EXXAT Field Evaluation Workflow (Cheat Sheet)

you are unsure check with your Field Advisor

Student Creates Field Evaluation in EXXAT Student completes self-evaluation for each competency Student Once the Field Evaluation is ready for review Student electronically signs the form and hits **SUBMIT** Task Supervisor receives an email with a link to Field Evaluation. Task Task Supervisor reviews Field Evaluation and adds comments and ratings for the Supervisor student. Once completed Task Supervisor electronically signs the form, and hits (If assigned) **SUBMIT** Field Instructor receives an email with a link to the Field Field Evaluation. Field Instructor reviews Field Evaluation and adds comments and Instructor confirms or enters ratings for the student, electronically signs the form, and hits SUBMIT **Attention Students** When creating your Field Evaluation, the Student receives an email from EXXAT that the Field Evaluation is ready for final review Term # indicates the number of semesters Student Student reviews the form to ensure that it is you will be in field. complete, and hits **SUBMIT** 1 Semester - 1 Term 2 Semesters - 2 Term 3 Semesters - 3 Term Faculty Field Liaison will 4 Semesters – 4 Term Faculty Field review Field Evaluation Make sure you choose the correct option. If and notify student if any Liasion

changes are required.