

ELMS

An Experiential Learning Management System



Preceptor Introduction to CORE ELMS



Welcome to CORE ELMS



This system is used for preceptors to:

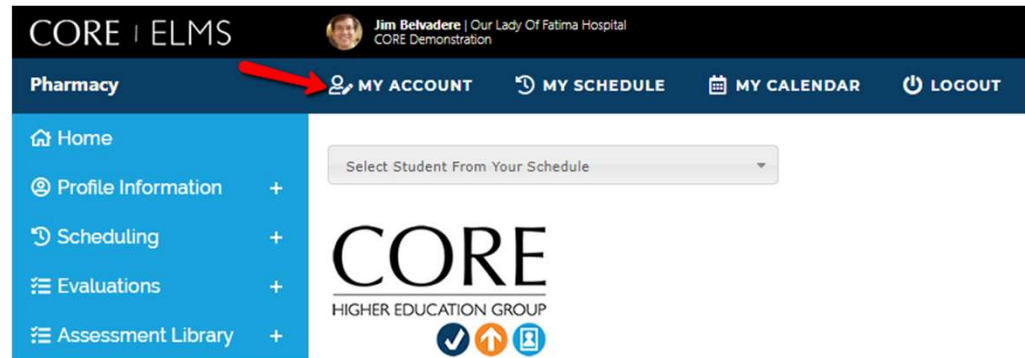
- provide information about their practice setting for students to read,
- view their matched student information and placement schedules,
- complete student performance assessments,
- view student evaluations of the preceptor and
- track absences.



Account Registration



- Expect an account activation email with your initial username and password from reply@corehighered.com
 - You may want to add this email to your trusted email sources
 - Check your spam folder to ensure that this email was not flagged as spam
- Login: <https://www.corehighered.com/login-elms.php>
- Once you have logged in you may edit your username, password and contact information by clicking on **My Account**.
- Your school may ask you to fill out a number of custom fields on your profile.



Password Requirements & Resets

- Minimum Password Requirements:
 - Minimum 8 characters in length
 - Cannot contain the username
 - Must contain each of the following types of characters:
 - Uppercase
 - Lowercase
 - Digit
 - One of the following special characters: !@#\$%^&*()_+ -
- If you forget your password, you can click on the “Forgot Your Password?” link on the sign-in page. After you enter your email address, you will receive an email message with a link to reset your login credentials. The email will not contain the username and password. You will be taken to a page where you can choose a new password. You will have the opportunity to change your username as well, but it is not required.
 - If you have more than one account in ELMS, the Password Reset email will contain a link for each user account containing the email address submitted.

Adding Profile Information

- Under **Profile Information**, please add a description of yourself, your site, your clinical practice and clinical area, the learning experience and activities the student will be involved in, hours of work, topics and/or skills that the student should be familiar with prior to the placement. This information will help students in their placement selection process as well as help prepare them for the placement experience.

The screenshot displays the CORE ELMS user interface. At the top, the user is identified as Jim Belvadere at Our Lady Of Fatima Hospital. The navigation bar includes links for Pharmacy, MY ACCOUNT, MY SCHEDULE, MY CALENDAR, and LOGOUT. A sidebar menu on the left contains links for Home, Profile Information (highlighted with a red box), Description, Specialties, Documents, Site Requirements, View Profile, and Scheduling. The main content area is titled 'Preceptor / Site Description:' and features a rich text editor with a toolbar. The text in the editor reads: 'The mission of St. Joseph Health Services of Rhode Island is to preserve, restore and enhance the health of individuals and families we serve within our communities guided by our core values of respect, compassion, responsibility, teamwork and patient safety, consistent with the healing ministry of the Catholic Church. Our hospital host hundreds of pharmacy students every year through our internship program. Created to develop skills in both Pharmacy and in Management, it's a great program to prepare you for your own career as a pharmacist.'

Adding Documents

- You can upload specific documents, such as any placement expectations documents, pre-readings for your placement and/or any elective placement descriptions for your placement.
- Select 'Documents' – Viewing Access 'Students/Preceptors/School Admins' – Add title – Upload file

Home

Profile Information x

Description

Specialties

Documents

Site Requirements

View Profile

Scheduling +

Evaluations +

Assessment Library +

My Requirements

Hours Tracking

Field Encounters

Absences

Electronic Forms

Surveys

Message Center

Document Library

Preceptor / Site Documents:

Viewing Access: Preceptor / School Admins Only Students / Preceptors / School Admins

Preceptor Description Doc: Yes No

Document Title:

Description:

File Attachment / Document URL

Current File: [OPEN CURRENT FILE](#)

Attach New File: No file chosen

Upload file requirements **Max File Size allowed: 20MB**
Extensions allowed: doc, docx, txt, pdf, rtf, gif, jpeg, png, ppt, pptx, svf, tif, tiff, xls, xlsx, mp3, mpeg, mp4, m4a

OR Add Document URL:
 (Entering a URL will override an uploaded file)

Delete File: (Check if you wish to delete the current document, but you are not uploading a new document.)

