

This article provides a detailed overview of how to leverage faculty and staff profiles, learn about all the things you can manage for your Faculty and Staff via Exxat Prism.

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2. [Profile Information and Editing](#)
3. [Generating CVs](#)
4. [View As for Faculty](#)
5. [Contact Sharing](#)
6. [Deleting Faculty](#)
7. [Teaching Expertise](#)
8. [Scholarly Activities](#)
9. [Service](#)
10. [Managing Faculty Associations](#)
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12. [Report](#)

Once your faculty and staff begin adding information to their profiles, you can view, edit, and share certain information with important stakeholders!

1. Select Faculty & Staff from your left menu or dashboard.



2. Each faculty & staff member will have a profile of their own where they can add additional information. To view and edit this information, click on the user's name.

NAME ↑	FACULTY ID	FACULTY/STAFF	EMAIL	STATUS	PHONE	ADMINISTRATIVE POSITION	FACULTY RANK	LAST UPDATED ON
Admin, Mock	-	Faculty	mockadminNUR@example.com	Active	-	Not Specified	-	12/09/2024
Baxter, Kaiya	-	Staff	Kaiya.Baxter@example.com	Active	847-246-4755	Administrative Assistant	NA	02/12/2024
Becker, Franklin	-	Faculty	Franklin.Becker@example.com	Active	603-756-3632	Adjunct Professor	Associate Professor	02/12/2024
Bolton, Brylee*	9309130	Faculty	Brylee.Bolton@example.com	Active	316-775-9398	Director of Clinical Education(DCE) , Nurse Anesthetist Track Coordinator	Assistant Professor	11/12/2024

3. The Action column has been removed from the Faculty and Staff grid, and the "Faculty/Staff" selection radio button has been moved to the Basic Information section within the faculty profile.
4. The faculty & staff profile will contain the following sections:
 1. Profile
 2. Teaching
 3. Scholarship

- 4. Service
- 5. Associations

Profile

1. View the profile information for your Faculty and Staff

Faculty > Bolton, Brylee*

Bolton, Brylee*
 Brylee.Bolton@example.com
 Assistant Professor | Director of Clinical Education(DCE) | Nurse Anesthetist Track Coordinator
 Last login: 12/31/2024 3:14 PM EST

View As Generate CV Contact Sharing Delete Faculty

Menu

- Profile
- Teaching
- Scholarship
- Service
- Compliance
- Associations
 - Courses (11)
 - Students (30)
 - Placements (59)

Basic Information

First Name Brylee*	Last Name Bolton
Middle Name Ein	Pronouns She/Her
Preferred Name Bree	Maiden Name Lange
Faculty/Staff Faculty	Date of birth 02/11/1970
Gender Female	Race White
Phone number 316-775-9398	Email address Brylee.Bolton@example.com
Alternate email Brylee.Bolton@email.com	Ethnicity Non-Hispanic
Signature Professor, Doctor of Nursing Practice Nurse Anesthetist Track	Status Active
Administrative position Director of Clinical Education(DCE), Nurse Anesthetist Track Coordinator	Faculty rank Assistant Professor
Faculty ID 9309130	

Emergency Contact

Honors And Awards Click to add new entries

Deans List

Description
Award of Academic Achievement

Organization UCLA	Date received 10/22/2014
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Notes

Resume And Curriculum Vitae

Browse to upload

Supported formats:
 .pdf, .doc, .docx, .pptx, .pptm, .potx, .potm, .ppt, .rtf, .xls, .docm, .csv
 You can only upload files with file size under 25 MB.
 We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

Single Sign-On (SSO) Key

Notes And Documents

2. Generate CV:

1. To download a copy of a faculty's CV, click Generate CV. A Word document will be downloaded to your system.



2. Faculty and staff CV's will include any information they have added to their profile, along with any courses they have been assigned in the system.

Faculty Curriculum Vitae TEMPLATE

Basic Information

First Name: Brylee*	MI:	Last Name: Bolton
Academic Credentials: Assistant Professor		
Position in Program: Director of Clinical Education(DCE), Nurse Anesthetist Track Coordinator		%FTE:

Contact Information

No data has been added

Education Include baccalaureate, professional education(to include PA), and graduate academic education. Please list from most recent to earliest

Institution	Course Of Study	Credential/Degree Earned	Year Awarded
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Graduate Medical Education/ Postgraduate clinical PA Program Education (include all physician or physician assistant residencies and fellowships) please list from most recent to earliest.

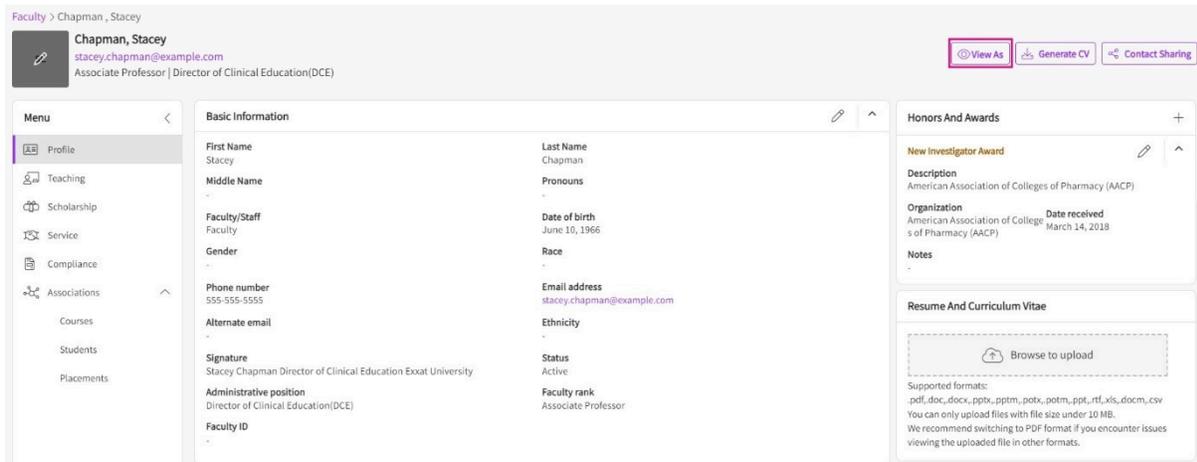
Institution	Specialty	Credential/Degree Earned	Year Awarded
University of Kansas		BSN	Dec 1989
University of Kansas		MSN	Dec 1995

