Introduction

Welcome to the Mentor Teacher portal (Preceptor module), an enhancement within Exxat Prism designed to facilitate seamless interactions for preceptors engaged in student learning activities. This user guide provides an overview of the existing challenges faced by preceptors, the features and functionalities of the Preceptor Tool, and the benefits it offers to both preceptors and educational institutions.

Steps for Activating Preceptor Module Access

1. The preceptor should be added as site personnel and should be associated with at least one of the student's placements to be eligible for the preceptor login
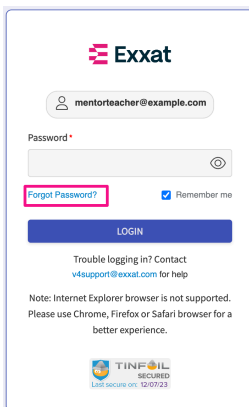2. Program administrator should send the below email out from their personal email
   Email Template:

   Dear **"Enter name",**

   This is an invitation from **"Your institution name"** to join the Exxat's Mentor Teacher Portal to manage all aspects of placments. With this application, you will be able to manage all the placement-related work from a single login.

   Please follow the below steps –
   1. Use the URL: **instructor.exxat.com**
   2. The username will be your email address
   3. User the 'reset your password' option if you are accessing it for the first time.
   4. Please click on the 'forgot password' and add your email address.

   5. You will receive a new link to reset your password.
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3. Once the preceptor completes all the steps they will get access to the preceptor portal

Preceptor Tool Features and Functionalities

1. **Centralized Login:** Preceptors now have their login credentials to access PRISM directly, eliminating the need for temporary links.
   URL for accessing the Preceptor Module: https://instructor.exxat.com/
2. **Preceptor Profile:**
   Preceptors can create and manage their profiles, including personal details, contact information, practice settings, and documents such as CV, licenses, and certifications.
   Note: Currently the information updated by the preceptor on their profiles will not be mapped to the preceptor profile on the program's end.
3. **Associated Schools:**
   Preceptors can view all schools they are associated with, along with public website link of your program.
4. **Student Placements:**
   -Once the preceptor is added for a student's placement the information about student's placement will be displayed under the "Student Placements"
   -Displays information about student placements across schools, including student details, placement status, and additional details upon clicking.
   -Provides comprehensive student profiles and placement details, including forms, evaluations, patient logs, timesheets, time-offs, and course details.
   Note: Make sure you use the same preceptor email added to their preceptor profiles for the placement.
5. **Emails Section:**
   Lists all LAM (Learning Activity Management) related emails received by the preceptor across their student placements across all programs.
6. **Resources Section:**
   -Contains resources and training materials such as videos, documents, links, and FAQs provided by Exxat for system understanding.
   -Specific Resources that the school needs to add, should be added under the site resources page
7. **Help Section:**
   Accesses the help center for guidance, including documents, and support tickets.
8. **Announcement Section:**
   Add announcements messages added by **Exxat** for preceptors' reference.

Benefits of Using the Preceptor Tool

1. **Aggregated View:** Access all learning activities and notifications from multiple students and schools in one centralized dashboard.

2. **Enhanced Access Control:** Customize information visibility to ensure compliance with privacy regulations and safeguard sensitive data.
3. **Hassle-free Access:** Automatically granted access upon being added to PRISM, eliminating the need for separate invitations or registrations.