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.

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

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

Graduate Medical Education/ Postgradute 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.
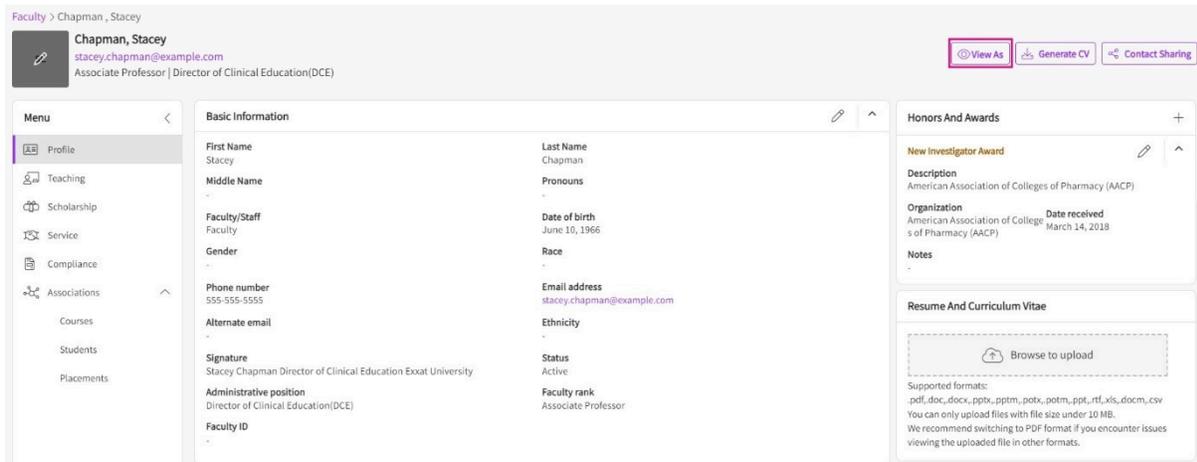
4. Contact Sharing

1. To share their contact information with students and sites via the site resources page, click Contact Sharing.
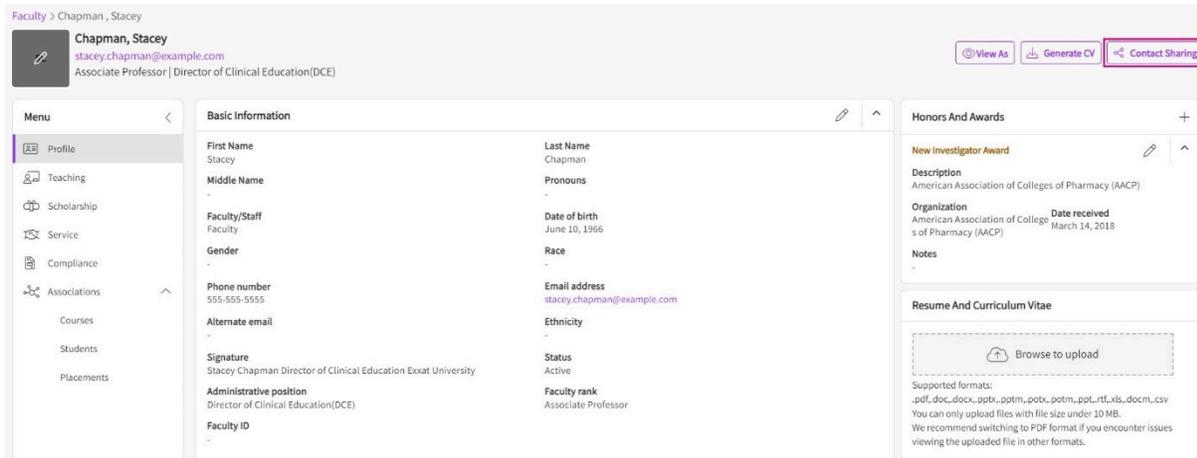
2. A drawer will open. Three separate sections will load, where you can decide if you would like to share faculty and staff contact information with different stakeholders. Select your preferences and click Save once done.

