

**Your program may collect your placement preferences via a Slot and Location Wishlist, which will allow you to select both sites that have and have not shared slot availability for an upcoming rotation. Here's how to do it.**

**Video Tutorial:**

**Completing a Slot Based Wishlist in Exxat Prism**

07:21



**Completing a Location-Based Wishlist in Exxat Prism**

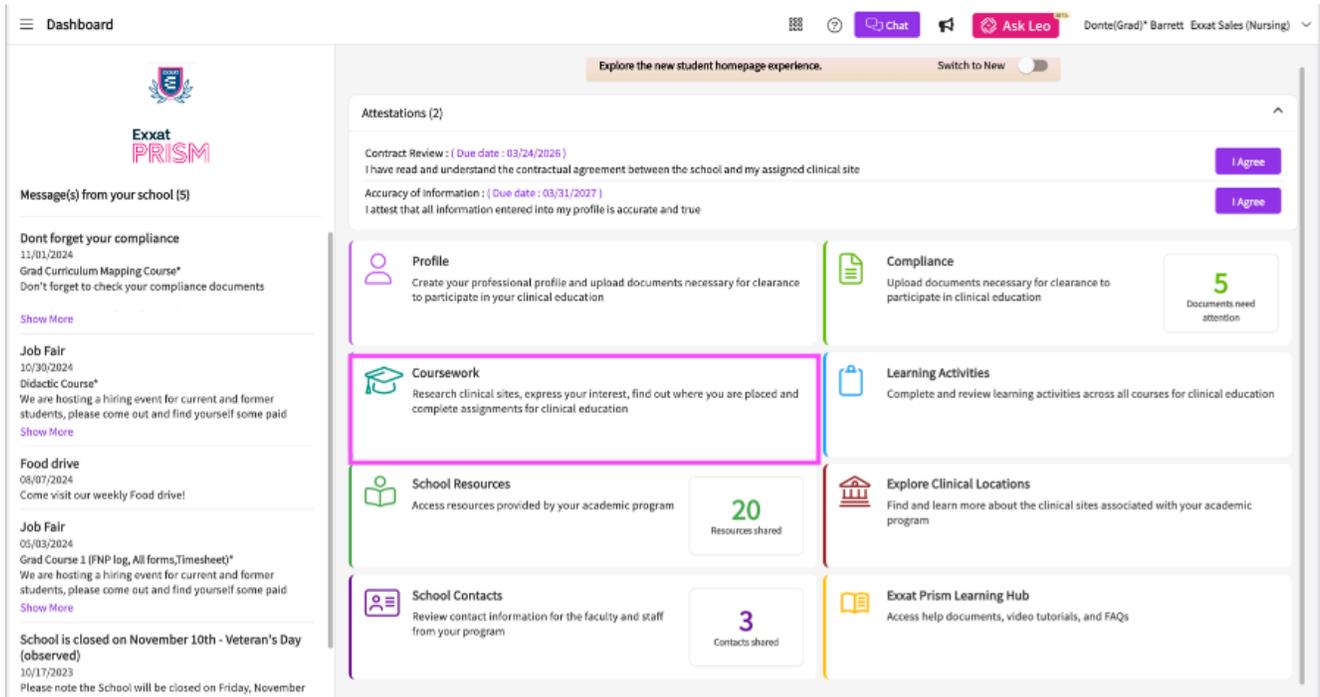
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**Steps:**

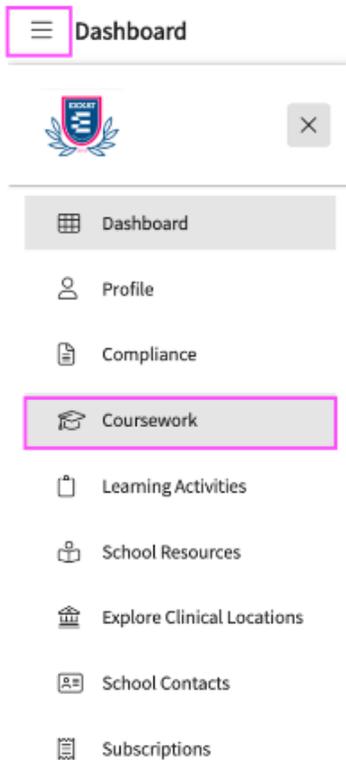
1. To navigate to the Coursework Section:

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



OR

1b. 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.

