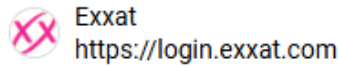


PRISM INSTRUCTIONS

Instructor Course Evaluations

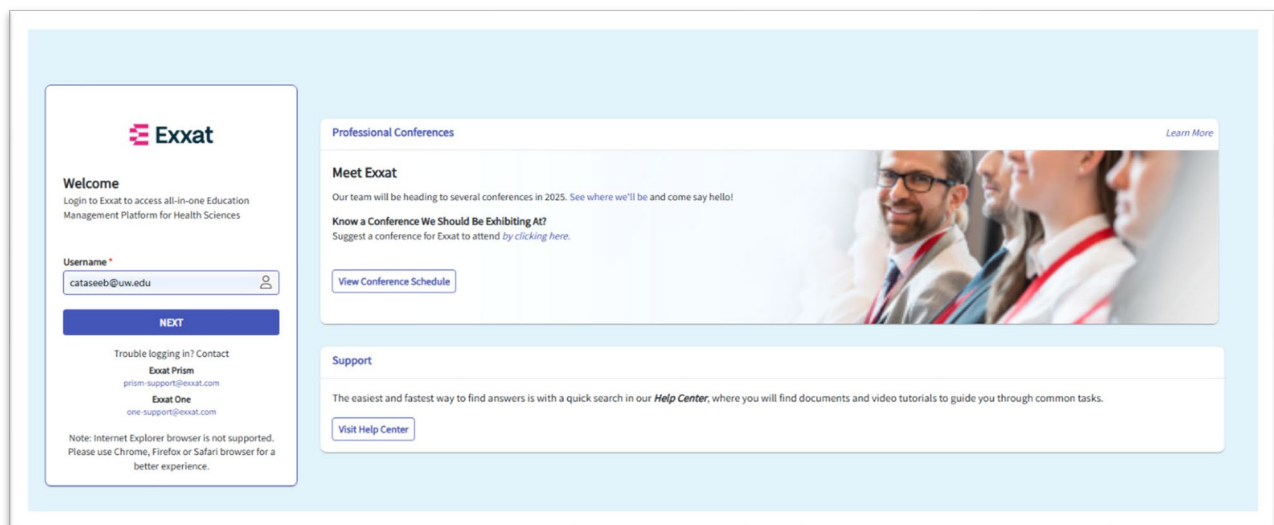
STEP 1: LOG-IN

Navigate to the website [PRISM](https://login.exxat.com) and sign-in using your log-in information.



Exxat - Login

Welcome Login to Exxat to access all-in-one Education Management Platform for Health Sciences

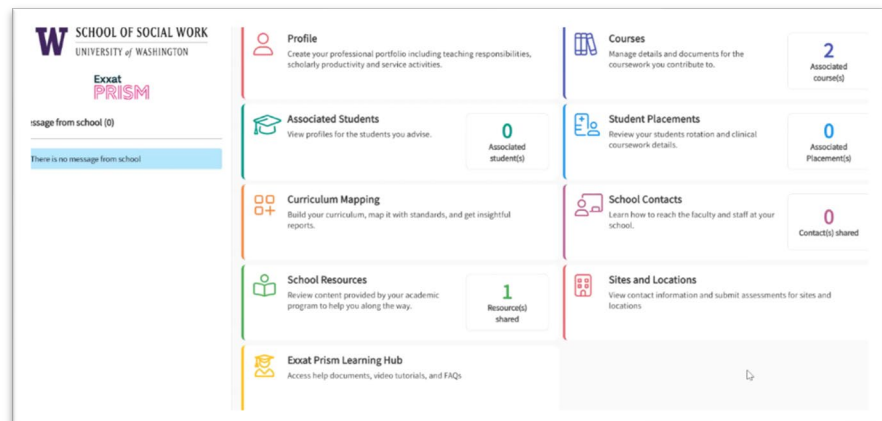


Note: You should have received an email from notifications@exxat.com with your log-in information and a link to activate your account. If you have not done so yet, please activate your account as soon as possible. If you have not received this link, please reach out to swcj@uw.edu to request this information.

