

As a faculty member, you will have access to all sites and locations added by your school administrators. While you can view the details of these sites and locations, editing or updating them is restricted. If updates are required, please reach out to your program administrators. Additionally, you will be able to log site and location assessments and track or follow up on any assessments you have submitted.

- [Sites](#)
- [Adding Site Assessments](#)
- [Locations](#)
- [Adding Location Assessments](#)

Sites:

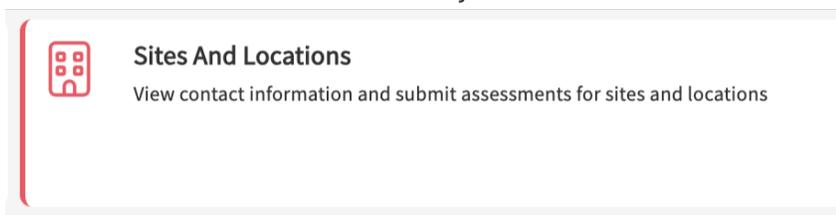
A "Site" is best described as the group or entity with which a contractual relationship is established. Just as a contract may cover one or many physical locations, a "site" may include one or many physical locations.

The purpose of a "site" is to create a common entry from which information may be disseminated to a location. Documents, clinical personnel, administrative personnel and clearance requirements entered at the "site" will be visible at all of that site's locations.

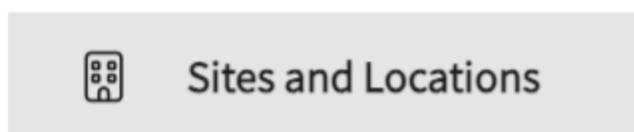
Site Details

1. Viewing Site Details

1. Select "Sites and Location" from your dashboard **OR**



Click on the Hamburger menu  and click on "Sites and Locations"



2. You will land on the locations tab by default

3. Click on Site tab

SITE NAME ↑	ADDRESS	CITY	STATE	ZIP CODE	STATUS	PROGRAMS	PHONE
Abundant Health - New Site	ABC	CA	AR		Active	PA.MSPAS, PT.DPT, Nursing, OT	
Abundant Health*	415 Diamond St	Redondo Beach	CA	90277	Active	PA.MSPAS, PT.DPT, Pharmacy, SocialWork, Nursing, CRNA, Counseling, Nutrition, Teacher Education, AT, SpeechLanguagePathology, PublicHealth, OT	(555) 555-5555 x42
Action Physical Therapy Inc	380 SUTLEY CIR	SACRAMENTO	CA	95835-2043	Active	PA.MSPAS, CRNA, PT.DPT, Nursing	
Advent Professionals	8640 Lakewood Ave.	Joliet	IL	60435	Active	Nursing, SpeechLanguagePathology, PT.DPT, CRNA, PublicHealth, Nutrition, SocialWork	455-554-0108
Alexander Family Services	7 Park Street	Tewksbury	MA	60192	Active	Teacher Education, Counseling, SpeechLanguagePathology, Nursing, PA.MSPAS, OT, CRNA, PublicHealth, Nutrition, SocialWork	916-670-3980 x421

4. Select the desired site

5. When accessing a site's profile, you will see the **About** section.

Abundant Health*
415 Diamond St, Redondo Beach, CA 90277

About | Assessments | Locations

Basic Information

Alias name Abundant	Address 415 Diamond St, Redondo Beach, CA 90277	Phone number (555) 555-5555 x421223	Website AbundantHealth.org
EIN 8428372808	FAX (555) 867-5308	Total active locations 9	

About us notes
Scheduling a site visit 10/24/23
Taryn also in contact 10/24/...
[Show More](#)

Last updated by Joanna Perry on 08/22/2024

This includes:

- **Site Name and Address:** Mandatory fields provided by the administrators.
- **General Contact Information:** Key contacts at the site.
- **Total Active locations**

2. Programs and Requirements

- **Programs:** If your institution shares sites across multiple programs, you will see a list of programs that utilize the site. (Editing this list is restricted to administrators.)

Programs

PA.MSPAS | PT.DPT | Pharmacy | SocialWork | Nursing | CRNA | Counseling | Nutrition | Teacher Education | AT

SpeechLanguagePathology | PublicHealth | OT

- **Requirements:** A list of the site's requirements for students, including:
 - Documentation or certifications students must provide before beginning their placement.
 - Information that applies to all locations associated with the site.
 - Requirements are visible to students once they are placed at a location under this site.

Requirements

COVID Vaccine
Background Check within 30 Days
TB Test

Updates or new requirements added by administrators will not apply to students who have already started or completed a placement.

- **Student Requirement Uploads:** Documents required by the site, which are shared with students via a profile link.

Student Requirement Upload (Shared Via Profile Link)				
REQUIREMENT NAME	ENABLED FOR STUDENTS	INCLUDE IN THE PROFILE LINK	DESCRIPTION	ACTION
COVID Attestation View document	✓	✓	Unique Form for Abundant Health	
Onboarding Form View document	✓	✓	Please fill in the onboarding paperwork and submit to hospital.	
Requirements checklist form View document	✓	✓		

3. Settings

The **Settings** section displays site-wide configurations, including slot availability and other general site settings. These apply to all associated locations.

Settings

Acute Care

Med Surg

4. Categories

If your program has curated specific categories, these will be visible in this section. Categories apply to all locations associated with the site.

Categories

DNP Project

Major Medical Center

5. General Documents

Administrators can upload general documents related to the site. Faculty can view these documents, which may include:

Documents				
General documents ^				
DATE UPLOADED	DOCUMENT	SHARED WITH STUDENT	NOTES	ACTION
01/02/2024	New View document		New document	
Archived documents ^				
DATE UPLOADED	DOCUMENT	SHARED WITH STUDENT	NOTES	ACTION
02/14/2024	Old document View document			

- Policies and procedures.
- Documents shared with students placed at locations under this site.

