Completing Program Evaluations for Site

Prism

While supervising a student, the program may request you to complete a form / evaluation on Exxat. Here is what you can expect!

1. You will receive an email which contains a link to access the form. Click on the link or copy and paste it into your browser.
	1. Please note, Internet Explorer is NOT a supported web browser.



1. The form will load, and you can begin completing it.
	1. Click Clear All if you’d like to remove any responses.
	2. Click Save to save your work and complete the form at a later time.



1. Once done with the form, click Submit.



1. A pop-up will appear. Click OK.



1. The system will confirm you’re all done! Click on the link if you’d like to view your submitted responses.

