Rotation Readiness

Exxat Prism

This document outlines a checklist that you may need to check on to ensure that you are ready to start your upcoming Rotation.

## Step 1: Courses Offered and Rotation Creation

1. Create the Courses and Course offerings associated with the upcoming rotation.
[Help Document](https://exxat.zendesk.com/hc/en-us/articles/15911456164497-Adding-Editing-Course-Offerings-)
2. For lock step programs, the students associated with the cohort will be automatically registered. For Non lock step programs the students will have to registered manually.
 [Help Document](https://exxat.zendesk.com/hc/en-us/articles/15911619350929-Manage-Student-Course-Registration)
3. Create the Duration Blocks/Rotations mentioning the global start date and end date during which the Courses can be taken.
 [Help Document](https://exxat.zendesk.com/hc/en-us/articles/15911487103377-Adding-Rotations-)

Step 2: Slots Added in the System (If Not Using Direct Placement)

1. Add the availability of the locations manually.
[Help Document](https://exxat.zendesk.com/hc/en-us/articles/15655966560529-Adding-Slots-by-Site-and-Location)
2. You may also use Slot requests to collect the available slots directly from the sites/preceptors.
 [Help Document](https://exxat.zendesk.com/hc/en-us/articles/15721339487889-Creating-a-Site-Communication)

(Ensure that these slots align with the number of students and their preferences)

## Step 3: Placements Done

1. Placing Students to their respective Rotation Sites and Courses.
 [Help Document](https://exxat.zendesk.com/hc/en-us/articles/15611815555345-Placing-Students-)

## Step 4: Publishing Placements and Sending notifications

1. Once you have finalized your placements, you can publish them to the students.
[Help document](https://exxat.zendesk.com/hc/en-us/articles/15611964260113-Publishing-Placements-)
2. You can then send notifications to Students.
[Help document](https://exxat.zendesk.com/hc/en-us/articles/15611519510801-Sending-Slot-Notifications-to-Students)
3. You can also Send notification to Site.
[Help Document](https://exxat.zendesk.com/hc/en-us/articles/15612380151185-Sending-Placement-Notifications-to-Sites-)

## Step 5: Enable all Learning Activities

Ensure that all necessary learning activities are enabled.

1. Activate Forms/Evaluation.
[Help document](https://exxat.zendesk.com/hc/en-us/articles/16126028025617-Managing-Course-Activities-Activating-Forms-and-Evaluations)
2. Activate Patient log.
 [Help Document](https://exxat.zendesk.com/hc/en-us/articles/16127230989969-Managing-Course-Activities-Activating-Patient-Logs)
3. Activate Timesheet.
[Help document](https://exxat.zendesk.com/hc/en-us/articles/16128179996433-Managing-Course-Activities-Timesheets-)
4. Activate Time off.
[Help document](https://exxat.zendesk.com/hc/en-us/articles/16128327930129-Managing-Course-Activities-Activating-Time-Off)
5. Activate Assignment.
[Help document](https://exxat.zendesk.com/hc/en-us/articles/16126798049169-Managing-Course-Activities-Activating-Assignments)

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