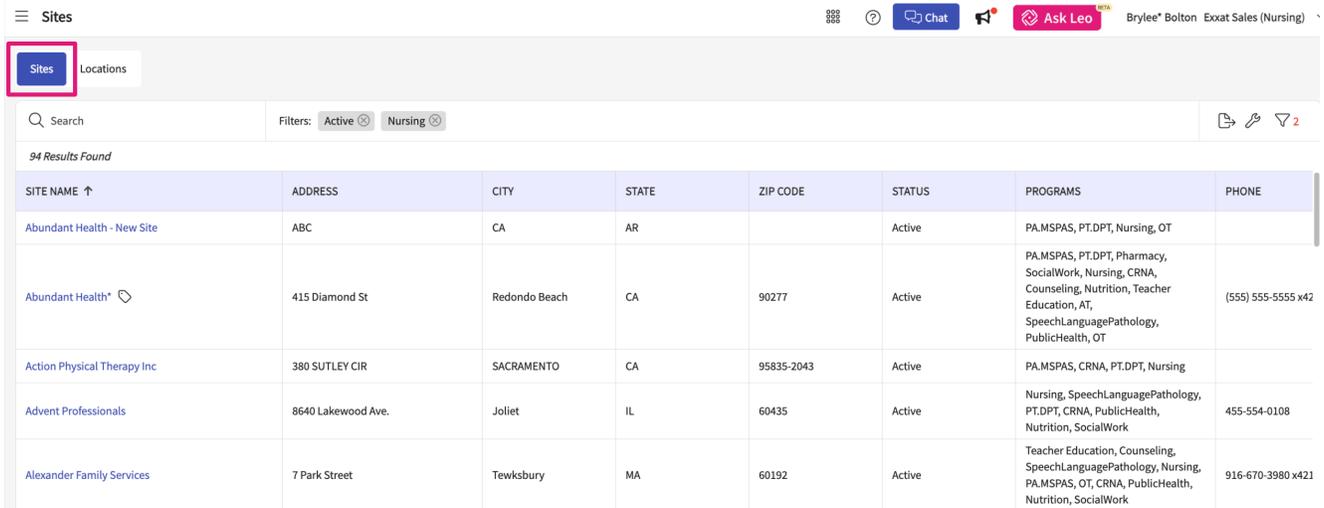
6. Notes

The **Notes** section contains important information maintained by the administrators. Some notes added under Notes shared with students will be shared with students and displayed in the **Explore Clinical Locations** section.

Notes
Notes for internal use only
<input type="checkbox"/> Need to adjust the placements schedule based on preceptor availability
<input type="checkbox"/> Site contracts will be re-established bi-annually
Notes shared with students
<input type="checkbox"/> May charge additional fee to host students. You are responsible to pay the additional fees

7. All Locations associated with a site:

1. Click on Site tab

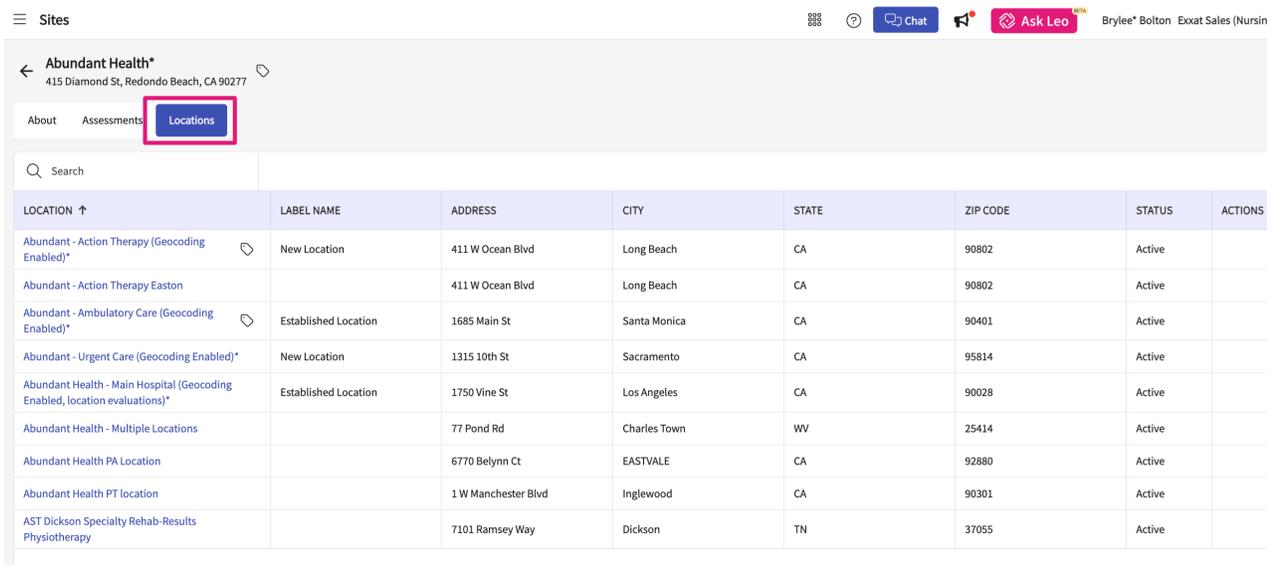


The screenshot shows the 'Sites' dashboard. At the top, there is a navigation bar with 'Sites' and 'Locations' tabs. The 'Sites' tab is highlighted with a red box. Below the navigation bar, there is a search bar and filters for 'Active' and 'Nursing'. The main content area displays a table with 94 results found. The table has columns for SITE NAME, ADDRESS, CITY, STATE, ZIP CODE, STATUS, PROGRAMS, and PHONE.

