

Your school may collect your placement preferences via a wishlist, which will allow you to select sites that have provided placement availability. Here's how to do it.

Video Tutorial:



Please note that the above video tutorial shows the navigation via the Old Student Dashboard

Steps:

To navigate to the Coursework Section:

1. Click on the Coursework Section from your Old Student Dashboard.

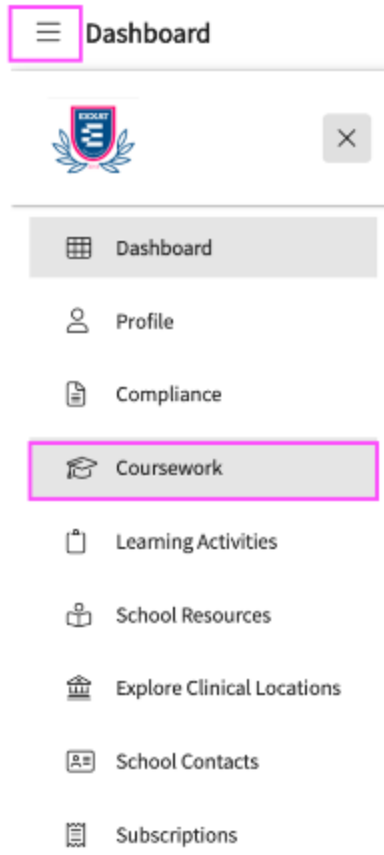
The screenshot shows the Exxat Prism student dashboard. The top navigation bar includes a hamburger menu, the text 'Dashboard', and user information for 'Donte(Grad)* Barrett Exxat Sales (Nursing)'. A toggle switch for 'Switch to New' is visible. The main content area is divided into several sections:

- Attestations (2):** Includes 'Contract Review' (due 03/24/2026) and 'Accuracy of Information' (due 03/31/2027), both with 'I Agree' buttons.
- Profile:** 'Create your professional profile and upload documents necessary for clearance to participate in your clinical education'.
- Compliance:** 'Upload documents necessary for clearance to participate in clinical education' with a '5 Documents need attention' indicator.
- Coursework:** 'Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education'. This section is highlighted with a pink border.
- Learning Activities:** 'Complete and review learning activities across all courses for clinical education'.
- School Resources:** 'Access resources provided by your academic program' with a '20 Resources shared' indicator.
- School Contacts:** 'Review contact information for the faculty and staff from your program' with a '3 Contacts shared' indicator.
- Explore Clinical Locations:** 'Find and learn more about the clinical sites associated with your academic program'.
- Exxat Prism Learning Hub:** 'Access help documents, video tutorials, and FAQs'.

The left sidebar contains various announcements and messages, including 'Dont forget your compliance', 'Job Fair', 'Food drive', and 'School is closed on November 10th - Veteran's Day (observed)'.