Academic Appointments - List the past five positions, beginning with your current position		
Start Date	End Date	Institution Name and Description of Position(s)
Sep 2022		ExxatSales
Jan 2013	Dec 2017	One Medical Group

Non-Academic Positions - List the past five positions, beginning with your current position		
Start Date	End Date	Institution Name and Description of Position(s)

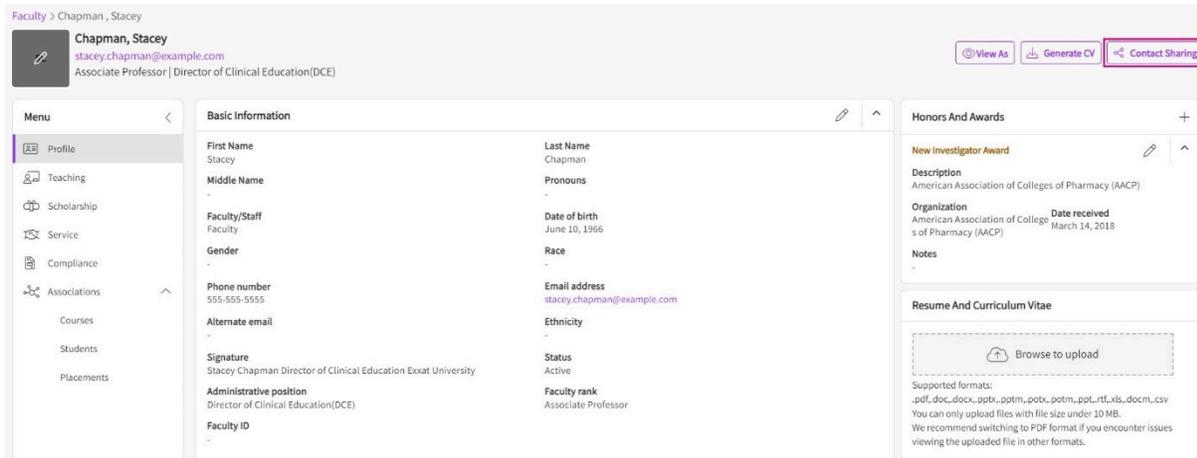
3. View As:

1. To see what Faculty members will see on their end you can click on "View As" button. Note you would not be able to edit any of the information.



4. Contact Sharing

1. To share their contact information with students and sites via the site resources page, click Contact Sharing.



2. A drawer will open. Three separate sections will load, where you can decide if you would like to share faculty and staff contact information with different stakeholders. Select your preferences and click Save once done.

1. Students:

✕ **Contact Sharing** Save

Share With Students

Share the Name, Administrative position, Rank and Email ID of the faculty with the students. Any notes mentioned will also get shared.

Notes on students

Paragraph **B** *I* U **:=** **!:=** **≡** **≡**

Response times: Two business days for non-urgent matters. 24 hours for urgent matters. For urgent matters, please use this phone number: 555-555-5555 or "URGENT" in the subject line of an email.

Calendly link here

2. Other faculty and staff:

✕ **Contact Sharing** Save

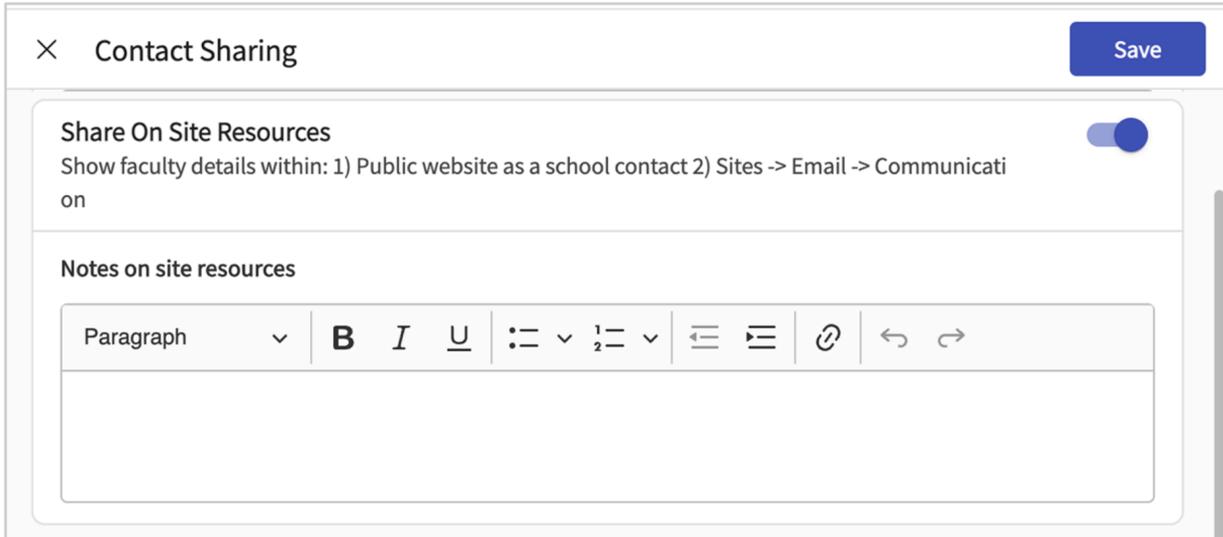
Share With Faculty & Staff

Share the Name, Administrative position, Rank and Email ID of the faculty with other faculty & staff. Any notes mentioned will also get shared.