SITE NAME ↑	ADDRESS	CITY	STATE	ZIP CODE	STATUS	PROGRAMS	PHONE
Abundant Health - New Site	ABC	CA	AR		Active	PA.MSPAS, PT.DPT, Nursing, OT	
Abundant Health*	415 Diamond St	Redondo Beach	CA	90277	Active	PA.MSPAS, PT.DPT, Pharmacy, SocialWork, Nursing, CRNA, Counseling, Nutrition, Teacher Education, AT, SpeechLanguagePathology, PublicHealth, OT	(555) 555-5555 x42
Action Physical Therapy Inc	380 SUTLEY CIR	SACRAMENTO	CA	95835-2043	Active	PA.MSPAS, CRNA, PT.DPT, Nursing	
Advent Professionals	8640 Lakewood Ave.	Joliet	IL	60435	Active	Nursing, SpeechLanguagePathology, PT.DPT, CRNA, PublicHealth, Nutrition, SocialWork	455-554-0108
Alexander Family Services	7 Park Street	Tewksbury	MA	60192	Active	Teacher Education, Counseling, SpeechLanguagePathology, Nursing, PA.MSPAS, OT, CRNA, PublicHealth, Nutrition, SocialWork	916-670-3980 x421

2. Select the desired site

3. Select the Locations tab to view all the locations associated with a site



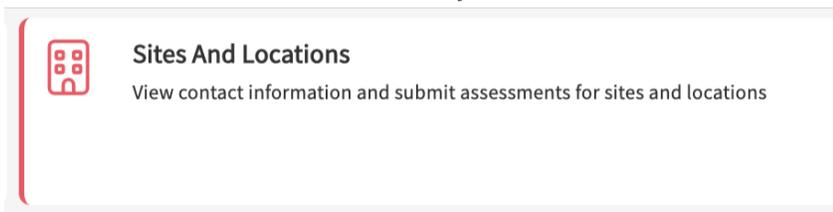
The screenshot shows the 'Abundant Health*' site page. At the top, there is a navigation bar with 'About', 'Assessments', and 'Locations' tabs. The 'Locations' tab is highlighted with a red box. Below the navigation bar, there is a search bar and a table with columns for LOCATION, LABEL NAME, ADDRESS, CITY, STATE, ZIP CODE, STATUS, and ACTIONS.

LOCATION ↑	LABEL NAME	ADDRESS	CITY	STATE	ZIP CODE	STATUS	ACTIONS
Abundant - Action Therapy (Geocoding Enabled)*	New Location	411 W Ocean Blvd	Long Beach	CA	90802	Active	
Abundant - Action Therapy Easton		411 W Ocean Blvd	Long Beach	CA	90802	Active	
Abundant - Ambulatory Care (Geocoding Enabled)*	Established Location	1685 Main St	Santa Monica	CA	90401	Active	
Abundant - Urgent Care (Geocoding Enabled)*	New Location	1315 10th St	Sacramento	CA	95814	Active	
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Established Location	1750 Vine St	Los Angeles	CA	90028	Active	
Abundant Health - Multiple Locations		77 Pond Rd	Charles Town	WV	25414	Active	
Abundant Health PA Location		6770 Belynn Ct	EASTVALE	CA	92880	Active	
Abundant Health PT location		1 W Manchester Blvd	Inglewood	CA	90301	Active	
AST Dickson Specialty Rehab-Results Physiotherapy		7101 Ramsey Way	Dickson	TN	37055	Active	

4. Select any desired location where you want to view more information

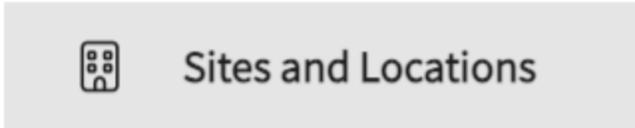
Adding Assessments for Sites

1. Select "Sites and Location" from your dashboard **OR**

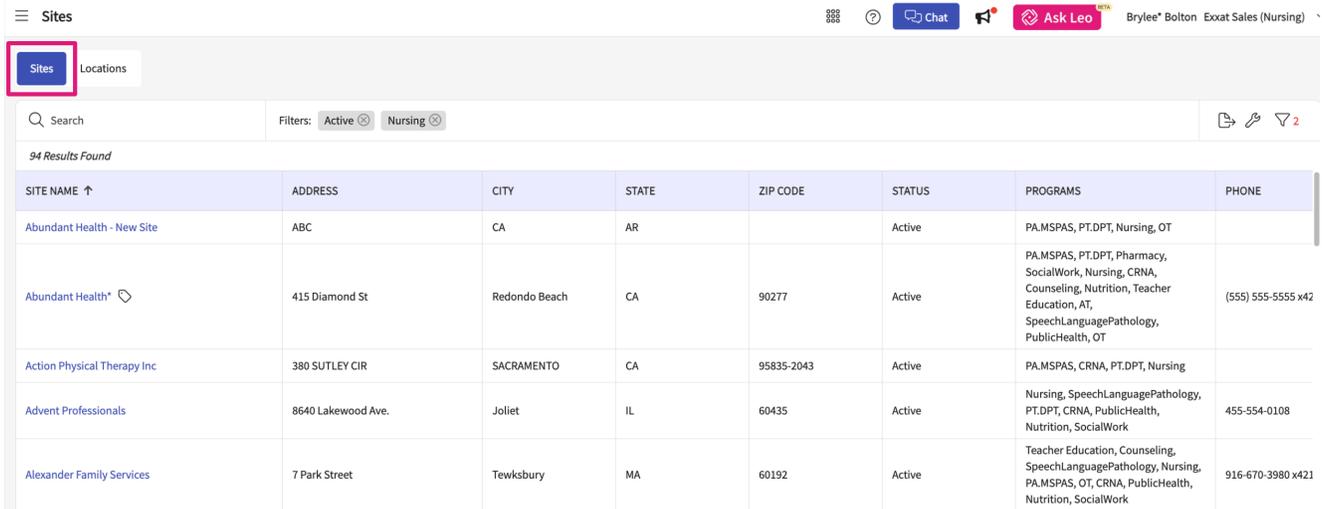


The screenshot shows a dashboard card titled 'Sites And Locations'. It features a red icon of a building with a person inside. The text reads: 'View contact information and submit assessments for sites and locations'.

