

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:

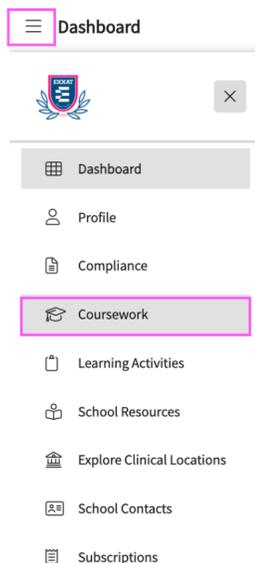
Click on the Coursework Section from the Old Student Dashboard.

The screenshot shows the Exxat Prism student dashboard. On the left is a sidebar with the Exxat PRISM logo and a list of messages from the school. The main content area is titled 'Explore the new student homepage experience.' and contains 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.' A badge indicates '5 Documents need attention'.
- 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.' A badge shows '20 Resources shared'.
- School Contacts:** 'Review contact information for the faculty and staff from your program.' A badge shows '3 Contacts shared'.
- 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.'

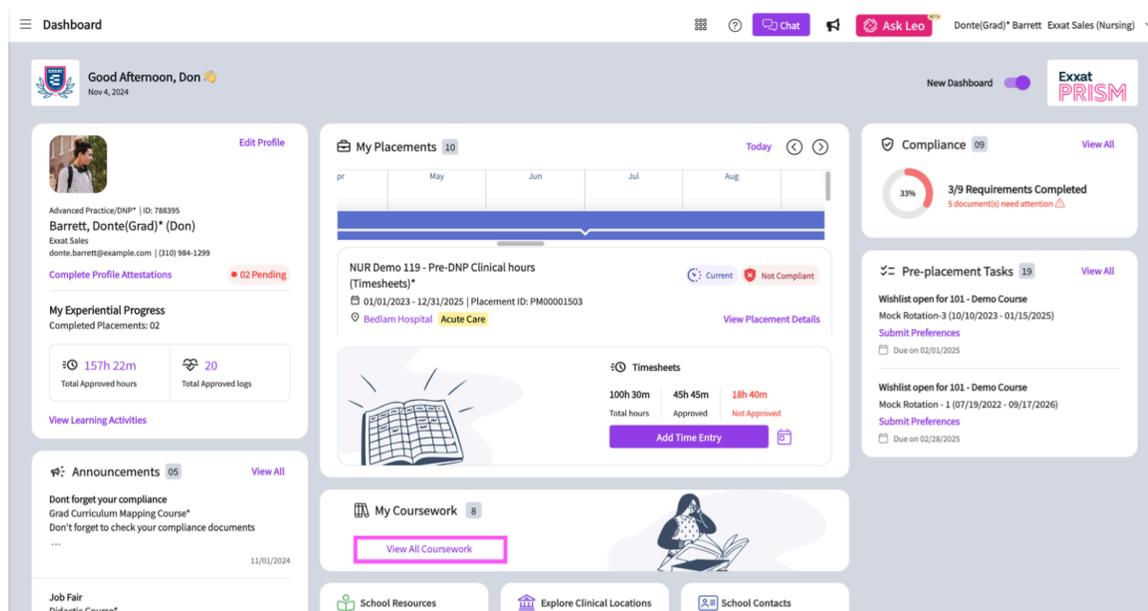
OR

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



OR

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



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.

Require Placement Do Not Require Placement

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 Neuro	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.

Require Placement Do Not Require Placement

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

Coursework

Contract Review: (Due date : 10/10/2034)  
I have read and understand the contractual agreement between the school and my assigned clinical site. I Agree

Course Information Placement Details **Course Activities** + Timesheet

Forms/Evaluations

FORM	DUE DATE	STATUS
Volunteering and service learning activity log(MultiResponse Form) ⓘ	-	Get Started
Student Self Evaluation: Professionalism: Summer 2023	05/31/2024	Get Started
Weekly journal upload	01/01/2026	Get Started

Patient Log

0 Total Logs    0 Needs attention    0 In progress    0 Average logs per day

Timesheet →

0 Mins Total    0 Mins In Progress    0 Mins Pending Review    0 Mins Not Approved    0 Mins Approved

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

4 Days 0 Mins Total    0 Mins In Progress    0 Mins Pending Review    1 Days 0 Mins Not Approved    3 Days 0 Mins Approved →

7. The page will load all your requests. Click +Add Time Off.

← Clinical Practice IV\*

Northern Community Central • Other

Clinical Practice IV • Apr 15, 2022 - Jul 1, 2022

From To Status

**+ Add Time Off** Submit

□	ACTION	STATUS	FROM DATE	TO DATE	DURATION	CLINICAL INSTRUCTOR	REASON	ADDITIONAL INFORMATION
		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 hours 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.

