

This article provides a comprehensive guide on how to notify location contacts and students about their placements using an online system. It outlines the steps for sending placement notifications, including selecting placements, composing emails, and tracking the status of sent emails. The guide ensures that the process is efficient and clear for administrators managing student placements.

- [Notifying Sites](#)
- [Notifying Students](#)
- [Notifying Preceptor / Clinical Instructor / Educator](#)

Sending Placement Notifications to the Site

Once you've placed your students, you can notify your location contacts and share any necessary information!

1. Select Placements from the left-hand menu or dashboard.



2. Once on the placements page select a placement group, click Placements for Group.

 A screenshot of the software interface for the "Class of 2023" placement group. On the left, a sidebar lists "Class of 2024", "Class of 2023" (highlighted with a red box), "Class of 2021", and "Class of 2022*". The main area shows the "Class of 2023" header with a "Placements for Group" button (also highlighted with a red box). Below this is a search bar and a table of course offerings.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

3. Select the Email & Publish tab,
 - A. Select Locations from the Notify header
 - B. Mode:- Individual to send a separate email for each placement.
 - C. Mode:- Group to send a group email for all the student placement information in a single email to the site.

Navigation: Email & Publish, Dashboard, Rotation Setup, Slots, Wishlist, Placements, **Email & Publish**, Placement Clearance, Reports

Class of 2021*

Rotation: Clinical Practice I [11/03/2019 - 12/21/2019]

Mode: Individual | Group | Notify: Student | Locations | Clinical Instructor

Send individual notifications to site/location contacts regarding each placement for each rotation.

4. Select the Rotations you wish to send out the placement information for by clicking on the checkboxes.

Navigation: Email & Publish, Dashboard, Rotation Setup, Slots, Wishlist, Placements, **Email & Publish**, Placement Clearance, Reports

Class of 2021*

Rotation: Clinical Practice I [11/03/2019 - 12/21/2019]

Mode: Individual | Group | Notify: Student | Locations | Clinical Instructor

Send individual notifications to site/location contacts regarding each placement for each rotation.

Search: Clinical Practice IV [04/01/2022 - 06/18/2022], Clinical Practice III [02/01/2022 - 03/12/2022], Clinical Practice II [06/06/2021 - 07/03/2021], Clinical Practice I - Late Start [01/02/2020 - 02/28/2020], **Clinical Practice I [11/03/2019 - 12/21/2019]**

Location	Placement ID	Placement Dates	Placement Type	Latest Status
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* Los Angeles, CA Clinical Practice I	PM00001824	11/03/2019 - 12/21/2019	Outpatient	Last email delivered on 09/14/2023 Placement published on 02/15/2024
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* Los Angeles, CA Clinical Practice I	PM00001939	11/03/2019 - 12/21/2019	Outpatient	Placement published on 01/31/2024

5. Here you find a list of all the placements from the selected rotations for each location. To view the placement details, click on "view details".

Search by location

Compose Email | Email Dashboard

15 Results Found

LOCATION	PLACEMENT DETAILS	SITE/LOCATION CONTACTS	CLINICAL INSTRUCTORS	LATEST STATUS
Abundant Urgent care - NEW NAME Warren, IA	1 Placements 1 Published View details	Teesha Shetty	Teesha Shetty	
Adaptial - Wellington BALTIMORE, MD	1 Placements 1 Published View details	Nellie Hawkins Aaron Hotchner	Not assigned	
Alliance Medical Center - Cardiology Andover, MA	2 Placements 2 Published View details	Kanathi Kalidindi John Smith	Not assigned	Last email delivered on May 04, 2023
Alliance Medical Center* (Location not assigned)	1 Placements 0 Published View details	Kanathi Kalidindi	Not assigned	
Caremark Central Winona, MN	2 Placements 2 Published View details	Stella Nichols	Traci Paul (Added by student) Geoffrey Ortiz (Added by student) Show more	Last email delivered on September 20, 2022
Community Ambulatory Care Mount Airy, MD	1 Placements 1 Published View details	Samantha Stev...	Not assigned	
Modern Wellness Marshfield, WI	4 Placements 2 Published View details	Deborah Foster	John Smith (Added by student) Ruby Hamilton (Added by student)	

6. This will open a drawer with each student's placement information.

× Abundant - Urgent Care (Geocoding Enabled)*

Emails will only be sent to contacts who are linked to a placement. To view the associations, please refer to the details below.

STUDENT NAME	ROTATION	PLACEMENT DETAILS ↑	PUBLISH DATE	SITE/LOCATION CONTACTS	CLINICAL INSTRUCTORS	LATEST EMAIL DELIVERY
Barton, Gwendolyn*	Clinical Practice III	PM00001930 PM00001930 02/01/2023 - 01/31/2024 Home Health	11/16/2023	James Spader John Smith Kunal Vaishnav Rosie Burton	James Spader	09/19/2023
Phelps, Lester	Clinical Practice III	PM00002037 PM00002037 02/21/2023 - 03/12/2023 Home Health	-	Aaron Hotchner John Smith James Spader Kunal Vaishnav Rosie Burton	Mr. Aaron Hotc...	-
Long, Kimberly (Kim)	Clinical Practice IV	PM00001928 PM00001928 04/01/2023 - 06/18/2023 Neuro	-	James Spader John Smith Kunal Vaishnav Rosie Burton	Not assigned	09/19/2023
Agar, Pratiksha (Pratika)	CLINICAL PRACTICE V	PM00001958 PM00001958 10/01/2023 - 12/31/2023 Acute Care	09/01/2023	John Smith James Spader Kunal Vaishnav Rosie Burton	Not assigned	09/19/2023

7. Select your desired placements and click Compose email.

1. If any locations do not have contacts or clinicians on file set to receive notifications, you will not be able to select them.

