

This document serves as a comprehensive guide for administrators on creating, managing, and utilizing wishlists to collect student preferences for rotations within Prism. It covers the setup process for various wishlist types and provides detailed steps for wishlist management, including reviewing student preferences, modifying wishlist settings, and generating reports.

Exxat Pris offers you 8 different kinds of wishlists that you can set for your rotations

1. **Slot Based Wishlist:** Get student's preferences based on the available slot for site/location
2. **Location Based Wishlist:** Get student's preferences based on the available site/location
3. **Setting Based Wishlist:** Get student's preferences based on the settings for their placement
4. **Location Area-Based Wishlist :** Get student's preferences based on the area locations are based in
5. **Questionnaire Based Wishlist :** Get student's preferences based on customized questions
6. **Address Preference-Based Wishlist:** Get preferences based on the student's preferred address
7. **MyRequest:** Get the student's preferred site and preceptor
8. **Rotation Preference-Bases Wishlist:** Get the student's preferred rotations

- **Creating a Wishlist**
- **Managing Wishlists**
- **Deleting Wishlists**

A wishlist allows you to collect student preferences on where they would like to be placed for a specific rotation. This information will be available to you when making placements in Prism.

Creating a Wishlist

This document will cover the following 5 wishlist types:

- Slot
- Location
- Setting
- Location Area
- Questionnaire

1. Select Placements from your left menu.



2. Select the Course to set-up a wishlist by clicking on the course name. You can use the filter option to quickly find what you are looking for.

Course Offerings

To make placements, select an individual course offering below or select a group on the left to place for multiple course offerings at once.

Placement Groups [+ Add Group](#)

Class of 2024
Class of 2023
Class of 2021
Class of 2022*

Course number Search

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT
DPT 950	Clinical Practice IV*	2023 - 2024	3rd Year	Spring	Class of 2024
DPT 900	Clinical Practice III*	2023 - 2024	3rd Year	Spring	Class of 2024
DPT 850	Clinical Practice II*	2022 - 2023	2nd Year	Summer	Class of 2024

3. If you'd like to manage placements for multiple courses, select your placement group and click Placements for Group.

Course Offerings

Placement Groups [+ Add Group](#)

Class of 2024
Class of 2023
Class of 2021
Class of 2022*

Class of 2023

Class of 2023

Placements for Group

Search course offering

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select Wishlist from the banner at the top of the page.

← **Class of 2022**

Setup Slots **Wishlist** Placements Email & Publish Placement Clearance Reports

View by: **Location** Student List

5. The system will display all previously created Wishlist's for the selected course list. Click on + Create wishlist to set-up a new wishlist.

← **Class of 2025**

Setup Slots **Wishlist** Placements Email & Publish Placement Clearance Reports

All Wishlists

Course Offerings

DPT 800 - Clinical Practice I*
DPT 850 - Clinical Practice II*
DPT 900 - Clinical Practice IV*

Search by Wishlist name

[+ Create wishlist](#)

DPT 850 Wishlist (Course - DPT 850 - Clinical Practice II*) 3 Students Submitted 1 Yet to Submit

Slot based Wishlist
View Date - May 22, 2023, 8:00am EST Open Date - May 22, 2023, 8:00am EST Close Date - Jun 02, 2023, 11:55am EST

Clinical Practice IV Wishlist (Course - DPT 900 - Clinical Practice IV*) 0 Students Submitted 4 Yet to Submit

Slot based Wishlist
View Date - Apr 19, 2023, 12:00pm EST Open Date - Apr 19, 2023, 12:00pm EST Close Date - Aug 31, 2023, 11:55pm EST

6. You will be taken to a new page for you to set your preferences for your wishlist. On step 1, you will provide the following:

1. **Wishlist name:** this name will appear throughout the system. You and your students will see this wishlist name.

2. **View only date:** the date on which students can view the wishlist, but cannot yet begin working on their preferences. You can set this before the open date to allow students to begin their research!
3. **Open date:** The earliest date for which the students can submit their wishlist.
4. **Close date:** The last date for which students can submit and modify their wishlist.
5. **Set up:** decide which wishlist you would like to utilize.
 1. Slot wishlist: students select from slots available for locations
 2. Location wishlist: students select from locations you have in your database
 3. My Request: students complete a form (that your program customizes) to request a placement at a Location
 4. Setting: students add and rank settings
 5. Location Area: students add rank different location areas (program specific)
 6. Questionnaire: Students can fill in a questionnaire to indicate their qualitative preferences

7. On step 2, you will set your preferences on the type of information you'd like to show your students. The options you see will depend on the type of wishlist you selected on step 1.
8. **Step 2 for Slot based wishlist:** all settings and states will be included by default, but you can choose to exclude any items if needed. Click on the pencil icon to edit either list.