Click on the Hamburger menu  and click on "Sites and Locations"



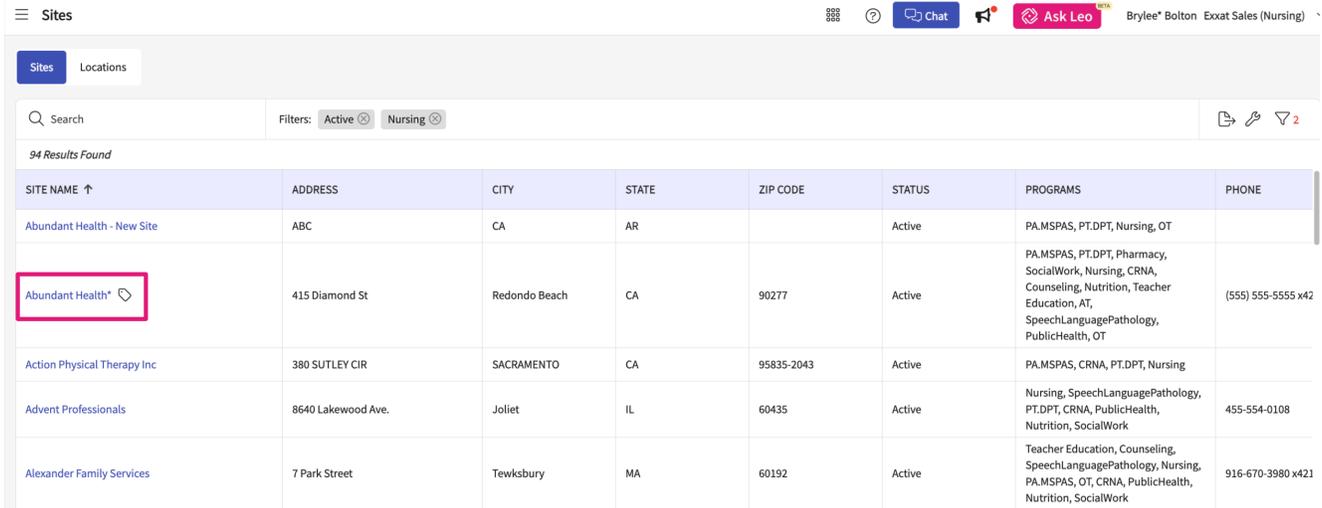
- 2. You will land on the locations tab by default
- 3. Click on Site tab



Filters: Active Nursing

SITE NAME ↑	ADDRESS	CITY	STATE	ZIP CODE	STATUS	PROGRAMS	PHONE
Abundant Health - New Site	ABC	CA	AR		Active	PA.MSPAS, PT.DPT, Nursing, OT	
Abundant Health*	415 Diamond St	Redondo Beach	CA	90277	Active	PA.MSPAS, PT.DPT, Pharmacy, SocialWork, Nursing, CRNA, Counseling, Nutrition, Teacher Education, AT, SpeechLanguagePathology, PublicHealth, OT	(555) 555-5555 x42
Action Physical Therapy Inc	380 SUTLEY CIR	SACRAMENTO	CA	95835-2043	Active	PA.MSPAS, CRNA, PT.DPT, Nursing	
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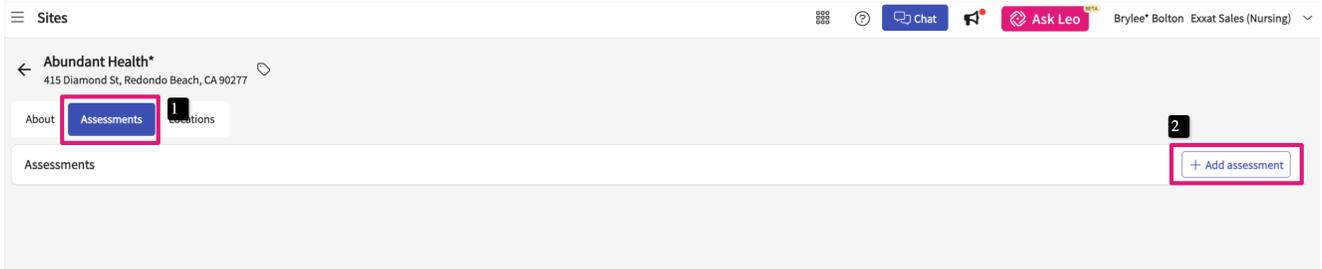
- 4. Select the desired site for which you want to add assessments



Filters: Active Nursing

SITE NAME ↑	ADDRESS	CITY	STATE	ZIP CODE	STATUS	PROGRAMS	PHONE
Abundant Health - New Site	ABC	CA	AR		Active	PA.MSPAS, PT.DPT, Nursing, OT	
Abundant Health*	415 Diamond St	Redondo Beach	CA	90277	Active	PA.MSPAS, PT.DPT, Pharmacy, SocialWork, Nursing, CRNA, Counseling, Nutrition, Teacher Education, AT, SpeechLanguagePathology, PublicHealth, OT	(555) 555-5555 x42
Action Physical Therapy Inc	380 SUTLEY CIR	SACRAMENTO	CA	95835-2043	Active	PA.MSPAS, CRNA, PT.DPT, Nursing	
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Alexander Family Services	7 Park Street	Tewksbury	MA	60192	Active	Teacher Education, Counseling, SpeechLanguagePathology, Nursing, PA.MSPAS, OT, CRNA, PublicHealth, Nutrition, SocialWork	916-670-3980 x421