Search by location [Compose Email](#) [Email Dashboard](#)

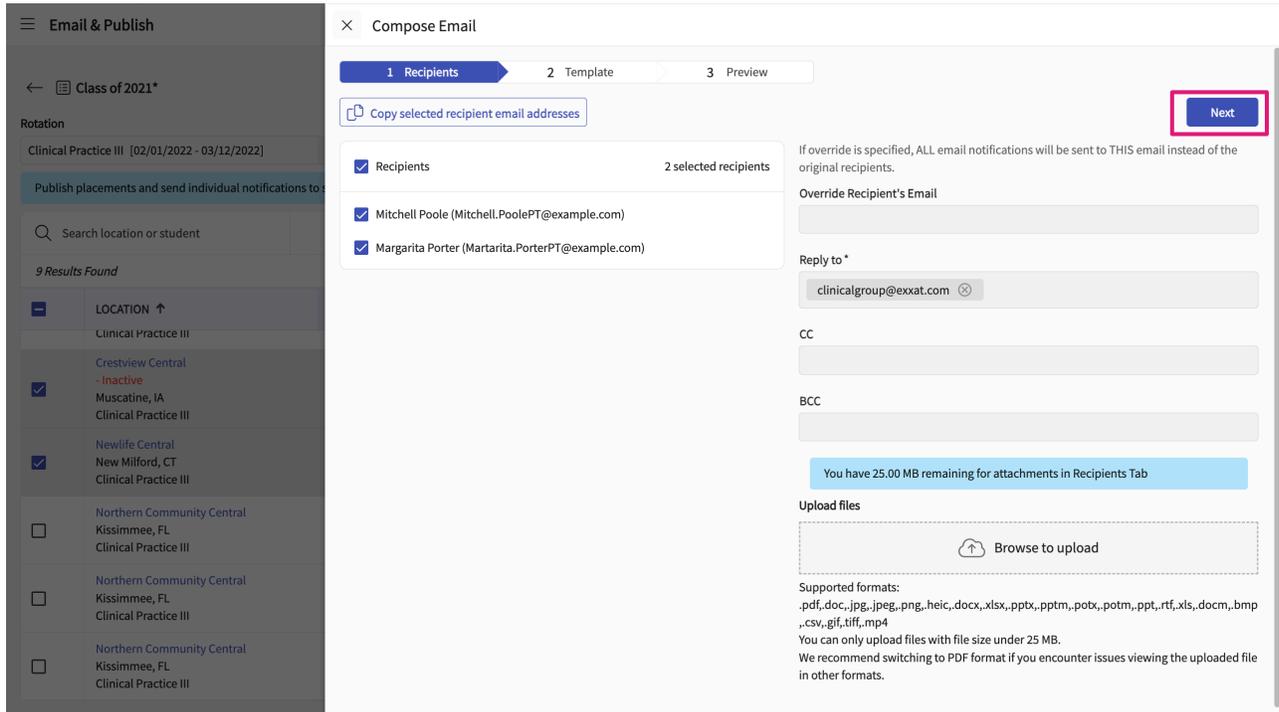
15 Results Found Selected Locations : 3

LOCATION ↑	PLACEMENT DETAILS	SITE/LOCATION CONTACTS ⓘ	CLINICAL INSTRUCTORS ⓘ	LATEST STATUS ⓘ
<input checked="" type="checkbox"/> Abundant - Ambulatory Care DEPEW, NY	3 Placements 1 Published View details	John Smith Casey Wright Kunal Vaishnav Rosie Burton Show more	James Spader	
<input type="checkbox"/> Abundant Health - Main Hospital Depew, NY	7 Placements 1 Published View details	Tammy Ingram* Nettie Mcguire*	Tammy Ingram*	Last email delivered on April 07, 2023
<input checked="" type="checkbox"/> Abundant Urgent care - NEW NAME Warren, IA	1 Placements 1 Published View details	Teesha Shetty	Teesha Shetty	
<input checked="" type="checkbox"/> Adaptial - Wellington BALTIMORE, MD	1 Placements 1 Published View details	Nellie Hawkins Aaron Hotchner	Not assigned	

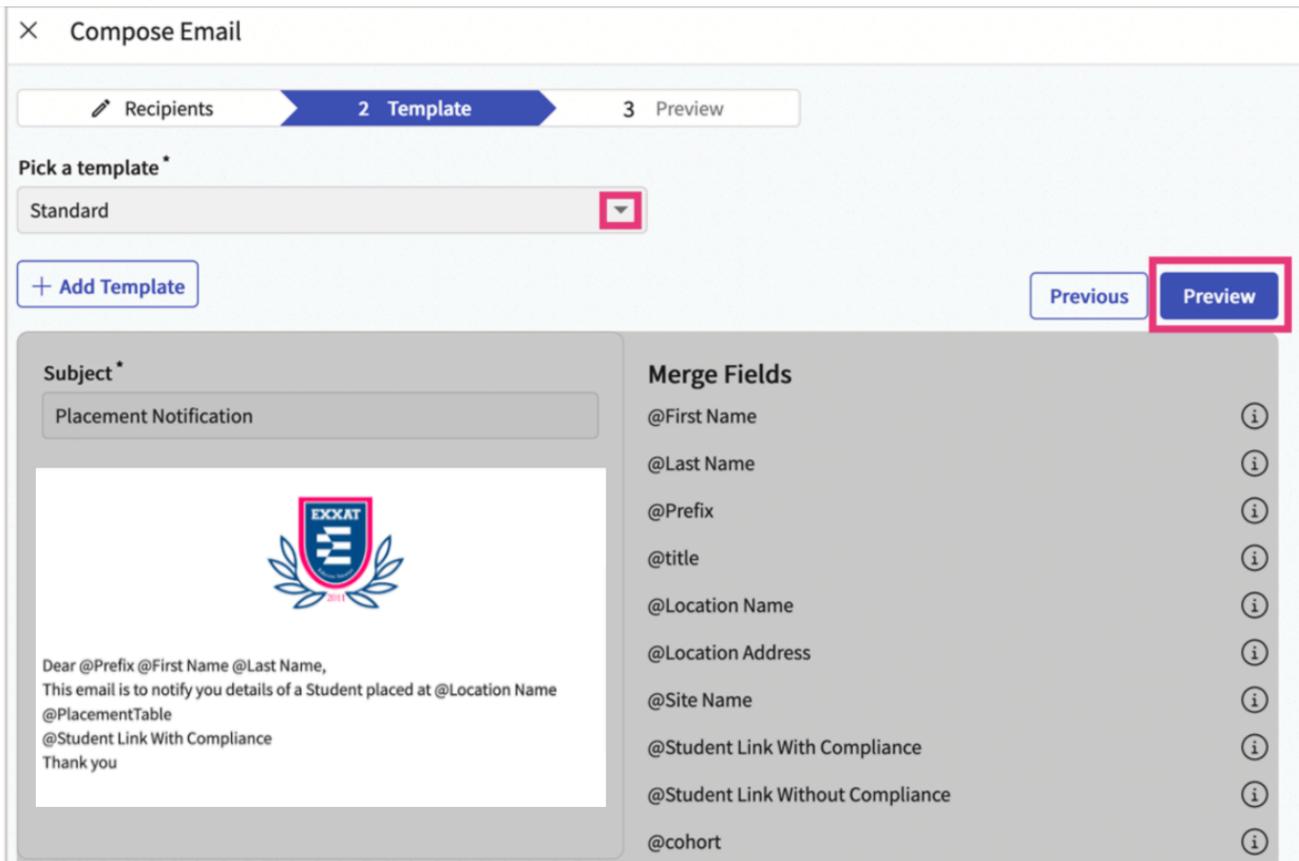
8. You'll complete a three-step process to send out notifications. On the first step, review your recipient's list. Click Next when ready.

