Your school may allow you to request time off during placement within Exxat.

Requesting Time Off in Exxat Prism

02:27



Steps:

1. Navigate to the coursework section by:

Click on the Coursework Section from the Old Student Dashboard.

\equiv Dashboard	🗱 🛞 🕞 Chat 🛛 📢 Ask Leo 🎽 Donte(Grad)* Barrett Exxat Sales (Nursing)
s <mark>e</mark>	Explore the new student homepage experience. Switch to New
	Attestations (2)
Exxat PRISM	Contract Review : (Due date : 03/24/2026) Thave read and understand the contractual agreement between the school and my assigned clinical site I Agree
Message(s) from your school (5)	Accuracy of Information : (Due date: 03/31/2027) I attest that all information entered into my profile is accurate and true I Agree
Dont forget your compliance 11/01/2024 Graf Carrold and Carrole and Carrole Don't forget to check your compliance documents Show More	Profile Create your professional profile and upload documents necessary for clearance to participate in your clinical education Create your professional profile and upload documents necessary for clearance Upload documents necessary for clearance to participate in clinical education Sociaments need attention
Job Fair 10/30/024 Didactic Course* We are hosting a hiring event for current and former students, please come out and find yourself some paid Show More	Coursework Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education
Food drive 08/07/2024 Come visit our weekly Food drive!	School Resources Access resources provided by your academic program 20 Find and learn more about the clinical sites associated with your academic
Job Fair 05/03/2024 Grad Course 1 (FNP log, All forms,Timesheet)* We are bestion a bidge event for current and former	Resource shared program
students, please come out and find yourself some paid Show More	School Contacts Review contact information for the faculty and staff 3 Execute Prism Learning Hub Access help documents, video tutorials, and FAQs
School is closed on November 10th - Veteran's Day (observed) 10/17/2023	from your program Contacts shared

OR

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

\equiv Dashboard				
	×			
⊞	Dashboard			
Do	Profile			
Ê	Compliance			
Ŕ	Coursework			
	Learning Activities			
ů	School Resources			
(E)	Explore Clinical Locations			
Q.≡	School Contacts			
	Subscriptions			

OR

Click on the View all Coursework Option from the New Student Dashboard

\equiv Dashboard		iiii ⑦ 🖵 Chat 📢	Ask Leo Donte(Grad)* Barrett Exxat Sales (Nursing)
Good Afternoon, Don 👋			New Dashboard
Edit Profile Advanced Practice/DNP* ID: 788395 Barrett, Donte(Grad)* (Don) Dott Siber	Edit Profile Practice/DNP* ID: 788395 tt, Donte(Grad)* (Don)		Compliance
donte Larrettigesample.com (110) 994-1299 Complete Profile Attestations • 02 Pending My Experiential Progress Completed Placements: 02	NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)* © 01/01/2023 - 12/31/2025 Placement ID: PM00001503 © Bedlam Hospital Acute Care	C: Current Not Compliant	S = Pre-placement Tasks 19 View All Wishlistopen for 101 - Demo Course Mock Retaina-3 (10/10/2023 - 01/15/2025) Submit Preferences
#© 157h 22m 20 Total Approved hours Total Approved logs		EO Timesheets 100h 30m 45h 45m 18h 40m Total hours Approved Not Approved Add Time Entry	Due on 02/01/2025 Wishilist open for 101 - Demo Course Mock Rotation - 1 (07/19/2022 - 09/17/2026) Submit Preferences Due on 02/28/2025
Pé: Announcements OS View All Dont forget your compliance Grad Curriculum Mapping Course* Bon't forget to check your compliance documents 11/01/2024 State State	My Coursework 8 View All Coursework		
Job Fair Didactic Course*	School Resources	nical Locations	

2. The system will display all courses you are registered for.

3. The page will always list any current placements at the very top, followed by upcoming placements, and completed placements last. Please note, that time off can only be submitted in placement-based courses.

12/5/24, 10:25 AM

Requesting / Logging Time Off

\equiv Coursework				🕄 Chat 🛛 📢 🐼 Ask Leo 🖱 Brian Adkin	s Exxat Sales (PT) 🚿
Require Placement Do Not Require Placement					
					\bigtriangledown
10 Results Found					
COURSE DETAILS	TION	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	MAY NEED ATTENTION	ACTION
DPT 800 - Clinical Practice I* Current		Clinical Practice I Aug 22, 2022 - Dec 31, 2025	Abundant Health - Main Hospital (Geocoding Enabled, lo… Acute Care	Attestation pending	View Details
DPT 850 - Clinical Practice II* Current		Clinical Practice II Jan 1, 2023 - Dec 31, 2025	Abundant Health - Main Hospital (Geocoding Enabled, lo… Acute Care	Attestation pending	View Details
DPT 850 - Clinical Practice II* Current		Clinical Practice II Jul 11, 2024 - Sep 30, 2024	Allsports - Warren	Attestation pending	View Details
10 - Wishlist Course				My Request closes on Dec 31st, 2025 12:00 AM EST Wishlist closes on Dec 31st, 2025 12:00 PM EST	View Details
101 - Mock Course		-	-	-	View Details
DPT 900 - Clinical Practice III*		-	-	-	View Details
DPT 900 - Clinical Practice III*		-	-	-	View Details
DPT 950 - Clinical Practice IV*		-	-	-	View Details
PT Demo 800 - Clinical Practice I (Forms and Evaluations)*		-	-	-	View Details
RDSL08201/2 - SEL I/II		-	-	-	View Details