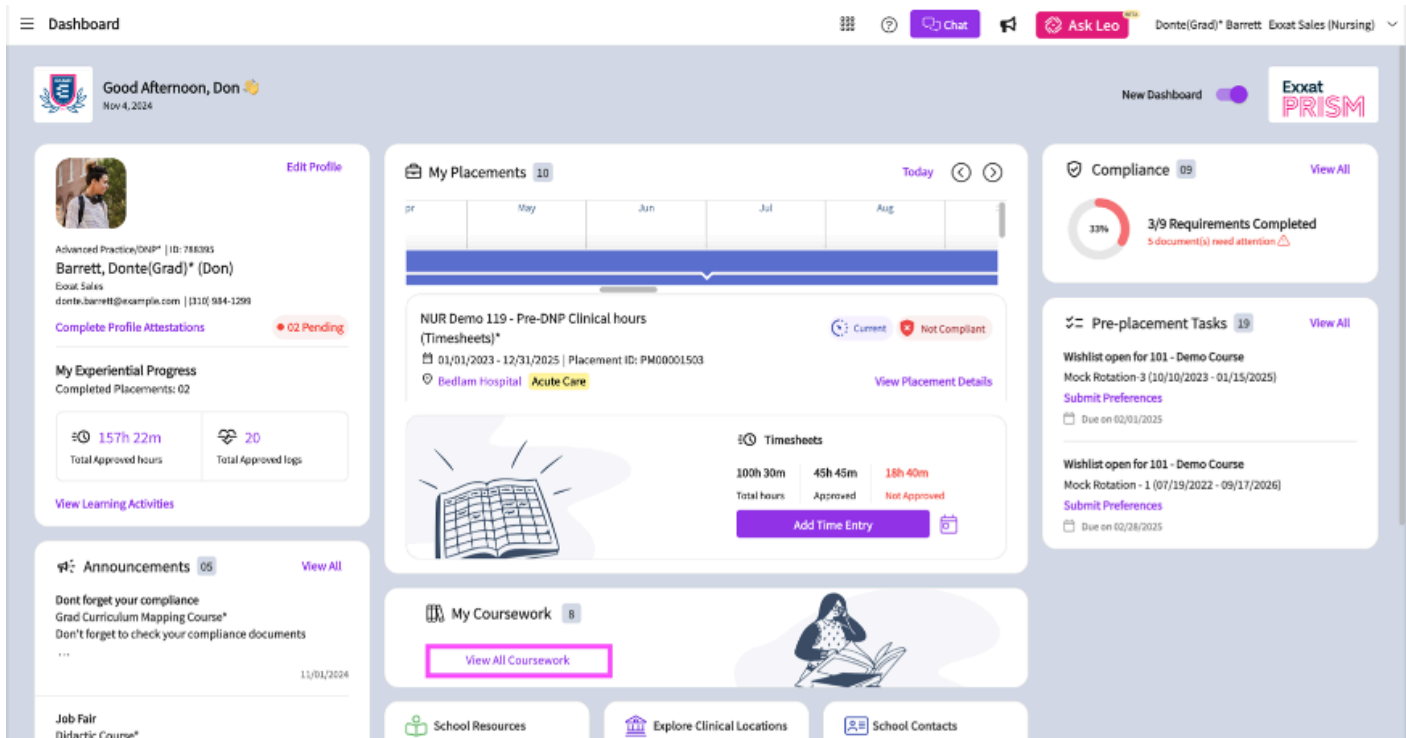
OR

2. Click on the Left Hand Hamburger Menu and select the Coursework Option.



OR

3. If you are using the New Student Dashboard. Click on the View All Coursework Option under My Coursework section.



- 4. The system will display all the courses you are registered for.
- 5. If you wish to see the courses that require placement, click on the Require Placement tab.
- 6. If you wish to see the didactic courses, you can click on the Do Not Require Placement tab.
- 7. The page will always list any current placements at the very top, followed by upcoming placements, followed by courses in which you have not yet been placed and completed placements are found at the bottom.
- 8. Select the placement from the left side that you need to complete a wishlist for by clicking View Details.

COURSE DETAILS	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	NEEDS ATTENTION	ACTION
DPT 800 - Clinical Practice I*	-	-	Wishlist closes on Mar 17th, 2023 10:55 PM E...	View Details
DPT 850 - Clinical Practice II*	-	-	-	View Details

9. Click on the wishlist name to get started.

Wishlists

[DPT 800 Wishlist](#)
Slot based Wishlist

Not started Closes on Mar 17th, 2023 8:55 PM EST

10. The wishlist will load, and you will first have to select states to explore locations that have offered availability for a placement.

a. You can pick and choose states or select all states at once. Click Apply once done.

← **Wishlist DPT 850** Wishlist closes on Jan 23rd, 2023 11:55 PM EST | DPT 850 - Clinical Practice II* [View Instruction](#) [Save as Draft](#)

1 **Explore slots** 2 Rank selections 3 Questions 4 Review and Submit

State*

AL (0), AK (0), American Sam... ▼

City

Zip code

Setting

Slot type

Apply

5 Min. required 10 Max. allowed

Apply filters to view slots

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11. Click on the Location name to view additional information.

Wishlist for DPT 950 | Wishlist closes on Dec 31st, 2024 11:55 PM EST | DPT 950 - Clinical Practice IV*

1 Explore slots | 2 Rank selections | 3 Questions | 4 Review and Submit

Search Slots | 1 Slot(s) added | 2 Min. required | 3 Max. allowed

- Adaptial - Wellington** BALTIMORE, MD | Outpatient | Apr 5, 2022 - Jun 18, 2022 | FCFS,Resume Required,Interview Required,Must Be Filled,Requested by Student | 1 Slot(s) Available | Add
- Mercy General Hospital** | Location not known | Other | Feb 1, 2021 - Mar 12, 2021 | 1 Slot(s) Available | Add
- Modern Wellness** Marshfield, WI | Home Health | Feb 1, 2021 - Mar 12, 2021 | 1 Slot(s) Available | Add
- Newlife Hospital** | Location not known | Outpatient | Feb 1, 2021 - Mar 12, 2021 | 5 Slot(s) Available | Add

12. A drawer will open showing you any information that has been shared with you.

Abundant - Ambulatory Care

Location address: 3200 WALDEN AVE, DEPEW, NY, 14043, United States
Site: Abundant Health*

Location details

Location Area	Phone
Out Of State	(555) 555-5555
Website	
www.exxat.com	
Setting	
Acute Care, Outpatient	

13. Add the sites to your list by clicking on the add icon, once you have added all the slots you'd like to save as Draft. Click on Rank selections to rank your locations.