1. Students:

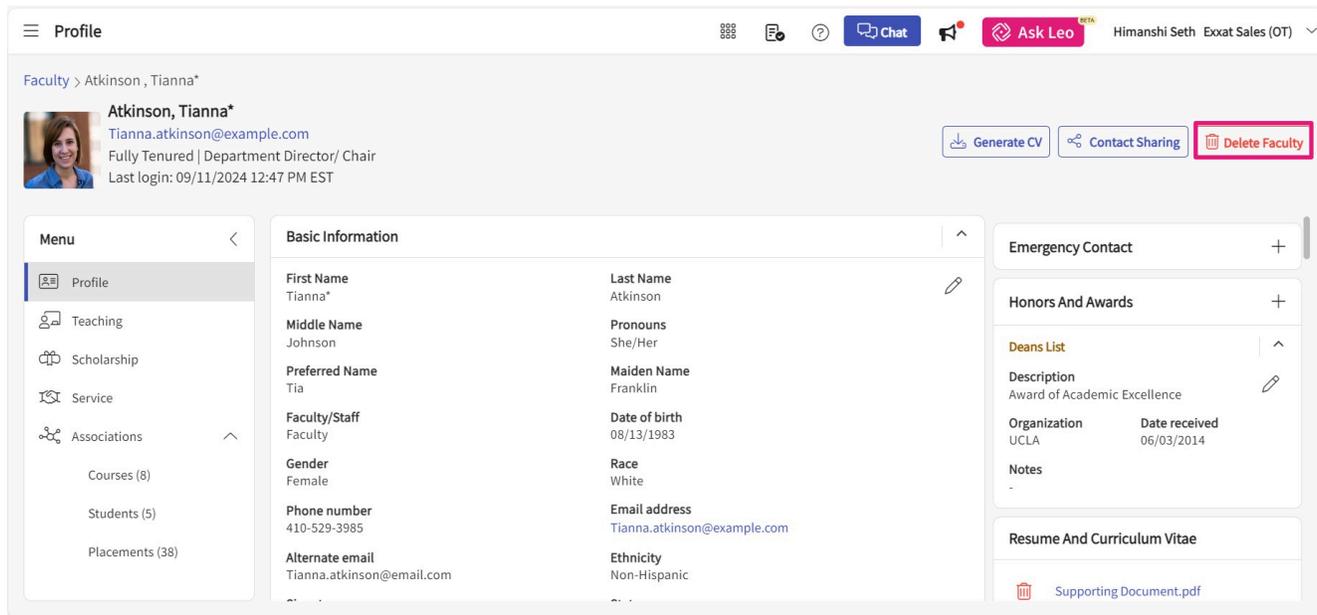2. Other faculty and staff:

3. Sites via the site resources page:
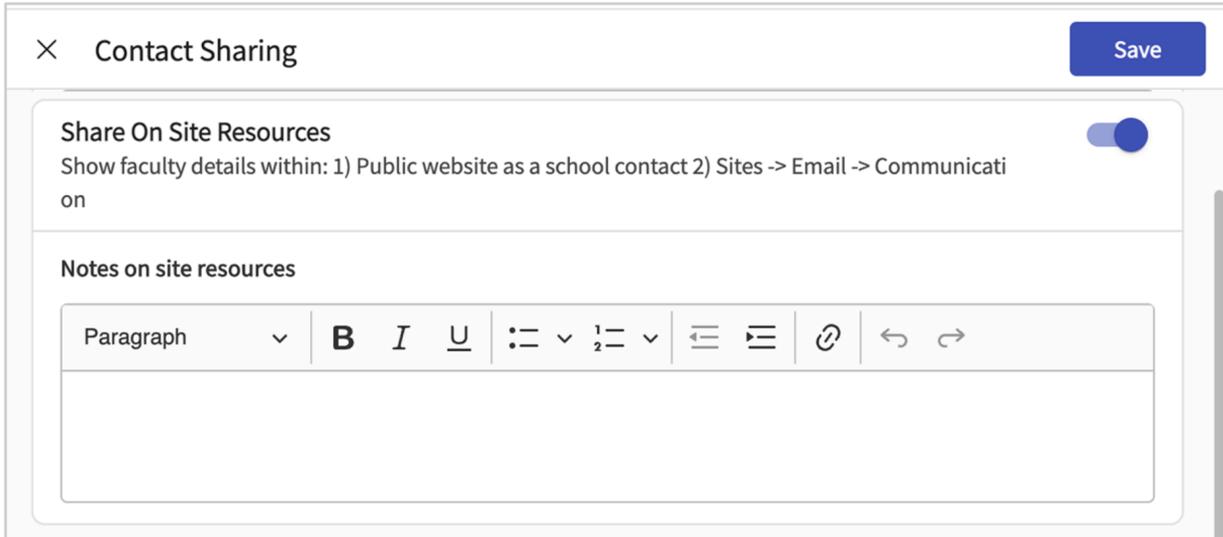
Deleting Faculty

To Delete a faculty, perform the following steps:
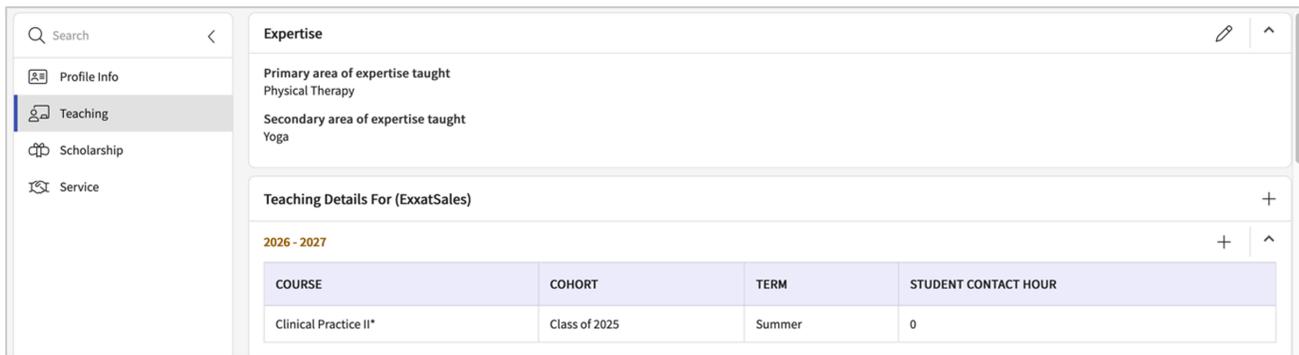
1. Click **Delete Faculty**.

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:
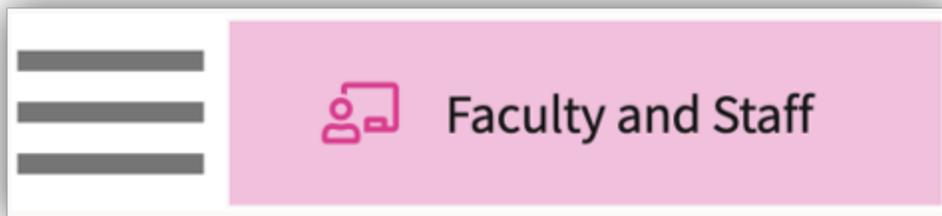
- At the Course Level
  - Associate Faculty from a Course