The dashboard displays the following sections:

- Profile:** Good Afternoon, Don (Nov 4, 2024). User: Barrett, Donte(Grad)\* (Don). ID: 788395. Complete Profile Attestations: 02 Pending.
- My Placements:** 10. Shows a calendar view and details for 'NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)\*' at Bedlam Hospital, Acute Care. Includes a Timesheets summary: 100h 30m Total hours, 45h 45m Approved, 18h 40m Not Approved.
- Compliance:** 09. 3/9 Requirements Completed. 5 document(s) need attention.
- Pre-placement Tasks:** 19. Lists tasks for 'Wishlist open for 101 - Demo Course' with due dates.
- Announcements:** 05. Includes 'Don't forget your compliance Grad Curriculum Mapping Course\*'.
- My Coursework:** 8. View All Coursework button.
- Navigation:** School Resources, Explore Clinical Locations, School Contacts.

2. The system will display all courses you are registered for.
3. If you wish to see the courses that require placement click on Require placement tab
4. If you wish to see the didactic courses you can click on Do No Require Placement tab
5. The page will always list any current placements at the very top, followed by upcoming placements, and completed placements last.

Coursework

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 Wishlist closes on Dec 31st, 2025 12:00 PM 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

6. Select the placement from 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...	<a href="#">View Details</a>
DPT 850 - Clinical Practice II*	-	-	-	<a href="#">View Details</a>

7. Once the Wishlist has been opened by the program admin, you will be able to see the Wishlist and the close date in the Needs Attention section of the page.

8. Click on the Wishlist name to get started.

### Wishlists

[Wishlist DPT 950](#)  
 Slot and Location based Wishlist  
Not started Closes on Jan 29th, 2024 11:55 PM EST

9. 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.

[View program instructions / guidelines](#)

← **Wishlist DPT 950** Wishlist closes on Jan 29th, 2024 11:55 PM EST DPT 950 - Clinical Practice IV\* [View Instruction](#) [Save as Draft](#)

**State \***

AL (0), AK (0), American Sam... ▼

**City**

5 Min. required
10 Max. allowed

Apply filters to view slots

Apply

Items per page: 30    0 of 0    < >

Minimum and maximum number of entries

10. Click on the location name to view additional information.

Wishlist DPT 950 | Wishlist closes on Jan 29th, 2024 11:55 PM EST | DPT 950 - Clinical Practice IV\* | View Instruction | Save as Draft

1 Explore slots | Explore locations | 3 Rank selections | 4 Questions | 5 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 | 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

11. 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**

<b>Location Area</b>	<b>Phone</b>
Out Of State	(555) 555-5555
<b>Website</b>	
<a href="http://www.exxat.com">www.exxat.com</a>	
<b>Setting</b>	
Acute Care, Outpatient	

12. Add Locations to your list by clicking on the add icon; once you have added all the slots you'd like to, Save as Draft.

a. Click Explore Locations to move onto the next step.

Wishlist DPT 950 | Wishlist closes on Jan 29th, 2024 11:55 PM EST | DPT 950 - Clinical Practice IV\* | View Instruction | Save as Draft