1. Override recipient's list: test this email by sending it to yourself
2. Reply to: if anyone responds to the email, the email listed will receive the responses
3. CC or blind copy any users

4. Attach any files as needed.



9. On the second step, use the standard template or build your own. Click Preview to move on to the next step.



10. You will see a preview of your email. You can now decide when to send your emails! You can send your email immediately or schedule it for a specific date and time. Click Send or Schedule

based on your selection.

1. You can always go back by using the Previous button.

Compose Email

Recipients Template **3 Preview**

Previous **Send**

Placement Notification



Dear @Prefix @First Name @Last Name,
This email is to notify you details of a Student placed at @Location Name
@PlacementTable
@Student Link With Compliance
Thank you

Send email now
 Send email at specific date and time

Compose Email

Recipients Template **3 Preview**

Previous **Schedule**

Placement Notification



Dear @Prefix @First Name @Last Name,
This email is to notify you details of a Student placed at @Location Name
@PlacementTable
@Student Link With Compliance
Thank you

Send email now
 Send email at specific date and time

Date Time *

05/26/2023 8:00 AM

2023
Fri, 26 May 08:00

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11. Your emails will be sent, and the report will show updated details in the latest status column.

LOCATION ↑	PLACEMENT DETAILS	SITE/LOCATION CONTACTS ⓘ	CLINICAL INSTRUCTORS ⓘ	LATEST STATUS ⓘ ↻
<input type="checkbox"/> Abundant - Ambulatory Care DEPEW, NY	3 Placements 1 Published View details	James Spader John Smith Casey Wright Kunal Vaish... Rosie Burton Show more	James Spader	Last email delivered on September 19, 2023
<input type="checkbox"/> Abundant Health - Main Hospital Depew, NY	7 Placements 1 Published View details	Tammy Ingr... Nettie Mcgui...	Tammy Ingram*	Last email delivered on September 19, 2023

12. You can also keep track of the status of the emails sent using the Email Dashboard.

LOCATION ↑	PLACEMENT DETAILS	SITE/LOCATION CONTACTS ⓘ	CLINICAL INSTRUCTORS ⓘ	LATEST STATUS ⓘ ↻
<input type="checkbox"/> Abundant - Ambulatory Care DEPEW, NY	3 Placements 1 Published View details	James Spader John Smith Casey Wright Kunal Vaish... Rosie Burton Show more	James Spader	Last email delivered on September 19, 2023
<input type="checkbox"/> Abundant Health - Main Hospital Depew, NY	7 Placements 1 Published View details	Tammy Ingr... Nettie Mcgui...	Tammy Ingram*	Last email delivered on September 19, 2023

13. Clicking on the Email Dashboard will open a new drawer where all the email statuses will show.

1. You can view both sent and scheduled emails.
2. You can view the email content by clicking on the Subject of the email. This would open a drawer and the email can be viewed

Email Dashboard

Rotation: All Rotations [Reset]

From: [Calendar Icon] To: [Calendar Icon]

Mode: Individual **Group** Recipient: Locations Email Type: **Sent** Scheduled

Search by Recipient Name, Recipient Email, Subject or Email Content

RECIPIENT NAME	RECIPIENT EMAIL	SUBJECT	STATUS	FROM	EMAIL SENT TIME
Admin Email	* to: pinaz.driver@exxat.com	Placement Notification	Delivered ⓘ	pinaz.driver@exxat.com	Sep 19, 2023 1:00 PM
Admin Email	* to: pinaz.driver@exxat.com	Placement Notification	Delivered ⓘ	pinaz.driver@exxat.com	Sep 19, 2023 1:00 PM
Admin Email	* to: chitra.menon@exxat.com	Placement Request	Delivered ⓘ	chitra.menon@exxat.com	Jun 06, 2023 12:57 AM
Admin Email	* to: aditya.kumar@exxat.com	Placement Notification	Delivered ⓘ	aditya.kumar@exxat.com	Apr 07, 2023 6:46 AM