Wishlist for DPT 950 | Wishlist closes on Dec 31st, 2024 11:55 PM EST | DPT 950 - Clinical Practice IV*

1 Explore slots | 2 Rank selections | 3 Questions | 4 Review and Submit

Search Slots | 3 Slot(s) added | 2 Min. required | 3 Max. allowed

- Adaptial - Wellington** BALTIMORE, MD | Outpatient | Apr 5, 2022 - Jun 18, 2022 | FCFS,Resume Required,Interview Required,Must Be Filled,Requested by Student | 1 Slot(s) Available | Remove
- Mercy General Hospital** | Location not known | Other | Feb 1, 2021 - Mar 12, 2021 | 1 Slot(s) Available | Add
- Modern Wellness** Marshfield, WI | Home Health | Feb 1, 2021 - Mar 12, 2021 | 1 Slot(s) Available | Remove
- Newlife Hospital** | Location not known | Outpatient | Feb 1, 2021 - Mar 12, 2021 | 5 Slot(s) Available | Add

14. Now you'll rank the sites starting with the site you're most interested in. Drag and drop each selected site to rank them in your preferred order. To go to the next step, click on Questions.

This screenshot shows the 'Wishlist for DPT 950' interface. At the top, it indicates the wishlist closes on Dec 31st, 2024 at 11:55 PM EST. The progress bar shows four steps: 'Explore slots', 'Rank selections', 'Questions', and 'Review and Submit'. The 'Questions' step is highlighted with a red box. Below the progress bar, two ranked slots are visible. The first slot is 'Modern Wellness' in Marshfield, WI, with dates from Feb 1, 2021 to Mar 12, 2021. The second slot is 'Adaptial - Wellington' in Baltimore, MD, with dates from Apr 5, 2022 to Jun 18, 2022. Each slot has a 'Reason for selection?' text area and a trash icon. A red box highlights the trash icon for the second slot.

15. Answer any questions (if any) that your school has setup for you and click Review and Submit.

This screenshot shows the 'Wishlist for DPT 950' interface at the 'Questions' step. The progress bar highlights '3 Questions' with a red box, and '4 Review and Submit' is also highlighted with a red box. A question is displayed: '1 Do you have reliable transportation? *'. Below the question is a large text input area.

16. Review your wishlist and add wishlist Notes (if any).

17. Once done, make sure to check off the statement acknowledging you understand changes cannot be made after submission.

18. Click submit. You can "Save as Draft" if you aren't quite done with your wishlist yet.

a. Once you submit, the form will lock, and if you need to make any changes you will have to contact your school to have them unlock it for you.

This screenshot shows the 'DPT 123 - Adult Medicine 1' interface at the 'Review and Submit' step. The progress bar highlights '3 Review and Submit' with a red box. The 'Review' section shows two ranked slots: 'Adena Regional Medical' in Indianapolis, IA (Cardiology, Mar 4, 2024 - Apr 26, 2024) and 'Ensure Healthy' in Mountain View, NJ (Dermatology, Mar 4, 2024 - Apr 26, 2024). On the right, the 'Wishlist Notes & Documents' section is highlighted with a red box. It includes a 'Documents (CV/Cover Letter)' section with a 'Browse to upload' button. Below this, there is a list of supported file formats and a 'Notes' text area. At the bottom, there is a checkbox for acknowledging the submission and a 'SUBMIT' button, both highlighted with red boxes.

