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

CORE
ELMS

- Expect an account activation email with your initial username and password from no-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.
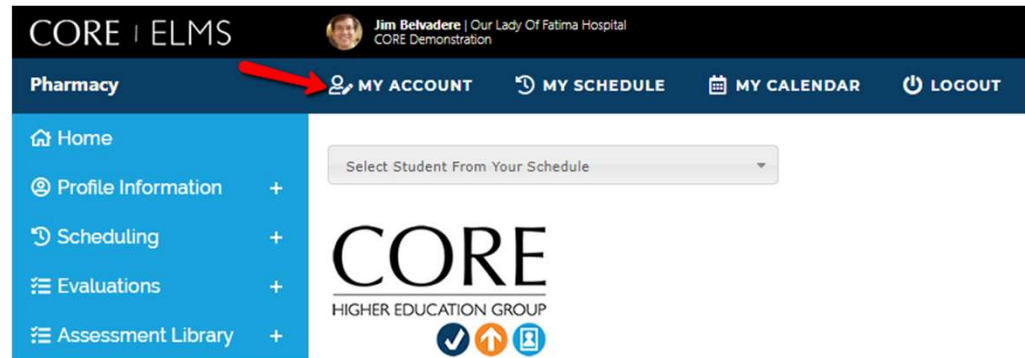
Password Requirements & Resets

CORE
ELMS

- 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.

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

Viewing Your Preceptor Requirements

CORE ELMS

- 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.

The Messaging Center

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

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.

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

Viewing Your Student's Requirements

CORE
ELMS

- 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.

Pharmacy		👤 MY ACCOUNT	🕑 MY SCHEDULE	📅 MY CALENDAR	⏻ LOGOUT

🏠 Home
◎ Profile Information   +
🕑 Scheduling   +
⅀ Evaluations   +
⅀ Assessment Library   +
🗓 My Requirements

Silvia Black ▾

Contact Information

Student Name:	Silvia Black
Grad Year:	2018
Email:	demo@corehighered.com
Phone:	401-269-5742

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

CORE ELMS

- 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 you institution to unlock it.

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.

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.**

Student Absentee Log

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

Questions

CORE
ELMS

- 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

www.CoreHigherEd.com