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.

- 1. Accessing Faculty & Staff Profiles
- 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**
- 11. Deleted Faculty/Staff Report
- 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.

Setup Faculty & Staff Repo	orts							
Q Search	Filters	: Active 🛞					+Add Faculty/S	
Results found : 16								
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	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

\equiv Profile			· ?	Amee Jotangiya Exxat Sales (Nursi	ng) 🗸
Faculty > Bolton , Brylee* Bolton, Brylee* Brylee.Bolton@example Assistant Professor Dir Last login: 12/31/2024 3	2:com ector of Clinical Education(DCE) Nurse Anesthetist Track Coordin 14 PM EST	ator	© View A	و الله الله الله الله الله الله الله الل	culty
Menu <	Basic Information		^	Emergency Contact	+
R Profile	First Name Brylee*	Last Name Bolton	Ø	Honors And Awards Click to add new entries	+
음리 Teaching	Middle Name Ein	Pronouns She/Her	Click on the pencil icon	Deans List	~
طلَّه Scholarship المجال Service	Preferred Name Bree	Maiden Name Lange	to cut mornation	Description Award of Academic Achievement	>
Compliance	Faculty/Staff Faculty	Date of birth 02/11/1970		Organization Date received UCLA 10/22/2014	
ංස් Associations ^	Gender Female	Race White		Notes -	
Courses (11)	Phone number 316-775-9398	Email address Brylee.Bolton@example.com		Bocumo And Curriculum Vitao	
Students (30)	Alternate email	Ethnicity		Resume And Cumculum vitae	
Placements (59)	Signature Professor, Doctor of Nursing Practice	Status		→ Browse to upload	
	Nurse Anesthetist Track Administrative position Director of Clinical Education(DCE), Nurse Anesthetist Track Coordi tor Faculty ID 9309130	Active na <mark>Faculty rank</mark> Assistant Professor		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.	
	Notes And Documents			Single Sign-On (SSO) Key	H

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 And	%FTE:					
Track Coordinator						

Contact Information

No data has been added

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

Institution	Course Of Study	Credential/Degree Earned	Year Awarded



Graduate Medical Education/ Postgradate 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 positionStart DateEnd DateInstitution 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.

Chapman, stacey.chapi Associate Pr	Stacey man@examp rofessor Dire	ple.com ector of Clinical Education(DCE)			Oview As ↓ Generate CV ~ Contact Sharing
Menu	<	Basic Information		0 ^	Honors And Awards +
Image: Region of the sector		First Name Stacey Middle Name - Paculty/Staff Faculty Gender	Last Name Chapman Promouns - - Date of birth June 10, 1966 Race		New Investigator Award Description American Association of Colleges of Pharmacy (AACP) Organization American Association of College Date received American Association of College March 14, 2018 Notes -
Associations Courses Students Placements	^	SSS SSS SSS SSS Alternate email - Signature Stacey Chapman Director of Clinical Education Excat University Administrative position Director of Clinical Education(DCE) Faculty ID	Ethnicity staccy chapman@example.com Ethnicity - Status Active Faculty rank Associate Professor		Resume And Curriculum Vitae

4. Contact Sharing

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

Faculty > Chapman , Stacey Chapman, Stacey stacey.chapman@exam Associate Professor Di	sple.com rector of Clinical Education(DCE)			([©] View As) ↓ Generate CV ([¬] ⁴ Contact Sharing)
Menu <	Basic Information		0 ^	Honors And Awards +
En Profile	First Name Stacey Middle Name - Facuity/Staff Facuity Gender - Phone number 555-555-555 Alternate email - Stacey Chapman Director of Clinical Education Exoat University Administrative position Director of Clinical Education(DCE) Faculty ID	Last Name Chapman Pronouns - Bate Obith June 10, 1966 Race - Email address stacey chapman@example.com Ethnicity - Status Active Faculty rank Associate Professor		New Investigator Award Image: Constraint of Colleges of Pharmacy (ACP) Organization as of Pharmacy (ACP) Date received March 14, 2018 Notes Image: Constraint of College Resume And Curriculum Vitae Image: Constraint of College Supported formats: .pdf.dcc.opts.pptm.ppt.rtf.sks.dccm.csv You can only upload files with file size under 10 MB. We recommend witching to PF format I; you encounter issues viewing the uploaded file in other formats.