Notes on faculty & staff

Paragraph **B** *I* U **:=** **!:=** **≡** **≡**

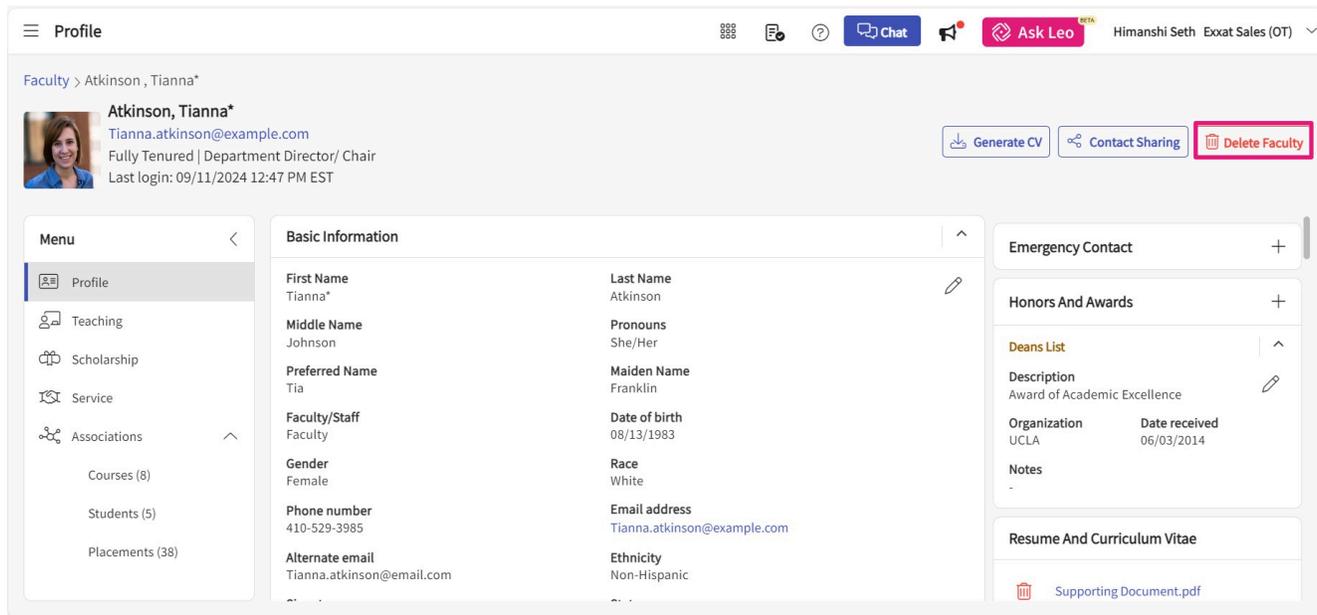
3. Sites via the site resources page:



Deleting Faculty

To Delete a faculty, perform the following steps:

1. Click **Delete Faculty**.

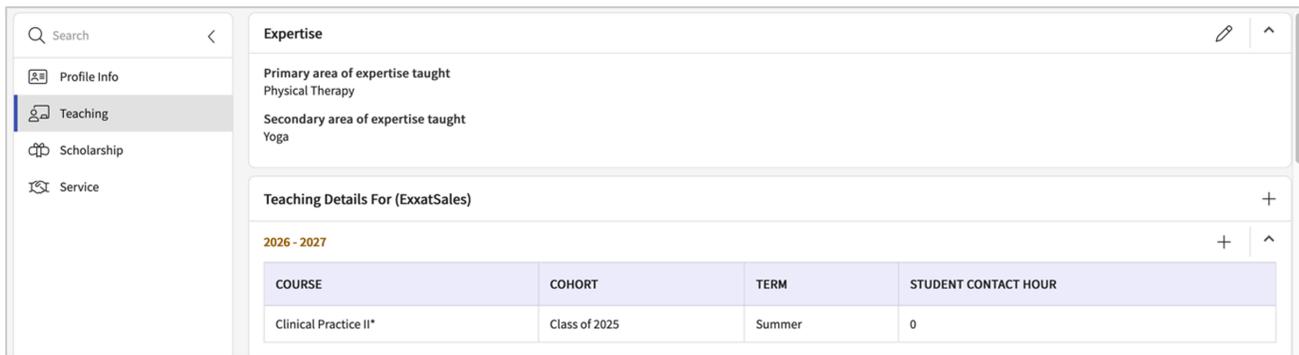


Note: If the faculty is associated to students, courses, and placements, then a message is displayed to remove the faculty from the association.

2. Click **Confirm** in the message box to delete the faculty.

Teaching

1. The teaching section will show you information about your faculty's teaching expertise.



2. Each academic appointment within a faculty's profile section will create a section within the Teaching Details section.



Scholarship

1. Within the Scholarship section, you can view scholarly activities faculty have participated in throughout their career including publications, presentations, grant-funded research, and more.

Service

1. Any service faculty provide to their academic institution, profession, or community along with membership details will be located within the Service section.