Accessing Wishlists from the New Student Dashboard:

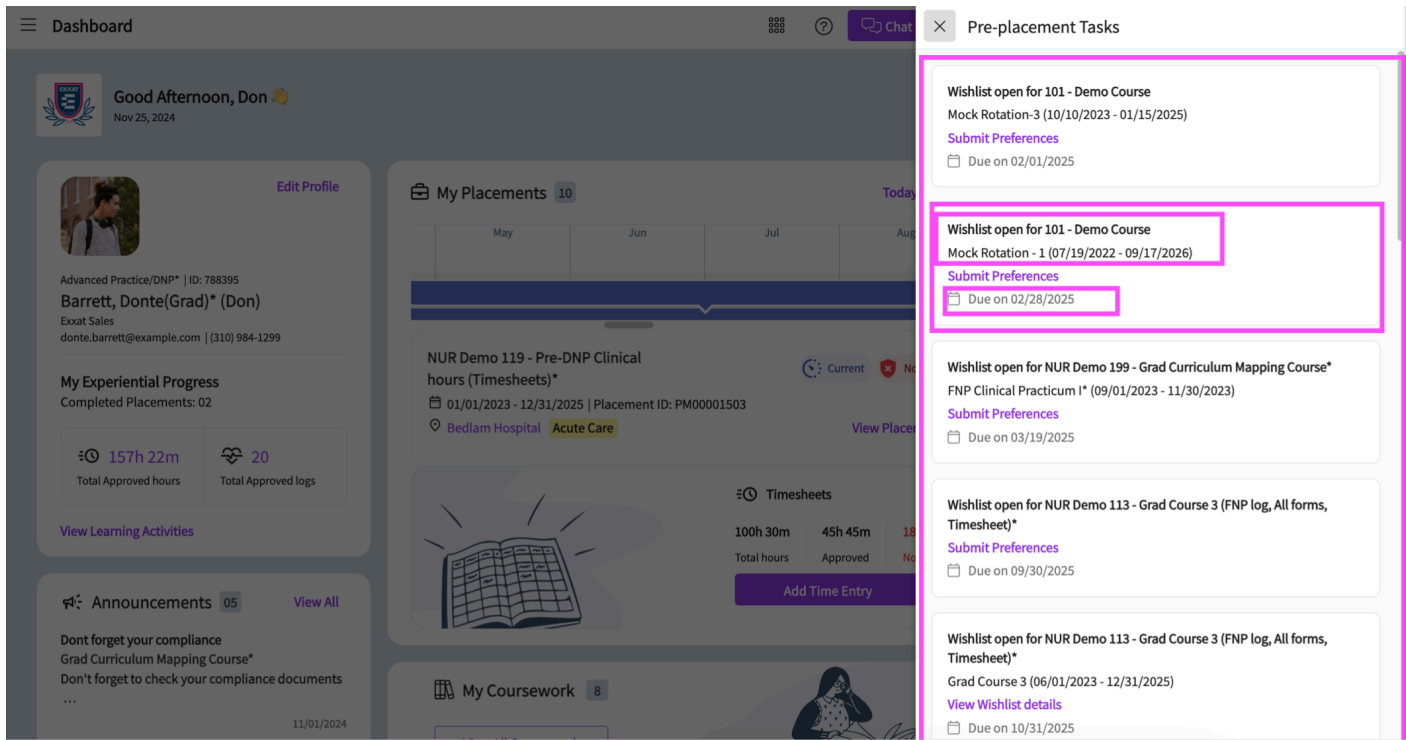
1. Wishlists are also displayed on the new student dashboard in the Pre-Placement Tasks section.

The screenshot shows the Exxat PRISM dashboard for user Don Barrett. The 'Pre-Placement Tasks' section is highlighted with a pink box. It contains two wishlist cards for 'Mock Rotation-3' and 'Mock Rotation-1', both with 'Submit Preferences' buttons and due dates of 02/01/2025 and 02/28/2025 respectively.