Click here to view the email that was sent

Email Dashboard

Rotation: All Rotations

Mode: Individual **Group** Recipient: Locations

Search by Recipient Name, Recipient Email, Subject or Email Content

RECIPIENT NAME	RECIPIENT EMAIL	SUBJECT	STATUS
Admin Email	* to: pinaz.driver@exxat.com	Placement Notification	Delivered ⓘ
Admin Email	* to: pinaz.driver@exxat.com	Placement Notification	Delivered ⓘ
Admin Email	* to: chitra.menon@exxat.com	Placement Request	Delivered ⓘ
Admin Email	* to: aditya.kumar@exxat.com	Placement Notification	Delivered ⓘ
Admin Email	* to: aditya.kumar@exxat.com	Placement Notification	Delivered ⓘ
Admin Email	* to: aditya.kumar@exxat.com	Placement Notification	Delivered ⓘ
Admin Email	* to: aditya.kumar@exxat.com	Placement Notification	Delivered ⓘ
Admin Email	* to: aditya.kumar@exxat.com	Placement Notification	Delivered ⓘ
Admin Email	* to: aditya.kumar@exxat.com	Placement Notification	Delivered ⓘ

View Email Content

Below is the content of sent email

Placement Notification



Dear Tammy Ingram*,

This email is to notify you details of a students placed at Abundant Health - Main Hospital

Name	Phone	Email	Dates	Rotation	Setting	Clinical Instructor(s)
Brewer, Donald	(555) 555-5555	Donald.Brewer@exxat.com	Jun 06, 2022 - Jul 03, 2022	Clinical Practice II	Acute Care	Mr. Aaron Hotchner
Long, Kimberly	(555) 555-5555	Kimberly.Long@exxat.com	Jun 06, 2022 - Jul 03, 2022	Clinical Practice II	Acute Care	Mr. Aaron Hotchner
Chen, Lucy		lucy.chen@exxat.com	Jun 06, 2022 - Jul 03, 2022	Clinical Practice II	Home Health	Mr. Aaron Hotchner
Long, Kimberly	(555) 555-5555	Kimberly.Long@exxat.com	Apr 01, 2023 - Jun 18, 2023	Clinical Practice IV	Home Health	
Barton, Gwendolyn	(555) 555-5555	Gwendolyn.Barton@exxat.com	Apr 01, 2023 - Jun 18, 2023	Clinical Practice IV	Home Health	Mr. Aaron Hotchner
Vaishnav, Kunal		kunal.vaishnav@gmail.com	Apr 01, 2023 - Jun 18, 2023	Clinical Practice IV	Home Health	
Brewer, Donald	(555) 555-5555	Donald.Brewer@exxat.com	Apr 01, 2023 - Jun 18, 2023	Clinical Practice IV	Home Health	Tammy Ingram*

Thank you
No Attachments in this email.

14. From the Email Dashboard you will be able to cancel scheduled emails.

- Click on the 'Scheduled' option.
- You can view all the emails that are scheduled for future delivery.
- Select the emails that you want to cancel the schedule from the open checkbox.

- Click on the red 'X' cancel the schedule.

✕ Email Dashboard

Rotation: **Clinical Practice I** [11/03/2020 - 12/21/2020] From: To: Reset

Mode: **Individual** Group Recipient: Student **Locations** Clinical Instructor Email Type: Sent **Scheduled**

If you wish to cancel scheduled emails in bulk, you can only do that one page at a time.

Search recipient name, email or subject ✕

<input checked="" type="checkbox"/>	RECIPIENT NAME	RECIPIENT EMAIL	SUBJECT	STATUS	FROM	EMAIL SCHEDULED TIME
<input checked="" type="checkbox"/>	Taryn Bennett	taryn.bennett@exxat.com	ABC University Student Specific Request ⓘ	Scheduled ⓘ	nayan.punjani@exxat.com	11/29/2024 1:30 AM EST
<input checked="" type="checkbox"/>	Rosa Myers	rosa.myers@exxat.com	ABC University Student Specific Request ⓘ	Scheduled ⓘ	nayan.punjani@exxat.com	11/29/2024 1:30 AM EST
<input checked="" type="checkbox"/>	Nellie Hawkins	rocio.ramirez@exxat.com	ABC University Student Specific Request ⓘ	Scheduled ⓘ	nayan.punjani@exxat.com	11/29/2024 1:30 AM EST

Items per page: 50 | 1 - 3 of 3 | < < **1** > >

Sending Placement Notification to Students

Once you've placed and published student placements, you can send out notifications to inform them of the placement.

1. Select Placements from the left-hand menu or dashboard.



2. Once on the placements page, select your desired Course.

1. You can also select a placement group to manage multiple courses at a time.

The screenshot shows the 'Course Offerings' interface. On the left, there is a sidebar with 'Placement Groups' and a '+ Add Group' button. Below that, a list of class years is shown: 'Class of 2024', 'Class of 2023', 'Class of 2021', and 'Class of 2022*'. The main area features a search bar for 'Course number' and a filter icon with the number '1'. Below the search bar, it says 'Results found : 4'. A table lists the following courses:

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT ↓
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023
DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023

3. If you selected a placement group, click Placements for Group.

The screenshot shows the 'Class of 2023' page. The sidebar on the left has 'Class of 2023' highlighted. The main content area is titled 'Class of 2023' and includes a 'Placements for Group' button. Below this is a search bar for 'Search course offering' and a table of course offerings:

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select the Email & Publish tab and select the rotation you would like to send notifications for.

The screenshot shows the 'Email & Publish' configuration page. The 'Rotation' dropdown is set to 'Clinical Practice I [11/03/2020 - 12/21/2020]'. The 'Mode' dropdown is set to 'Individual' and the 'Notify' dropdown is set to 'Student'. A blue banner at the bottom reads: 'Publish placements and send individual notifications to students regarding each placement for each rotation.'

5. To send emails to students select the students from the list and click Compose Email. To Publish Placements to students without sending an email click on Publish Placements.

1. Click the checkbox at the top to select all students or select students individually.

The screenshot shows the 'Email & Publish' interface for a 'Class of 2023'. It features a navigation bar with 'Email & Publish' highlighted. Below the navigation, there are tabs for 'Individual', 'Group', and 'Notify' (set to 'Student'). A search bar is present, and a table displays 7 results. The table has columns for 'LOCATION', 'STUDENT', 'PLACEMENT DETAILS', and 'LATEST STATUS'. The first four rows have checkboxes in the 'LOCATION' column, which are highlighted with a red box. The 'Publish Placements' and 'Compose Email' buttons are also highlighted with a red box.