9. You can also choose slot based on Location tag, Location area and location categories.

The screenshot displays the 'Wishlist Management' interface for 'Wishlist DPT 950'. The left sidebar shows a progress indicator with six steps: 1. Basic, 2. Wishlist Type (selected), 3. Questionnaire, 4. Select students, 5. Email Notification, and 6. Summary. The main content area is titled 'Slot Based' and 'Location Based'. It features several sections for configuration:

- Slots To Include:** A header section with a settings icon.
- Settings:** A row of buttons: Acute Care (blue), Home Health (orange), Other (yellow), Outpatient (light blue), Rehab (red), School Based (purple), Setting Not Assigned (grey), and Sub-Acute (dark blue).
- States:** A row of buttons for various states: Alabama (AL), Alaska (AK), American Samoa (American Samoa), Arizona (AZ), Arkansas (AR), California (CA), Colorado (CO), Connecticut (CT), Delaware (DE), District of Columbia (DC), and 46 more states (blue link).
- Location Tags:** A row of buttons: Consortium (orange), Final Clinical Only (purple), No tags assigned (grey), Part-time Only (red), Payment Required (blue), Private Practice (yellow), Provides Lunch (pink), Requires Reimbursements (orange), Rural (purple), and Rural (blue) with 2 more tags (blue link).
- Location Areas:** A header section with a settings icon.
- Location Categories:** A row of buttons: Accepts 1st rotation students (grey), Accepts 3rd year students only (grey), Major Medical Center (grey), Nationwide Contract Sites (grey), No categories assigned (grey), Outpatient Conglomerate (grey), Private Practice (grey), and Stand-Alone Clinic (grey).

Navigation buttons 'Back' and 'Next' are located in the top right corner of the main content area.

10. There are additional bits that you can select as part of the Slot Based Wishlist that shows up under the Additional Information section shown below.

- Choose if you'd like to show students how many slots you have available, along with the status and clinician details for each location.
- Choose if you'd like to show the status of slots that are available to the students.
- Choose if you'd like to show the rotation name to the students.
- Choose if you'd like to show the Slots Clinical Instructor name to the students.
- Decide if students should be able to upload any documents along with their Wishlist.
- Confirmed, Regular slots are included by default, but if you have any tentative, or other slot types you'd like to include, check them off with the open checkbox.

Location Areas ✎

Location Categories ✎

Accepts 1st rotation students
 Accepts 3rd year students only
 Major Medical Center
 Nationwide Contract Sites
 No categories assigned
 Outpatient Conglomerate

Private Practice
 Stand-Alone Clinic

Additional Information

Show count of available slot to students ✎

Show the status of available slots to students ✎

Show the Rotation name of available slots to students ✎

Show the Clinical instructor details of available slots to students ✎

Do you wish to allow students to upload the resume or application material for each of the rank preferences? ✎

Slot Status * ✎

Confirmed Tentative

Slot Type * ✎

Regular FCFS Resume Required Interview Required Must Be Filled Requested by Student

Minimum required ✎

Maximum allowed ✎

5000 characters left ✎

11. **Step 2 for Location based wishlist:** all states will be included by default, but you can choose to exclude any if needed. Click on the pencil icon to edit the list.
12. For locations to include, you have a few options. You can choose to include all locations, locations that have not offered slots for the given rotation, or locations that have offered slots for the given rotation. Once you make your selection, you can decide which settings to include. All settings will be included by default.
13. Set a minimum number of how many entries your student must include before they can submit. You can also set a maximum and guidelines for them to follow.

Location Based

States ✎

[48 more states](#)

Additional Information

Locations to include

Include all Locations

Location settings to include -

✎

Include locations that haven't offered slots

Include locations that have offered slots

14. **Step 2 for Setting based wishlist:** all settings will be included by default. You can choose to exclude any if needed. Click on the pencil icon to edit the list.

1. If you'd like to add new location areas, please go to Program Details > Edit Program Clinical Settings.

15. Set a minimum number of how many entries your student must include before they can submit. You can also set a maximum and guidelines for them to follow.