- 5. Select the Assessment tab

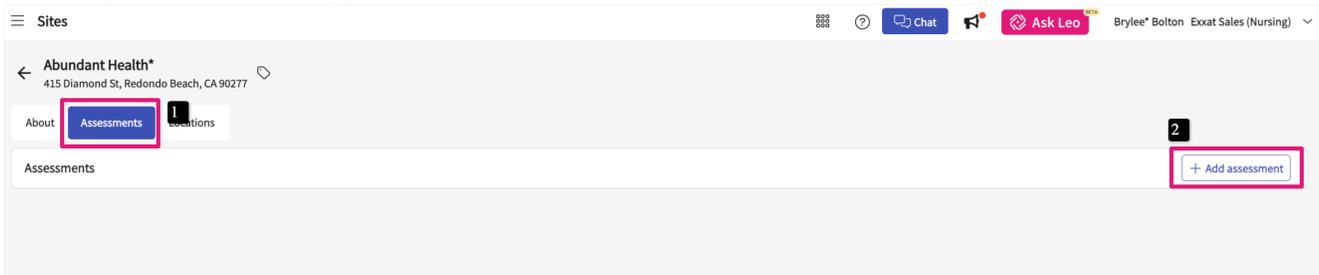


Abundant Health*
415 Diamond St, Redondo Beach, CA 90277

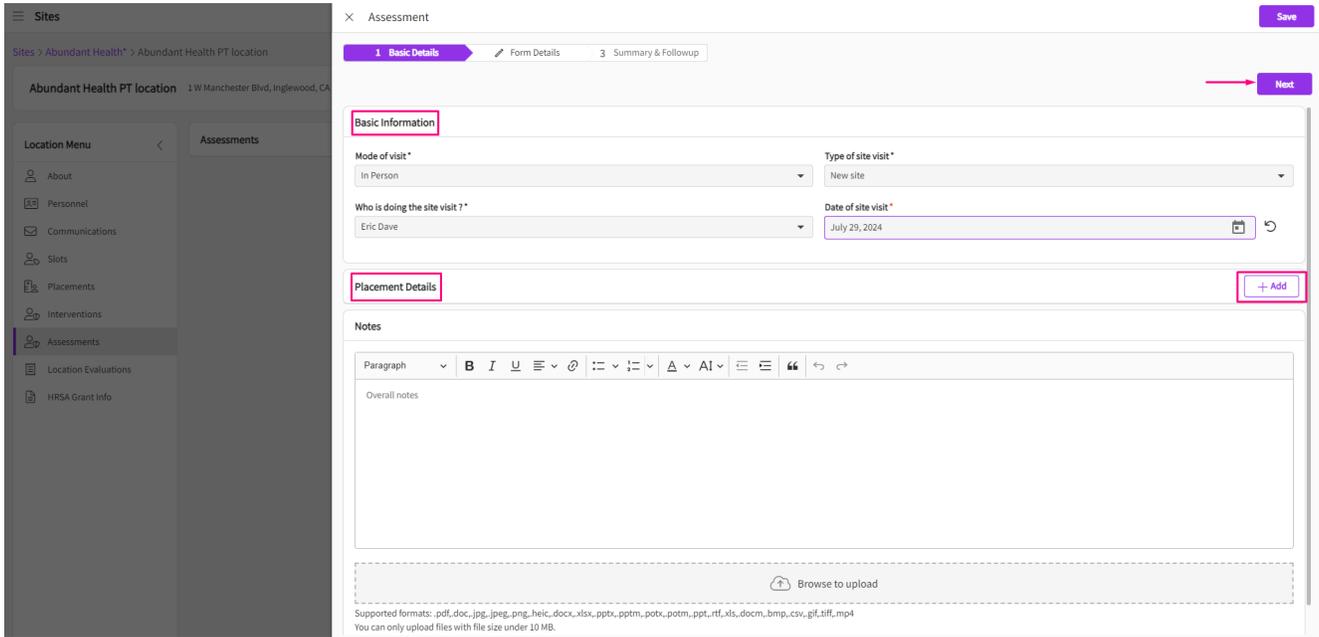
About Assessments Locations

Assessments + Add assessment

6. The Page will load all logged Assessments. Click on + Add Assessment



7. A drawer will open with three steps: Basic Details, Form Details, Summary & Follow Up. You can always save your progress if you'd like to complete the form at a later time.



8. In the Basic Details section, you will provide:

1. Basic information on the visit
2. Placement Details (if applicable)
3. Upload files if needed.

4. Click Next once done.

The screenshot shows a web application interface for an 'Assessment' form. The top navigation bar includes a 'Save' button and three tabs: 'Basic Details', '2 Form Details' (highlighted with a red box), and '3 Summary & Followup'. Below the tabs are 'Previous' and 'Next' buttons, with 'Next' also highlighted by a red box. The main content area is titled 'Site/Facilities' and contains four text input fields with rich text editors. The first field is labeled 'Comments on sites facilities and educational environment:' and contains the text 'excellent'. The second field is labeled 'Patient population and caseload:' and contains '9/500'. The third field is labeled 'Unique of additional learning experiences offered:' and contains '0/500'. The fourth field is labeled 'Opportunities for interprofessional practice:' and contains '0/500'. A 'Student Performance' section is partially visible at the bottom.

9. In the Form Details section, you will have a default template built in. If you have your own form, you can get it created by contacting prism-support@exxat.com. Once done, click Save Form

Assessment Save

Basic Details > Form Details > **3 Summary & Followup**

Previous

Summary

Final Assessment

Summary Notes

Paragraph B I U ≡ @ := ½= A ⋮

summary Notes:

Do you require a follow-up visit ? Yes No

Follow up date

July 29, 2022 📅 ↻

Paragraph B I U ≡ @ := ½= A ⋮

Follow up Note

11. Your assessment will be saved. You can edit or delete them if needed.

Abundant Health*
415 Diamond St, Redondo Beach, CA 90277

About **Assessments** Locations

Filter by: Mode of visit Visit from Visit to

Assessments + Add assessment

Assessed by Brylee* Bolton on 01/01/2025 | New site
Assessment notes ✎ 🗑

Last updated by Brylee* Bolton on 01/06/2025

12. Click on the Pencil icon to make edits to an existing assessment

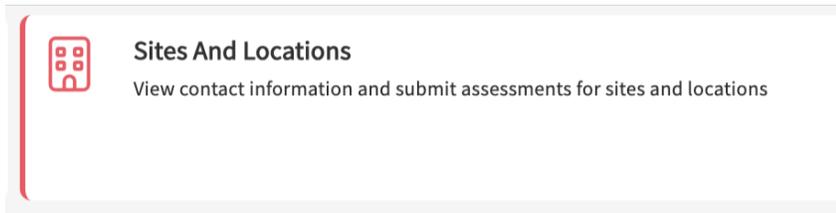
13. You will be able to only access and see the assessments that are added by you.