× Add Time Off

🕒 All times in Eastern Standard Time (EST) Save Submit

**From \***  **To \***

1 Day(s) Time Off

Consider full day Time Off

**Reason \***

Medical procedure

**Additional Information on plans to make-up for this Time Off \***

Making up day at the end of the rotation

Notify Clinical Instructor

Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx  
You can only upload files with file size under 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.

← Clinical Practice IV\*

Abundant Health - Main Hospital • Outpatient

Clinical Practice IV • Apr 1, 2022 - Jun 18, 2022

From  To  Status

+ Add Time Off Submit

<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>		In Progress	May 5, 2022	May 6, 2022	2 Day(s)		Family wedding	Making up at the end of the rotat
<input checked="" type="checkbox"/>		In Progress	Apr 15, 2022	Apr 15, 2022	1 Day(s)		Medical procedure	Making up at the end of the rotat

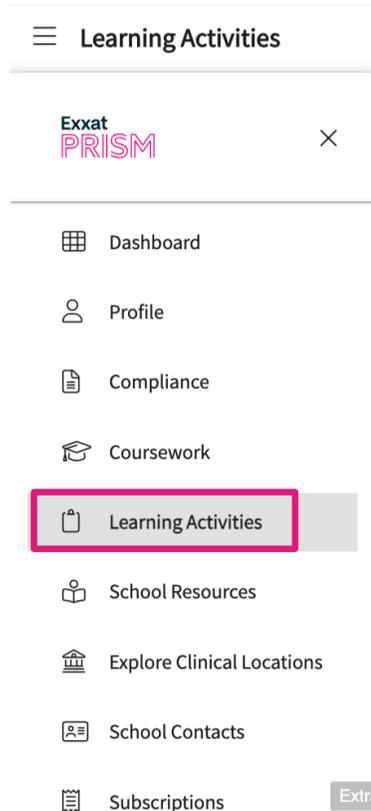
# Time off Reports:

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

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

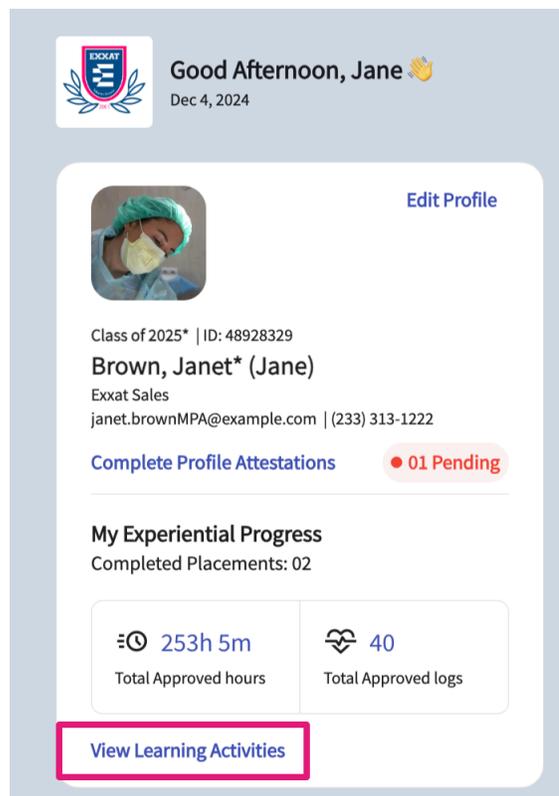
OR

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



OR

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



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

Forms/Evaluations Patient Log Timesheet Time Off **Reports**

Search

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	<b>Raw Data TimeOff</b>	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.

Forms/Evaluations Patient Log Timesheet Time Off **Reports**

← Raw Data TimeOff (Timeoff)

**Select Course Offerings** Courses Selected(24): Clinical Practice II (Forms and Evaluations)\*, Class of 2022\* Clinical Practice III\*, Class of 2022\* Clinical Practice I\*, Class of 2024 Show More

**Filters**

**Rotations** Clinical Practice III, Clinical Pr... **Settings** Acute Care, Child Nutrition, H... **Status** In Progress, Pending Review, ... **Generate Report**

STUDENT LAST NAME	STUDENT FIRST NAME	COURSE NUMBER	COURSE NAME	CLINICAL EXPERIENCE	CLINICAL EXPERIENCE START DATE	CLINICAL EXPERIENCE END DATE	SITE
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	06/30/2024	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