Managing Faculty Associations and Disassociations at Course, Student and,

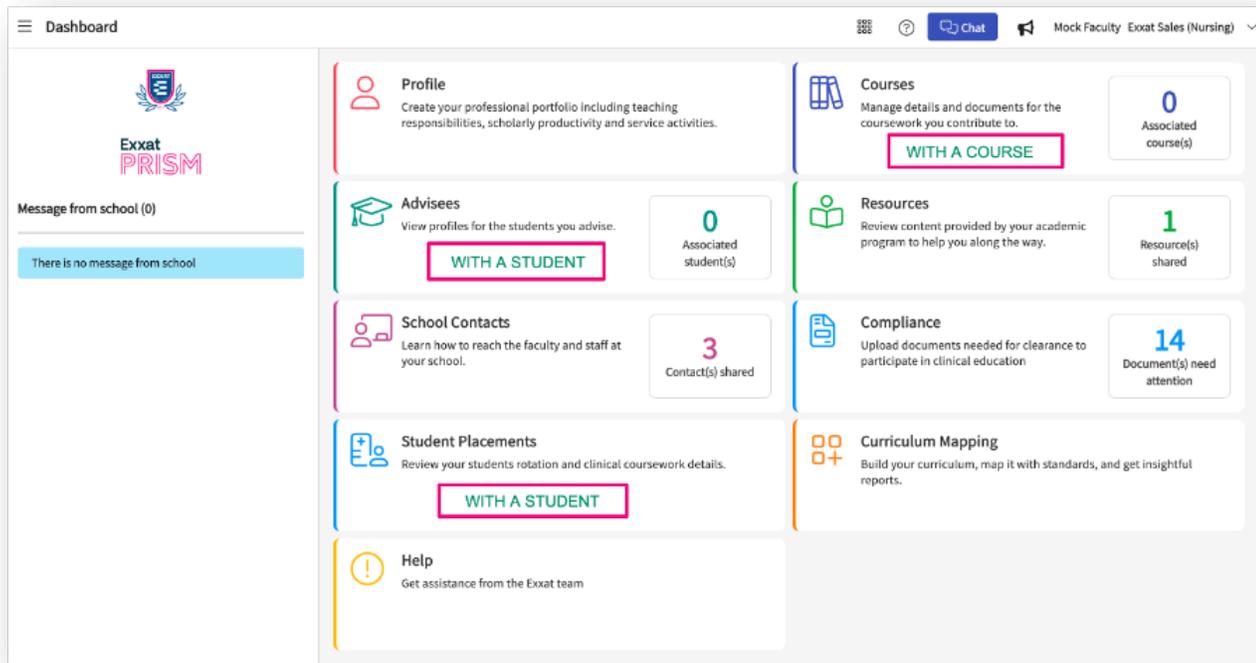
Faculty Levels

Before faculty and staff can interact with advisees, courses, and placements, they must first be assigned to them! Learn about how to add/edit faculty roles, there are 3 ways to associate faculty:

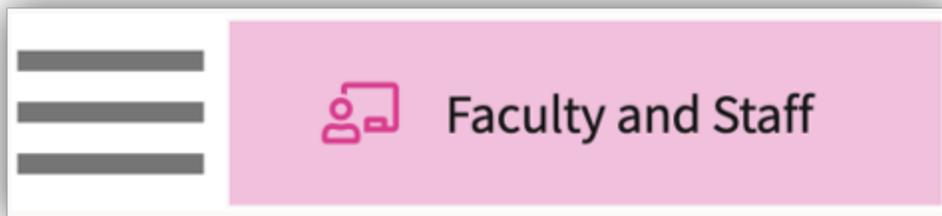
- [At the Course Level](#)
 - [Associate Faculty from a Course](#)

- [Disassociate Faculty from a Course](#)
- [At the Student Level](#)
 - [Associate Faculty from Students](#)
 - [Disassociate Faculty from Students](#)
- [At the Placement level](#)

Once the association is made, the faculty would be able to access different information in the different areas from Faculty Dashboard View below when they login:



1. To make these associations, Select Faculty & Staff from your left-menu or dashboard.



2. Select the desired faculty or staff from the list.

NAME ↑	FACULTY ID	EMAIL	FACULTY/STAFF	ADMINISTRATIVE POSITION	FACULTY RANK	ACTION
Bansal, Bhavya	-	bhavya.bansal@exxat.com	Faculty	Dean , Associate Dean , Assistant Dean	Full Professor	
Chapman, Stacey	-	stacey.chapman@example.com	Faculty	Director of Clinical Education(DCE)	Associate Professor	

3. You will find an Associations option from the left panel. You will have three choices available: Courses, Students and Placements.

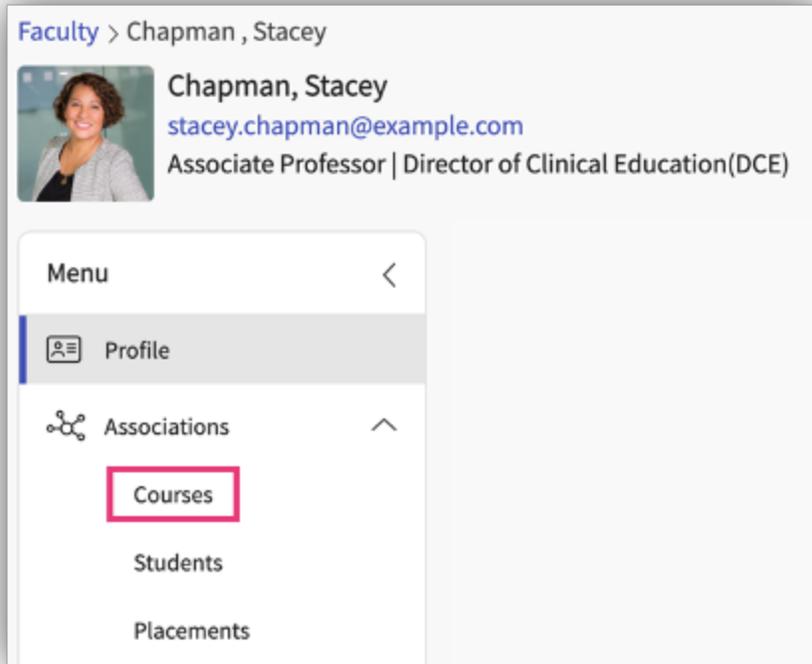
COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	ACTION
DPT 900	Clinical Practice III*	2023 - 2024	Spring	Class of 2021*	-	Dissociate
DPT 975	Health Care Delivery*	2022 - 2023	Fall	Class of 2023	3rd Year	Dissociate
DPT 875	Clinical Seminar II*	2021 - 2022	Summer	Class of 2023	2nd Year	Dissociate
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2022*	2nd Year	Dissociate
DPT 762	Movement Analysis II	2024 - 2025	Summer	Class of 2027*	1st Year	Dissociate
DPT 800	Clinical Practice I*	2024 - 2025	Fall	Class of 2027*	1st Year	Dissociate
DPT 513	Pathophysiology of disease I*	2019 - 2020	Summer	Class of 2022*	1st Year	Dissociate