Location

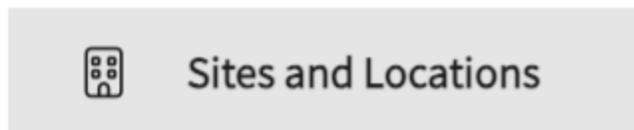
A "location" is best described as an address associated with the site. In addition to the documents, clinical personnel, administrative personnel, and clearance requirements entered at the "site" that are visible at each location, users may choose to add any of these items that are unique to that location.

Location Details:

1. Select "Sites and Location" from your dashboard **OR**



Click on the Hamburger menu  and click on "Sites and Locations"



2. You will land on the locations tab by default
3. Find and select your desired location.

1. Use the search or filter options to quickly find what you are looking for.

The screenshot shows the "Sites" dashboard with the "Locations" tab selected. A search bar and filters for "Active" and "Nursing" are visible. A table displays 247 results. The table has columns for LOCATION, ADDRESS, CITY, STATE, ZIP CODE, STATUS, PHONE, and SITE NAME. The second row, "Abundant - Action Therapy Easton", is highlighted with a red box.

LOCATION ↑	ADDRESS	CITY	STATE	ZIP CODE	STATUS	PHONE	SITE NAME
Abundant - Action Therapy (Geocoding Enabled)*	411 W Ocean Blvd	Long Beach	CA	90802	Active	(213) 239-3570	Abundant Health*
Abundant - Action Therapy Easton	411 W Ocean Blvd	Long Beach	CA	90802	Active	(732) 501-1730	Abundant Health*
Abundant - Ambulatory Care (Geocoding Enabled)*	1685 Main St	Santa Monica	CA	90401	Active	(478) 928-7382 x4223	Abundant Health*
Abundant - Urgent Care (Geocoding Enabled)*	1315 10th St	Sacramento	CA	95814	Active	(555) 555-5550	Abundant Health*
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	1750 Vine St	Los Angeles	CA	90028	Active	(555) 555-5555 x5555	Abundant Health*
Abundant Health - Multiple Locations	77 Pond Rd	Charles Town	WV	25414	Active		Abundant Health*

2. **Viewing Location Details:** When accessing a location's profile, you can view the following sections:

1. **Basic Information:** Includes the location name and full address (mandatory fields).
2. **Address Information:** Displays the detailed address of the location.
3. **Contact Information:** Shows optional details like office phone number, fax, and website (if provided).
4. **Additional Information:** Indicates whether the location is rural, serves underserved populations, or is visible to students on the map.

Sites > Abundant Health* > Abundant - Action Therapy (Geocoding Enabled)*

Abundant - Action Therapy (Geocoding Enabled)* 411 W Ocean Blvd, Long Beach, CA 90802 | www.excat.com

Location Menu

- About
- Assessments
- HRSA Grant Info

Abundant - Action Therapy (Geocoding Enabled)*

Address 411 W Ocean Blvd, Long Beach, CA 90802	Location Area North Coast	Phone (213) 239-3570
FAX (489) 029-3923	Location label New Location	Website www.excat.com
Rural Location N/A	Underserved Population N/A	Explore clinical locations Yes

Last updated by Skyler Reddy on 10/17/2024

3. Settings

This section displays settings for the location:

- If settings were added at the **Site** level, they will appear here as inherited items.
- For PA programs, an additional **ARC-PA Settings** section may be visible, providing compliance-related configurations.

Settings

Inherited from site

Acute Care

Med Surg

Location settings

Ambulatory Surgery

4. Contracts

View details of all contracts associated with a location

Contracts	
ABC Speech Contract Fully Executed <small>02/08/2024 - 08/23/2024</small>	Abundant Health Fully Executed <small>02/20/2023 - Is open ended</small>
AH Contract (with expired contract) Fully Executed <small>06/07/2023 - 07/05/2024</small>	Contract A Finalized <small>04/01/2024 - Is open ended</small>

5. Categories

Displays curated program categories, if any:

- Categories added at the **Site** level will appear as inherited items in this section.

Categories

Inherited from site

DNP Project Major Medical Center

Location categories

No Payment Stand-alone Clinic

6. This section lists the requirements that the location asks of students:

- Inherited requirements from the **Site** level will be displayed in blue.
- Requirements visible to students once they are placed at this location include:
 - Documentation or certifications needed before starting their placement.

Requirements

Inherited from site

COVID Vaccine Background Check within 30 Days TB Test

Location Requirements

4-hours In Person Orientation

Location requirement notes

Sign up on this link for orientation:

-

Note: New requirements or updates added after a placement starts will not be visible to students already placed.

7. Student Requirement Uploads

This section displays the documents required by the location:

- Documents inherited from the **Site** level will be listed.

- These are shared with students via a profile link when they are placed at this location

Student Requirement Upload (Shared Via Profile Link)				
Site Specific Requirements				
REQUIREMENT NAME	ENABLED FOR STUDENTS	INCLUDE IN THE PROFILE LINK	DESCRIPTION	ACTION
COVID Attestation View document	✓	✓	Unique Form for Abundant Health	
Onboarding Form View document	✓	✓	Please fill in the onboarding paperwork and submit to hospital.	
Requirements checklist form View document	✓	✓		
Location Specific Requirements				
REQUIREMENT NAME	ENABLED FOR STUDENTS	INCLUDE IN THE PROFILE LINK	DESCRIPTION	ACTION
Compliance Attestation View document	✓	✓	Please download the template and upload your signed attestation	

8. General Documents

This section displays general documents uploaded by administrators:

- Documents inherited from the **Site** level will be listed here.
- These documents may include policies, guidelines, or additional resources shared with students.

Documents					
Inherited from site					
TYPE	DATE UPLOADED	DOCUMENT	SHARED WITH STUDENT	NOTES	ACTION
Archived	02/14/2024	Old document View document	✓		ⓘ
General	01/02/2024	New View document	✓	New document	ⓘ
Location documents					
TYPE	DATE UPLOADED	DOCUMENT	SHARED WITH STUDENT	NOTES	ACTION
Archived	08/12/2024	Example Document View document	✓	Example Location Specific Documents	

9. Notes

The **Notes** section contains important information added by administrators:

- Notes inherited from the **Site** level may also appear here.
- Some notes are shared with students and displayed on the **Explore Clinical Locations** page.