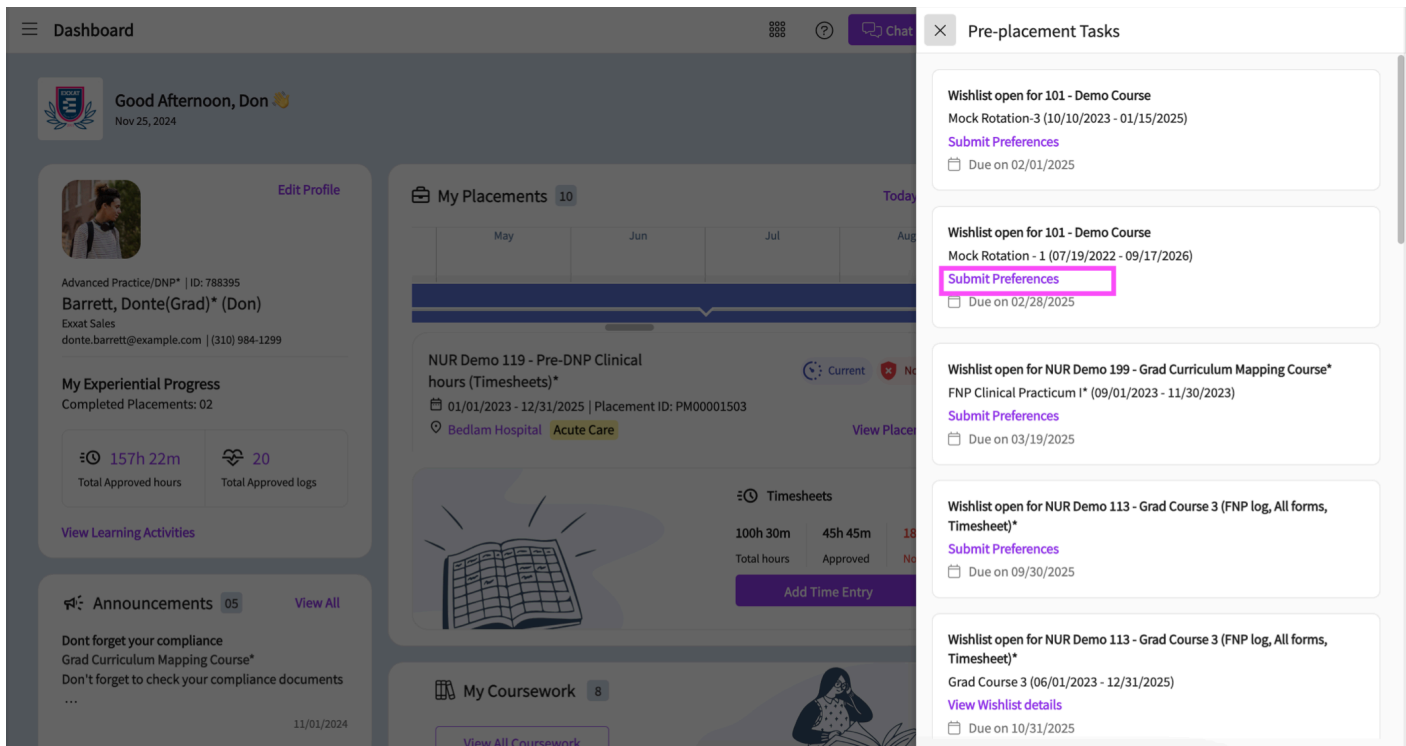
2. To fill out wishlists from your new student dashboard, click on the View All hyperlink.

This screenshot is identical to the previous one, but the 'View All' link next to the 'Pre-Placement Tasks' header is highlighted with a pink box, indicating the next step in the process.

3. A window containing all of the active wishlists assigned to your placements will open. You can check the related course and rotation within each wishlist card. You can also view the due date for each wishlist.



4. Click on the Submit Preferences option to open the wishlist and submit your slot preferences.



Slot Based Wishlist Wishlist closes on 12/31/2025 6:30 AM EST | NUR Demo 211 - BSN Course 1(Wishlists,Timesheet)*

Save as Draft

- 1 Explore slots
- 2 Rank selections
- 3 Questions
- 4 Review and Submit

State*

Outside United States of America (...)

City

Zip code

Setting

Apply

Search Slots

3 Slot(s) added 3 Min. required 10 Max. allowed

- Alliance Medical Center - Med Surg (Geocoding Enabled)*** Los Angeles, CA **Acute Care** 08/01/2023 - 12/24/2025 Ashish Maharaja **Add**

1 Student:2 CI'S
- Alliance Medical Center - PICU (Geocoding Enabled)*** Torrance, CA **Ambulatory Surgery** 08/01/2023 - 12/24/2025 Ashish Maharaja **Remove**

1 Student:2 CI'S
- Blossomvale Clinic - MICU (Geocoding Enabled)** Hawthorne, CA **Emergency** 08/01/2023 - 12/24/2025 1 Student:2 CI'S **Add**
- Desert Springs Medical Clinic** Location not known **MICU** 08/01/2023 - 12/24/2025 Mr Jason Rego **Remove**
- Desert Springs Medical Clinic - Med Surg** Jamestown, NY **Acute Care** 08/01/2023 - 12/24/2025 Mr Jason Rego 1 Student:2 CI'S **Add**
- Evergreen Clinic - Med Surg** Plano, TX **Ambulatory Surgery** 08/01/2023 - 12/24/2025 Trevor Anderson **Add**

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