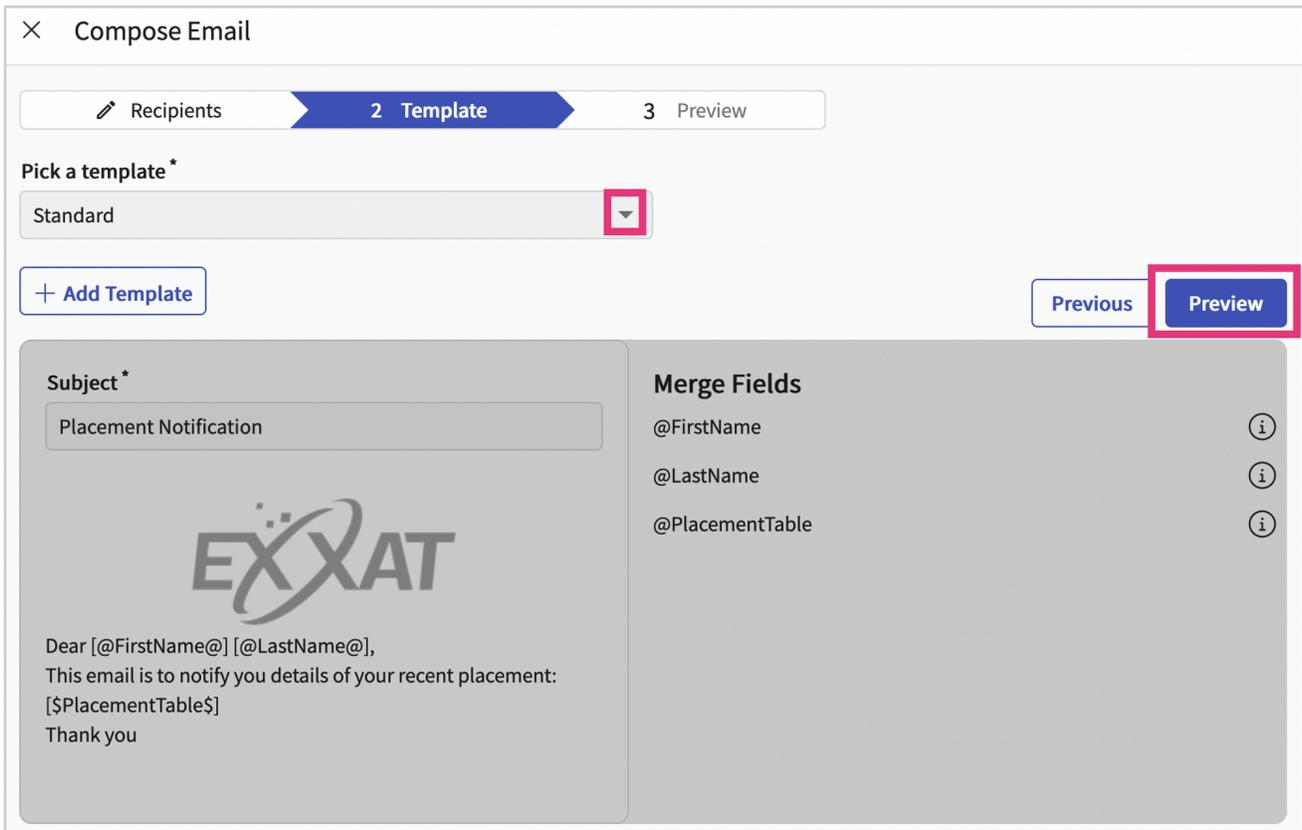
<input checked="" type="checkbox"/>	LOCATION ↑	STUDENT	PLACEMENT DETAILS	LATEST STATUS
<input checked="" type="checkbox"/>	Adaptial - Wellington BALTIMORE, MD Clinical Practice I	Vaishnav, Kunal	PM00001905 11/03/2020 - 12/21/2020 Home Health	Last email delivered on 06/30/2023 Placement published on 06/30/2023
<input checked="" type="checkbox"/>	Modern Wellness Marshfield, WI Clinical Practice I	Todd, Jeannie	PM00001846 11/03/2020 - 12/21/2020 On Hold Home Health	
<input checked="" type="checkbox"/>	Orthopedic Experts East Orange, NJ Clinical Practice I	Barton, Gwendolyn*	PM00001843 11/03/2020 - 12/21/2020 Outpatient	Placement published on 11/11/2021
<input checked="" type="checkbox"/>	Preferred Care East Northport, NY Clinical Practice I	Phelps, Lester	PM00001881 11/03/2020 - 12/21/2020 Sub-Acute	Placement published on 12/20/2022
<input type="checkbox"/>	Sheltercare Community Health		PM00001935 11/03/2020 - 12/21/2020	Last email delivered on 06/30/2023

6. You'll complete a three-step process to send out notifications. On the first step, review your recipient's list. Click Next when ready.

1. Override recipient's list: test this email by sending it to yourself
2. Reply to: if anyone responds to the email, the email listed will receive the responses
3. CC or blind copy any users
4. Attach any files as needed.