The screenshot shows a web interface for configuring clinical settings. At the top right, there are 'Back' and 'Next' buttons. The main heading is 'Setting Based'. Below it is a 'Settings' section with an information icon and a pencil icon. A row of colored buttons represents different care settings: Acute Care (blue), Home Health (orange), Other (red), Outpatient (yellow), Rehab (purple), School Based (orange), Sub-Acute (blue), and Wellness (green). Below this is an 'Additional Information' section. It contains two input fields: 'Minimum required*' with the value '3' and 'Maximum allowed' with the value '5', each with an information icon. Below these is a rich text editor with a dropdown menu set to 'Paragraph', a bold button 'B', and undo/redo icons. The text area contains the placeholder 'Instructions for student' and an information icon.

16. **Step 2 for Location Area based wishlist:** all location areas will be included by default. You can choose to exclude any if needed. Click on the pencil icon to edit the list.

1. If you'd like to add new location areas, please go to Sites > Setup > Sites Organization > Edit Location Area

17. Set a minimum number of how many entries your student must include before they can submit. You can also set a maximum and guidelines for them to follow.

The screenshot shows a web interface for configuring location areas. At the top right, there are 'Back' and 'Next' buttons. The main heading is 'Location Areas Based'. Below it is a 'Location Areas' section with an information icon and a pencil icon. A row of buttons represents different location areas: In-Area, Out-Area, Out Of State, Out of Country, North Coast, Central Coast, Bay Area, San Joaquin Valley, Sacramento Valley, and Southern California. Below this is an 'Additional Information' section. It contains two input fields: 'Minimum required*' with the value '3' and 'Maximum allowed' with the value '5', each with an information icon. Below these is a rich text editor with a dropdown menu set to 'Paragraph', a bold button 'B', and undo/redo icons. The text area contains the placeholder 'Instructions for student' and an information icon.

18. **Step 2 for Questionnaire-based Wishlist:** You can provide instructions for the students and set up the questionnaire for them to answer.

The screenshot shows the 'Create a wishlist' interface for a 'Questionnaire' type. On the left, a vertical navigation menu has five steps: 1. Basic, 2. Questionnaire (highlighted), 3. Select students, 4. Email Notification, and 5. Summary. The main content area is titled 'Placement Launch > Class of 2022 > Create a wishlist'. It features a 'Back' button and a 'Next' button in the top right. Below the navigation, there is a section for 'Instructions for students' with a rich text editor containing the text 'Instructions for students' and a '5000 characters left' indicator. Below that is a 'Questions' section with a single question: '1. Please let me know your top 3 Sites for upcoming Clinicals.' An 'Add question' button is located below the question list.

19. **Step 2 for My Request Wishlist:** This is a special type of Wishlist. You need to work with our configuration team to customize the list of questions that need to show up on this request form. Please raise a support ticket or work with your AM to configure the My Request form.

- Once the form is configured, the form name shows up on the Select Form dropdown. Please pick the form name
- Select the rotation for which you need to activate the My Request form
- Set the Minimum number of times the student can fill this request form
- Set the maximum number of times this request form can be filled by the student

The screenshot shows the 'Create a wishlist' interface for a 'My Request' type. On the left, a vertical navigation menu has five steps: 1. Basic, 2. Wishlist Type (highlighted), 3. Select students, 4. Email Notification, and 5. Summary. The main content area is titled 'Placement Launch > DPT 1386 - Sports Medicine Research > Create a wishlist'. It features a 'Back' button and a 'Next' button in the top right. Below the navigation, there is a blue banner with the text: 'Please select the desired form template for the course offering that students will utilize when filling out the request form. In case you don't find any listed forms, contact Exoat Support for assistance'. Below the banner is a section titled 'My Request' with several form fields: 'Select form *' (dropdown menu with 'My Request - PT' selected), 'Select rotation *' (dropdown menu with 'Clinical Rotation 3 [Oct 01, 2023 - Dec 31, 2023]' selected), 'Minimum required *' (input field with '0'), and 'Maximum allowed' (input field with '1'). Below these fields is an 'Instructions for student' section with a rich text editor containing the text 'Instructions for student'.

20. **Step 3 for all the Wishlists:** This will allow you to create a list of questions for your students to answer. This does not show up for the Questionnaire based Wishlist. If you'd like to add

questions, select Yes.

Placement Launch > Class of 2025 > Create a wishlist

1 Basic

2 Wishlist Type

3 Questionnaire

4 Select students

5 Email Notification

6 Summary

Back Next

Do you want to setup the questions for students?

Yes No

21. Type in each question and rearrange the order using the order by icon that appears on the left. Once done, click Next.

Placement Launch > Class of 2025 > Create a wishlist

1 Basic

2 Wishlist Type

3 Questionnaire

4 Select students

5 Email Notification

6 Summary

Back Next

Do you want to setup the questions for students?

