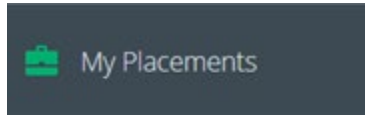


EXXAT Instructions – Creating your Field Learning Plan or Evaluation Form (Students)

Log into your EXXAT account. You will be on the Homepage and access the My Placements button on the left menu.

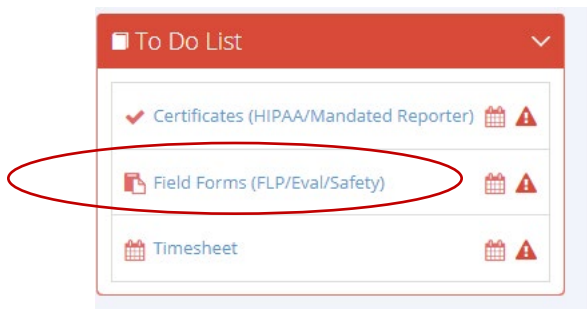


You will see any Sessions you are enrolled in, and your Field Site information listed. (When it says Mock Session you will see your currently enrolled section, for example, Specialized Practice 2021, etc.).

Session	Site Details	Placement Dates	Setting
Mock Session	test site 5 346 S LOS, Arca, California(CA) - 21007	01/01/2012- 01/31/2012 Duration: 1 Week	Clinical Practice/ Direct Service

Click on the Session Name

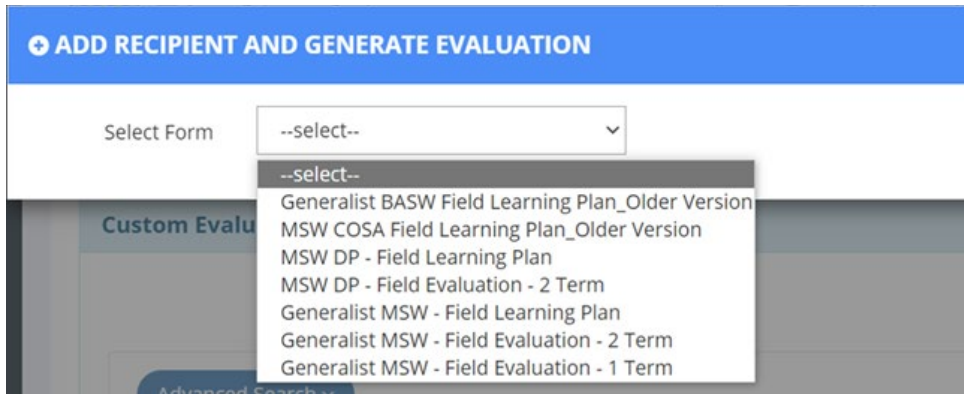
On the next page, you will scroll down until you can see the menu on the right side that says To-Do List. Within this list, you want to access the button that says Field Forms.



Scroll down the page to where you see Custom Evaluation and the Add New button.



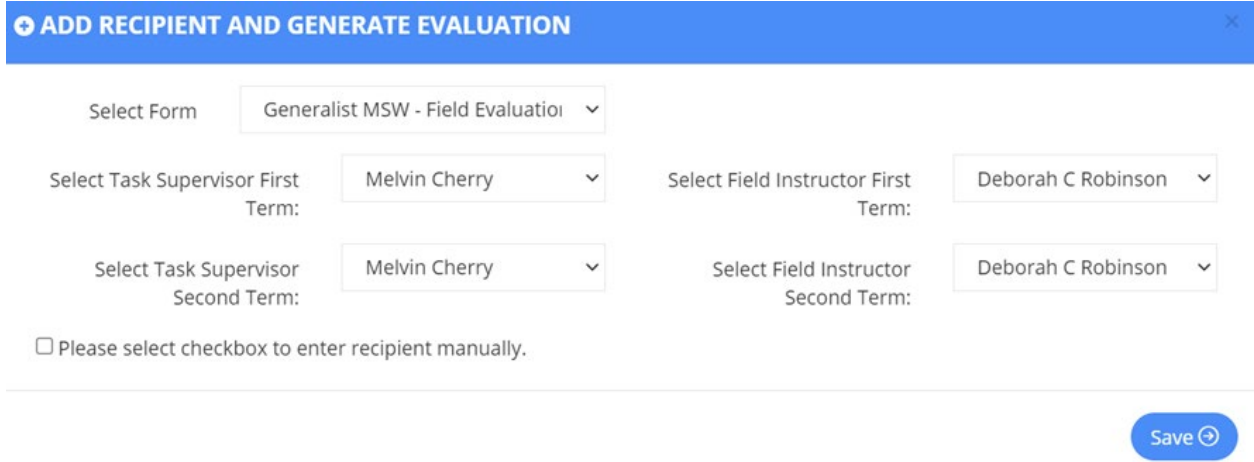
When you click the Add New button, you then need to press the drop-down menu under Select Form



Select the appropriate form you need to complete

HINT: Field Evaluation 1,2,3,4 Term refers to the number of terms you will be in field. Most students are in field for 2 terms, but some part time and certificate program students will need to use the 1, 3, or 4 term forms. Please make sure you choose the correct form.

Once you choose your form you will see the options below. You will fill in the Task Supervisor and Field Instructor information and click SAVE



Next you will scroll back to the bottom of the page you will see your newly created form listed as In Progress

Form(s)	Status	Reviewers
Generalist MSW - Field Evaluation - 2 Term	InProcess	Task Supervisor: Melvin Cherry Task

Click the green arrow to access the form.

View/Edit F



You have now successfully created and accessed your form in EXXAT. You can fill in your portions of the form. At the bottom you will find SAVE and SUBMIT. You can SAVE your progress and return to finish it later. Once you have completed the form hit SUBMIT and it will send to the next person for their review.