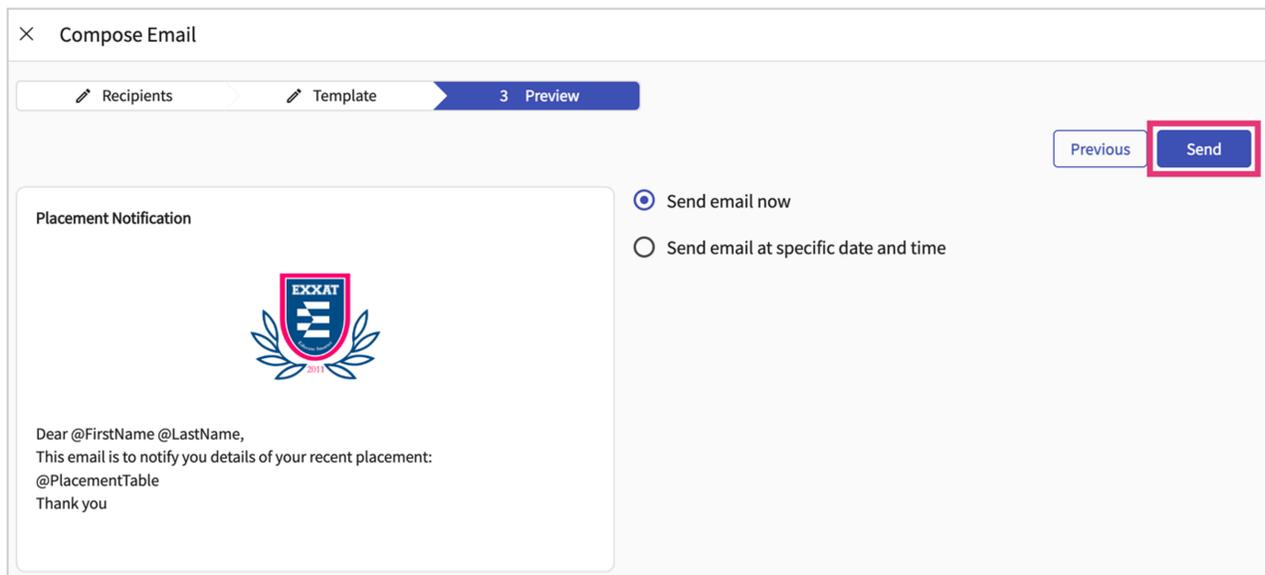
The screenshot shows the 'Compose Email' dialog box with three steps: '1 Recipients', '2 Template', and '3 Preview'. The 'Recipients' step is active, showing a list of 2 selected recipients: Marco Mills (Marco.Mills@exxat.com) and Terri Rios (Terrii.Rios@exxat.com). A 'Next' button is highlighted with a red box. The dialog also includes fields for 'Override Recipient's Email', 'Reply to' (set to rocio.ramirez@exxat.com), 'CC', and 'BCC'. There is an 'Upload files' section with a 'Browse to upload' button and supported formats: .pdf, .doc, .jpg, .jpeg, .png, .docx, .xlsx. A note states: 'You can only upload files with file size under 5 MB.'

7. On the second step, use the standard template or build your own. Click Preview to move on to the next step.



8. You will see a preview of your email. You can now decide when to send your emails! You can send your email immediately or schedule it for a specific date and time. Click Send or Schedule based on your preference.

1. You can always go back by using the Previous button.



✕ Compose Email

✎ Recipients
✎ Template
3 Preview

Previous
Schedule

Placement Notification

Dear @FirstName @LastName,
 This email is to notify you details of your recent placement:
 @PlacementTable
 Thank you

Send email now

Send email at specific date and time

Date Time *

05/29/2023 11:55 AM

2023
Mon, 29 May 11:55

< May >

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10. Your emails will be sent, and the report will show updated details in the latest status column.

	LOCATION ↑	STUDENT	PLACEMENT DETAILS	LATEST STATUS ⓘ
<input type="checkbox"/>	Abundant - Ambulatory Care DEPEW, NY Clinical Practice I	Dawson, Spencer	Apr 3, 2023 - May 26, 2023 Acute Care	Last email delivered on May 25, 2023 Placement published on May 25, 2023
<input type="checkbox"/>	Community Ambulatory Care Mount Airy, MD Clinical Practice I	Torres, Allison	Apr 17, 2023 - May 30, 2023 Outpatient	Placement published on May 25, 2023
<input type="checkbox"/>	Community Ambulatory Care Mount Airy, MD Clinical Practice I	Jaylee, Valerie	Apr 3, 2023 - May 26, 2023 Rehab	Placement published on May 25, 2023

11. You can also keep track of the status of the emails sent using the Email Dashboard.

← Class of 2022*

Dashboard Rotation Setup Slots Wishlist Placements **Email & Publish** Placement Clearance Reports

Rotation: **Clinical Practice III** [02/26/2021 - 03/27/2021]

Mode: **Individual** Group Notify: **Student** Locations Clinical Instructor

Publish placements and send individual notifications to students regarding each placement for each rotation.

Search location or student

[Publish Placements](#) [Compose Email](#) **[Email Dashboard](#)**

9 Results Found Selected Placements: 9

✓	LOCATION ↑	STUDENT	PLACEMENT DETAILS	LATEST STATUS
✓	Adaptial - Easton South Easton, MA Clinical Practice III	Pendergrass, Zachary	PM00001950 02/26/2021 - 03/27/2021 Acute Care	Last email delivered on 09/17/2024 Placement published on 02/15/2024
✓	Adaptial - Wellington BALTIMORE, MD Clinical Practice III	Jaylee, Valerie	PM00001895 02/26/2021 - 03/27/2021 Acute Care	Last email delivered on 09/14/2023 Placement published on 07/12/2023
✓	Advantia Health Silver Spring, MD Clinical Practice III	Masterson, Jacqueline	PM00001944 02/26/2021 - 03/27/2021 Home Health	Placement published on 04/26/2024

12. Clicking on the Email Dashboard will open a new drawer where all the email statuses will show.

1. You can view both sent and scheduled emails.

✕ Email Dashboard

Rotation: **Clinical Practice III** [02/26/2021 - 03/27/2021]

From: [Calendar Icon] To: [Calendar Icon] [Reset](#)