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:

hare With Stud hare the Name, /	lents Administrati	/e position, F	Rank and Ema	il ID of the fac	culty with the	e students. Any	
otes mentioned	will also get	shared.					
otes on student	S						
Paragraph	~ E	<u>I</u> <u>U</u>	·- ~ 1 •- ~ 2	= ~ =	⊑ ⊘	\leftarrow \rightarrow	
Pesponse time	s: Two busir	ess days for	non-urgent m	atters 24 hou	urs for urgent	matters For ur	gent
matters, please	e use this ph	one number:	555-555-555	5 or "URGENT	" in the subje	ect line of an em	ail.

2. Other faculty and staff:

Share With Facu hare the Name, <i>i</i>	l ty & Staff .dministrative position, Rank and Email ID of the faculty with other faculty & entioned will also get shared	
lotes on faculty	k staff	
Paragraph	$\mathbf{v} \mid \mathbf{B} I \underline{\cup} \mid \coloneqq \mathbf{v} \mid \overset{1}{=} \mathbf{v} \mid \overset{1}{=} \mathbf{E} \mid \mathcal{O} \mid \backsim \mathcal{O}$	

3. Sites via the site resources page:

hare On Site I	Resources					
how faculty det	ails within: 1) I	Public website	e as a school conta	act 2) Sites -> Ema	ail -> Communicati	
1						
otes on site res	sources					
					-	
Paragraph	~ B	<u>Ι</u> <u>υ</u>	$\frac{1}{2}$ \sim $\frac{1}{2}$ \sim	= ⊨ é	$\langle \rangle \leftrightarrow \leftrightarrow$	

Deleting Faculty

To Delete a faculty, perform the following steps:

1. Click **Delete Faculty**.

= Profile		iiii 🛃 🔞 🖓 다. a	hat 📢	Ask Leo Himanshi Seth Exxat	Sales (OT) $$
Faculty > Atkinson , Tianna* Atkinson, Tianna* Tianna.atkinson@example Fully Tenured Departmen Last login: 09/11/2024 12:4	e.com t Director/ Chair 7 PM EST		Ge	enerate CV 🖉 Contact Sharing 🔟 De	elete Faculty
Menu <	Basic Information		^	Emergency Contact	+
R≡ Profile	First Name Tianna*	Last Name Atkinson	Ø	Honors And Awards	+
오고 Teaching	Middle Name Johnson	Pronouns She/Her		Deans List	^
طلّ Scholarship	Preferred Name Tia	Maiden Name Franklin		Description Award of Academic Excellence	0
ంది Associations	Faculty/Staff Faculty	Date of birth 08/13/1983		Organization Date received UCLA 06/03/2014	
Courses (8)	Gender Female	Race White		Notes	
Students (5)	Phone number 410-529-3985	Email address Tianna.atkinson@example.com		Beaume And Curriculum Vitee	
Placements (38)	Alternate email Tianna.atkinson@email.com	Ethnicity Non-Hispanic		Supporting Document odf	

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.

Q Search	<	Expertise				Ø	^		
옷트 Profile Info		Primary area of expertise taught Physical Therapy							
දුය Teaching		Secondary area of expertise taught							
රුරු Scholarship		Yoga							
IGI Service		Teaching Details For (ExxatSales)							
		2026 - 2027				+	^		
		COURSE	COHORT	TERM	STUDENT CONTACT HOUR				
		Clinical Practice II*	Class of 2025	Summer	0				
		Clinical Practice II*	Class of 2025	Summer	0				

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

Teaching Details For (ExxatSales)	+
2026 - 2027	+ ~
2025 - 2026	+ ~
2024 - 2025	+ ~
2022 - 2023	+ ~
2021 - 2022	+ ~
Teaching Experience For Past Employments	+

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.