4. Select the require placement tab you would like to request time off by clicking View Details.

		🚟 🛃 🖓 🖓 Chat	📢 🛞 Ask Leo	Amee Jotangiya Exxat Sales (PA) $$
Require Placement Do Not Require Placement				
				\bigtriangledown
19 Results Found				
COURSE DETAILS	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	MAY NEED ATTENTION	ACTION
PA Demo 101 - Gradebook Overview* Current	PM00002184 Rotation 1* 10/01/2022 - 12/31/2025	Abundant - Action Therapy (Geocoding Enable Cardiology	Attestation pending	View Details
PA Demo 609 - Elective (Patient Logs, Timeshee Current	PM00002152 Rotation 7* 04/10/2023 - 12/31/2025	Alliance Medical Center - Med Surg (Geocodin General Surgery	Attestation pending	View Details
PA Demo 606 - Family Medicine (FM Forms, Pati Current	PM00002150 Rotation 9* 06/12/2023 - 12/31/2025	Blossomvale Clinic - SICU* General Surgery	Attestation pending	View Details
PA Demo 111 - Elective III (Patient Logs, Time O Current	PM00002148 Rotation 10* 07/01/2023 - 12/31/2025	Alliance Medical Center - Cardiology (Geocodi Emergency Medicine	Attestation pending	View Details
PA Demo 610 - Elective II (Patient Logs, Timesh Current	PM00002153 Rotation 11 08/01/2023 - 12/31/2025	Blossomvale Clinic - Ambulatory Surgery Family Medicine	Attestation pending	View Details
PA Demo 606 - Family Medicine (FM Forms, Pati Current	PM00002195 Rotation 3* 07/01/2024 - 12/31/2025	Abundant - Action Therapy (Geocoding Enable Emergency Medicine	Attestation pending	View Details
PA Demo 603 - Master Class (All Forms, Patient Current	PM00002149 Rotation 12* 08/01/2024 - 12/31/2025	Blossomvale Clinic - SICU (Geocoding Enabled) Plastic and Reconstructive	-	View Details
PA Demo 602 - Pediatrics and Geriatrics (LA Act Current	PM00002183 Pediatrics Rotation 09/30/2024 - 07/31/2026	Abundant - Action Therapy (Geocoding Enable Allergy and Immunology	Attestation pending	View Details
801 - Emergency Medicine	-	-	-	View Details
801 - Emergency Medicine	-	-	-	View Details
FM - Family Medicine	-	•	-	View Details

5. Click on Course Activities

\equiv Coursework				000	٥	0	모: Cha	at	F	🛞 Ask I	Leo	Amee Jota	ngiya Exxa	t Sales (PA)	\sim
Contract Review: (Due date : 1 I have read and understand the											I Agree				
Course Information Placement Details Course Activities													_		
													-	+ Timeshee	et
Forms/Evaluations									Precep	otor					
FORM				DUE DATE		STATUS			Nod	lata found.					
Volunteering and service learning	ng activity log(MultiResponse For	m) 🛈		-		Get Start	ed								
Student Self Evaluation: Profess	sionalism: Summer 2023			05/31/2024		Get Start	ed								
Weekly journal upload				01/01/2026		Get Start	ed								
Patient Log							~	-							
0	0	0	0												
Total Logs	Needs attention	In progress	Average logs per d	ay											
Timesheet							\rightarrow	>							
0 Mins	0 Mins	0 Mins	0 Mins	10	lins										
Iotal	In Progress	Pending Review	Not Approved	Aj	provec	d									

6. The system will show you a tally of our total time off, any in-progress requests, those that are pending review, those not approved, and those approved. To request time off, click on the arrow icon.