Yes No

1. Do you have a car?

2. Do you have housing in another state?

Add question

22. **Step 4 for all the Wishlists** – This step will show the list of students who are registered for the selected course. They will all be included by default. Make any necessary changes using the

open checkboxes.

Placement Launch > Class of 2025 > Create a wishlist

5 Selected Student(s) 5 Total Student(s) Back Next

Search by students Filters: Active 1

Automatically update student selection when course registration is updated

<input checked="" type="checkbox"/>	STUDENT ↑	EMAIL	STATUS	GROUP	PLACEMENT STATUS
<input checked="" type="checkbox"/>	Blair, Marty	marty.blair@exxat.com	Active	Residential	Not Placed
<input checked="" type="checkbox"/>	Dawson, Spencer	spencer.dawson@exxat.com	Active	Residential	Placed
<input checked="" type="checkbox"/>	Elton, Megan	Megan.Elton@exxat.com	Active	Residential	Not Placed
<input checked="" type="checkbox"/>	Jaylee, Valerie	Valerie.Jaylee@exxat.com	Active	Residential	Placed
<input checked="" type="checkbox"/>	Torres, Allison	allison.torres@exxat.com	Active	Residential	Placed

23. **Step 5 for all the Wishlists:** This step will allow you to set email notifications.

- Decide if you want students to be notified when the Wishlist opens, 24 hours before closure, and once it closes.
- This step will have further options if it is a My Request Type of Wishlist. You will have the ability to notify the school and the student whenever a status change happens or whenever a comment is added.

Placement Launch > DPT 1386 - Sports Medicine Research > Create a wishlist

Back Next

My Request Setup Notification

- Notify students when the My Request opens
- Notify students 24 hours before My Request closure
- Notify students when the My Request closes

My Request Status Notification

- Notify Students
- Notify School

My Request Comments Notification

- Notify students when a comment is added
- Notify school when students add comments

24. **Step 6 for all the Wishlists :** This step will show you a summary of all your selections. Review it carefully. If changes are needed, click Back to make modifications. If everything is good to go,

click Save.

Placement Launch > Class of 2025 > Create a wishlist

1 Basic
2 Wishlist Type
3 Questionnaire
4 Select students
5 Email Notification
6 Summary

5 Selected Student(s)

Back Save

Basic Info

Wishlist name : DPT 800 Wishlist
Course Offering : DPT 800 - Clinical Practice I*

View date : May 31, 2023, 8:00 AM EST
Open date : Jun 9, 2023, 11:55 AM EST
Close date : Jun 16, 2023, 11:55 PM EST

25. Your Wishlist will now be saved and will appear within the Wishlist tab. To view the Wishlist from your student's point of view, click Preview

← Class of 2025 Setup Slots Wishlist Placements Email & Publish Placement Clearance Reports

All Wishlists Search by Wishlist name + Create wishlist

Course Offerings

- DPT 800 - Clinical Practice I*
- DPT 850 - Clinical Practice II*
- DPT 900 - Clinical Practice IV*

DPT 850 Wishlist (Course - DPT 850 - Clinical Practice II*) 3 Students Submitted 1 Yet to Submit Open

Slot based Wishlist
View Date - May 22, 2023, 8:00am EST Open Date - May 22, 2023, 8:00am EST Close Date - Jun 02, 2023, 11:55am EST Preview

Clinical Practice IV Wishlist (Course - DPT 900 - Clinical Practice IV*) 0 Students Submitted 4 Yet to Submit Open

Slot based Wishlist
View Date - Apr 19, 2023, 12:00pm EST Open Date - Apr 19, 2023, 12:00pm EST Close Date - Aug 31, 2023, 11:55pm EST Preview

26. A drawer will open, allowing you to preview the Wishlist.

× Clinical Practice IV Wishlist (Student View)

1 Explore slots 2 Questions

State * AL (0), AK (0), American Sa...
City
Zip code
Setting
Slot type
Slot Status

Apply

Search Slots 3 Min. required 5 Max. allowed

Abundant Health - Main Hospital Depew, NY Home Health Jun 3, 2024 - Jul 5, 2024 Tammy Ingram* FCFS 1 Slot(s) Available Tentative Add

Caremark Orthopedics Palm City, FL Outpatient Jun 3, 2024 - Jul 5, 2024 Ronald Hanson 1 Slot(s) Available Confirmed Add

Newlife Ambulatory Care Wheaton, IL Rehab Jun 3, 2024 - Jul 5, 2024 1 Slot(s) Available Confirmed Add

Items per page: 30 1 - 3 of 3

Managing Wishlists

Once your students begin completing their wishlist, you can:

- Review their preferences
- Change open and close dates for individual students
- Unsubmit wishlists

1. Select Placements from your left-menu.



2. Select the Course to set-up a wishlist by clicking on the course name. You can use the filter option to quickly find what you are looking for.