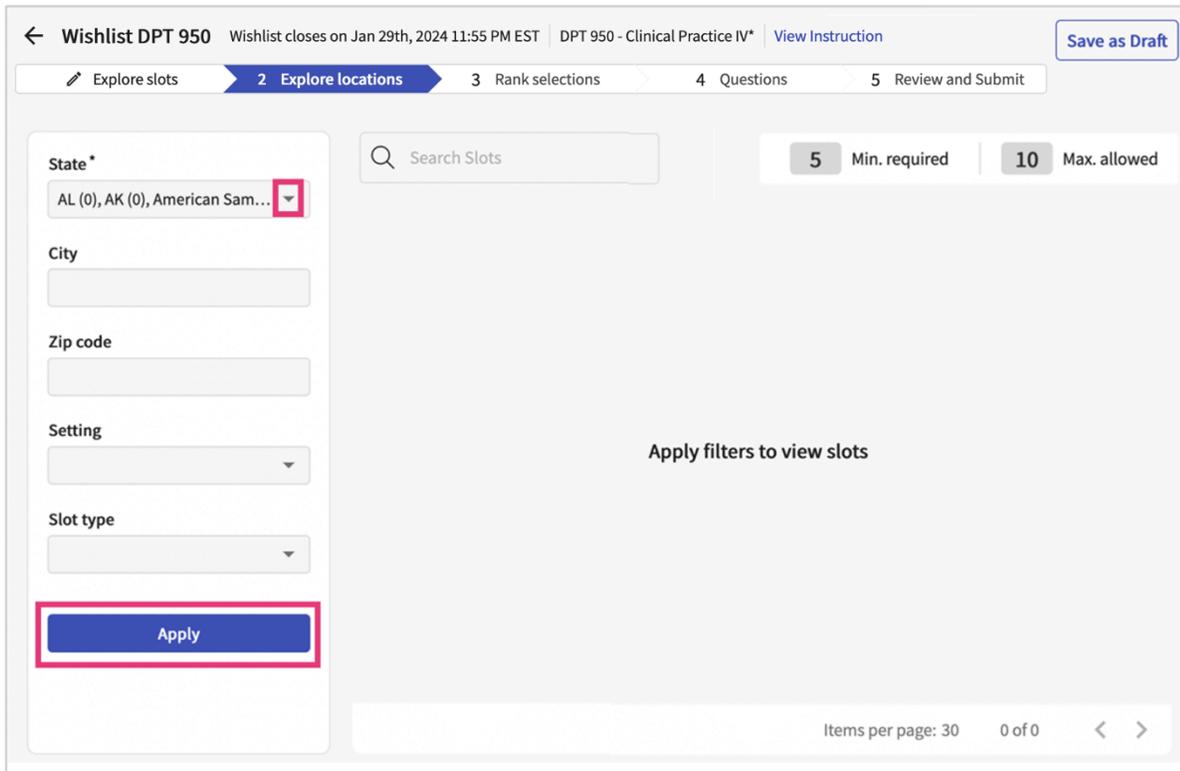
1 Explore slots | **Explore locations** | 3 Rank selections | 4 Questions | 5 Review and Submit

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

- Adaptial - Wellington | BALTIMORE, MD | Outpatient | Apr 5, 2022 - Jun 18, 2022 | 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

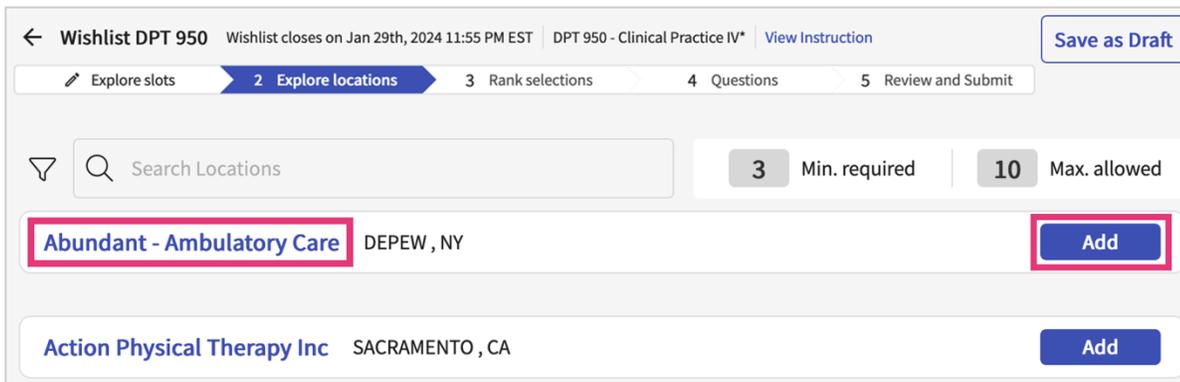
13. You'll next select from all locations available to your program. These sites may or may not have offered slot availability for this specific rotation.

a. Make state selections and click Apply.

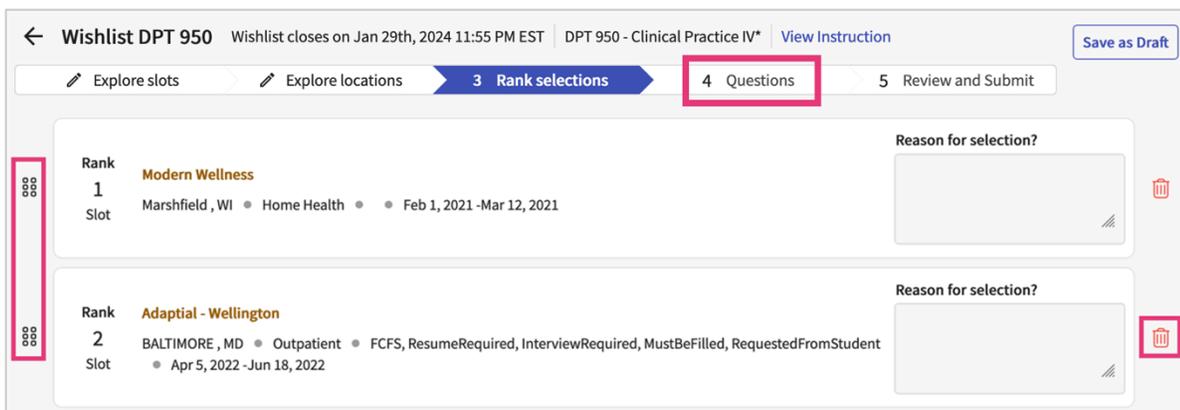


14. Add Locations to your list by clicking on the add icon; once you have added all necessary Locations, click Save as Draft.

