

Welcome to the overview guide for the Preceptor Module, access within Exxat PRISM designed to streamline your interactions in students' learning activities. This step-by-step guide will walk you through the functionalities of the Preceptor portal, enabling you to effectively navigate and utilize its features.

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Accessing the Preceptor Tool

Step 1: Navigate to the URL: instructor.exxat.com

If you are accessing this for the first time:

Step 1: Enter your login email address shared with the student/program for the placement.

Step 2: Click on Forgot password

Exxat

mentorteacher@example.com

Password *

[Forgot Password?](#) Remember me

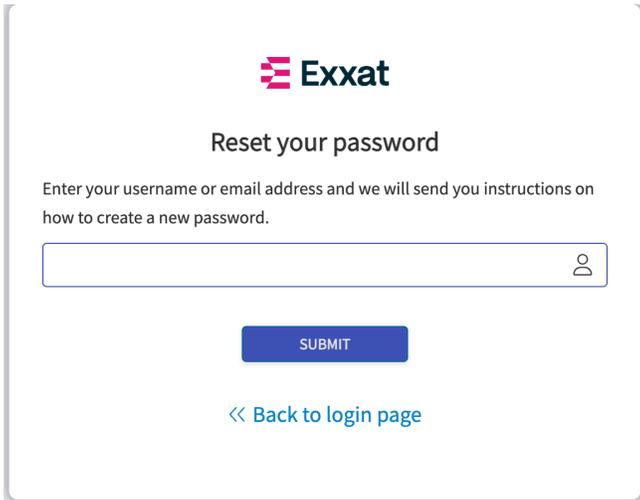
LOGIN

Trouble logging in? Contact v4support@exxat.com for help

Note: Internet Explorer browser is not supported. Please use Chrome, Firefox or Safari browser for a better experience.

TINFOL
SECURED
Last secure on: 12/07/23

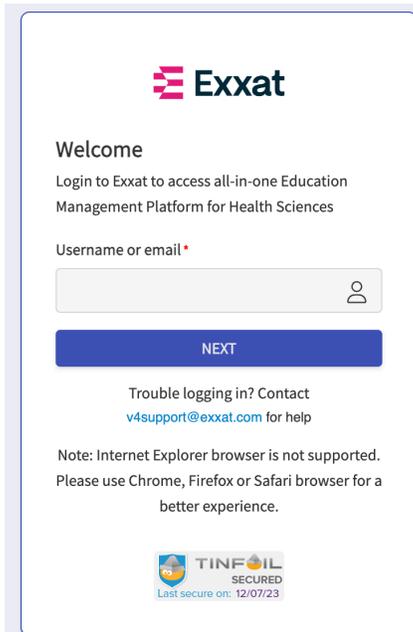
Step 3: Enter your email address and you will receive instructions to reset your password



The image shows a web form for resetting a password. At the top is the Exxat logo. Below it is the heading "Reset your password". A sub-heading reads: "Enter your username or email address and we will send you instructions on how to create a new password." There is a text input field with a person icon on the right. Below the field is a blue "SUBMIT" button. At the bottom is a blue link: "<< Back to login page".

If you are a returning user:

Step 2: Enter your login credentials



The image shows a login page for Exxat. At the top is the Exxat logo. Below it is the heading "Welcome". A sub-heading reads: "Login to Exxat to access all-in-one Education Management Platform for Health Sciences". There is a label "Username or email" with a red asterisk. Below it is a text input field with a person icon on the right. Below the field is a blue "NEXT" button. Below the button is the text: "Trouble logging in? Contact v4support@exxat.com for help". Below that is a note: "Note: Internet Explorer browser is not supported. Please use Chrome, Firefox or Safari browser for a better experience." At the bottom is a TINFOL SECURED badge with the text "Last secure on: 12/07/23".

Step 3: Upon successful login, you will be directed to the dashboard.

Exxat PRISM

Messages from Exxat (0)

There is no message from school

- Profile**
Create your professional profile and upload documents for your licenses, CV, Board certificates etc.
- Associated Schools**
Search and Learn more about the schools where you will be working with the students. **2 Schools**
- Student Placements**
Details on student placements you are associated with and work on the learning activities for the placements. **6 Active Placements**
- Emails**
Get a consolidated view of all the emails received from Exxat for working on learning activities. **47 Actions Pending**
- Exxat Resources**
Review content provided by Exxat to help you along the way.
- Help**
Get assistance from the Exxat team for your queries and concerns.

Managing Your Preceptor Profile

Step 1: Click on the "Profile" section in the navigation menu.