Associating Faculty at the Course Level:

Associating faculty with **Courses** will allow them to edit specific course information, measures, resources, attributes, event schedule, announcements, set-up/review of all learning activities tied to that course and more. These faculty can view placements, but cannot edit placements. This association is recommended for Course Directors/Leads, Adjunct faculty, etc.

Associate Faculty from a Course:

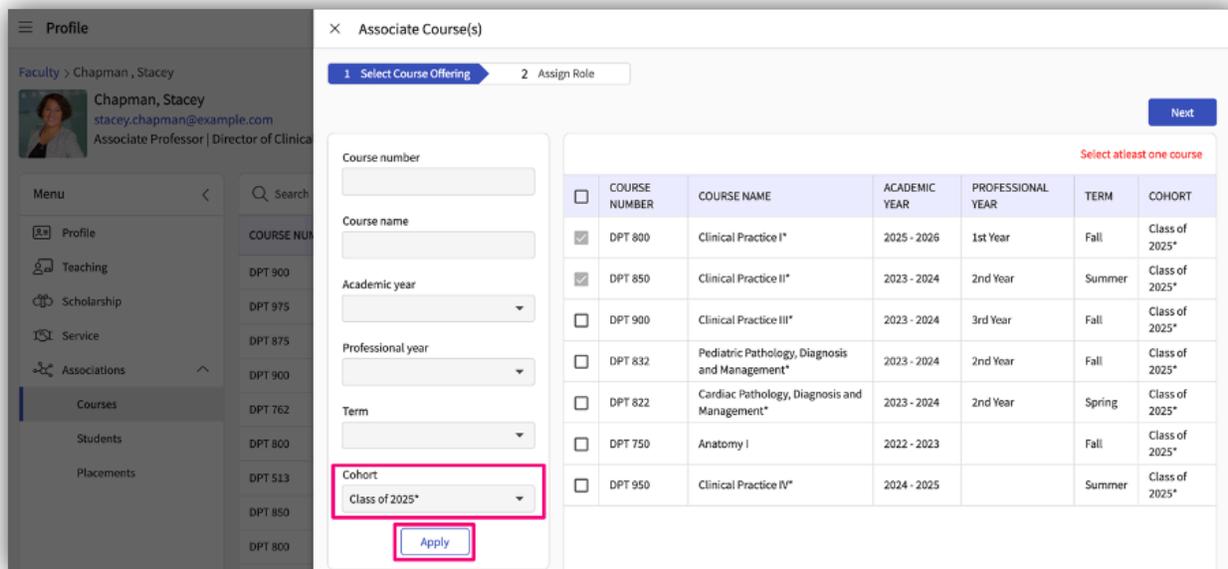
1. To associate faculty with specific courses, select Courses from the left panel.



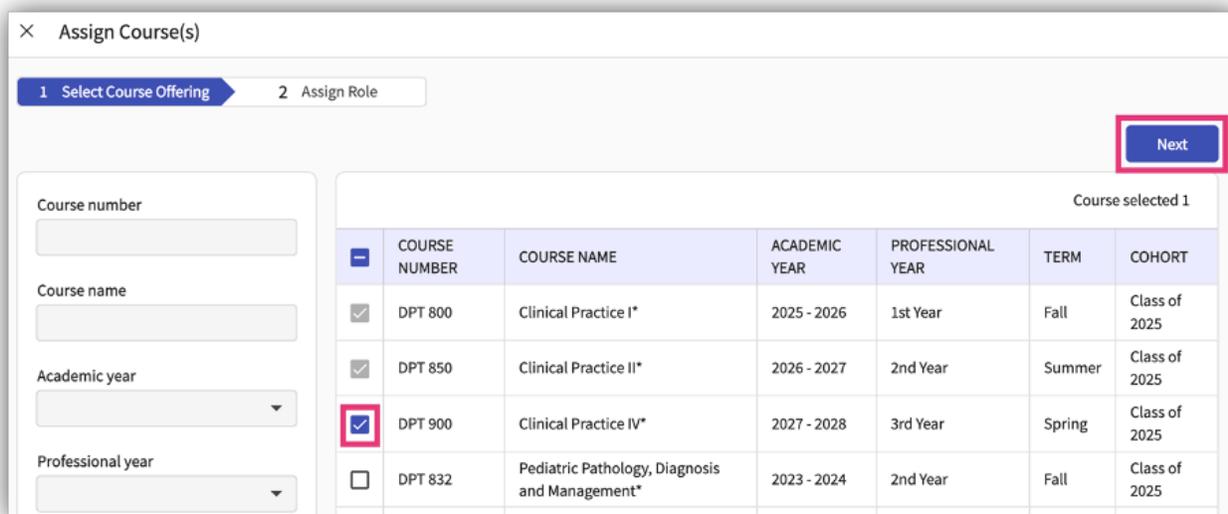
2. The page will show you all of the courses your faculty has already been assigned to. Click + Assign Course.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR
DPT 900	Clinical Practice IV* P	2023 - 2024	Summer	Class of 2022*	2nd Year
DPT 762	Movement Analysis II	2024 - 2025	Summer	Class of 2027	1st Year
DPT 800	Clinical Practice I* P	2024 - 2025	Fall	Class of 2027	1st Year
DPT 513	Pathophysiology of disease I*	2019 - 2020	Summer	Class of 2022*	1st Year
DPT 850	Clinical Practice II* P	2026 - 2027	Summer	Class of 2025	2nd Year
DPT 800	Clinical Practice I* P	2025 - 2026	Fall	Class of 2025	1st Year