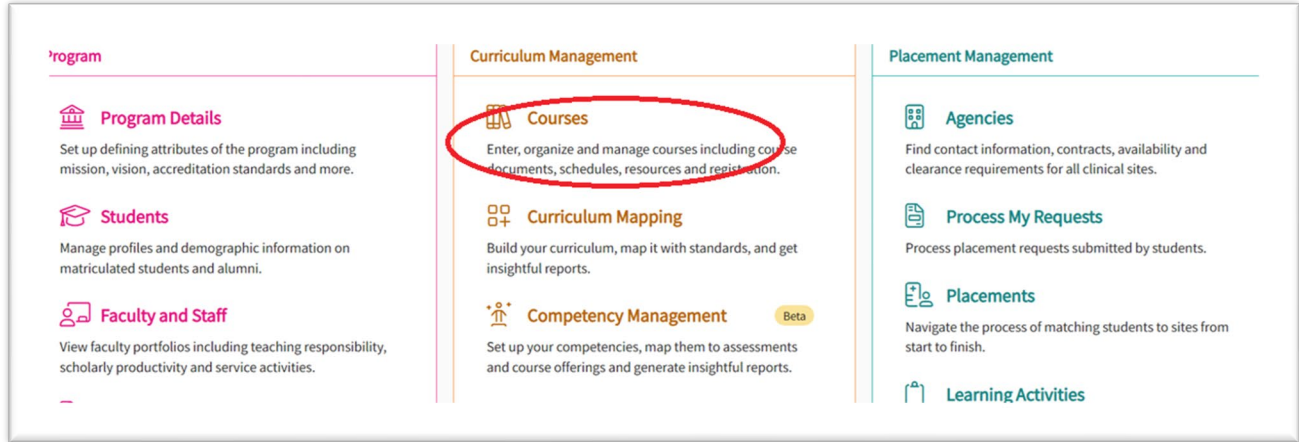
STEP 2: ACCESS YOUR DASHBOARD

After logging in, you will be directed to your main dashboard.

Review the available menu options to familiarize yourself with the layout.



STEP 3: CLICK ON COURSES



From the center menu, click **“Courses.”** This will open a list of the courses you are associated with, along with related actions.

STEP 4: PROCEED TO COURSE NAME AND DETAILS

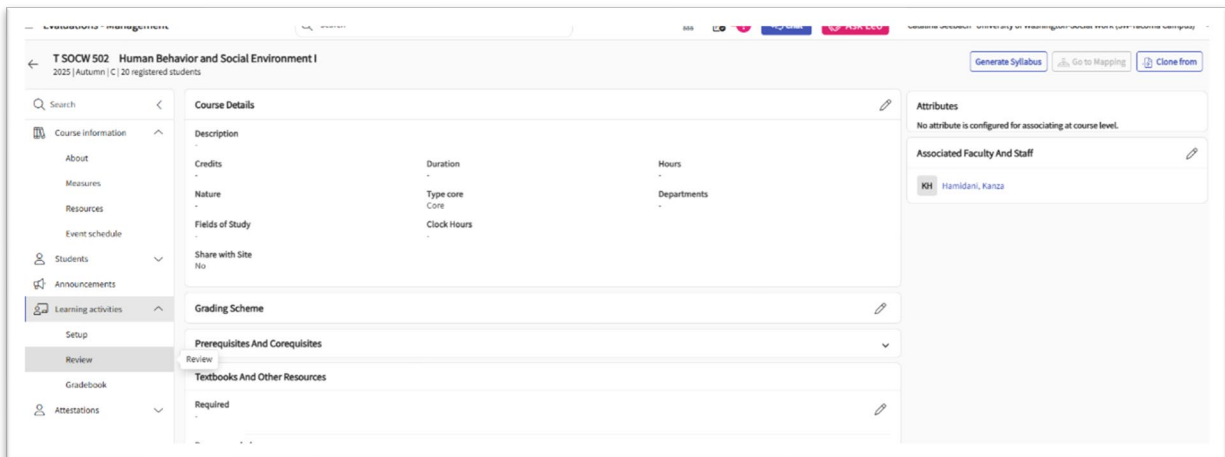
Click on the highlighted course name to view enrollment details and student evaluations.

The screenshot shows a table of course offerings. The table has columns for COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, TERM, SECTION, START DATE, END DATE, FACULTY/STAFF, REGISTERED STUDENTS, and ACTION. Two rows are visible, both for 'T SOCW 502 Human Behavior and Social Environment I' in 2025. The first row is for section C and the second for section B. The 'FACULTY/STAFF' column for the second row is circled in blue, showing 'Michelle Garner' and '20' registered students. A red arrow points to the course name in the second row.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	SECTION	START DATE	END DATE	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
T SOCW 502	Human Behavior and Social Environment I	2025	-	Autumn	C	-	-	Kanza Hamidani	20	[Edit] [Delete]
T SOCW 502	Human Behavior and Social Environment I	2025	-	Autumn	B	-	-	Michelle Garner	20	[Edit] [Delete]