Mode: **Individual** Group Recipient: **Student** Locations Clinical Instructor

Email Type: **Sent** Scheduled

Search by Recipient Name, Recipient Email, Subject or Email Content

RECIPIENT NAME	RECIPIENT EMAIL	SUBJECT	STATUS	FROM	EMAIL SENT TIME
Admin Email	to: kksupriya@gmail.com	Placement Details	Opened	kanthi.supriya@exxat.com	09/17/2024, 11:43:37 AM EDT
Admin Email	to: tanmay.kubde@exxat.com	Placement Notification	Opened	tanmay.kubde@exxat.com	08/14/2024, 10:04:08 AM EDT
Admin Email	to: anamikasingh@exxat.com	Placement Notification	Bounced	Anamika.Singh@exxat.com	07/31/2024, 12:16:00 PM EDT
Admin Email	to: sai.krishna@exxat.com	Placement Details	Opened	sai.krishna@exxat.com	05/08/2024, 03:08:44 AM EDT
Admin Email	to: Anamika.Singh@exxat.com	Placement Notification fo..	Opened	Anamika.Singh@exxat.com	04/26/2024, 01:48:29 PM EDT
	to:				11/21/2023, 12:02:33

Sending Placement Notification to Preceptor / Clinical Instructor / Educator

Once you've placed and published student placements, you can send out placement notifications and 'Thank You' emails to the Preceptor / Clinical Instructor / Educator.

1. Select Placements from the left-hand menu or dashboard.



2. Once on the placements page, select your desired Course. You can also select a placement group to manage multiple courses at a time.

A screenshot of the 'Course Offerings' page. On the left, there is a sidebar with 'Placement Groups' and a '+ Add Group' button. Below it, a list of class years: 'Class of 2024', 'Class of 2023', 'Class of 2021', and 'Class of 2022*'. The main area shows a search bar for 'Course number' and a search icon. Below the search bar, it says 'Results found : 4'. A table lists course offerings with columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, TERM, and COHORT. The table contains three rows: DPT 800 (Clinical Practice I*), DPT 850 (Clinical Practice II*), and DPT 900 (Clinical Practice III*). The 'Clinical Practice III*' row is highlighted with a red box.

3. If you selected a placement group, click Placements for Group.

A screenshot of the 'Placements for Group' page. The left sidebar shows 'Placement Groups' and '+ Add Group' button. Below it, a list of class years: 'Class of 2024', 'Class of 2023', 'Class of 2021', and 'Class of 2022*'. The 'Class of 2023' item is highlighted with a red box. The main area shows the title 'Class of 2023' with edit and delete icons. Below the title, there is a button labeled 'Placements for Group' which is highlighted with a red box. Underneath is a search bar for 'Search course offering'. A table lists course offerings with columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, and TERM. The table contains three rows: DPT 950 (Clinical Practice IV*), DPT 900 (Clinical Practice III*), and DPT 800 (Clinical Practice I*). The 'Clinical Practice III*' row is highlighted with a red box.

4. Select the Email & Publish tab and select the rotation you would like to send notifications for, then select the Mode as 'Individual' & Notify as Clinical Instructor.

Send individual notifications to clinical instructors regarding each placement for each rotation.

LOCATION ↑	STUDENT	PLACEMENT DETAILS	CLINICAL INSTRUCTOR	ACTUAL CLINICAL HOURS (% SUPERVISION)	ACTUAL CEU	LATEST STATUS
Abundant - Action Therapy Easton (Geocoding Enabled)* - Inactive South Easton, MA Clinical Practice I	Maharaja, Ashish	PM00002063 11/03/2019 - 12/21/2019 Acute Care	NA	NA	NA	Placement published on 10/09/2024
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* Los Angeles, CA Clinical Practice I	Holt, Max	PM00001824 11/03/2019 - 12/21/2019 Outpatient	Mr. Aaron Hotchner Ronald Hanson (Manage)	240 (Not Added) 192 (80%)	-	Last email delivered on 09/26/2024 Placement published on 02/15/2024

5. To send emails to Clinical Instructors select the placements from the list and click Compose Email. Note: You will only be able to select placements that have a Clinical Instructor updated.

Send individual notifications to clinical instructors regarding each placement for each rotation.

LOCATION ↑	STUDENT	PLACEMENT DETAILS	CLINICAL INSTRUCTOR	ACTUAL CLINICAL HOURS (% SUPERVISION)	ACTUAL CEU	LATEST STATUS
<input checked="" type="checkbox"/> Los Angeles, CA Clinical Practice I		Outpatient				
<input checked="" type="checkbox"/> Caremark Central Winona, MN Clinical Practice I	Porter, Margarita	PM00001832 11/03/2019 - 12/21/2019 School Based	Mr Peter Parker (Manage) mock test (Manage)	-(Not Added) 144 (60%)	-	Last email delivered on 02/07/2024 Placement published on 12/13/2021
<input type="checkbox"/> Community Central Boynton Beach, FL Clinical Practice I	Sutton, Hattie	PM00001836 11/03/2019 - 12/21/2019 Rehab	NA	NA	NA	Placement published on 12/13/2021
<input type="checkbox"/> Crestview Central - Inactive Muscatine, IA Clinical Practice I	Holt, Max	PM00001951 11/03/2019 - 12/21/2019 Sub-Acute	NA	NA	NA	
<input type="checkbox"/> Crestview Central - Inactive Muscatine, IA Clinical Practice I	Porter, Margarita	PM00001953 11/03/2019 - 12/21/2019 Sub-Acute	NA	NA	NA	
<input type="checkbox"/> Crestview Central - Inactive Muscatine, IA Clinical Practice I	Poole, Mitchell	PM00001952 11/03/2019 - 12/21/2019 Sub-Acute	NA	NA	NA	

1. You'll complete a three-step process to send out notifications. On the first step, review your recipient's list. Click Next when ready.
 1. Override recipient's list: test this email by sending it to yourself
 2. Reply to: if anyone responds to the email, the email listed will receive the responses
 3. CC or blind copy any users