Home

Chat Peter Mentor

- Profile**
Create your professional profile and upload documents for your licenses, CV, Board certificates etc.
- Associated Schools**
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Step 2: Add your profile picture

Go to Dashboard >> Profile >> Pencil icon

Profile

Dashboard > Profile

Mentor, Peter
mentorteacher@example.com | (878)-219-9000

Basic Information

First Name *	Middle Name	Last Name *
Peter	--	Mentor
Email *	Primary Phone Number *	NPI
mentorteacher@example.com	(878)-219-9000	4258437124
Address	Instructor for students at clinical locations ? *	Practice Settings
--	Yes	Emergency Medicine
Designation	Degree	
Manager/Director	MSPS	
Summary		

Documents

TITLE	TYPE OF DOCUMENT	DESCRIPTION	VIEW DOCUMENT	ACTIONS
Peter CV	CV		Peter CV.docx	

Step 3: Edit your basic information, a drawer will open for you, and you can add in your personal details, contact information, practice settings, degree, etc.

Go to Dashboard >> Profile >> Basic Details section >> Pencil icon

Profile

Dashboard > Profile

Mentor, Peter
mentorteacher@example.com | (878)-219-9000

Basic Information

First Name *	Middle Name	Last Name *
Peter	--	Mentor
Email *	Primary Phone Number *	NPI
mentorteacher@example.com	(878)-219-9000	4258437124

✕ Edit Basic Information
Save

First Name *
Peter

Middle Name
--

Last Name *
Mentor

Email
mentorteacher@example.com

Primary Phone Number *
8782199000

NPI
4258437124

Address
--

Instructor for student at clinical locations

Practice Settings
Emergency Medicine

Step 4: Upload relevant documents such as CV, licenses, and certifications.

Go to Dashboard >> Profile >> Document section >> Pencil icon

☰ Profile
☰

Dashboard > Profile

Peter Mentor Mentor, Peter
mentorteacher@example.com | (878)-219-9000

Basic Information ✎

First Name * Peter	Middle Name --	Last Name * Mentor
Email * mentorteacher@example.com	Primary Phone Number * (878)-219-9000	NPI 4258437124
Address --	Instructor for students at clinical locations ? * Yes	Practice Settings Emergency Medicine
Designation Manager/Director	Degree MSPS	
Summary		

Documents +

TITLE	TYPE OF DOCUMENT	DESCRIPTION	VIEW DOCUMENT	ACTIONS
Peter CV	CV		Peter CV.docx	✎

Step 5: Save your changes to update your profile.

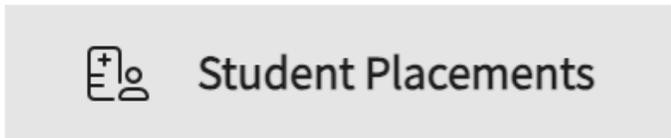
This page will show you a list of all the schools that you are associated with.

SCHOOL NAME	SCHOOL PUBLIC LINK
Exxat	https://public.exxat.com/P004/Exxat
Stockton University	https://public.exxat.com/D015/Stockton University

Accessing Student Placements

Step 1: Click on the "Student Placements" section in the navigation menu.

Dashboard >> Student Placements



Step 2: Browse through the list of student placements across schools.

Step 3: Click on "View Details" to access comprehensive information about each placement, including student profiles and placement details.

Dashboard >> Student Placements >> View details

Student Placements

Dashboard > Student Placements

All the students that are affiliated with you for their placements will be shown on this page. In case you are not able to see record for a student that is affiliated with you, please contact their respective school to make updates.

SCHOOL	STUDENT DETAILS	PLACEMENT INFORMATION	ACTIONS
Exxat	William Greenfield info@exxat.edu	Feb 22, 2024 - May 14, 2024 Current	View Details
Exxat	Central america centralamerica12@mailinator.com	Feb 14, 2024 - Mar 1, 2024 Completed	View Details
Stockton University	Mock Student khuntmilan121@example.com	Jan 2, 2024 - May 3, 2024 Current	View Details
Exxat	mock1611 1611sky rishabh.nigam@exxat.com	Jan 1, 2024 - Feb 29, 2024 Completed	View Details
Stockton University	Mock Student khuntmilan121@example.com	Dec 1, 2023 - Dec 8, 2023 Completed	View Details
Stockton University	Mock Student khuntmilan121@example.com	Aug 2, 2023 - Apr 30, 2024 Current	View Details

Step 4: View all of the student's profile details

Dashboard >> Student Placements >> View details >> Profile

Exxat Chat Peter Mentor

Dashboard > Student Placements > Placement Details

Student, Mock
Jan 2, 2024 - May 3, 2024 | khuntmilan121@example.com | (687) 090-8907
Stockton University