a. Click Rank Selections to move onto the next step.



15. 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.



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

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

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

19. 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.

## Accessing Wishlists from the New Student Dashboard:

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

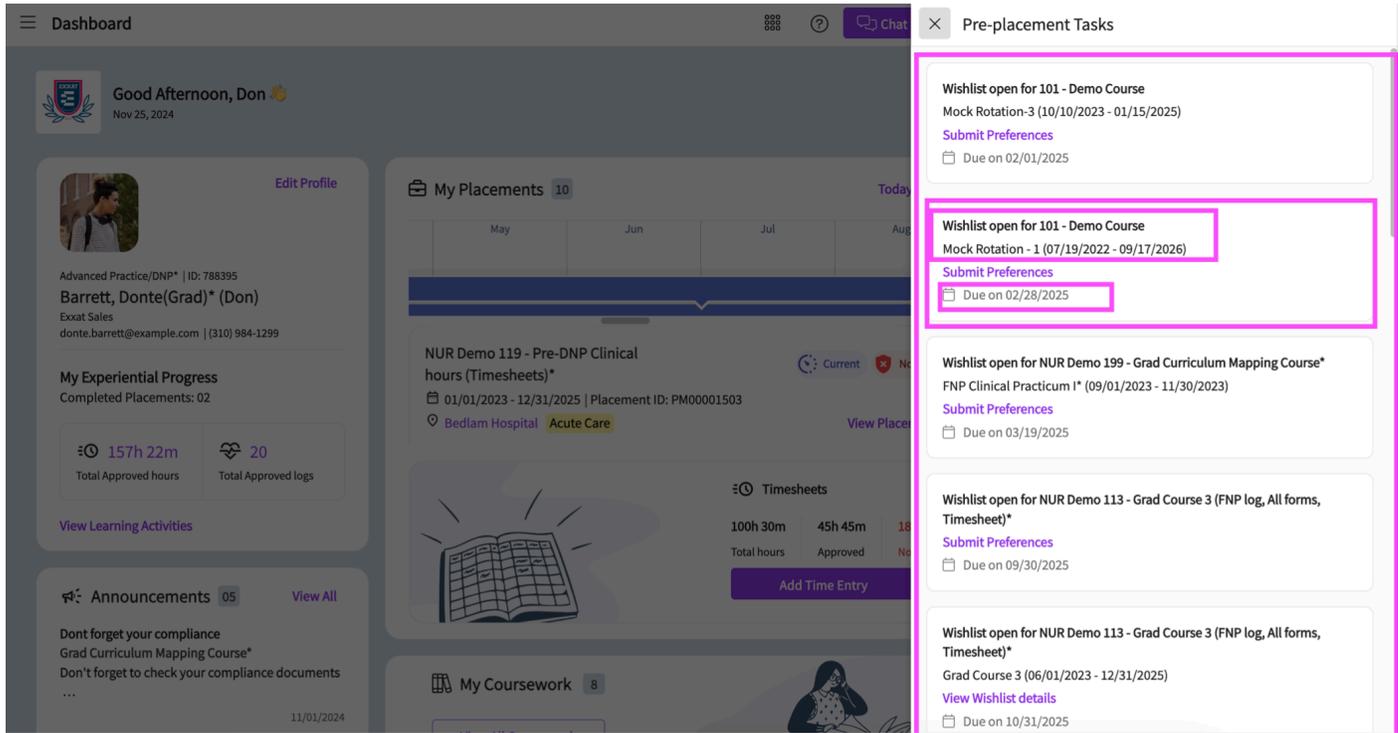
The dashboard features a top navigation bar with 'Dashboard', 'Chat', 'Ask Leo', and user information 'Donte(Grad)\* Barrett Exxat Sales (Nursing)'. The main content area includes:

- Profile Card:** 'Good Afternoon, Don' with a profile picture, ID: 788395, and contact info.
- My Placements:** A calendar view for May-Aug and a detailed card for 'NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)\*' at 'Bedlam Hospital' in 'Acute Care'. It shows 'Current' status and 'Not Compliant' flags.
- Compliance:** A progress indicator showing '33%' completion of '3/9 Requirements Completed', with '3 document(s) need attention'.
- Pre-placement Tasks:** A list of tasks for 'Mock Rotation-3' and 'Mock Rotation-1' with 'Submit Preferences' buttons and due dates.
- Announcements:** A notice about 'Grad Curriculum Mapping Course\*' with a 'View All' link.
- My Coursework:** A section with '8' items and a 'View All Coursework' link.