Q Search <	Publications				+
Profile Info	Pulmonary Complications			Ø	~
ट्रन Teaching	Human diseases (Cellular)			Ø	~
රාරා Scholarship					
ISI Service	Other Scholarly Activity				+
	Alpha Eta Health Sciences Honorary Inc	duction Ceremony		Ø	~
	Research Projects/funding				+
	MG Assessment of Lower Trapezius vs.	Upper Trapezius Activation		Ø	^
	Sponsoring Institute ExxatSales	Research Type Original Research	Role Co-Investigator - Co-I		
	Key Personnel Elizabeth Brolin				
	Project Description This research was related to lower trapez	zius			
	Start date June 14, 2016	End date November 23, 2016			

Service

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

Q Search <	Academic Service	+
R≡ Profile Info	ExxatSales	+
දුධ Teaching	Health Care	0 ~
ආරී Scholarship	Other Service	+
ISI Service	American Physical Therapy Association	Ø ~
	Membership In Scientific/professional Organizations	+
	Research Institute of America Organization Name Research Institute of America	Ø ^
	Start Date End Date Till February 2, 2021 February 1, 2022 End date	
	Position Lead researcher	

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:

\equiv Dashboard		🗱 🕜 🖵 Chat 📢 Mock Faculty Exxat Sales (Nursing)
Exxat PRISM	Create your professional portfolio including teaching responsibilities, scholarly productivity and service activities.	Courses Manage details and documents for the coursework you contribute to. WITH A COURSE
Message from school (0) There is no message from school	Advisees View profiles for the students you advise. WITH A STUDENT UNITH A STUDENT	Resources Review content provided by your academic program to help you along the way.
	School Contacts Learn how to reach the faculty and staff at your school.	Compliance Upload documents needed for clearance to participate in clinical education Update document(s) need attention
	Student Placements Review your students rotation and clinical coursework details.	Curriculum Mapping Build your curriculum, map it with standards, and get insightful reports.
	eet assistance from the Exxat team	

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



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

Setup Faculty & Staff								
Q Search Filters: Active () +Add Faculty/Staff () C								
Results found : 7								
NAME 🕈	FACULTY ID	EMAIL	FACULTY/STAFF	ADMINISTRATIVE POSITION	FACULTY RANK	ACTIO		
Bansal, Bhavya		bhavya.bansal@exxat.com	Faculty	Dean , Associate Dean , Assistant Dean	Full Professor	0		
Chapman, Stacey		stacey.chapman@example.co m	Faculty	Director of Clinical Education(DCE)	Associate Professor	0		

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

Profile						888 E	• @ 🗣	hat 📢 Amee Jotang	iya Exxat Sales (DPT)
aculty > Chapman , Stacey	tacey								
Associate Prof	an@exam lessor Din	ple.com ector of Clinical Educati	on(DCE)					iew As	~ Contact sharing
Menu	<	Q Search						+ Associate	Course(s)
R∎ Profile		COURSE NUMBER	COURSE NAME		ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	ACTION
2 Teaching		DPT 900	Clinical Practice III*	l	2023 - 2024	Spring	Class of 2021*		Dissociate
රැුරි Scholarship		DPT 975	Health Care Delivery*		2022 - 2023	Fall	Class of 2023	3rd Year	Dissociate
1SI Service	_	DPT 875	Clinical Seminar II*		2021 - 2022	Summer	Class of 2023	2nd Year	Dissociate
ംപ്പ് Associations	^	DPT 900	Clinical Practice III*		2023 - 2024	Summer	Class of 2022*	2nd Year	Dissociate
Courses		DPT 762	Movement Analysis II		2024 - 2025	Summer	Class of 2027*	1st Year	Dissociate
Students		DPT 800	Clinical Practice I* P		2024 - 2025	Fall	Class of 2027*	1st Year	Dissociate
Placements		DPT 513	Pathophysiology of dise	nse I*	2019 - 2020	Summer	Class of 2022*	1st Year	Dissociate

Associating Faculty at the Course Level:

Associating faculty with **Courses** will allow them to <u>edit</u> 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.