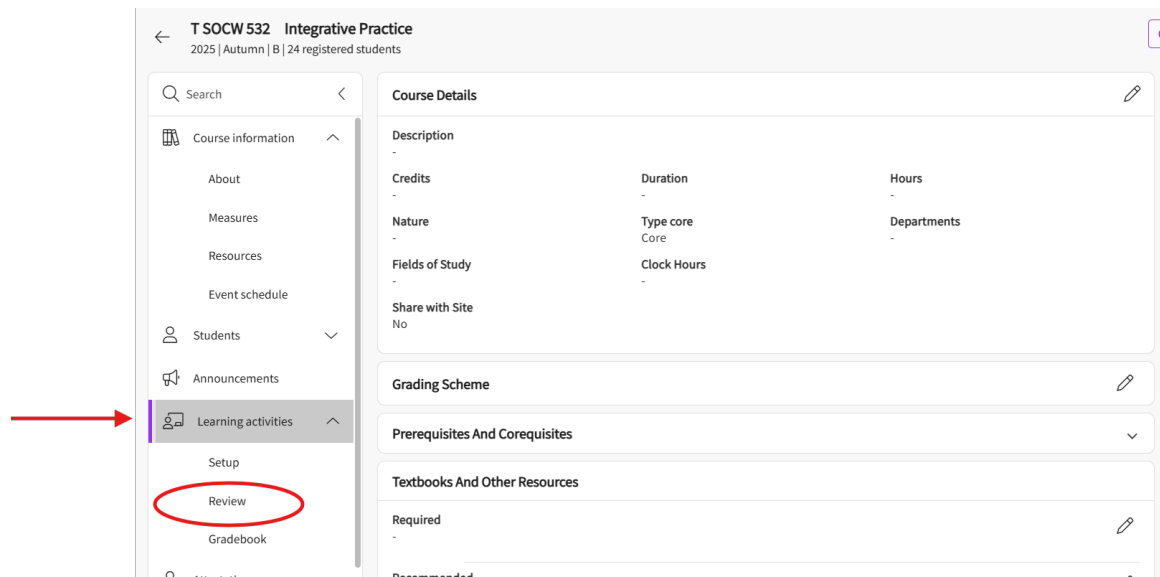
STEP 5: OPEN COURSE DETAILS

After selecting the course, the **Course Details** page will open with additional information and settings.



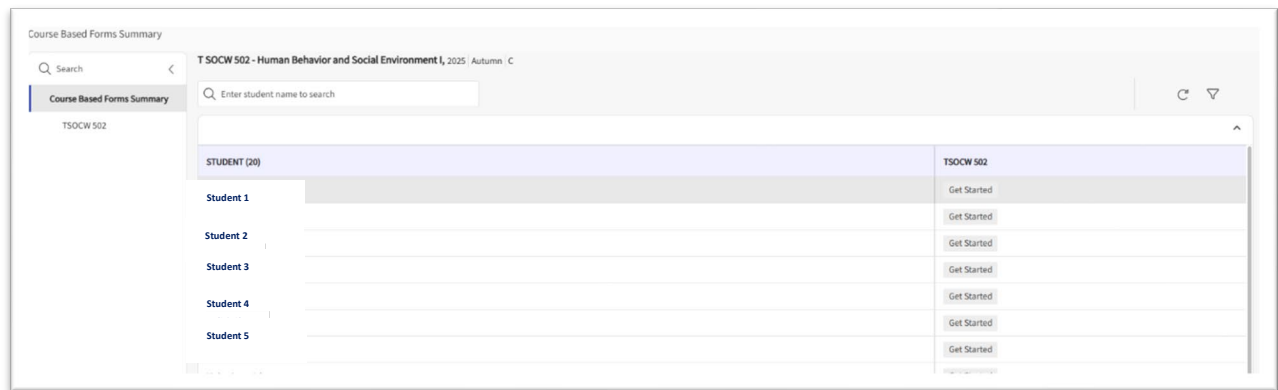
STEP 6: ACCESS LEARNING ACTIVITIES

From the left-hand menu, click **Learning Activities**, then select **Review** from the sub-menu.

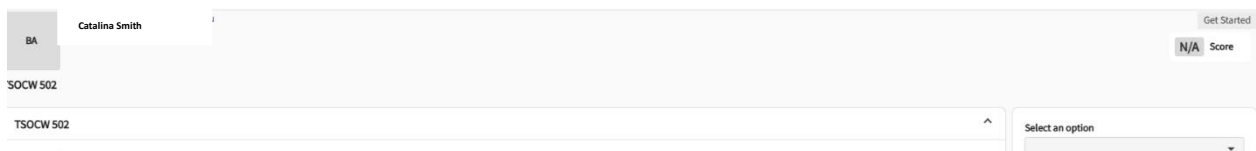


STEP 7: VIEW STUDENT EVALUATION

Once you click review, you will see a list of students currently enrolled in the course. Click **“Get Started”** to work on an individual student’s evaluation. *Each evaluation must be completed separately.*



