Exxat Preceptor Manual
Reviewing and Approving a Practicum Plan

1. You will receive an email from the GWSPH online practicum system, Exxat. Open the email.

2. Click on the link in the email.
Reviewing and Approving a Practicum Plan

1. Review the student’s Practicum Plan (scroll down – each menu is collapsible for ease of viewing)
2. You can then request more information (click on “More Information Needed”) or approve the plan (click on “Approve”)
3. Note: You may be asked to review again – if the PD asks for additional information from the student you will be asked to repeat these review and approval steps.
Complete the Preceptor Endorsement Form

3. Fill out the form and sign.
Reviewing the Midpoint Evaluation

- Students are required to submit a Midpoint Evaluation once they log 60 practicum hours

1. You will receive an email from the GWSPH online practicum system, Exxat. Open the email.

2. Click on the link in the email
Reviewing the Midpoint Evaluation

1. Review the student’s Initial Plan (scroll down – each menu is collapsible for ease of viewing)
2. Click “Next”
Reviewing the Midpoint Evaluation

1. Review the student’s Midpoint Evaluation
2. Click “Approve and Next”
3. Provide a brief Midpoint Evaluation of the student’s progress
4. Click “Submit”
Reviewing the Final Evaluation

- Students are required to submit a Final Evaluation once they complete 120 practicum hours – Preceptors must also submit a Final Evaluation of the student’s work.

1. Open the email from Exxat

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Unread

Exxat, me 2

Final Evaluation of Mock4. - Metronic Facebook Twitter Hi PRECEPTOR, Thank you PRECEPTOR for serving as a Practicum Preceptor! Mock4 ...

Everything else
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2. Click on the link in the email
Reviewing the Final Evaluation

1. Review the student’s Initial Plan (scroll down – each menu is collapsible for ease of viewing)
2. Review the completed Midpoint Evaluation
3. Click “Next”
Reviewing the Final Evaluation

1. Review the student’s Final Evaluation (scroll down – each menu is collapsible for ease of viewing)
2. You can then request more information (click on “More Information Needed”) or approve the plan (click on “Approve”)
Complete the Final Evaluation

1. Complete the form to evaluate the student’s overall work during the practicum → Click “Submit”
THANK YOU!