A screenshot of the "Course Offerings" page. On the left is a sidebar with "Placement Groups" and a list of classes: "Class of 2024", "Class of 2023", "Class of 2021", and "Class of 2022*". The main area has a search bar and a table of course offerings. A blue banner at the top says "To make placements, select an individual course offering below or select a group on the left to place for multiple course offerings at once." The table has columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, TERM, and COHORT. Three rows are visible, with "Clinical Practice IV*", "Clinical Practice III*", and "Clinical Practice II*" highlighted in red boxes. A red box also highlights a dropdown arrow in the top right corner of the table area.

3. If you'd like to manage placements for multiple courses, select your placement group and click Placements for Group.

A screenshot of the "Placements for Group" page for the "Class of 2023". The left sidebar shows "Placement Groups" and a list of classes, with "Class of 2023" highlighted in a red box. The main area shows the "Class of 2023" header with edit and delete icons, and a "Placements for Group" button highlighted in a red box. Below is a search bar and a table of course offerings with columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, and TERM. Three rows are visible: "Clinical Practice IV*", "Clinical Practice III*", and "Clinical Practice I*".

4. Select Wishlist from the banner at the top of the page.

A screenshot of the top navigation banner. On the left is a back arrow and "Class of 2022". In the center are buttons for "Setup", "Slots", "Wishlist", "Placements", "Email & Publish", "Placement Clearance", and "Reports". The "Wishlist" button is highlighted in a red box. Below the buttons is a "View by:" section with "Location", "Student", and "List" options.

5. The system will display all previously created Wishlists for the selected course list. Click on the Wishlist name you'd like to manage.

← Class of 2025 Setup Slots **Wishlist** Placements Email & Publish Placement Clearance Reports

All Wishlists Search by Wishlist name + Create wishlist

Course Offerings

- DPT 800 - Clinical Practice I*
- DPT 850 - Clinical Practice II*
- DPT 900 - Clinical Practice IV*

DPT 850 Wishlist (Course - DPT 850 - Clinical Practice II*) 3 Students Submitted 1 Yet to Submit [Open](#)

Slot based Wishlist
View Date - May 22, 2023, 8:00am EST Open Date - May 22, 2023, 8:00am EST Close Date - Jun 02, 2023, 11:55am EST [Preview](#)

Clinical Practice IV Wishlist (Course - DPT 900 - Clinical Practice IV*) 0 Students Submitted 4 Yet to Submit [Open](#)

Slot based Wishlist
View Date - Apr 19, 2023, 12:00pm EST Open Date - Apr 19, 2023, 12:00pm EST Close Date - Aug 31, 2023, 11:55pm EST [Preview](#)

- 6.
7. You'll be taken to the Wishlist Management section. The page will provide you with an overview of the status of the wishlist for all students participating. Click on the Submitted icon for the desired student.
 1. To make any changes to your wishlist preferences, click on Setup.
 2. To easily review all wishlists at once, click Download Preferences.

Placement Launch > Class of 2025 > DPT 850 Wishlist

[Setup](#) [Wishlist Management](#)

View Date (EST) May 22, 2023, 8:00am Start Date (EST) May 22, 2023, 8:00am Close Date (EST) Jun 02, 2023, 11:55am

1 Not Started 0 In Progress 3 Submitted 0 Reviewed 0 Not Applicable

Search by Students Filters: Not Started In Progress Show more [Download Preferences](#) 1

STUDENT NAME ↑	EMAIL	STATUS	SUBMITTED DATE	PREFERENCES
Blair, Marty	marty.blair@exxat.com	Not started		
Dawson, Spencer	spencer.dawson@exxat.com	Submitted	May 25, 2023, 1:03pm EST	5 Preferences
Foster, Lorena	lorena.foster@exxat.com	Submitted	May 25, 2023, 1:05pm EST	4 Preferences
Torres, Allison	allison.torres@exxat.com	Submitted	May 25, 2023, 1:04pm EST	4 Preferences

8. Click on "Download Preferences" for Downloading preferences will provide you an excel report which looks a bit like this:

Student name	Wishlist Status	Date of submission (UTC)	Course Name	Rank	Site/Location Name	Setting Name
Blair, Marty	Not Started	-	Clinical Practice II*	-	-	-
Dawson, Spencer	Submitted	May 25, 2023 05:03:56 PM	Clinical Practice II*	1	Adaptial - Easton	Outpatient
Dawson, Spencer	Submitted	May 25, 2023 05:03:56 PM	Clinical Practice II*	2	Cannon Health Clinic - Nashville	Sub-Acute
Dawson, Spencer	Submitted	May 25, 2023 05:03:56 PM	Clinical Practice II*	3	Preferred Care	Wellness
Dawson, Spencer	Submitted	May 25, 2023 05:03:56 PM	Clinical Practice II*	4	Newlife Central	Rehab
Dawson, Spencer	Submitted	May 25, 2023 05:03:56 PM	Clinical Practice II*	5	Bridge Therapy on Mag Mile	Home Health
Foster, Lorena	Submitted	May 25, 2023 05:05:50 PM	Clinical Practice II*	1	Adaptial - Easton	Outpatient
Foster, Lorena	Submitted	May 25, 2023 05:05:50 PM	Clinical Practice II*	2	Newlife Central	Rehab
Foster, Lorena	Submitted	May 25, 2023 05:05:50 PM	Clinical Practice II*	3	Preferred Care	Wellness
Foster, Lorena	Submitted	May 25, 2023 05:05:50 PM	Clinical Practice II*	4	GO Rehab [Location not assigned]	School Based
Torres, Allison	Submitted	May 25, 2023 05:04:58 PM	Clinical Practice II*	1	Adaptial - Easton	Outpatient
Torres, Allison	Submitted	May 25, 2023 05:04:58 PM	Clinical Practice II*	2	GO Rehab [Location not assigned]	School Based
Torres, Allison	Submitted	May 25, 2023 05:04:58 PM	Clinical Practice II*	3	Bridge Therapy on Mag Mile	Home Health
Torres, Allison	Submitted	May 25, 2023 05:04:58 PM	Clinical Practice II*	4	Cannon Health Clinic - Nashville	Sub-Acute

9. The student's wishlist will load and you'll see their selections along with wishlist information. If you make any changes, click Update once done.
 1. Change the view, open, and close dates for any individual students
 2. Change the status for any student if needed. This will come in handy if students need their wishlist to be unsubmitted.

3. You can also exclude any preferences from a placement. Please note this only applies to programs utilizing the Placement Assist feature in combination with a slot based wishlist.

Dawson Spencer Update

Rank	Slot	Program	Location	Dates	Exclude from placement
Rank 1	Slot	Adaptial - Easton	South Easton , MA	Feb 5, 2024 - Mar 22, 2024	<input type="checkbox"/>
Rank 2	Slot	Cannon Health Clinic - Nashville	Nashville , TN	Feb 5, 2024 - Mar 22, 2024	<input type="checkbox"/>
Rank 3	Slot	Preferred Care	East Northport , NY	Feb 5, 2024 - Mar 22, 2024	<input type="checkbox"/>
Rank 4	Slot	Newlife Central	New Milford , CT	Feb 5, 2024 - Mar 22, 2024	<input type="checkbox"/>
Rank 5	Slot	Bridge Therapy on Mag Mile	CHICAGO , IL	Jun 8, 2026 - Jul 10, 2026	<input type="checkbox"/>

View only date *
May 22, 2023 8:00 AM

Open date *
May 22, 2023 8:00 AM

Close date *
June 2, 2023 11:55 AM

Status *
Submitted

Notes - Internal use only

Notes - Shared with students

Change ranking using this icon

Unsubmit / Submit a wishlist

4. You can also directly place students using the "Place" button selected near the placement

Blair, Marty Update

Documents
View Documents

Rank	Slot	Program	Location	Dates	Exclude from placement
Rank 1	Slot	Alliance Medical Center - Outpatient (Geocoding Enabled)*	Inglewood , CA	01/09/2023 - 12/31/2025	<input type="checkbox"/>
Rank 2	Location	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Los Angeles , CA		<input type="checkbox"/>
Rank 3	Slot	Abundant - Action Therapy (Geocoding Enabled)*	Long Beach , CA	11/07/2022 - 12/31/2025	<input type="checkbox"/>
Rank 4	Location	Abundant - Urgent Care (Geocoding Enabled)*	Sacramento , CA		<input type="checkbox"/>
Rank 5	Location	Abundant Primary Care	Denver , CA		<input type="checkbox"/>
Rank 6	Location	Alliance Medical Center - Cardiology (Geocoding enabled)*	Los Angeles , CA		<input type="checkbox"/>
Rank 7	Slot	Abundant - Action Therapy (Geocoding Enabled)*	Long Beach , CA	12/05/2022 - 12/31/2025	<input type="checkbox"/>