Profile Placement Details

Summary

Summary Statement
Adding some summary for testing if this reflects in preceptor module properly or not.
[Show More](#)

Area of Strength
Professionalism

Area of Improvement
Theory

Preferred Learning Style
1:1

Personal Contact

Cell phone
(687) 090-8907

Home phone
--

Personal email address
--

Emergency Contact

Data unavailable

Area Of Professional Interest

Adult Ed. Grade 1 Grade 6 Grade 2 Grade 3

Resume

Step 5: View all of the student's placement details

Dashboard >> Student Placements >> View details >> Placement Details

Exxat Chat Peter Mentor

Dashboard > Student Placements > Placement Details

Student, Mock
Jan 2, 2024 - May 3, 2024 | khuntmilan121@example.com | (687) 090-8907
Stockton University

Profile **Placement Details**

Form / Evaluations

FORM	STATUS	DUE DATE
EDUC 4990 Mentor Teacher Observation 1	Lesson Plan - Pending Instructor Review	2024-01-26

Course Details

Term
Spring

Academic Year
2023 - 2024

Professional Year

Summary
--

Step 6: All the learning activities for the student will be under Placement Details

1. Reviewing Forms/Evaluations

1.1 Click on Dashboard >> Student Placements >> View details >> Placement Details >> Form/Evaluation >> Status

Form / Evaluations		
FORM	STATUS	DUE DATE
EDUC 4990 Mentor Teacher Observation 1	Lesson Plan - Pending Instructor Review	2024-01-26

1.2 You can click on the **Review** button

Evaluations Peter Mentor Stockton University (Teacher Education)

← EDUC 4990 Mentor Teacher Observation 1 Lesson Plan - Pending Mentor Teacher Review Download

EDUC 4990 - Final Clinical Practice | Mock Student | Mock Location | **Grade 1-4** | Jan 2, 2024 - May 3, 2024

- Vital information
- Standards & Assessment
- Implementation
- Mentor Teacher Comments

Vital information

Name*
Mercenary Test
14/1/0000

Subject(s)*
EM1012
6/1/0000

Topic*
Standards
9/1/0000

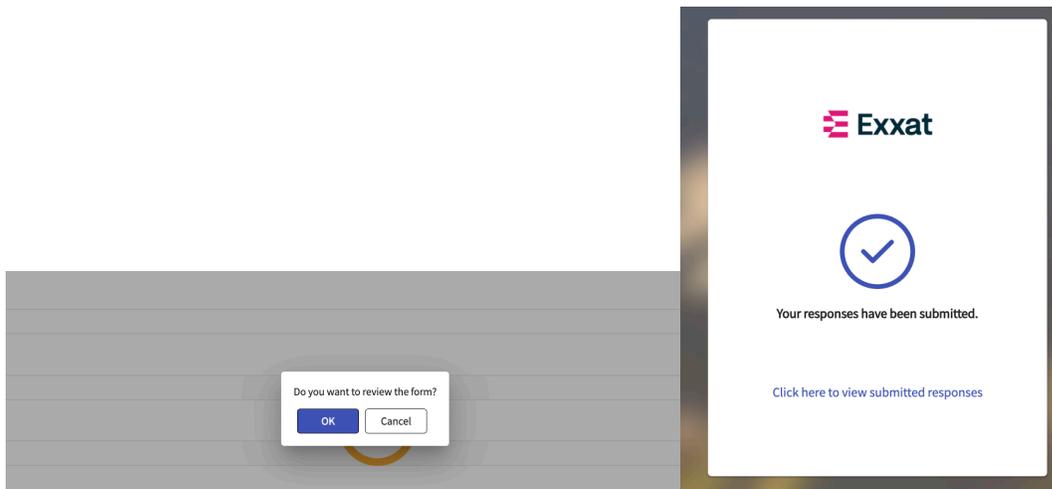
Grade/level*
2
1/1/0000

Resources*
Include a detailed list of all things used to plan the lesson such as the textbook, printed materials, and online materials. (See the section below for instructional materials used to teach the lesson.)
Lesson Plan
11/1/0000

Standards & Assessment

Standards*
Copy & paste the appropriate standards from the New Jersey Student Learning Standards [here](#)
15 credits over four years including
36/1/0000

1.3 Confirm the form review and get a confirmation message



2. Reviewing Timesheet, Patient Logs, Time Off

Click on Dashboard >> Student Placements >> View details >> Placement Details >> Patient Logs >> View Details

Patient Logs
[View Details](#)

