

Efficiently tracking clinical hours is crucial for many educational programs. Exxat's timesheet feature allows students to log their hours electronically, making it easier for instructors to monitor and review their progress. This guide will walk you through the steps to activate timesheets, set preferences, and review submitted hours for students enrolled in your courses. With Exxat, managing and validating clinical hours becomes streamlined, ensuring accurate and organized records for both students and instructors.

- [Activating Timesheets](#)
- [Reviewing Timesheets by Course](#)

Activating Timesheets

Tracking time in clinic may be important to your program. Timesheets can get the job done!

1. Select Courses from your dashboard or left menu.



2. On the Course Offerings page, find and select the course you'd like to manage.

A screenshot of a web application interface. At the top, there are three tabs: 'Course Catalog', 'Course Offerings' (which is highlighted in blue), and 'Curriculum Grid'. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar are three icons: a wrench, a funnel, and three dots. Below the search bar is a table with five columns: 'COURSE NUMBER', 'COURSE NAME', 'ACADEMIC YEAR', 'COHORT', and 'PROFESSIONAL YEAR'. The table contains four rows of data. The last row, for 'DPT 850 Clinical Practice II*', has a pink border around the course name and a small brown square with a white 'P' next to it.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	COHORT	PROFESSIONAL YEAR
DPT 762	Movement Analysis II	2024 - 2025	Class of 2027	1st Year
DPT 750	Anatomy I	2022 - 2023	Class of 2022*	-
DPT 513	Pathophysiology of disease I*	2019 - 2020	Class of 2022*	1st Year
DPT 850	Clinical Practice II* P	2026 - 2027	Class of 2025	2nd Year

3. Expand the Learning Activities option on the left panel and select Setup.

← **DPT 850 Clinical Practice II***
Class of 2025 | 2nd Year | Summer | 2026 - 2027 | 3 registered students

Search

- Course information
- Students
- Announcements
- Placements
- Learning activities**
 - Setup**
 - Review

Course Details

Description
Clinical Practice II is a 9-week, full-time clinical practice course under the supervision of a licensed physical therapist. This clinical experience is designed to provide the student opportunities to improve clinical decision-making and critical thinking skills
[Show More](#)

Credits 4	Duration -	Hours -
Nature -	Type core Core	Departments -
Fields of study -	Clock hours -	Grading Scale Letter grade
Share with site No		

4. The system will load all learning activities and will indicate any that are activated. Click on the pencil icon for Timesheet.

Patient Logs PT Patient Log	Status: Activated	
Timesheet 0% Weightage	Status: Not Activated	
Time Off 0% Weightage	Status: Not Activated	

5. A drawer will open. Make sure to activate the timesheet and set your preferences. Once done, click Save.

a. Each option will be pre-filled on your behalf, but make sure to read through each one and update based on your program's needs.

× Timesheet Save

Setup Activate

Max hours per day *

12

Specify the number of days for which students are allowed to edit past time sheets prior to approval?

Yes No

Number of days *

15

Allow students to enter time for future dates?

Yes No

Allow students to enter the number of patient encounters for each time entry?

Yes No

Allow students to enter break time for each time entry?

Yes No

Do you require faculty sign off?

Yes No

Require students to select Clinical Instructor for each time entry?

Yes No

Select users who should receive email each time a time sheet is submitted?

Clinical Instructor [Template Preview](#)

Placement Faculty

School

Require students to categorize each time entry?

Single-select Multi-select None

6. Your form will now be activated!

a. If you need to make any changes, click on the pencil icon.

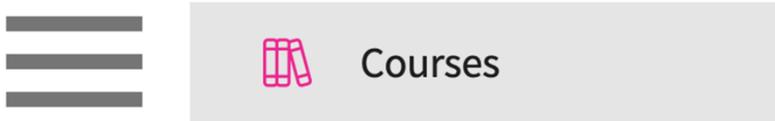
Timesheet | Status: **Activated** | 

0% Weightage

Reviewing Timesheets by Course

Once students begin completing their learning activities, you can review them for all students registered for a course you are associated with!

1. Select Courses from your dashboard or left menu.



2. On the Course Offerings page, find and select the course you'd like to manage.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	
DPT 950	Clinical Practice IV*	2023 - 2024	Spring	Class of 2026	3rd Year	-	2	
101	Mock Course	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

3. Expand the Learning Activities option on the left panel and select Review.

Search

- Course information
- Students
- Announcements
- Placements
- Learning activities
- Setup
- Review

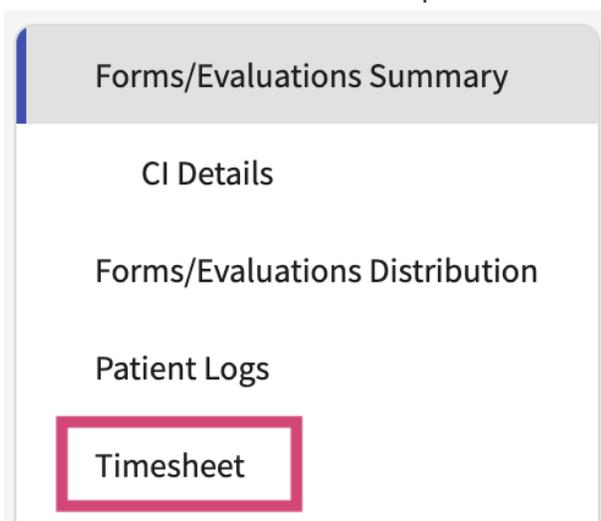
Course Details

Description
Physical Therapy Across the Lifespan is a 2 credit course offered during the fall semester of the 2nd year of the Doctorate of Physical Therapy curriculum and is designed to explore concepts of human growth and development from conception to [Show More](#)

Credits 2	Duration -	Hours 150
Nature -	Type core Core	Departments -
Fields of study -	Clock hours -	Grading Scale Letter grade

Share with site
Yes

4. Select Timesheets from the left panel.



5. You'll be taken to the Timesheets Page, which will display all placed students and the number of hours they have logged each week.