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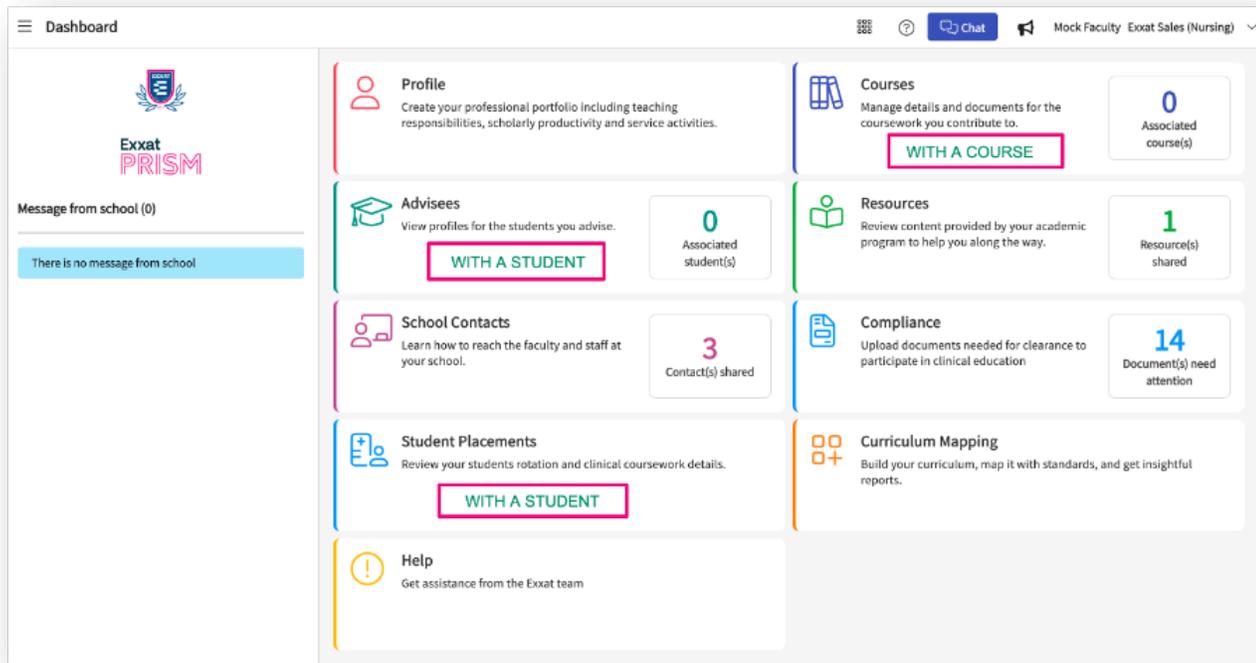
1. To make these associations, Select Faculty & Staff from your left-menu or dashboard.