Time	Off									\rightarrow
4 Days 0 Mins 0 Mins 0				0	Mins		1 Days 0 Mins	3	Days 0 Min	S
Total		In Pr	ogress		Pending Review	v	Not Approved	А	pproved	
7. T	he pa	ge will load a	ll your r	equest	s. Click -	+Add Tin	ne Off.			
\leftarrow	Clinical I	Practice IV*								
Northe	ern Commu	nity Central Other				Fror	n	То		Status
Clinica	Il Practice I	/ • Apr 15, 2022 - Jul 1, 202	2				5		C 🖬	-
									+ Add Time Off	Submit
	ACTION	STATUS	FROM DATE	TO DATE	DURATION	CLINICAL INSTRUCTOR	REASON		ADDITIONAL INF	FORMATION
		Approved	Jun 9, 2022	Jun 10, 2022	2 Day(s)		I was sick with the flu		Making it up this	weekend
		Approved	May 17, 2022	May 17, 2022	1 Day(s)		Doctor's appointment		Make up extra ho	ours next week

8. A drawer will open. Once you've filled in all mandatory fields, click Submit.

a. You can save your progress and come back later.

12/5/24, 10:25 AM

imes Add Time Off

All times in Eastern Standard Time (I	EST)		Save	Submit
From *		To *		
May 27, 2022		May 27, 2022		
1 Day(s) Time Off				
Consider full day Time Off				
Reason*				
Medical procedure				
				11.
Additional Information on plans to ma	ake-up for this	Time Off *		
Making up day at the end of the ro	otation			
				li.
Notify Clinical Instructor				
Browse to upload	ł			
Supported formats: .pdf,.doc,.jpg,.jpeg,.j	png,.docx,.xlsx			
You can only upload files with file size un	der 5 MB.			

9. Once the drawer closes, your entries will appear with an updated status.

10. If you have any In Progress requests, you can select them and Submit them all at once.

\leftarrow	← Clinical Practice IV*									
Abundant Health - Main Hospital • Outpatient From To Status Clinical Practice IV • Apr 1, 2022 - Jun 18, 2022 Image: Status and Status										
	+ Add Time Off Submit									
	ACTION	STATUS	FROM DATE	TO DATE	DURATION	CLINICAL INSTRUCTOR	REASON		ADDITIONAL INFORMATION	
		Pending Review	Jun 3, 2022	Jun 3, 2022	1 Day(s)		Sick with the flu		Making up next week	
	0 🛍	In Progress	May 5, 2022	May 6, 2022	2 Day(s)		Family wedding		Making up at the end of the rotat	
	0 🛍	In Progress	Apr 15, 2022	Apr 15, 2022	1 Day(s)		Medical procedure		Making up at the end of the rotat	

Time off Reports:

1. Click on the Learning Activities from the Old Student Dashboard

Learning Activities Complete and review learning activities across all courses for clinical education

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Click on the Left Hand Hamburger Menu and select the Learning Activities Option.

\equiv Learning Activities							
Exxa	at ISM	×					
	Dashboard						
Do	Profile						
Ê	Compliance						
	Coursework						
Ê	Learning Activities						
பீ	School Resources						
圖	Explore Clinical Location	ons					
©≡	School Contacts						
	Subscriptions	Extra					

OR

Click on the View Learning Activities Option from the New Student Dashboard

Good Afterne Dec 4, 2024	oon, Jane 👋
	Edit Profile
Class of 2025* ID: 48928329 Brown, Janet* (Jane Exxat Sales janet.brownMPA@example.co Complete Profile Attestat	e) om (233) 313-1222 ions • 01 Pending
My Experiential Progre Completed Placements: 0	2 2
=O 253h 5m Total Approved hours	✤ 40Total Approved logs
View Learning Activities]

2. Click on Reports on the top ribbon, and then click on "Raw Data TimeOff" report name.

12/	5/24,1	0:25 AM		Requesting / Logging Time Off				
Forms/Evaluations Patient Log Timesheet Time Off Reports								
	Q Sea	arch						
6 Results Found								
	MODULE REPORT			DESCRIPTION				
	☆	Patient Log	Patient Log Aggregate Report	View log data aggregated across different criteria like courses, rotations, sites, locations and settings.				
	☆	Patient Log	Raw Data	All patient log responses for selected rotation(s).				
	☆	Patient Log	Statistics	Graphs showing patient encounters that you logged for selected rotation(s).				
	☆	Timeoff	Raw Data TimeOff	All TimeOff requests for selected rotation(s)				
	☆	Timesheet	Hours by Category	View the total approved hours along with approved break time and approved time in each category logged by students in selected course(s)				
	☆	Timesheet	Raw Data Timesheet	All Timesheet requests for selected rotation(s)				

3. Select the Course offering for which you want to view the report. There are further filter options that a student can apply to view the report for specific rotations, settings and status, once the filters are selected click on generate report to view the details report for timesheet. This report can even be exported.