Notes

Notes for internal use only

Inherited from site

- Need to adjust the placements schedule based on preceptor availability
- Site contracts will be re-established bi-annually

Location specific notes

- May have application deadlines or additional requirements for compliance purposes

Notes shared with students

Inherited from site

- May charge additional fee to host students. You are responsible to pay the additional fees

Location specific notes

- Be mindful of any site-specific application deadlines

10. Housing and Parking Information

This section provides details about housing and parking availability at the location:

- Information shared here is visible to students on the **Explore Clinical Locations** page.

Housing And Parking Information

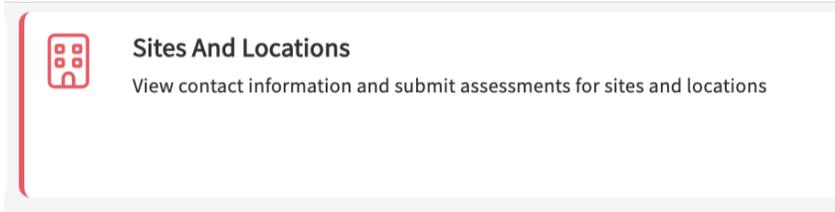
Housing available at this location? - No
Housing note -
Housing is not provided

Parking available at this location? - Yes
Parking note -
We do provide parking as necessary

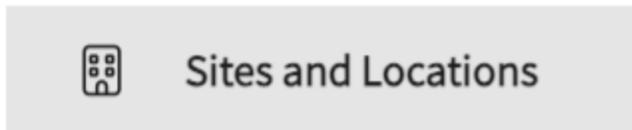
Note: Inactive locations will not appear to students on the **Explore Clinical Locations** page

Adding Assessments to Locations

1. Select "Sites and Location" from your dashboard **OR**



Click on the Hamburger menu  and click on "Sites and Locations"



2. You will land on the locations tab by default

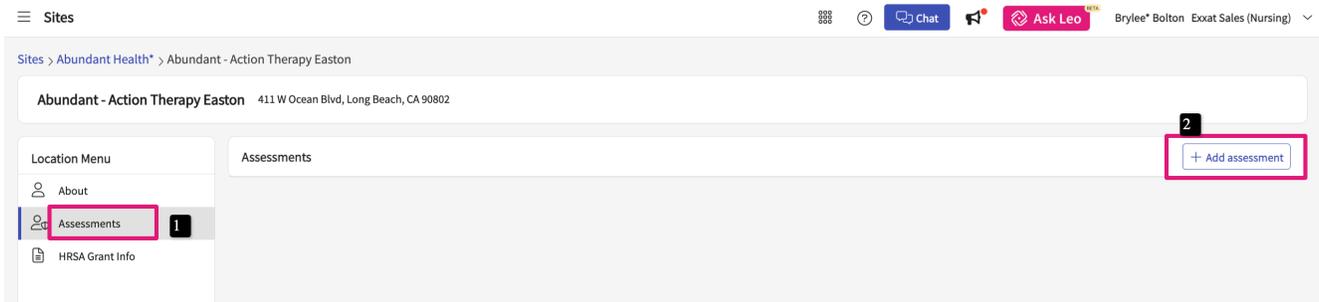
3. Find and select your desired location.

1. Use the search or filter options to quickly find what you are looking for.

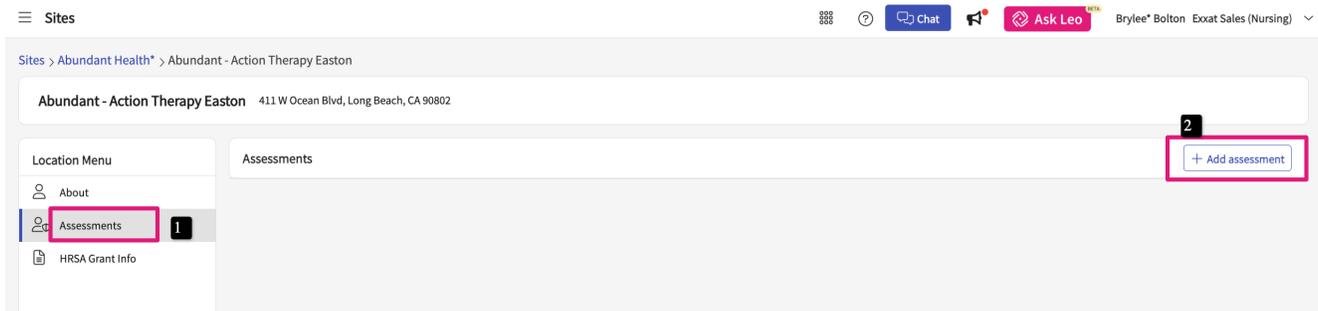
The screenshot shows the "Locations" tab with a search bar and filters for "Active" and "Nursing". A table lists 247 results. The row for "Abundant - Action Therapy Easton" is highlighted with a red box.