Faculty > Chapman , Stacey								
Chapman, Stacey stacey.chapman@example.com Associate Professor Director of Clinical Education(DCE)								
Menu	<							
le Profile								
ංසද Associations	^							
Courses								
Students								
Placements								

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

Menu <	Q Search					+ Assign Course	
🔎 Profile	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	
슬쿄 Teaching	DPT 900	Clinical Practice IV* P	2023 - 2024	Summer	Class of 2022*	2nd Year	
රැඩ් Scholarship	DPT 762	Movement Analysis II	2024 - 2025	Summer	Class of 2027	1st Year	
ISI Service	DPT 800	Clinical Practice I* P	2024 - 2025	Fall	Class of 2027	1st Year	
ంద్రి Associations 🔨	DPT 513	Pathophysiology of disease I*	2019 - 2020	Summer	Class of 2022*	1st Year	
Courses	DPT 850	Clinical Practice II*	2026 - 2027	Summer	Class of 2025	2nd Year	
Students	DPT 800	Clinical Practice I*	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.

Profile		× Associate Course(s)							
Faculty > Chapman , Stacey Chapman, Stacey stacey.chapman@exam	ple.com	1 Select Course Offering 2 A	ssign Role						Next
Associate Professor Dire	ector of Clinica	Course number						Select atlea	st one course
Menu <	Q Search			COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL	TERM	COHORT
R# Profile	COURSE NUM	Course name		DPT 800	Clinical Practice I*	2025 - 2026	1st Year	Fall	Class of 2025*
A Teaching	DPT 900	Academic year		DPT 850	Clinical Practice II*	2023 - 2024	2nd Year	Summer	Class of 2025*
ISI Service	DPT 975	•		DPT 900	Clinical Practice III*	2023 - 2024	3rd Year	Fall	Class of 2025*
ింధి Associations ా	DPT 900	Professional year		DPT 832	Pediatric Pathology, Diagnosis and Management*	2023 - 2024	2nd Year	Fall	Class of 2025*
Courses	DPT 762	Term		DPT 822	Cardiac Pathology, Diagnosis and Management*	2023 - 2024	2nd Year	Spring	Class of 2025*
Students	DPT 800	· ·		DPT 750	Anatomy I	2022 - 2023		Fall	Class of 2025*
Placements	DPT 513	Cohort Class of 2025*		DPT 950	Clinical Practice IV*	2024 - 2025		Summer	Class of 2025*
	DPT 850 DPT 800	Apply							

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

< Assign Course(s)							
1 Select Course Offering 2	Assign Role						
							Next
Course number						Course	e selected 1
		COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT
Course name		DPT 800	Clinical Practice I*	2025 - 2026	1st Year	Fall	Class of 2025
Academic year		DPT 850	Clinical Practice II*	2026 - 2027	2nd Year	Summer	Class of 2025
•		DPT 900	Clinical Practice IV*	2027 - 2028	3rd Year	Spring	Class of 2025
Professional year		DPT 832	Pediatric Pathology, Diagnosis and Management*	2023 - 2024	2nd Year	Fall	Class of 2025

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

× Assign Course(s)		
Select Course Offering 2 Assign Role		Previous
DPT 900 - Clinical Practice IV* Class of 2025 3rd Year Spring 2027 - 2028	Assign role * Course Coordinator	

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.

Menu <		Q, Search					+ Associ	ate Course(s)
II Profile		COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	ACTION
දුධ Teaching රැඩි Scholarship		DPT 900	Clinical Practice III*	2023 - 2024	Spring	Class of 2021*		Dissociate
		OPT 975	Health Care Delivery*	2022 - 2023	Fall	Class of 2023	3rd Year	Dissociate
ISI Service		DPT 875	Clinical Seminar II*	2021 - 2022	Summer	Class of 2023	2nd Year	Dissociate
Compliance		0PT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2022*	2nd Year	Dissociate
-δζ Associations ^		DPT 762	Movement Analysis II	2024 - 2025	Summer	Class of 2027*	1st Year	Dissociate
Courses		0PT 800	Clinical Practice I*	2024 - 2025	Fall	Class of 2027*	1st Year	Dissociate
Students		DPT 513	Pathophysiology of disease I*	2019 - 2020	Summer	Class of 2022*	1st Year	Dissociate
Placements		OPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2025*	2nd Year	Dissociate

Associating Faculty Advisor at the Student Level:

When associating Faculty at the Student Level, the faculty will be able to <u>view</u> 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.