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

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

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.
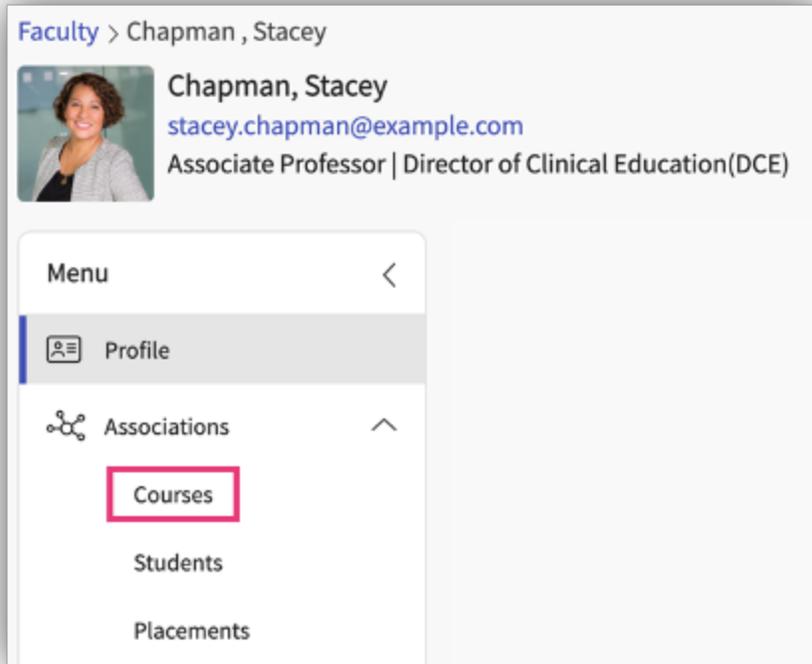
2. The page will show you all of the courses your faculty has already been assigned to. Click + Assign Course.
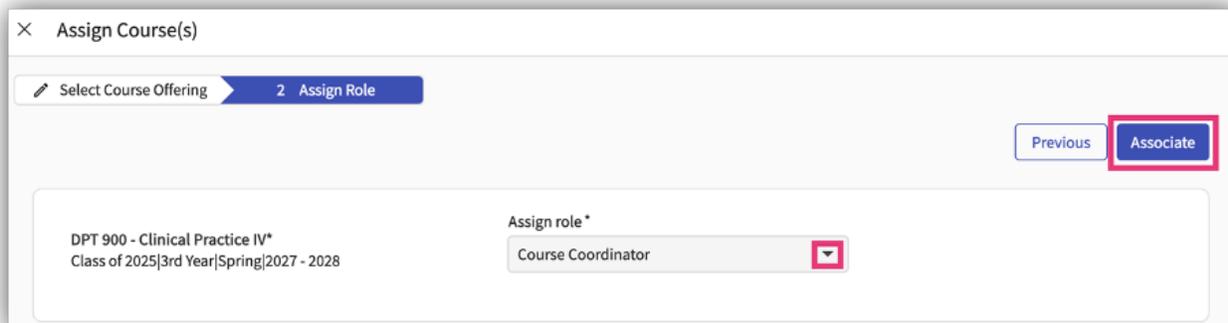