Edit	Document Title	Private	View	Delete
<input type="button" value="Edit"/>	Drug Utilization and Stewardship Placement Description	Student Access	<input type="button" value="OPEN"/>	<input type="button" value="Delete"/>

Viewing Your Preceptor Requirements



- You may view any requirements that are needed of you or your site by the school under **My Requirements**.
- You may add any requirements that the school has opened up to you to modify by clicking on the Add, Edit Current (will override your old entry), or Replace (will archive your old entry) button next to the appropriate requirement.

MY ACCOUNT MY SCHEDULE MY CALENDAR LOGOUT

Home Profile Information + Scheduling + Evaluations + Assessment Library + My Requirements Hours Tracking

Requirements

Miscellaneous

Requirements	File	Mandatory	Added	Completed	Expiration	Doc	View	Edit / Replace	Archive
1. Completion of Preceptor Training (either via live workshop (now retired), or online options such as UBC E-tips or AHS Online Preceptor Training Modules) To be eligible for the Preceptor Clinical Academic Colleague (CAC) designation, preceptors must complete training either through a live workshop (now retired) or via one of the online options. Information can be found on the Faculty of Pharmacy Preceptor webpage at: https://www.ualberta.ca/pharmacy/preceptors/training/ubc-e-tips-for-practice-education		Yes						Add	
2. Completion of the Patient Care Process Preceptor module To be eligible for the Preceptor Clinical Academic Colleague designation, preceptors must complete the Patient Care Process module. Information can be found on the Faculty of Pharmacy Experiential Education webpage at: https://www.ualberta.ca/pharmacy/preceptors/training		No						Add	

The Messaging Center

- Read any messages that have been sent to you from your Experiential Education Department in the **Message Center**.

The screenshot shows the CORE ELMS user interface. At the top, there is a navigation bar with the CORE ELMS logo, a user profile for Jim Belvadere, and a MyCred account link. Below this is a secondary navigation bar with links for Pharmacy, MY ACCOUNT, MY SCHEDULE, MY CALENDAR, and LOGOUT. A left-hand sidebar contains various menu items, with 'Message Center' highlighted in a red box. The main content area is titled 'Message Center | Recent' and contains a table of messages. The table has columns for Subject, Attachment(s), Received, Read, and Open. Several messages are marked as 'NEW'.

Subject	Attachment(s)	Received	Read	Open
Please submit your availability		11-08-18	NEW	View
Please update your affiliation agreement		10-09-18	NEW	View
Please upload a new contract		02-06-18	02-06-18	View
Please submit a new affiliation agreement		05-04-17	NEW	View
We need a new affiliation agreement		04-19-17	04-19-17	View
Please update your affiliation agreement		03-24-17	NEW	View
Please send us		02-07-17	NEW	View
Please update your contract		11-07-16	NEW	View
Welcome		09-29-16	09-29-16	View
Please fill out		06-14-16	NEW	View
Please read		04-18-16	04-18-16	View
Please fill out the survey		03-09-16	NEW	View

Document Library

- Go through all documents and videos uploaded into your **Document Library**. Course Information and additional resources can be found on the Pharmacy website [here](#).

The screenshot shows the CORE | ELMS interface. The top navigation bar includes 'Pharmacy', 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', and 'LOGOUT'. The user is identified as 'Jim Belvadere | Our Lady Of Fatima Hospital CORE Demonstration'. A left sidebar menu lists various options, with 'Document Library' highlighted by a red box. The main content area is titled 'Document Library (Pharmacy)' and features a section for 'Important Documents' with a table containing one entry: 'University Help Document' with an 'Open File' button.

View	Title
Open File	University Help Document

Viewing Your Scheduled Students

- Once your school has released their rotation schedules and your site coordinator has assigned preceptors, you may view your scheduled students under **Scheduling > Rotation Schedule**.
- You can look at your rotation schedule based on a certain rotation date group by selecting that group from the drop down.
- From this tab you can email, obtain a telephone number or email the student

Pharmacy MY ACCOUNT MY SCHEDULE MY CALENDAR LOGOUT

Rotation Schedule (Pharmacy) Printer Friendly

Filter by Rotation Date Group

Students	Year	Rotation Dates	Rotation Types	MyCred	CORE CompMS	Forms
Silvia Black (P: 401-268-5743)	2018	APPE 2017-2018 Block 3 10-23-17 - 11-24-17	APPE Ambulatory Care		CompMS	(0/2) Forms

Home Profile Information + Scheduling x **Rotation Schedule** Submit Availability Student Applications Schedule Changes Report Evaluations +

Viewing Your Student's Requirements

- You can view your student's requirements (student CV/resume, learning plans etc) by going to your **Home** page, selecting the student from the drop-down, and scrolling down to their requirements.

