Reviewing Student Timesheets for Site

Prism

When working with students during a rotation, the school may request you to review and sign off on the student’s timesheets.

1. Once a student submits their timesheet, you will be sent an email with a subject line “Student Name – Review Request for Timesheets”. Click on the link to review their timesheet.
	1. Caution: the link automatically expires within 60 days!
	2. Please note, Internet Explorer is not a supported browser.
	3. If the link does not work, copy and paste the URL in a new window.



1. You will be redirected to Exxat and will view all timesheets submitted by the student.
	1. You can filter by dates and status.



1. If you’d like to make any comments on a specific time log, scroll to the right of the table and click Add Comment.
	1. If the comment applies to multiple logs, select the logs first using the open checkbox.



1. A drawer will open. Provide your comments and click Save.
	1. If you selected multiple timesheets, select the checkbox “Apply comments to all the selected records” option.



1. Select the entries you’d like to review using the open checkbox and select Approve or Not Approve on the top right corner.



1. A pop-up will appear asking you to confirm your review of the selected timesheets. Click Ok.



1. The time entries you reviewed will be removed from the table. Any entries you have not yet reviewed will remain visible on the page.