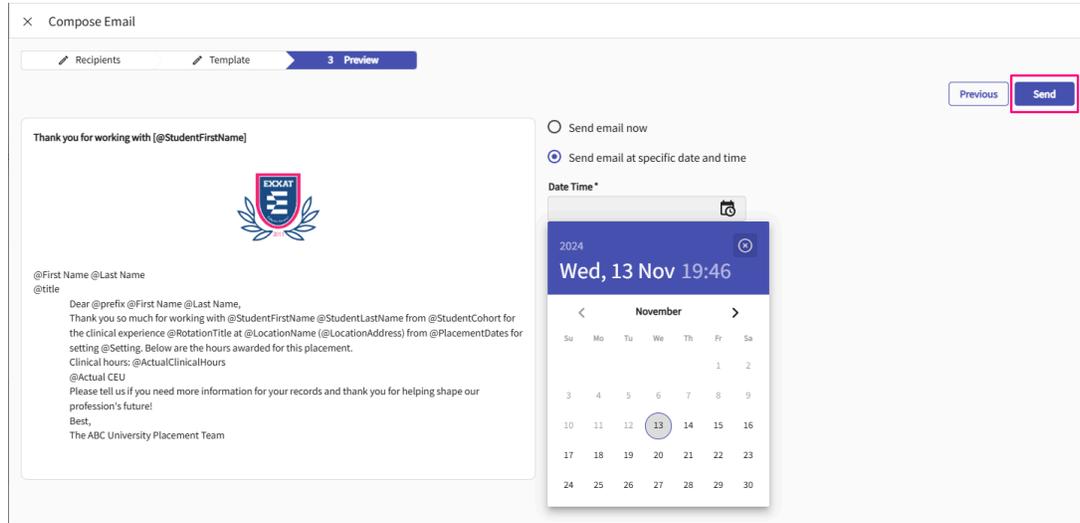
4. Attach any files as needed.

2. On the second step, use the standard template or build your own. Click Preview to move on to the next step.

3. You will see a preview of your email. You can now decide when to send your emails! You can send your email immediately or schedule it for a specific date and time.

Click Send or Schedule based on your preference.

1. You can always go back by using the Previous button.



10. Your emails will be sent, and the report will show updated details in the latest status column.

LOCATION ↑	STUDENT	PLACEMENT DETAILS	CLINICAL INSTRUCTOR	ACTUAL CLINICAL HOURS (% SUPERVISION)	ACTUAL CEU	LATEST STATUS
Abundant - Action Therapy Easton (Geocoding Enabled)* - Inactive South Easton, MA Clinical Practice I	Maharaja, Ashish	PM00002063 11/03/2019 - 12/21/2019 Acute Care	NA	NA	NA	Placement published on 10/09/2024
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* Los Angeles, CA Clinical Practice I	Holt, Max	PM00001824 11/03/2019 - 12/21/2019 Outpatient	Mr. Aaron Hotchner Ronald Hanson (Manage)	240 (Not Added) 192 (80%)	-	Last email delivered on 09/26/2024 Placement published on 02/15/2024
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* Los Angeles, CA	Poole, Mitchell	PM00001939 11/03/2019 - 12/21/2019 Outpatient	NA	NA	NA	Placement published on 01/31/2024

11. You can also keep track of the status of the emails sent using the Email Dashboard.

Rotation

Clinical Practice I [11/03/2019 - 12/21/2019]

Mode: Individual Group Notify: Student Locations Clinical Instructor

Send individual notifications to clinical instructors regarding each placement for each rotation.

Search location or student

Compose Email Email Dashboard

11 Results Found Selected Placements: 3

LOCATION	STUDENT	PLACEMENT DETAILS	CLINICAL INSTRUCTOR	ACTUAL CLINICAL HOURS (% SUPERVISION)	ACTUAL CEU	LATEST STATUS
Abundant - Action Therapy Easton (Geocoding Enabled)* -Inactive South Easton, MA Clinical Practice I	Maharaja, Ashish	PM00002063 11/03/2019 - 12/21/2019 Acute Care	NA	NA	NA	Placement published on 10/09/2024
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* Los Angeles, CA Clinical Practice I	Holt, Max	PM00001824 11/03/2019 - 12/21/2019 Outpatient	Mr. Aaron Hotchner Ronald Hanson (Manage)	240 (Not Added) 192 (80%)	-	Last email delivered on 09/26/2024 Placement published on 02/15/2024
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Poole, Mitchell	PM00001939 11/03/2019 - 12/21/2019 Outpatient	NA	NA	NA	Placement published on 01/31/2024

12. Clicking on the Email Dashboard will open a new drawer where all the email statuses will show.

1. You can view both sent and scheduled emails.

Rotation

Clinical Practice I [11/03/2019 - 12/21/2019]

From To Reset

Mode: Individual Group Recipient: Student Locations Clinical Instructor Email Type: Sent Scheduled

Search by Recipient Name, Recipient Email, Subject or Email Content

RECIPIENT NAME	RECIPIENT EMAIL	SUBJECT	STATUS	FROM	EMAIL SENT TIME
Admin Email	to: vikram.singh@exxat.com	Thank you for working wit...	Opened	vikram.singh@exxat.com	09/26/2024, 10:14:24 AM EDT
Admin Email	to: vikram.singh@exxat.com	Thank you for working wit...	Opened	vikram.singh@exxat.com	09/26/2024, 10:14:23 AM EDT
Ronald Hanson	to: rocio.ramirez@exxat.com	Thank you for working wit...	Delivered	vikram.singh@exxat.com	09/26/2024, 10:13:48 AM EDT
Aaron Hotchner	to: aaron.hotchner@exxat.com	Thank you for working wit...	Bounced	vikram.singh@exxat.com	09/26/2024, 10:13:48 AM EDT
Admin Email	to: vikram.singh@exxat.com	Thank you for working wit...	Opened	vikram.singh@exxat.com	09/26/2024, 10:04:12 AM EDT
Admin Email	to: vikram.singh@exxat.com	Thank you for working wit...	Opened	vikram.singh@exxat.com	09/26/2024, 10:04:12 AM EDT
Admin Email	to: vikram.singh@exxat.com	Thank you for working wit...	Opened	vikram.singh@exxat.com	09/26/2024, 09:32:43 AM EDT
Admin Email	to: kunal.vaishnav@gmail.com	Thank you for working wit...	Opened	kunal.vaishnav@exxat.com	09/22/2024, 03:27:47 PM EDT