Awaya Course Solution Course Solution Statis Clinical Practice III Clinical Practice III </th <th>Forms/Evaluations</th> <th>Patient Log Timesheet</th> <th>Time Off Reports</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Forms/Evaluations	Patient Log Timesheet	Time Off Reports					
Select Course Offerings Courses Selected[24]: Clinical Practice II (Forms and Evaluations)*, Class of 2022* Clinical Practice II*, Class of 2022* Clinical Practice I*, Class of 2024 Show More Filters Courses Selected[24]: Clinical Practice II (Forms and Evaluations)*, Class of 2022* Clinical Practice I*, Class of 2024 Show More Settings Status Clinical Practice III, Clinical Pr * Acute Care, Child Nutrition, H * In Progress, Pending Review, * Clinical Practice II*, Class of 2024 Show More Stutus Stutus Status Courses Number Clinical Practice II*, Clinical Practice II*, Class of 2024 Show More Stutus Stutus Status Courses Number Clinical Practice II* Op(07/2021 Op(1/6/2021 Preferred Care Deltra Kay* PT Demo 800 Clinical Practice II* Op(07/2021 Op(3/2022 Abundant Health* Activaluations)* Clinical Practice IV* Clinical Practice IV	← Raw Data Time	eOff (Timeoff)						
Filters Settings Satus Clinical Practice III, Clinical Practice II, Clinical Pra	elect Course Offerings Courses Selected(24): Clinical Practice II (Forms and			Evaluations)*, Class of 2022* Clinical Practice III*, Class of 2022*		lass of 2022* Clinical Pra	Clinical Practice I*, Class of 2024 Show More	
Rotations Settings Status Clinical Practice III, Clinical Pr Acute Care, Child Nutrition, H In Progress, Pending Review, Image: Clinical Practice III, Clinical Practice II, Clinical Practice IV, Clinical P	Filters							^
STUDENT LAST NAME STUDENT FIRST NAME COURSE NUMBER COURSE NAME CLINICAL EXPERIENCE CLINICAL EXPERIENCE Date STE Deitra Kay* PT Demo 850 Clinical Practice II (Forms and Evaluations)* Clinical Practice II* 06/07/2021 07/16/2021 Preferred Care Deitra Kay* PT Demo 800 Clinical Practice I/Forms and Evaluations)* Rotation 1 01/01/2024 06/07/2021 Abundant Health* Deitra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deitra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deitra Kay* DPT 950 Clinical Practice IV Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deitra Kay* DPT 950 Clinical Practice IV Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deitra Kay* DPT 950 Clinical Practice IV Clinical Practice IV 04/05/2022 09/02/2022	Rotations Clinical Practice III,	Settings Clinical Pr Acute C	are, Child Nutrition, H 🔻	Status In Progress, Pending Rev	view, 🔻			Generate Report
DeitraKay*PT Demo 850Clinical Practice II (Forms and Evaluations)*Clinical Practice II*06/07/202107/16/2021Preferred Care Aduations)DeitraKay*PT Demo 800Clinical Practice I (Forms and Evaluations)*Rotation 101/01/202406/03/2024Abundant Health* and Evaluations)*DeitraKay*DPT 950Clinical Practice IV*Clinical Practice IV04/05/202209/02/2022HealthfirstDeitraKay*DPT 950Clinical Practice IV*Clinical Practice IV04/05/202209/02/2022Healthfirst	STUDENT LAST NAME	STUDENT FIRST NAME	COURSE NUMBER	COURSE NAME	CLINICAL EXPERIENCE	CLINICAL EXPERIENCE	CLINICAL EXPERIENCE END	SITE
Appletra Kay* PT Demo 800 Clinical Practice I (Forms and Evaluations)* Rotation 1 01/01/2024 06/30/2024 Abundant Health* Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst	Deitra	Kay*	PT Demo 850	Clinical Practice II (Forms and Evaluations)*	Clinical Practice II*	06/07/2021	07/16/2021	Preferred Care
Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst	Deitra	Kay*	PT Demo 800	Clinical Practice I (Forms and Evaluations)*	Rotation 1	01/01/2024	06/30/2024	Abundant Health*
Detra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Detra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Detra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Detra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst	Deitra	Kay*	DPT 950	Clinical Practice IV*	Clinical Practice IV	04/05/2022	09/02/2022	Healthfirst
Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst Deltra Kay* DPT 950 Clinical Practice IV* Clinical Practice IV 04/05/2022 09/02/2022 Healthfirst	Deitra	Kay*	DPT 950	Clinical Practice IV*	Clinical Practice IV	04/05/2022	09/02/2022	Healthfirst
Deitra Kay* DPT 950 Clinical Practice IV* Olinical Practice IV 04/05/2022 09/02/2022 Healthfirst	Deitra	Kay*	DPT 950	Clinical Practice IV*	Clinical Practice IV	04/05/2022	09/02/2022	Healthfirst
	Deitra	Kay*	DPT 950	Clinical Practice IV*	Clinical Practice IV	04/05/2022	09/02/2022	Healthfirst