The screenshot shows the top navigation bar with 'Pharmacy' and links for 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', and 'LOGOUT'. A left sidebar contains navigation options: Home, Profile Information, Scheduling, Evaluations, Assessment Library, and My Requirements. A dropdown menu is open, showing 'Silvia Black' with a red arrow pointing to it. Below the dropdown is the 'Contact Information' section for Silvia Black, listing her Student Name, Grad Year (2018), and Email (demo@corehighered.com).

Student Requirements

Miscellaneous				
Requirements	Completed	Completed On	File	Expiration
Alcohol and Drugs Policy and Procedure (AHS/Covenant)				
Student Resume	Yes	09-23-19	FILE 1	
Learning Plans				
Requirements	Completed	Completed On	File	Expiration
Pharm 454 - Learning Plan				

Completing Student Evaluations

- You can complete evaluations of your students by clicking **Evaluations > Evaluation of Student** and submitting your evaluation electronically by clicking the title of the evaluation.
- Your institution may send Evaluation Email Alerts which will provide a reminder to complete the evaluation with a link to access the evaluation.
- You can save your evaluation in draft mode or submit it when you have completed the form. **Make sure to save often.** If you need to make changes after submitting an evaluation, you will need to contact your institution to unlock it.

MY ACCOUNT MY SCHEDULE MY CALENDAR LOGOUT

Student Evaluations - Incomplete

Completed Evaluations [Instructions](#)

Search:

Students	Rotation Dates	Rotation Types	Report	Past Evals	Evaluations Click ? to send to another evaluator if enabled
[REDACTED]	PharmD for Practicing Pharmacists 2020 - BLOCK 2 02-17-20 - 03-27-20	PHARM 513 PharmD Experiential Learning Part 3 (Ambulatory/Community) Community Practice			M F Pharm 512/513 Student Performance Assessment - Midpoint and Final (2021) ?
[REDACTED]	PharmD for Practicing Pharmacists 2020 - BLOCK 3 04-06-20 - 05-15-20	PHARM 513 PharmD Experiential Learning Part 3 (Ambulatory/Community) Community Practice			M F Pharm 512/513 Student Performance Assessment - Midpoint and Final (2021) ?
[REDACTED]	PharmD for Practicing Pharmacists 2020 - BLOCK 5 06-29-20 - 08-07-20	PHARM 513 PharmD Experiential Learning Part 3 (Ambulatory/Community) Community Practice			M F Pharm 512/513 Student Performance Assessment - Midpoint and Final (2021) ?

Viewing Evaluations

- You can view evaluations completed by your students about you by going to **Evaluations > Evaluation of Preceptor** then clicking on the name of the evaluation.

The screenshot shows the CORE ELMS interface. At the top, there is a dark blue navigation bar with the word 'Pharmacy' on the left and links for 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', and 'LOGOUT' on the right. Below this is a light blue sidebar menu with options: 'Home', 'Profile Information', 'Scheduling', 'Evaluations' (highlighted with a red box), 'Evaluation of Student', 'Evaluation of Preceptor/Site' (pointed to by a red arrow), 'Student Self Evaluations', and 'Assessment Library'. The main content area is titled 'Student Evaluations of Preceptor' and contains a table with the following data:

Student	Rotation Dates	Evaluations
Anonymous		Student Evaluation of Preceptor

A red arrow points to the 'Evaluations' column header, and another red arrow points to the 'Student Evaluation of Preceptor' entry in the table.

Student Absentee Log

- If students submit absentees through CORE ELMS you may approve or deny them according to your school's protocol
- You may also send an absentee alert to your school if your student was out and did not report it
- You may add a new absence by clicking on **Add New**.

Pending Absences (Pharmacy)

[Add New](#) [Confirmed Absences](#) [Pending Absences](#)

Date: 02/25/19

Student: Silvia Black

Student Email: demo@corehighered.com

Description: -none-

Doc:

Confirm: Confirm / Deny

No Custom Fields for this program

Your Comments:

[Update All](#)

Student Absentee Log

- You can then add the date the student was absent and any comments about the absence.

Add Absence

Absence Details

Date:
Required

Student:
Required

Absence Description

Comments:

Custom Fields

No Custom Fields for this program

[Submit Absence](#)



Questions

- If you have any questions please email phexed@ualberta.ca.
- For information about specific courses, preceptor training and other preceptor resources, please visit the UofA Faculty of Pharmacy and Pharmaceutical Sciences, [Preceptor Page](#)



CORE

TECHNOLOGY SUITE

www.CoreHigherEd.com