3. A drawer will open. Use the fields available on the left to find the desired course and click Apply.
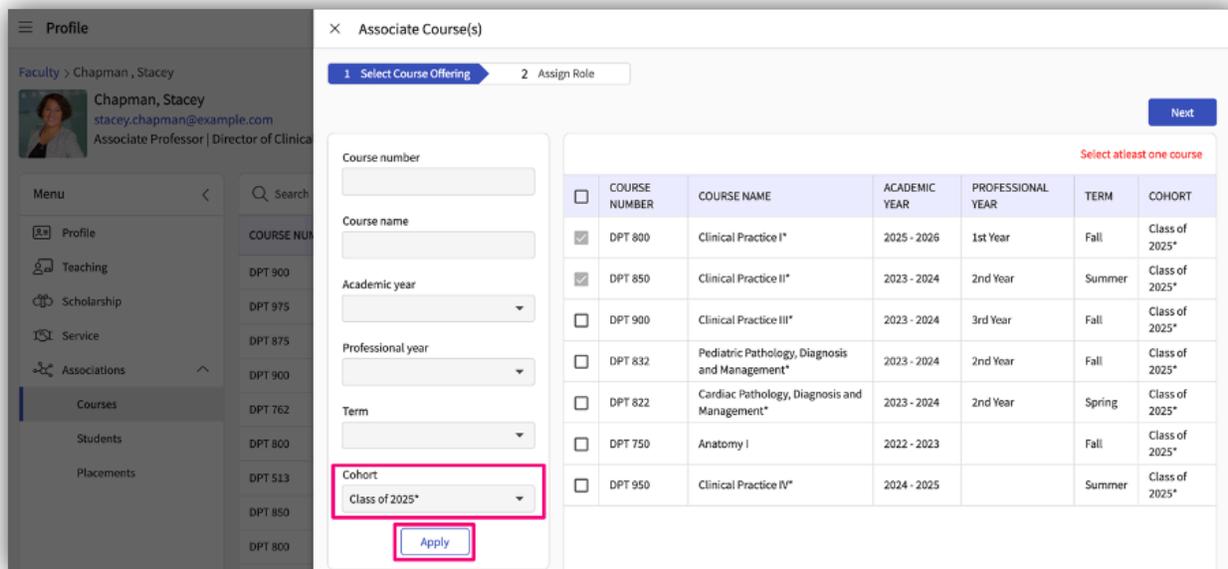
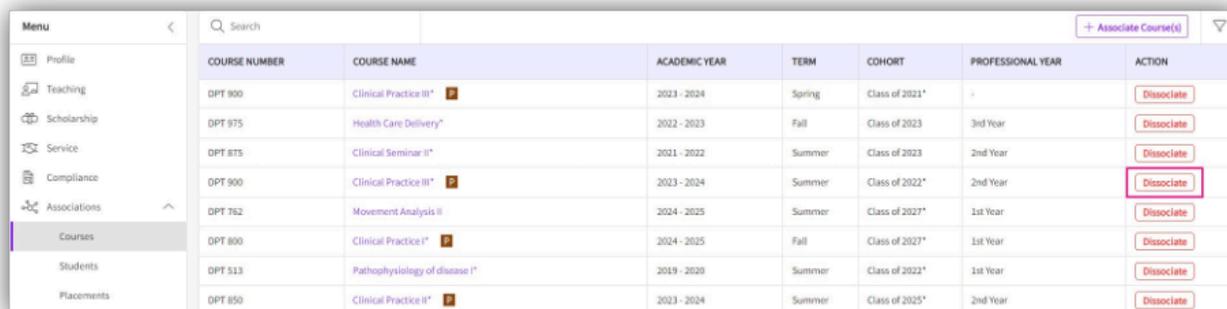4. Once the courses load, select them using the open checkbox and click Next.
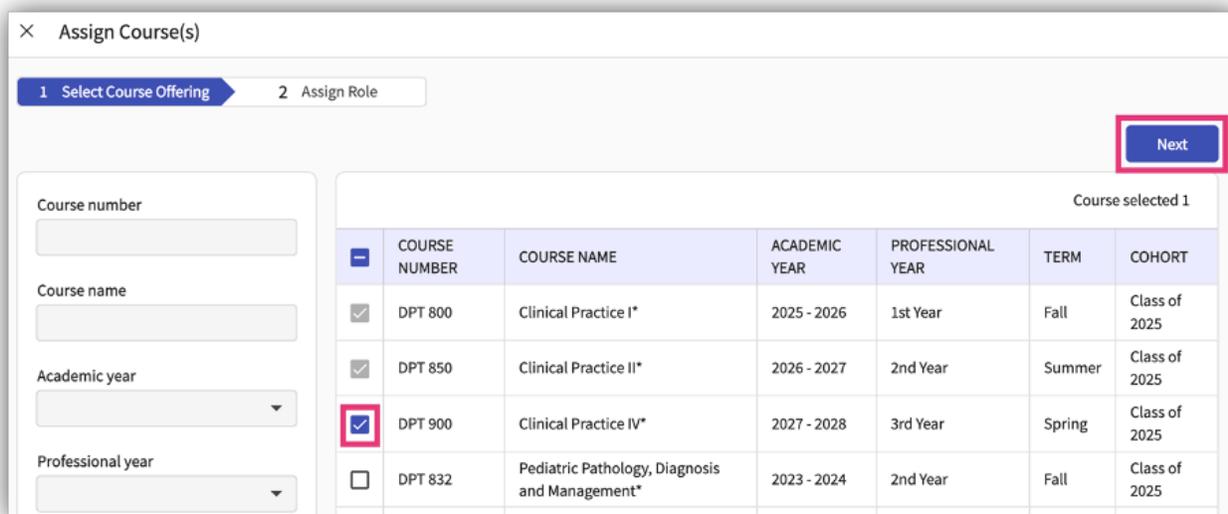
5. You will then assign them a role for each course you selected. Once done, click Associate.