Senap Faculty & Staff	
InitsRealty	Faculty Dashboard Configuration
Ansourcements	Courses
Resources Faculty View	Advises Advantarily (all fits access their associated etudares
	Alson Security fair for view the resources shared with them by the scheel administrators
	Allyon Secolar Justices Allyon Secolar Justice Decontacts shared with them by sther faculty and staff members
	Sudert Pacaments Alow locally/staf to access their associated placements and corresponding loarning activities
	Curriculum Happing Allow boolhy/staff to hulld curriculum, map it with standards and get insightful reports
	Compliance Allow bacally/dat'to view and submit the compliance requirements assigned to them
	Compliance information For Advisors
	Radent Congliance Solue Allow Abhom to view student compliance status through their faculty login

Associate Faculty from Students:

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

Faculty > Chapman , Stacey						
Chapman, Stacey stacey.chapman@example.com Associate Professor Director of Clinical Education(DCE)						
Menu	<					
হি≣ Profile						
ංර්ද Associations	^					
Courses						
Students						
Placements						

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

Q Search students by name, id	and email	Filters: Active 🛞 🕇 + Assign Stude			√1
6 Results Found					
STUDENT NAME		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
Student name	Select students to associate as Advisee
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.

1 Select Student 2 Assign Role									
Next									
Student name	Tota	Total 4 student(s) found Student selection							
		STUDENT NAME 1	COHORT	GROUP	ENROLLMENT	GRAD			
Cohort		Blair, Marty	Class of 2025	Residential	Summer 2023	Sprin			
Class of 2025	•	Dawson, Spencer	Class of 2025	Residential	Summer 2023	Sprin			
Group	•	Foster, Lorena	Class of 2025		Summer 2023	Sprin			
		Torres, Allison	Class of 2025	Residential	Summer 2023	Sprin			

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

×	Assign Student(s)		
	Select Student	2 Assign Role	
			Previous
		Assign role *	
	Foster, Lorena		

Disassociate Faculty from Students:

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

Menu	<	Q Search students by name, id and email Filters: Active @					
E Profile		12 Results Found					
요. Teaching		STUDENT NAME 1	GRADUATION	CAMPUS	STUDENT CATEGORY	ACTION	
CTD Scholarship		Adkins, Erlan""	Spring 2026	Newark Campus	Pediatric Specialization	Dissociate	
ISI Service		Dailey, Teri**	Spring 2026	Newark Campus	Pediatric Specialization	(Dissociate)	
Compliance		Barton, Gwendolyn	Spring 2024	Blackwood Campus	Pediatric Specialization	Dissociate	
ະຊີ Associations	~	Blair, Marty**	Spring 2025			[Dissoclate]	
Courses		Brewer, Donald	Spring 2023			Dissociate	
Students		Chen, Lucy	Spring 2026			Dissociate	
Placements		Dawson, Spencer**	Spring 2025	Blackwood Campus	Pediatric Specialization	Dissociate	

Associating Faculty Advisor at the Placement Level:

Associating faculty with **Placements** will allow them to <u>view</u> some of student's placement information and <u>review</u> 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.

Faculty > Chapman , Stac	ey					
Chapman, Stacey stacey.chapman@example.com Associate Professor Director of Clinical Education(DCE)						
Menu	<					
R≡ Profile						
ခင်္လ Associations	^					
Courses						
Students						
Placements						

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	٤	1 slots offered Home H	ealth ⊙	
1 Student Selected	Long, Kimberly			İ
Long, Kimberly	Course offering* DPT 950 - Clinical Practice IV*	, 2022 - 2023, 3rd 🔻	Program requirements	•
	(i) This Placement is overla	pping with another placeme	ent of this student in the same course offering.	
	Location Abundant Health - Main Hosp	ital 🗸 🤅	Setting* Home Health	• (i
	Placement start date * April 1, 2023	Ē	Placement end date * June 18, 2023	Ē
	Clinical Instructor	• (i)	Placement Faculty	•

Deleted Faculty/Staff Report.

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

Ξ	Faculty and Staff		000	Eø	?	모: Chat	F	🐼 Ask Leo
	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

\equiv Faculty and Staff				?	🐼 Ask Leo	Amee Jotangiya	Exxat Sales (Nursing)	\sim
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						