View only date *
05/01/2024, 12:00 PM

Open date *
08/23/2024, 11:00 AM

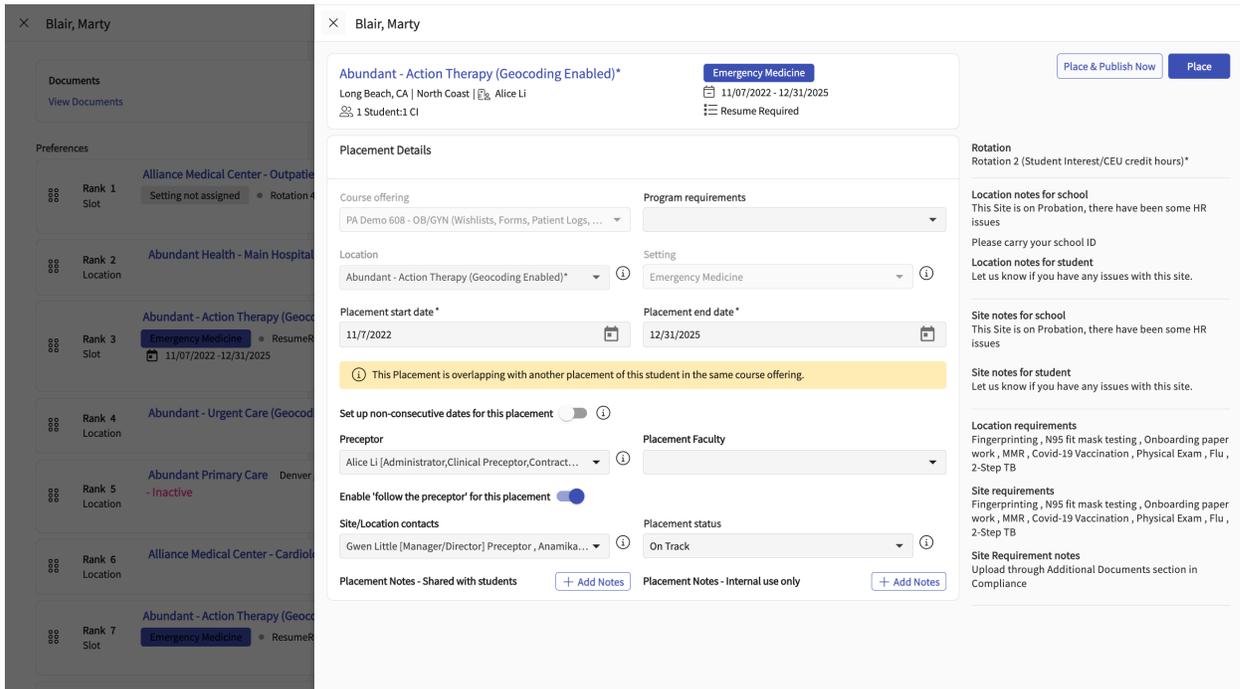
Close date *
09/12/2025, 03:15 PM

Status *
Submitted

Notes - Internal use only

Notes - Shared with students

1. Click on Place button the placement details drawer will open up



2. Select all the necessary details for placement

3. You can choose to place the student directly by selecting "Place"

4. You can use the "Place and publish now" button as well

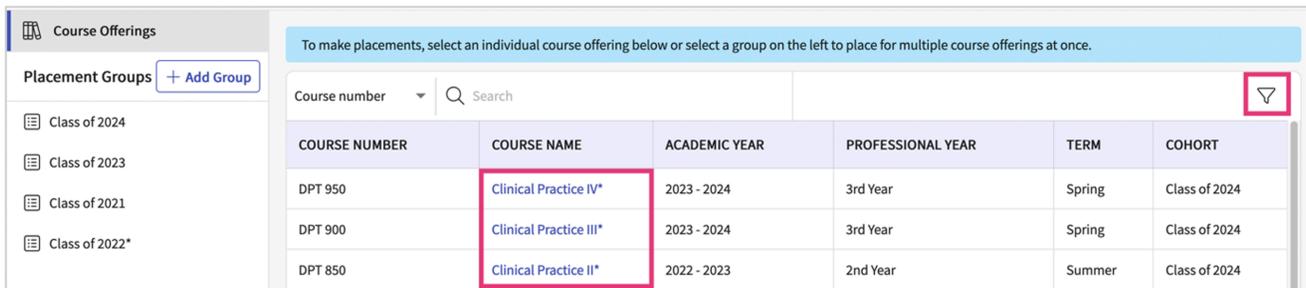
5. You can also select the checkbox "Exclude from placement" to opt out of the placement from that particularly ranked option

Editing a wishlist

1. Select Placements from your left menu.



2. Select the Course to set-up a wishlist by clicking on the course name. You can use the filter option to quickly find what you are looking for.