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.


# 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.
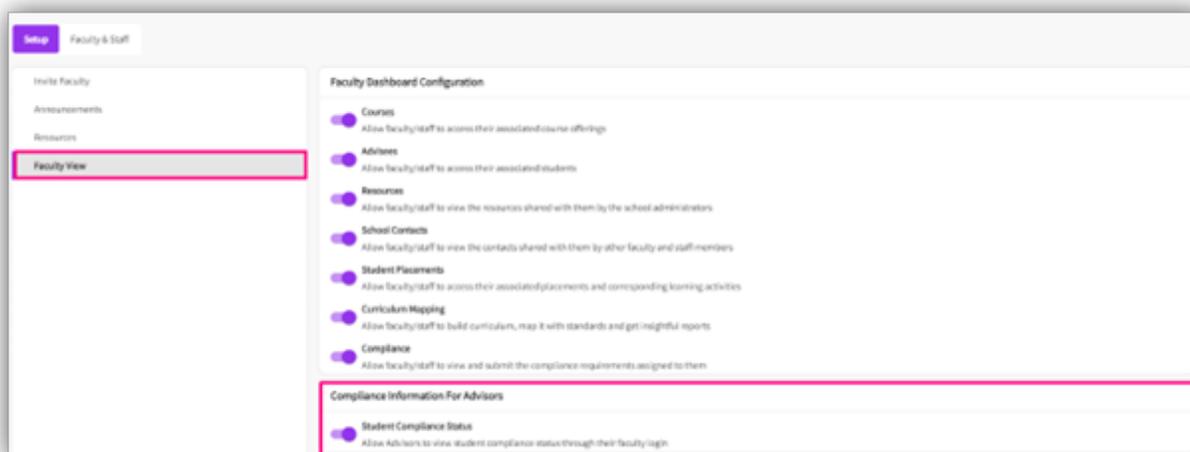
Associate Faculty from Students:

1. To associate faculty with students, select students from the left panel.
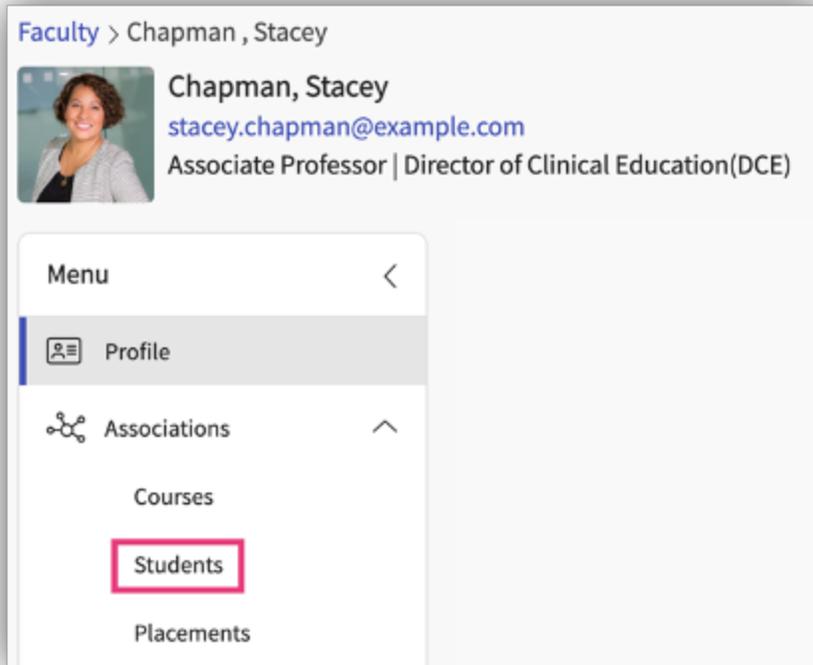
2. The page will show you all of the students your faculty has already been assigned to. Click +
   Assign Student.

