION VIDEO', a 'Pending Or Expired Document(s)' section, and a 'My Current Placement' section for 'Mock Session1' at 'ZZ site 1'.

o Click on session name for your course. Note, do this for each clinical site you are placed at.

The screenshot shows the 'My Placements' page. A table lists placement sessions. The 'Mock Session1' link is circled in red. The table includes columns for Session, Site Details, Placement Dates, and Setting.

Session	Site Details	Placement Dates	Setting
<a href="#">Mock Session1</a>	ZZ site 1 350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235	01/01/2018 - 12/01/2018 Duration: 5 Weeks Sequence: 1	Pediatric Endocrinology (PE)

o Select "Complete and View Evaluations" on your To Do List.

The screenshot shows the 'Placement Details' page for 'Mock Session1' at 'ZZ site 1'. The 'To Do List' section on the right has the 'Complete and View Evaluations' item circled in red. The page includes instructions, a 'Send Profile Link' button, a 'Student Review Confirmation' section, and 'Site Details' for 'Victoria's Secret & PINK'.





- In the “Evaluations Done on You” section, you can click the eyeball to view your score and feedback for evaluations completed about you.

**Evaluation Summary**

Session: **Mock Session1** START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A

Site Name: **ZZ site 1**

Click icon to submit evaluation Click icon to view the evaluation Reciprocity form Evaluation reviewed by Preceptor

**Evaluations Done On You**

Evaluation Form Name	View Form(s)
Preceptor Final Student Evaluation	Not submitted
CSF Mid-Term Student Evaluation	

**Evaluations Done By You**

Evaluation Form Name	View Form(s)
Student Final Clinical Environment Evaluation <small>Due date of submission on 05-25-2018 23:55</small>	

### ❖ Complete Student Final Clinical Environment Evaluation

- At the end of each term you will evaluate your clinical environment for each site you were placed at.
- Click on My Placements.

**Dashboard**

Instructions: Welcome to the new Excalt University clinical education system. This system will serve as your central hub during your 1st year as a Nursing student.

Exxat Academy Tutorials

**EXCAT STEPS STUDENT ORIENTATION VIDEO**  
This video introduces your students to the basic features of the STEPS system.

Pending Or Expired Document(s)  
No document pending or expired.

**My Current Placement**

**Mock Session1**  
**ZZ site 1**  
350 Fifth Avenue, 34th floor, New York, New York(NY) - 10235  
5.0 Weeks Pediatric Endocrinology (PE)  
1/1/2018 - 12/1/2018

Confirm Preceptor Complete Patient Log Complete and View Evaluations Complete Timesheet

**Information Status**

Profile	Status
Basic Information	Done
Special Abilities	Not Done

- Click on session name for your course. Note, do this for each site you are placed at.





- Select “Complete and View Evaluations” on your To Do List.

- In the “Evaluations Done by You” section, click on the green pencil icon to complete your clinical environment evaluation.





- STEPS
- Dashboard
- My Profile
- Survey Evaluation
- My Wishlists
- My Placements
- School Course
- Student Packet
- My Help
- School Contact
- Technical Support
- Quick Links
- Patient Log
- Patient Log Report
- Resource Materials



### Evaluation Summary

Help

Placement Details > Evaluation Summary >

Session: **Mock Session1** START DATE: 1/1/2018 END DATE: 12/1/2018 SETTINGS: PEDIATRIC ENDOCRINOLOGY (PE) ROTATION TYPE: N/A COURSE: N/A  
Site Name: **ZZ site 1**

- Click icon to submit evaluation
- Click icon to view the evaluation
- Reciprocity form
- Evaluation reviewed by Preceptor

#### Evaluations Done On You

Evaluation Form Name	View Form(s)
Preceptor Final Student Evaluation	Not submitted
CSF Mid-Term Student Evaluation	

#### Evaluations Done By You

Evaluation Form Name	View Form(s)
Student Final Clinical Environment Evaluation <small>Due date of submission on 05-25-2018 2:55</small>	