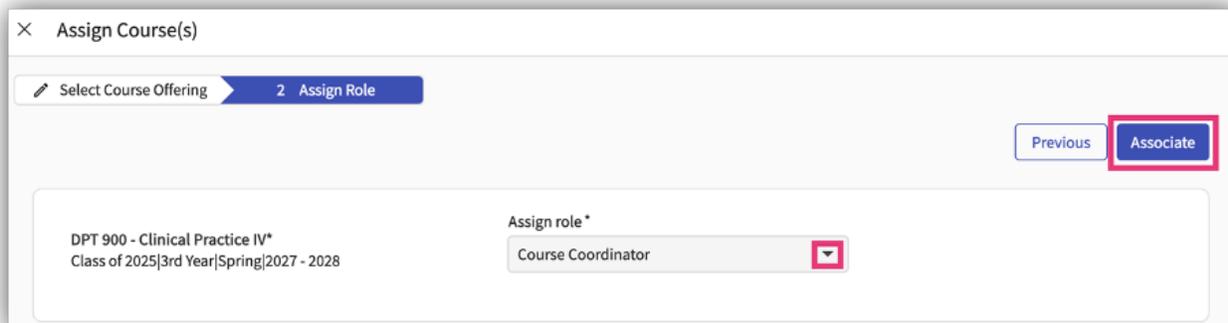
3. A drawer will open. Use the fields available on the left to find the desired course and click Apply.



4. Once the courses load, select them using the open checkbox and click Next.



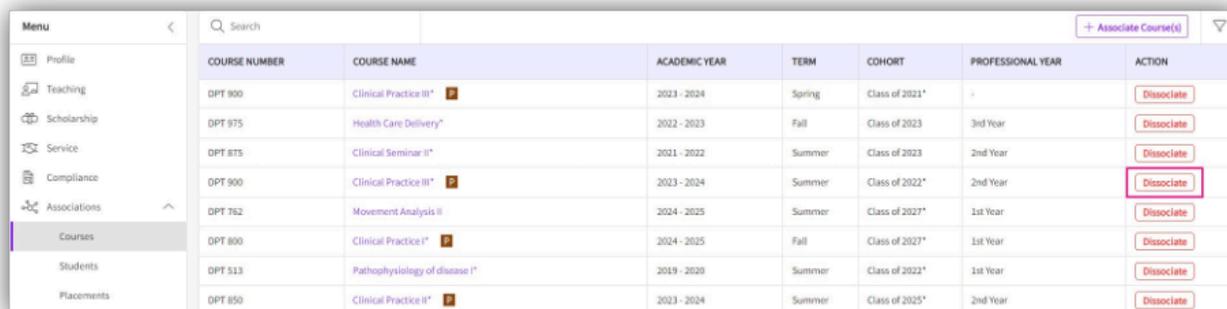
5. You will then assign them a role for each course you selected. Once done, click Associate.



6. Associating faculty with **Students** will allow them to view student information via the Advisees section. They will be able to update academic information, view and share their profiles, view the overall status of compliance documents, and their full placement trajectory within the program

Disassociate Faculty from a Course:

1. To disassociate the faculty from the course, click on the disassociate under the action column.

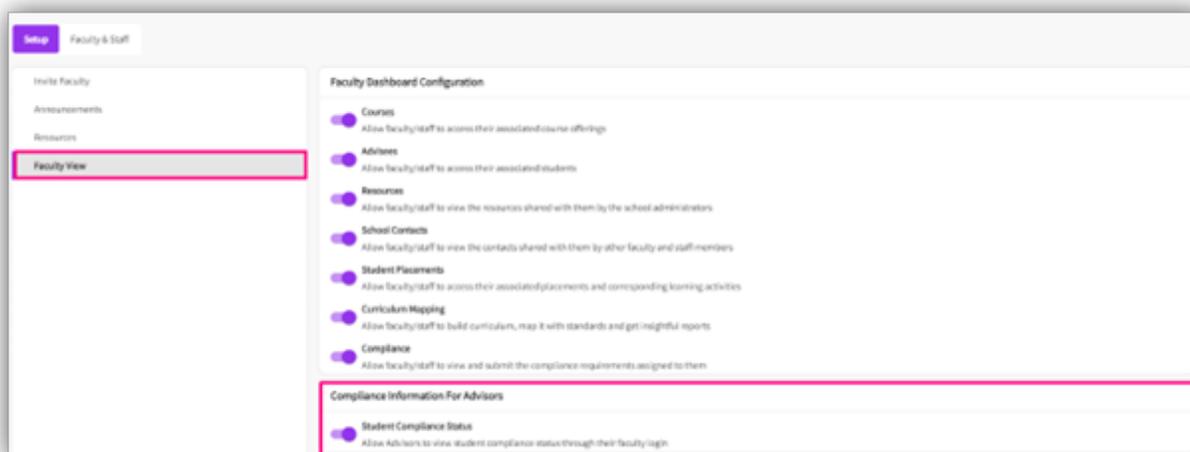


COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	ACTION
DPT 900	Clinical Practice III*	2023 - 2024	Spring	Class of 2021*	-	Disassociate
DPT 975	Health Care Delivery*	2022 - 2023	Fall	Class of 2023	3rd Year	Disassociate
DPT 875	Clinical Seminar II*	2021 - 2022	Summer	Class of 2023	2nd Year	Disassociate
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2022*	2nd Year	Disassociate
DPT 762	Movement Analysis II	2024 - 2025	Summer	Class of 2027*	1st Year	Disassociate
DPT 800	Clinical Practice I*	2024 - 2025	Fall	Class of 2027*	1st Year	Disassociate
DPT 513	Pathophysiology of disease I*	2019 - 2020	Summer	Class of 2022*	1st Year	Disassociate
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2025*	2nd Year	Disassociate