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

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

5. You will then assign them a role for each student you selected. Once done, click Associate.
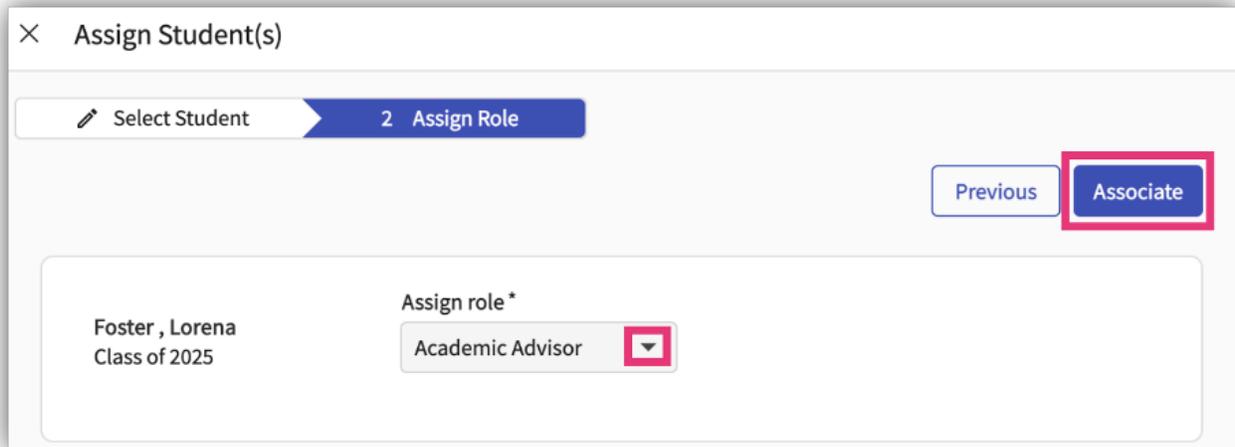
Disassociate Faculty from Students:

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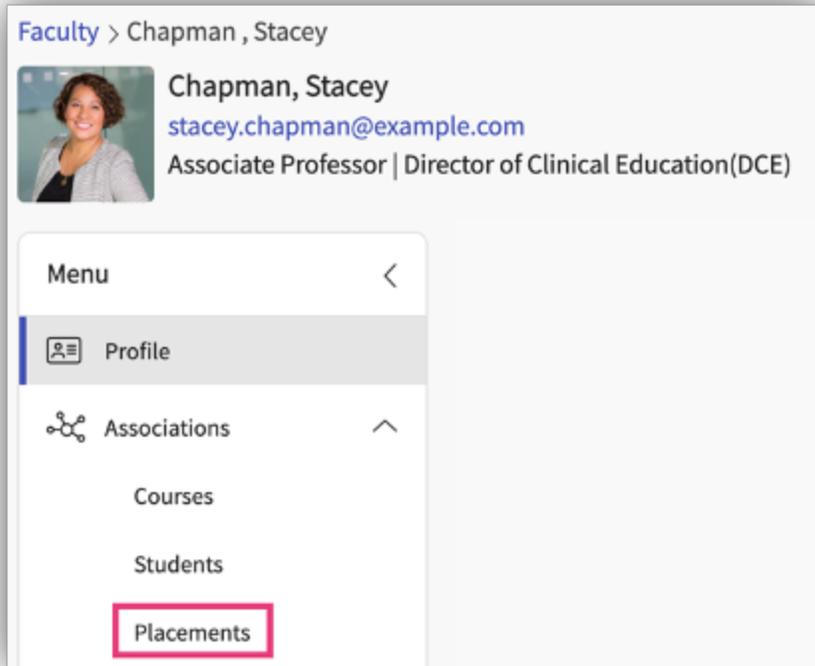

Associating Faculty Advisor at the Placement Level:

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.

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.

Deleted Faculty/Staff Report.

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

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			⊞ ⑦ 🔶 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