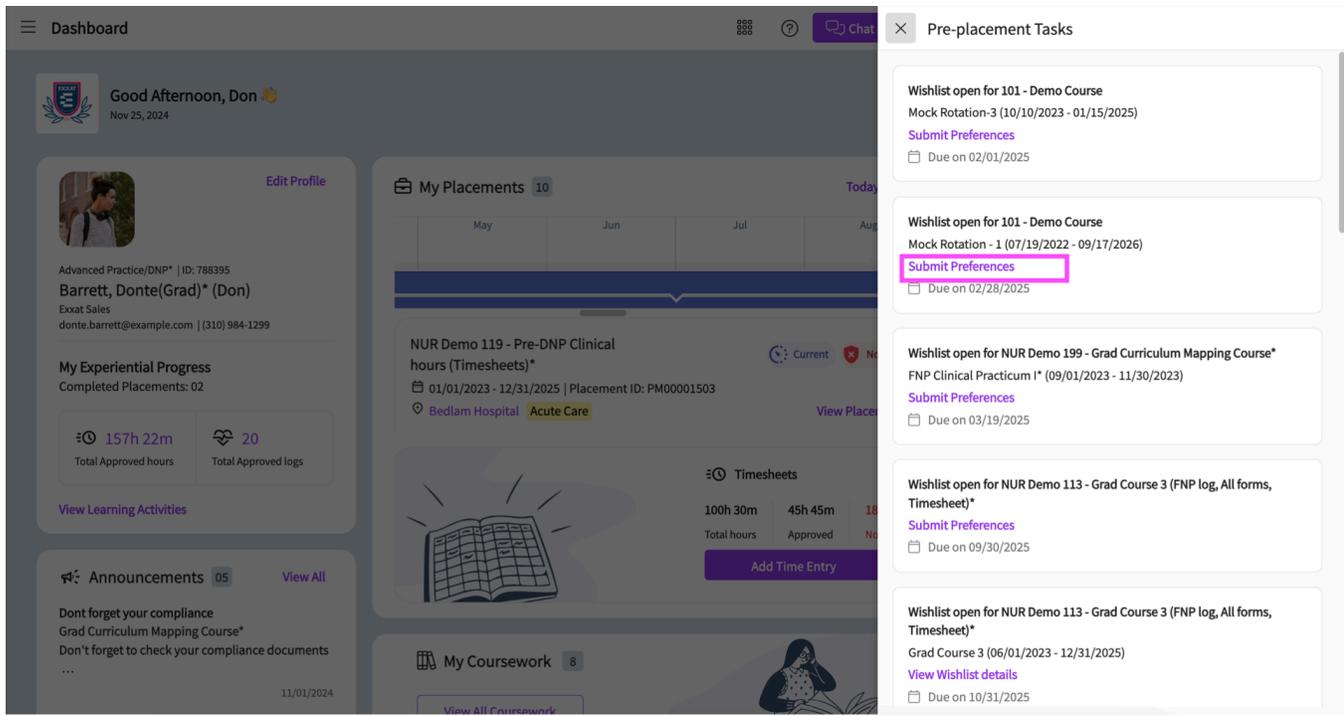
2. To fill out wishlists from your new student dashboard, click on the View All hyperlink.

This screenshot is identical to the one above, but with a pink rectangular box highlighting the 'View All' link next to the 'Pre-placement Tasks' header.

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.



It will open up the wishlist for you, complete and submit your preferences.



Chat



Ask Leo

← Slot and Location Based Wishlist Wishlist closes on 12/31/2025 12:00 AM EST NUR Demo 211 - BSN Course 1(Wishlists,Timesheet)\* [View Instruction](#)

Save as Draft

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

State\*

Select states

City

Zip code

Setting

Slot Status

Apply

Search Slots

2 Min. required 5 Max. allowed

Apply filters to view slots

Items per page: 30 0 of 0