EXXAT Field Evaluation Workflow (Cheat Sheet)

Student

- Student Creates Field Evaluation in EXXAT
- Student completes self-evaluation for each competency
- Once the Field Evaluation is ready for review Student electronically signs the form and hits SUBMIT

Task Supervisor (If assigned)

- Task Supervisor receives an email with a link to Field Evaluation.
- Task Supervisor reviews Field Evaluation and adds comments and ratings for the student. Once completed Task Supervisor electronically signs the form, and hits SUBMIT

Field Instructor

- Field Instructor receives an email with a link to the Field Evaluation.
- Field Instructor reviews Field Evaluation and adds comments and confirms or enters ratings for the student, electronically signs the form, and hits SUBMIT

Student

- Student receives an email from EXXAT that the Field Evaluation is ready for final review
- Student reviews the form to ensure that it is complete, and hits SUBMIT

Faculty Field Liaison

- Faculty Field Liaison will review Field Evaluation and notify student if any changes are required.

Attention Students

When creating your Field Evaluation, the Term # indicates the number of semesters you will be in field.

1 Semester – 1 Term
2 Semesters – 2 Term
3 Semesters – 3 Term
4 Semesters – 4 Term

Make sure you choose the correct option. If you are unsure check with your Field Advisor