

Your students may need to take time off during a placement. If you utilize the Time Off feature, you'll have the option to review their requests!

1. Select Learning Activities from your dashboard or left menu.



2. Find and select Time Off for the desired Course. You can use the filter option to quickly find what you are looking for.

A screenshot of the "Course Offerings" search results page. The search bar contains "Class of 2025...". The results table shows two courses: DPT 800 (Clinical Practice I*) and DPT 822 (Cardiac Pathology, Diagnosis and Management*). The "Timesheet" and "Time Off" links for DPT 800 are highlighted with a red box.

COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	ACTION
DPT 800	Clinical Practice I*	Forms/Evaluations Patient Logs Timesheet Time Off	2025 - 2026	1st Year	Fall	Class of 2025	Set up Reports
DPT 822	Cardiac Pathology, Diagnosis and Management*	Forms/Evaluations Patient Logs Timesheet Time Off	2023 - 2024	2nd Year	Spring	Class of 2025	Set up Reports

3. You can also find the course or rotation you'd like to review using the Learning Activity Groups, simply select your desired course or rotation.

A screenshot of the "Learning Activity Groups" page. The "Class of 2022*" group is selected. The "Courses" tab is active, and the "Time Off" link for the PA 602 course is highlighted with a red box.

COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	ACTION
PA 601	Family Medicine Rotation	Forms/Evaluations Patient Logs Timesheet Time Off	2021 - 2022	Clinical Year	Clinical Year	Class of 2022*	Set up Reports
PA 602	Emergency Medicine Rotation	Forms/Evaluations Patient Logs Timesheet Time Off	2021 - 2022	Clinical Year	Clinical Year	Class of 2022*	Set up Reports

4. You'll be taken to the Time Off page, which will display any students who have submitted requests for time off during a placement.

5. To view additional details on requests, click on the days you'd like to review.

A screenshot of the "Time Off" page for "DPT 800 - Clinical Practice I*, 2025 - 2026". The page shows a search bar for students and a table of requests by status. The "1 day" request for Allison Torres is highlighted with a red box.

PLACEMENT (1) ↑	REQUESTS BY STATUS
Torres, Allison Community Ambulatory Care Outpatient	0 days 1 day 0 days 0 days

6. A drawer will open where you can view the request submitted.

Review

TA **Torres, Allison** | allison.torres@exxat.com
 DPT 800 - Clinical Practice I* | 2025 - 2026 | 1st Year | Fall | Class of 2025
 Clinical Practice I (Apr 17, 2023 - May 30, 2023) | Community Ambulatory Care | **Outpatient**

From Date: [Calendar Icon] To Date: [Calendar Icon] Status: Pending Review [Dropdown] [Not Approve] [Approve]

Total 1 Days In Progress 0 Mins Pending Review 1 Days Not Approved 0 Mins Approved 0 Mins

Records Selected: 0

<input type="checkbox"/>	STATUS	FROM DATE ↓	TO DATE	DURATION	CLINICAL INSTRUCTOR	REASON	PLANS FOR MAKING UP THE TIME MISSED	REVIEWER'S COMMENTS
<input type="checkbox"/>	Pending Review	May 17, 2023	May 17, 2023	1 Day(s)		I have concert tickets for August D on this day, I bought them months ago and they are not Show More	Will work over the weekend.	Add comment

7. If you are reviewing time off requests, you can provide comments.

8. To make a comment on a single entry, select add comment.

9. If you'd like to add a comment that will apply to multiple entries, select the time off requests, and click add comment.

1. Please note, if you are marking a request as "Not Approve" comments are mandatory.

Review

TA **Torres, Allison** | allison.torres@exxat.com
 DPT 800 - Clinical Practice I* | 2025 - 2026 | 1st Year | Fall | Class of 2025
 Clinical Practice I (Apr 17, 2023 - May 30, 2023) | Community Ambulatory Care | **Outpatient**

From Date: [Calendar Icon] To Date: [Calendar Icon] Status: Pending Review [Dropdown] [Not Approve] [Approve]

Total 1 Days In Progress 0 Mins Pending Review 1 Days Not Approved 0 Mins Approved 0 Mins

Records Selected: 1

<input checked="" type="checkbox"/>	DURATION	CLINICAL INSTRUCTOR	REASON	PLANS FOR MAKING UP THE TIME MISSED	REVIEWER'S COMMENTS	ATTACHMENTS
<input checked="" type="checkbox"/>	1 Day(s)		I have concert tickets for August D on this day, I bought them months ago and they are not Show More	Will work over the weekend.	Add comment	-

10. A drawer will open. Provide your comments and click Save.

1. If you selected multiple timesheets, select the checkbox "Apply comments to all the selected records" option.

× Add your comments **Save**

Apply comments to all the selected records

Comments

Comments made by reviewer

11. Select the entries you'd like to review using the open checkbox and select Approve or Not Approve on the top right corner.

× Review

TA **Torres, Allison** | allison.torres@exxat.com
 DPT 800 - Clinical Practice I* | 2025 - 2026 | 1st Year | Fall | Class of 2025
 Clinical Practice I (Apr 17, 2023 - May 30, 2023) | Community Ambulatory Care | **Outpatient**

From Date To Date Status **Pending Review** **Not Approve** **Approve**

Total 1 Days In Progress 0 Mins Pending Review 1 Days Not Approved 0 Mins Approved 0 Mins

Records Selected: 1

<input checked="" type="checkbox"/>	DURATION	CLINICAL INSTRUCTOR	REASON	PLANS FOR MAKING UP THE TIME MISSED	REVIEWER'S COMMENTS	ATTACHMENTS
<input checked="" type="checkbox"/>	1 Day(s)		I have concert tickets for August D on this day, I bought them months ago and they are not Show More	Will work over the weekend.	Add comment	-

12. A pop-up will appear asking you to confirm your review of the selected timesheets. Click Ok.

Are you sure you want to proceed?

Cancel **Ok**