Associating Faculty Advisor at the Student Level:

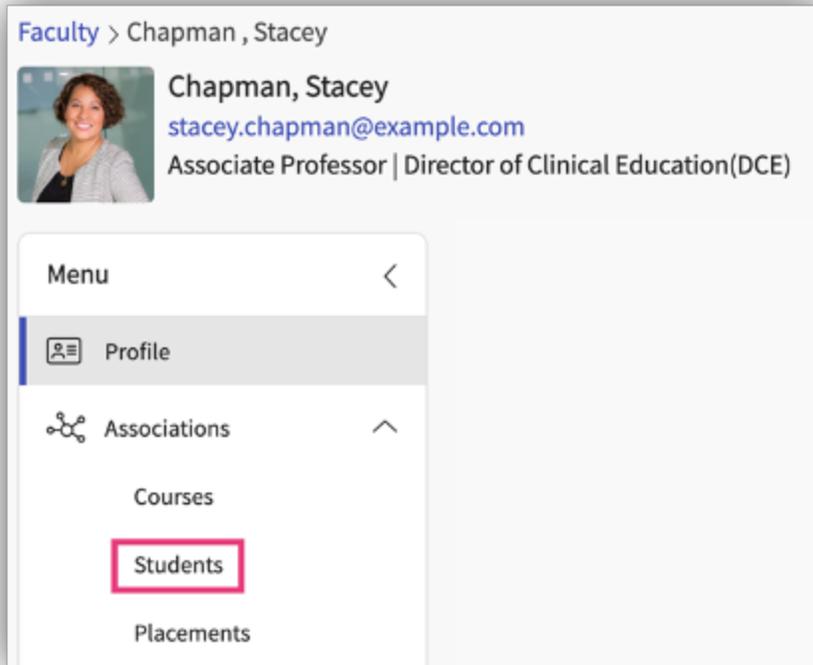
When associating Faculty at the Student Level, the faculty will be able to view all aspects of that student's profile including Academics, Profile, Compliance, Communications, Interventions, Coursework and Learning Activities. This role is recommended for faculty advisors.

The Compliance tab in the Advisees profile is configurable, allowing admins to choose whether they want their advisors to access student compliance status by enabling or disabling it.



Associate Faculty from Students:

1. To associate faculty with students, select students from the left panel.



2. The page will show you all of the students your faculty has already been assigned to. Click + Assign Student.

The screenshot shows a table of students with a search bar and filters. The '+ Assign Student' button is highlighted with a red box. The table contains 6 results, with the first three rows visible:

STUDENT NAME ↑	STUDENT ID	EMAIL	PHONE	STATUS	COHORT
Blair, Marty	563812	marty.blair@exxat.com	(555) 555-5555	Active	Class of 20
Brewer, Donald	195632	donald.brewer@exxat.com	(555) 555-5555	Active	Class of 20
Dawson, Spencer	7000-41	spencer.dawson@exxat.com	(555) 555-5555	Active	Class of 20

3. A drawer will open. Use the fields available on the left to find the desired students and click Search Record.

Assign Student(s)

1 Select Student 2 Assign Role

Next

Select students to associate as Advisee

Student name

Cohort
Class of 2025

Group

Tags

Enrollment

Graduation

Student Category

Search Record Clear All

4. Once the students load, select them using the open checkbox and click Next.

Assign Student(s)

1 Select Student 2 Assign Role

Next

Student name

Cohort
Class of 2025

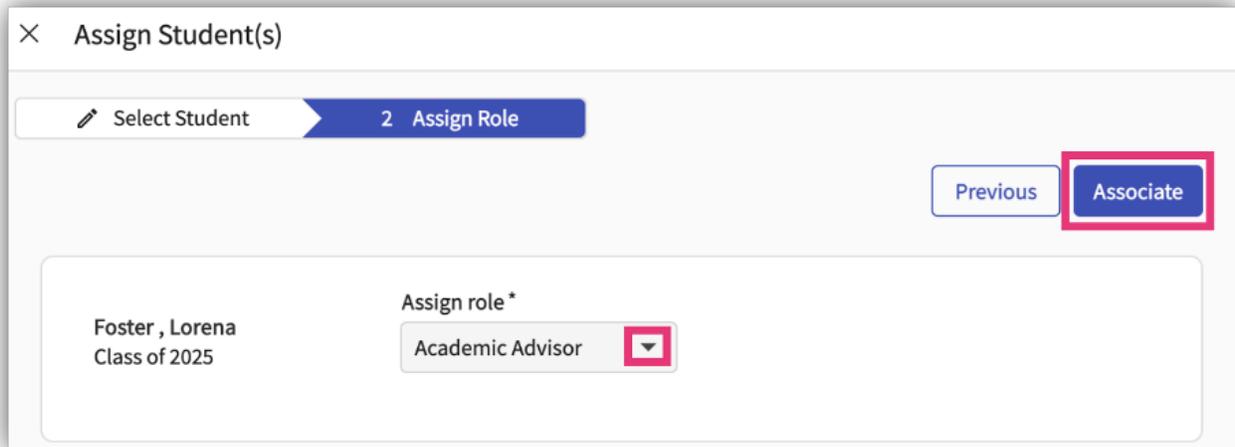
Group

Tags

Total 4 student(s) found Student selected 1

<input type="checkbox"/>	STUDENT NAME ↑	COHORT	GROUP	ENROLLMENT	GRADU
<input type="checkbox"/>	Blair, Marty	Class of 2025	Residential	Summer 2023	Spring
<input type="checkbox"/>	Dawson, Spencer	Class of 2025	Residential	Summer 2023	Spring
<input checked="" type="checkbox"/>	Foster, Lorena	Class of 2025	-	Summer 2023	Spring
<input type="checkbox"/>	Torres, Allison	Class of 2025	Residential	Summer 2023	Spring