1	0	0	1	0	0
Total Logs	Flaged Logs	Locked Logs	Completed Logs	Inprogress Logs	Reviewed Logs

Timesheets
[View Details](#)

1 Hr	0 Min	1 Hr	0 Min	0 Min
Total	In Progress	Pending Review	Not Approved	Approved

Time-Offs

2 Days 0 Mins	0 Days 0 Mins	2 Days 0 Mins	0 Days 0 Mins	0 Days 0 Mins
Total	In Progress	Pending Review	Not Approved	Approved

3. Reviewing the details and Select to Approve or Not Approve

Timesheet
Peter Mentor Excat Sales (PA)

Brown, Janet* | janet.brownMPA@example.com

PA Demo 602 - Pediatrics and Geriatrics (LA Activated Not Filled)* 2023 - 2024 Clinical Year Clinical Term

Pediatrics Rotation (Jan 1, 2024 - Jul 31, 2026) Abundant - Action Therapy (Geocoding Enabled)* Allergy and Immunology

From Date: To Date:

Status: Pending Review

Not Approve
Approve

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

Records Selected: 1

	REVIEWER'S COMMENTS	STATUS	START DATE ↓	START TIME	END TIME	BREAK TIME	DURATION	CATEGORY	STUDENT'S NOTES
<input checked="" type="checkbox"/>	Add comment	Pending Review	Tue Mar 26, 2024	3:00 AM	4:00 AM	-	1 Hrs	direct	-

Managing Emails

Step 1: Go to the "Emails" section in the navigation menu.

Dashboard >> Emails

Step 2: Review all LAM (Learning Activity Management) related emails received for your student placements.

This page shows you all emails sent to you by schools through Exxat in last 180 days.

Search		
Janet* Brown	Janet* Brown - has submitted absence for Pediatrics and Geriatrics (LA Activated Not Filled)*	Mar 26, 2024
Janet* Brown	Janet* Brown - Review Request for timesheets	Mar 26, 2024
Mock Student	Mock Student - Evaluation review Request	Mar 26, 2024
Mock Student	Evaluation Review Request	Mar 19, 2024
Mock Student	Evaluation Review Request	Mar 19, 2024
kunal.vaishnav@exxat.com	Mock Student Evaluation - EDUC 4990 Mentor Teacher Midterm Evaluation	Feb 12, 2024
Mock Student	Evaluation Review Request	Jan 24, 2024
Peter Mentor	Access to EDUC4990MTO1_SU Paused	Jan 24, 2024
Mock Student	Evaluation Review Request	Jan 24, 2024
Wilson Knapp	Unsubmitted Evaluation Form EDUC 4990 Mentor Teacher Observation 1	Jan 24, 2024
Mock Student		Jan 24, 2024



Dear Peter,
 Janet* Brown has alerted school of the following absence:
 From: Monday, 18 March 2024
 To: Tuesday, 19 March 2024
 Duration: 2 Day(s)
 Reason: Sick
 This message is to inform you that the absence has been entered. There is no action needed on your behalf.
 Thank you,
 Exxat Team



Accessing Resources

Step 1: Navigate to the "Resources" section in the navigation menu.

Dashboard >> Resources

Step 2: Explore the resources and training materials provided by Exxat, including videos, documents, links, and FAQs.

Search Resource

Documents (1) Videos (1) Links (1) FAQ's (1)

How to Access Faculty/Staff Contact Information?
 On your dashboard, click on the faculty and staff icon. You can also access this section from the Top Left-hand hamburger menu.
 Shared on site resources
 Updated on - March 18, 2024

Student Help Center
 Shared on site resources
<https://exxat.zendesk.com/hc/en-us/categories/13139464295057-Help-for-Students>
 Updated on - March 18, 2024

CPR Tutorial
 Shared on site resources
<https://www.youtube.com/watch?v=Plse2FOkV4Q>
 Updated on - March 18, 2024

Course Policy List
 Shared on site resources
[View documents](#)
 Updated on - March 18, 2024

Raising a Support Ticket

Step 1: Click on the "Help" section in the navigation menu.

Dashboard >> Help

Step 2: Access the help center to add a support ticket for any issues you are facing

Help

The easiest, and fastest, way to find answers is with a quick search on our [Help Center](#), where you will find documents and video tutorials to guide you through common tasks.

Subject *

The placement dates are showing wrong

Upload Attachments

Browse to upload

Ask Question *

Email

Submit

My Tickets

Search

ID	SUBJECT	STATUS	DESCRIPTION	CREATED DATE	UPDATED DATE
----	---------	--------	-------------	--------------	--------------

Step 3: Under 'My Tickets' tab view a consolidated list of tickets opened by you.