LOCATION ↑	ADDRESS	CITY	STATE	ZIP CODE	STATUS	PHONE	SITE NAME
Abundant - Action Therapy (Geocoding Enabled)*	411 W Ocean Blvd	Long Beach	CA	90802	Active	(213) 239-3570	Abundant Health*
Abundant - Action Therapy Easton	411 W Ocean Blvd	Long Beach	CA	90802	Active	(732) 501-1730	Abundant Health*
Abundant - Ambulatory Care (Geocoding Enabled)*	1685 Main St	Santa Monica	CA	90401	Active	(478) 928-7382 x4223	Abundant Health*
Abundant - Urgent Care (Geocoding Enabled)*	1315 10th St	Sacramento	CA	95814	Active	(555) 555-5550	Abundant Health*
Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	1750 Vine St	Los Angeles	CA	90028	Active	(555) 555-5555 x5555	Abundant Health*
Abundant Health - Multiple Locations	77 Pond Rd	Charles Town	WV	25414	Active		Abundant Health*

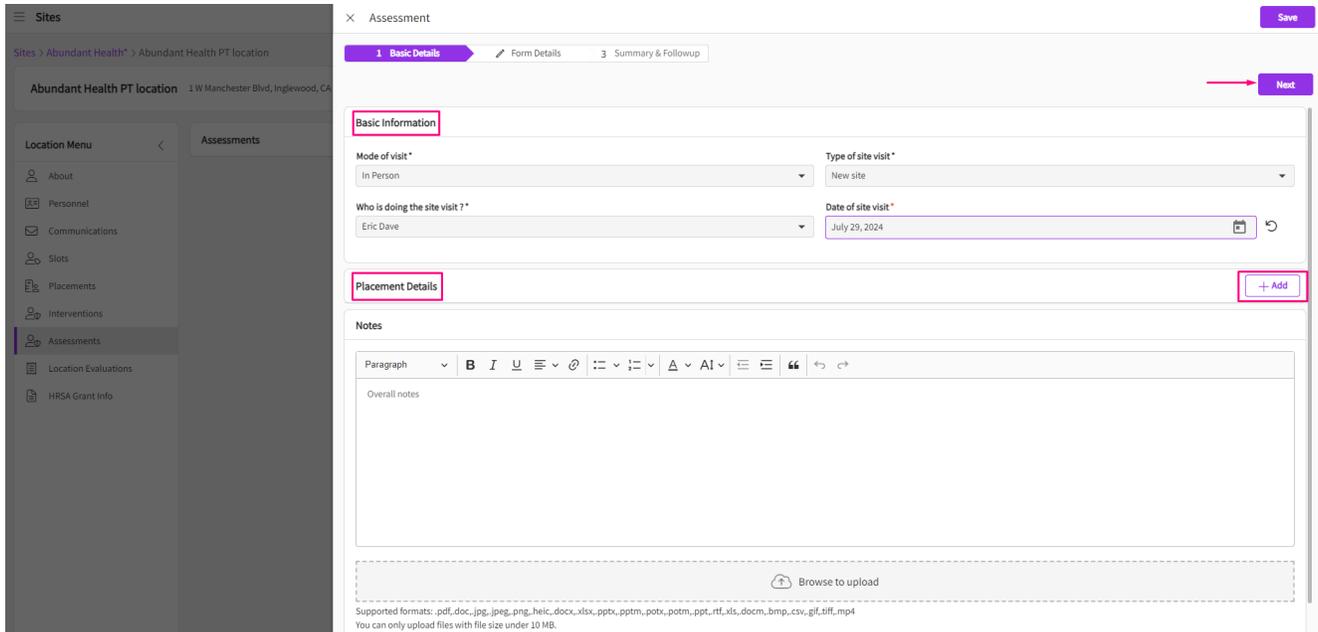
4. Select Assessments from the left panel.



5. The Page will load all logged Assessments. Click on + Add Assessment



6. A drawer will open with three steps: Basic Details, Form Details, Summary & Follow Up. You can always save your progress if you'd like to complete the form at a later time.



7. In the Basic Details section, you will provide:

1. Basic information on the visit
2. Placement Details (if applicable)
3. Upload files if needed.

4. Click Next once done.

The screenshot shows a web application interface for an assessment form. The main content area is titled 'Assessment' and has three tabs: 'Basic Details', '2 Form Details' (highlighted with a red box), and '3 Summary & Followup'. A 'Save' button is in the top right corner. Below the tabs, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted in red. The form content is organized into sections under the heading 'Site/Facilities':

- Comments on sites facilities and educational environment:** A text input field containing the word 'excellent'. Below it is a character count '9/500'.
- Patient population and caseload:** A rich text editor with a toolbar. Below it is a character count '0/500'.
- Unique of additional learning experiences offered:** A rich text editor with a toolbar. Below it is a character count '0/500'.
- Opportunities for interprofessional practice:** A rich text editor with a toolbar. Below it is a character count '0/500'.

At the bottom of the form, there is a section for 'Student Performance' which is currently collapsed.

8. The Form Details section you will have a default template built in. If you have your own form, you can get it created by contacting prism-support@exxat.com. Once done, click Save Form Details,

and Click Next.

Assessment Save

Basic Details > Form Details > **3 Summary & Followup**

[Previous](#)

Summary

Final Assessment

Summary Notes

Paragraph | **B** *I* U ≡ | 🔗 | := | ½ | A | ⋮

summary Notes:

Do you require a follow-up visit ? Yes No

Follow up date

July 29, 2022 📅 ↻

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Follow up Note

9. In the Summary & Follow-Up section, you'll provide a final assessment and indicate if this requires a follow-up. Click

11. Your assessment will be saved. You can edit or delete them if needed.

The screenshot shows a web application interface for 'Abundant - Action Therapy Easton'. The header includes a 'Sites' menu, a 'Chat' button, an 'Ask Leo' button, and a user profile for 'Brylee* Bolton Exoat Sales (Nursing)'. The main content area displays the location 'Abundant - Action Therapy Easton' at '411 W Ocean Blvd, Long Beach, CA 90802'. Below this is a 'Location Menu' with options for 'About', 'Assessments', and 'HRSA Grant Info'. The 'Assessments' section features a filter dropdown set to 'Mode of visit', 'Visit from' and 'Visit to' date pickers, and a '+ Add assessment' button. A table lists one assessment: 'Assessed by Brylee* Bolton on 01/13/2025 | During placement' with a follow-up date of '02/28/2025' and a link to 'Assessment notes'. To the right, the 'Placed students' section lists 'Blair, Osvaldo' with email 'Osvaldo.Blair@example.com'. A pencil icon for editing and a trash icon for deletion are visible next to the student entry. The footer of the assessment table indicates 'Last updated by Brylee* Bolton on 01/06/2025'.

12. Click on the Pencil icon to make edits to an existing assessment

13. You will be able to only access and see the assessments that are added by you.