6. To view additional details and approve timesheets, click on the hours for the week you'd like to review.
 - a. If you set up timesheets to be reviewed clinicians, they will receive an email once the student submits a timesheet.

Learning Activities Home > Dashboard > Timesheet

Forms/Evaluations Summary
End of Rotation-Elective...
Forms/Evaluations Distribution
Patient Logs
Timesheet

PA 601 - Family Medicine Rotation, 2022 - 2023 Clinical Year | Class of 2023 Clinical Year
Block 1 (07/01/2022 - 07/31/2022)

Search student

STUDENT (5) ↑	APPROVED HOURS	JUN 27, 2022 - JUL 3, 2022	JUL 4, 2022 - JUL 10, 2022	JUL 11, 2022 - JUL 17, 2022	JUL 18, 2022 - JUL 24, 2022	JUL 25, 2022 - JUL 31, 2022
George, Traci Zeta Orthopedics Emergency Medicine	-	8 Hrs	40 Hrs	40 Hrs		
Lambert, Ana Wellspring Medical Group Family Medicine	16 Hrs	8 Hrs	40 Hrs			

7. A drawer will open where you can view hours submitted for each day, along with any details you are collecting (categories, number of patients) and student notes.

Review

George, Traci
Zeta Orthopedics Block 1 Traci.George@exxat.com
Emergency Medicine Jul 1, 2022 - Jul 31, 2022

From Date: July 4, 2022 To Date: July 10, 2022 Status: [Dropdown] [Not Approve] [Approve]

Total 40 Hrs In Progress 0 Mins Pending Review 40 Hrs Not Approved 0 Mins Approved 0 Mins

Records Selected: 0

<input type="checkbox"/>	DATE	STATUS	PRECEPTOR	START TIME	END TIME	BREAK TIME	DURATION	CATEGORY	NUMBER OF PATIENTS	STUDENT'S NOTE	REVIEWER'S COMMENTS
<input type="checkbox"/>	Jul 8, 2022	Pending Review	Griffin, Ellen	8:00 AM	5:00 PM	60 Mins	8 Hrs	Clinic	77	-	Add comment
<input type="checkbox"/>	Jul 7, 2022	Pending Review	Griffin, Ellen	8:00 AM	5:00 PM	60 Mins	8 Hrs	Clinic	58	-	Add comment
<input type="checkbox"/>	Jul 6, 2022	Pending Review	Griffin, Ellen	7:00 AM	4:00 PM	60 Mins	8 Hrs	Clinic	60	-	Add comment

8. If you are reviewing timesheets, you can provide comments.
9. To make a comment on a single entry, select Add Comment.
10. To make a comment that will apply to multiple entries, select the timesheets, and click Add Comment.

a. Please note, if you are marking a timesheet as “Not Approve”, comments are mandatory.

Review

George, Traci
Zeta Orthopedics | Block 1 | Traci.George@exxat.com
Emergency Medicine | Jul 1, 2022 - Jul 31, 2022

From Date: July 4, 2022 | To Date: July 10, 2022 | Status: [Dropdown] | [Not Approve] [Approve]

Total: 40 Hrs | In Progress: 0 Mins | Pending Review: 40 Hrs | Not Approved: 0 Mins | Approved: 0 Mins

Records Selected: 2

	DATE	STATUS	PRECEPTOR	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	REVIEWER'S COMMENTS
<input checked="" type="checkbox"/>	Jul 8, 2022	Pending Review	Griffin, Ellen	8:00 AM	5:00 PM	60 Mins	8 Hrs	-	Add comment
<input checked="" type="checkbox"/>	Jul 7, 2022	Pending Review	Griffin, Ellen	8:00 AM	5:00 PM	60 Mins	8 Hrs	-	Add comment
<input type="checkbox"/>	Jul 6, 2022	Pending Review	Griffin, Ellen	7:00 AM	4:00 PM	60 Mins	8 Hrs	-	Add comment

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

a. If you selected multiple timesheets, select the checkbox “Apply comments to all the selected records” option.

Add your comments

Apply comments to all the selected records

Comments

Comments made by reviewer

[Save]

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

Review

George, Traci
Zeta Orthopedics | Block 1 | Traci.George@exxat.com
Emergency Medicine | Jul 1, 2022 - Jul 31, 2022

From Date: July 4, 2022 | To Date: July 10, 2022 | Status: [Dropdown] | [Not Approve] [Approve]

Total: 40 Hrs | In Progress: 0 Mins | Pending Review: 40 Hrs | Not Approved: 0 Mins | Approved: 0 Mins

Records Selected: 2

	DATE	STATUS	PRECEPTOR	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	REVIEWER'S COMMENTS
<input checked="" type="checkbox"/>	Jul 8, 2022	Pending Review	Griffin, Ellen	8:00 AM	5:00 PM	60 Mins	8 Hrs	-	Add comment
<input checked="" type="checkbox"/>	Jul 7, 2022	Pending Review	Griffin, Ellen	8:00 AM	5:00 PM	60 Mins	8 Hrs	-	Add comment
<input type="checkbox"/>	Jul 6, 2022	Pending Review	Griffin, Ellen	7:00 AM	4:00 PM	60 Mins	8 Hrs	-	Add comment

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