3. If you'd like to manage placements for multiple courses, select your placement group and click Placements for Group.

Course Offerings

Placement Groups [+ Add Group](#)

- Class of 2024
- Class of 2023**
- Class of 2021
- Class of 2022*

Class of 2023

Class of 2023

Placements for Group

Search course offering

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select Wishlist from the banner at the top of the page.

← **Class of 2022**

Setup Slots **Wishlist** Placements Email & Publish Placement Clearance Reports

View by: **Location** Student List

5. The system will display all previously created Wishlist's for the selected course list and select the Wishlist name click on the setup tab and make the necessary edits.

Wishlist

Dashboard Rotation Setup Slots **Wishlist** Placements Email & Publish Placement Clearance Reports

Search by Wishlist name [+ Create wishlist](#)

Rotation Preference Test (Course - DPT 800 - Clinical Practice I*) 0 Students Submitted 6 Yet to Submit **Closed**

Rotation based Wishlist
View Date - 07/01/2024, 6:30am EST Open Date - 07/01/2024, 6:30am EST Close Date - 07/31/2024, 6:30am EST [Preview](#) [Delete](#)

Test (Course - DPT 850 - Clinical Practice II*) 0 Students Submitted 5 Yet to Submit **Closed**

Slot based Wishlist
View Date - 04/07/2022, 1:00pm EST Open Date - 04/07/2022, 1:00pm EST Close Date - 04/21/2024, 1:00pm EST [Preview](#) [Delete](#)

New Wishlist (Course - DPT 950 - Clinical Practice IV*) 0 Students Submitted 5 Yet to Submit **Closed**

Slot and Location based Wishlist
View Date - 02/07/2022, 12:00am EST Open Date - 02/07/2022, 12:00am EST Close Date - 02/14/2022, 12:00am EST [Preview](#) [Delete](#)

Wishlist DPT 950 (Course - DPT 950 - Clinical Practice IV*) 0 Students Submitted 5 Yet to Submit **Closed**

Slot and Location based Wishlist
View Date - 11/08/2021, 8:00pm EST Open Date - 11/08/2021, 8:00pm EST Close Date - 03/07/2022, 11:55pm EST [Preview](#) [Delete](#)

Wishlist DPT 900 (Course - DPT 900 - Clinical Practice III*) 0 Students Submitted 5 Yet to Submit **Closed**

Slot and Location based Wishlist
View Date - 09/06/2021, 9:00pm EST Open Date - 09/06/2021, 9:00pm EST Close Date - 01/03/2022, 11:55pm EST [Preview](#) [Delete](#)

Deleting a wishlist

In case your wishlist is created by mistake or if you would like to delete the wishlist you are no longer planning to use the system will allow you to delete it.

1. Select Placements from your left menu.



2. Select the Course to delete a Wishlist by clicking on the course name. You can use the filter option to quickly find the course that you are looking for.

A screenshot of the 'Course Offerings' page. At the top, a blue banner reads: 'To make placements, select an individual course offering below or select a group on the left to place for multiple course offerings at once.' Below this is a search bar with a dropdown arrow. A table lists course offerings with columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, TERM, and COHORT. The 'Clinical Practice IV*' row is highlighted with a red box. A red box also highlights the dropdown arrow in the search bar.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT
DPT 950	Clinical Practice IV*	2023 - 2024	3rd Year	Spring	Class of 2024
DPT 900	Clinical Practice III*	2023 - 2024	3rd Year	Spring	Class of 2024
DPT 850	Clinical Practice II*	2022 - 2023	2nd Year	Summer	Class of 2024

3. Choose the Wishlist tab from the banner that appears on the top of the page.



4. The system will display all previously created Wishlists for the selected course list. Click red trash button to delete already created wishlist.

A screenshot of the 'Wishlist' page. The 'Wishlist' tab is active. A search bar is at the top. Below it, a list of wishlists is shown. The first wishlist is 'clinical practice IV** Location Wish...' with a red box around its 'Delete' button. The second wishlist is 'test-2' with a red box around its 'Delete' button. A red box also highlights the 'Delete' button for the first wishlist.

clinical practice IV** Location Wish... (Course - DPT 950 - Clinical Practice IV*) 1 Students Submitted 5 Yet to Submit

test-2 (Course - DPT 950 - Clinical Practice IV*) 0 Students Submitted 5 Yet to Submit

5. Popup will show up, if you are sure you can go ahead and click confirm.