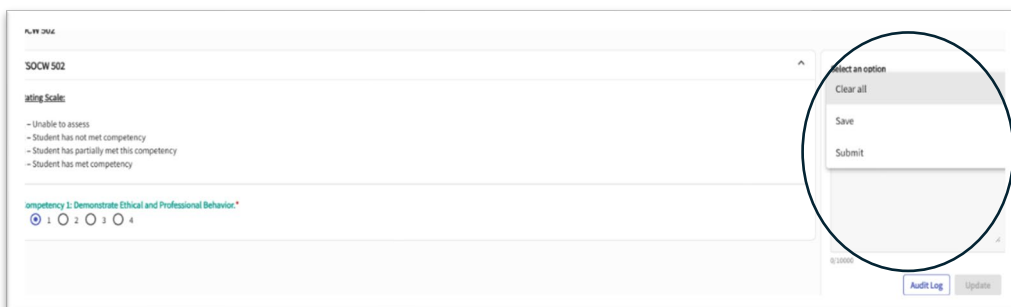
Once you see the rating scale, you can review the competency details and evaluate the student accordingly based off of the MSW or BASW rubric on the following pages.



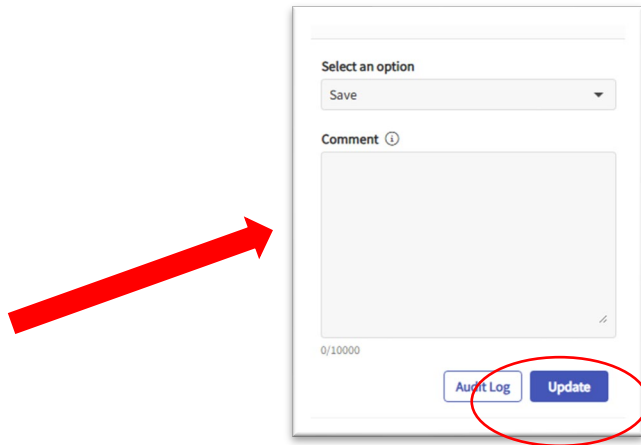
- If a student score *below a four*, you will be prompted to document the reasoning from the options below. Choose the most appropriate reason from below.
 - *Received an incomplete in course*
 - *Withdrew from course*
 - *Didn't complete targeted assignment*
 - *Low score on targeted assignment*
 - *Other*

STEP 9: SAVE OR SUBMIT GRADES

Once you have completed the evaluation, you may click **Save** to save the document to return to later or click **Submit** to complete the evaluation for the student and provide a final score.



The screenshot shows a web interface for evaluating a student's performance. At the top, it displays 'PL 111 2016' and 'SOCW 502'. Below this is a 'Rating Scale' section with four options: 'Unable to assess', 'Student has not met competency', 'Student has partially met this competency', and 'Student has met competency'. A 'Competency 1: Demonstrate Ethical and Professional Behavior' is listed with a rating of 1 out of 4. A dropdown menu is open on the right side, showing options: 'select an option', 'Clear all', 'Save', and 'Submit'. The 'Save' and 'Submit' options are highlighted. At the bottom right, there are 'Audit Log' and 'Update' buttons.



STEP 10: INSTRUCTOR EVALUTION IS COMPLETE

Thank you!

MSW PROGRAM EPAS DISTRIBUTION AND RUBRIC

Generalist Course	2022 EPAS Competency
T SOCW 501	5
T SOCW 502	1
T SOCW 503	2
T SOCW 504	3
T SOCW 505	4
T SOCW 510	6
T SOCW 511	8, 9
T SOCW 512	7
T SOCW 514	7
AS: T SOCW 597	--
AS: T SOCW 598	--
Specialized Courses	--
T SOCW 531	2, 5
T SOCW 532	1, 3, 6
T SOCW 533	7, 8
T SOCW 535	4, 9

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights, and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

MSW Grading Rubric

<p>1: No opportunity to assess</p> <ul style="list-style-type: none"> • Incompletes 	<p>2: Does not meet competency</p> <ul style="list-style-type: none"> • Below 49% 	<p>3: Partially meets competency</p> <ul style="list-style-type: none"> • 50-79% 	<p>4: Meets competency</p> <ul style="list-style-type: none"> • 80-100%
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BASW PROGRAM EPAS DISTRIBUTION AND RUBRIC

Generalist Course	2022 EPAS Competency
TSOCWF 300	3
TSOCWF 301	1
TSOCWF 310	6
TSOCWF 311	8
TSOCWF 312	7
TSOCWF 320	5
TSOCWF 390	4
TSOCWF 402	2
TSOCWF 404	3
TSOCWF 405	9
TSOCWF 406	9
TSOCWF 414	1

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights, and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

BASW Grading Rubric

1: No opportunity to assess	2: Does not meet competency	3: Partially meets competency	4: Meets competency
<ul style="list-style-type: none"> • Incompletes 	<ul style="list-style-type: none"> • Below 49% 	<ul style="list-style-type: none"> • 50-74% 	<ul style="list-style-type: none"> • 75-100%