5. You will then assign them a role for each student you selected. Once done, click Associate.



Disassociate Faculty from Students:

1. To disassociate the faculty from the student, click on the disassociate under the action column.

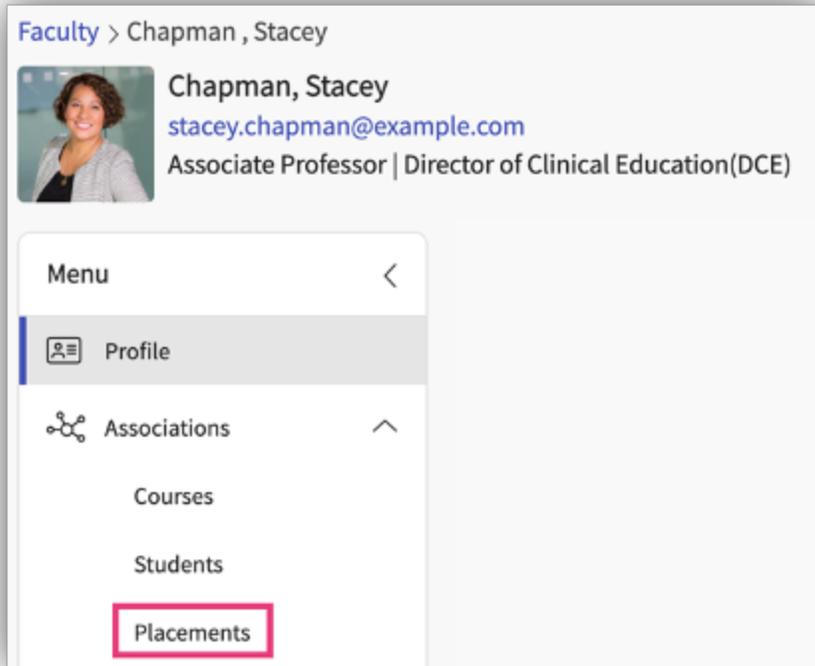
STUDENT NAME ↑	GRADUATION	CAMPUS	STUDENT CATEGORY	ACTION
Adkins, Brian**	Spring 2026	Newark Campus	Pediatric Specialization	Disassociate
Dalley, Teri**	Spring 2026	Newark Campus	Pediatric Specialization	Disassociate
Rarico, Gwendolyn	Spring 2024	Blackwood Campus	Pediatric Specialization	Disassociate
Blair, Marty**	Spring 2025			Disassociate
Brewer, Donald	Spring 2023			Disassociate
Cher, Lucy	Spring 2026			Disassociate
Dawson, Spencer**	Spring 2025	Blackwood Campus	Pediatric Specialization	Disassociate

Associating Faculty Advisor at the Placement Level:

Associating faculty with **Placements** will allow them to view some of student’s placement information and review learning activities for specific students they oversee for specific placements.

Associate Faculty from Placements:

1. To view faculty placement associations, click Placements from the left panel.



2. The page will show you all of the placements your faculty has already been assigned to.

COURSE DETAILS	STUDENT DETAILS	SITE NAME	ROTATION	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	CLINICAL INSTRUCTOR DETAILS
DPT 800 - Clinical Practice I* Fall, 2019 - 2020, 1st Year	Deitra, Kay* kay.deitra@exxat.com	Crestview Medical	Clinical Practice I	November 5, 2018 - March 1, 2022 Published on January 19, 2023	Crestview Orthopedics... Outpatient	Aguilar, Ismael Student rocio.ramirez@exxat.com
DPT 800 - Clinical Practice I* Fall, 2019 - 2020, 1st Year	Deitra, Kay* kay.deitra@exxat.com	Abundant Health*	Clinical Practice I	November 5, 2019 - December 3, 2019 Published on January 19, 2023	Home Health	Hanson, Ronald School Clinical Instructor erik.steen@exxat.com Ingram*, Tammy School Clinical tammy.ingram@example.com Instructor

3. To associate faculty with placements, this can be done by going to Placements > Select a Course (or Placement Group > Select Placements for Group) > and when assigning a placement to a

student, check off the box next to their name as Placement Faculty.

Abundant Health - Main Hospital
Depew, NY
Clinical Practice IV
View notes

1 slots offered Home Health
Apr 1, 2023 - Jun 18, 2023

1 Student Selected
Long, Kimberly

Long, Kimberly

Course offering*
DPT 950 - Clinical Practice IV*, 2022 - 2023, 3rd...
Program requirements

i This Placement is overlapping with another placement of this student in the same course offering.

Location
Abundant Health - Main Hospital
Setting*
Home Health

Placement start date*
April 1, 2023
Placement end date*
June 18, 2023

Clinical Instructor
Placement Faculty

Deleted Faculty/Staff Report.

To access the report of deleted faculty members from the system, click on the "Report" section.

Faculty and Staff

Setup Faculty & Staff **Reports**

CATEGORY	REPORT NAME	DESCRIPTION
Audit Log	Deleted Faculty/Staff	View the audit details of deleted faculty/staff

1. Navigate to the "Report" tab in the Faculty module, locate the "Deleted Faculty/Staff Report," and you can also extract it from the system.

Report

To access a report on all Faculty Information

1. Select the Faculty and Staff section
2. Click on Reports

3. Click on the Faculty Information report

Faculty and Staff Ask Leo Amee Jotangiya Exxat Sales (Nursing)

Setup Faculty & Staff **Reports**

CATEGORY	REPORT NAME	DESCRIPTION
Profile	Faculty Information New	View demographic information of all faculty/staff
Audit Log	Deleted Faculty/Staff	View the audit details of deleted faculty/staff