# Managing Course Activities – Activating Patient Logs

Within Exxat, your students can add patient encounters for you to track and review during a placement.

1. Select Courses from your dashboard or left menu.

2. Select the course you’d like to manage.
	1. Use the search or filter options to quickly find what you’re looking for.
	
3. Expand the Learning Activities option on the left panel and select Setup.

4. Another pathway you can take is by going to Learning Activities from your dashboard or left menu.

5. Find and the course you’d like to manage and click Setup from the action column.

6. The system will load all learning activities and will indicate any that are activated. Click on the pencil icon for Patient Logs.

7. A drawer will open. Make sure to activate the patient log and set your preferences. Once done, click on save.
	1. **Select Log Type**: our support team will create any patient logs that you’d like to utilize. Please contact v4support@exxat.com for any changes to existing logs or creation of new log types.
	2. **Log must be created within days of patient encounter**: limit how far back in time your students can go to log encounters.
	3. **Customize columns displayed when reviewing patient logs**: set the columns shown to reviewers
	4. **Enable attestation**: show verbiage for acknowledgement by each reviewer (applicable to all reviewers: school, faculty, educator).
	
8. Once you click on save, you will see the status for the patient log as ‘Activated’.
