CORE ELMS - Instructions for Preceptors

1. **Log In**
   a. **CORE recommends *GoogleChrome* or *Mozilla Firefox* browsers for best performance.**
   b. Go to http://www.corehighered.com/login-elms.php to log in.
   c. If you already have a CORE account with another school, login to that account with your existing user name and password.
      a. Click "Linked Accounts" near the bottom of the left menu, then "Add New Account", and follow the prompts to link your multiple accounts.
      b. To switch between your multiple accounts, click "Switch School Accounts" in the top right corner and then select the account to which you want to login.
   d. When logged in, you will be on your "Home" screen.

2. **Add your photo**
Click the camera icon to the left of your name on your "Home" screen to upload your photo. We *request* you upload your photograph so your students can then know more about you, just as you are able to view their photograph. Photos should be head shots in *jpeg* or *gif* format only.
   a. Click "Choose File" and select the photograph you have saved on your desktop, etc.
   b. When your photo appears, you must then highlight part or all of the photo by holding down the right mouse button, and then click "crop image." CORE requires this step even if the photo does not appear to need cropping.
   c. Click "Upload Photo."

3. **"My Account"**
Click "My Account" in the black menu bar at the top of your home screen to review your account information.
   a. Update any incorrect or missing information.
   b. To modify your **practice site information**, contact OEE at OEE@vcu.edu or 804-828-3005.
   c. Use the "Secondary Address" fields to add or revise your home information. (Optional; for use by OEE only)
   d. PIN Numbers are assigned by CORE, for internal operations only, and cannot be changed.
   e. You may edit your user name and password to suit your preferences. Leave the password field blank unless you are changing your password.
   f. **Click "Update Information" at the bottom of the screen to save your changes.**

Any changes to your account information are forwarded to OEE for finalizing in CORE. If no changes are needed, return to your home screen by clicking "Home" at the top of the left menu bar.

4. **"Profile Information"**
In the left menu, click "Profile Information."
   a. Click "Description" to view the preceptor/rotation description on file for you (if any). Your "Preceptor Description" in CORE is very important to students so they can have an immediate brief overview of your practice and what a rotation with you will be like. Please review the "Preceptor Description" that is currently posted in your CORE profile, make any changes needed by typing directly in the text box, and then click "Enter Details" at the bottom of the page to save changes. If no description appears in your profile, please provide one. As an

alternative, you can email (OEE@vcu.edu) or fax (804-828-7436) this info to the Office of Experimental Education (OEE) and we will upload it to your CORE profile for you.

b. "Specialties" identifies the rotation type(s) that are associated with your profile. To modify "specialties," contact OEE at OEE@vcu.edu or 804-828-3005.

c. Click "Documents" to upload your own documents.

   i. Note the two radio button choices of granting viewing access to **either** preceptor/school administrators only (this is the default) **or** students/preceptors/school administrators.

   ii. For example, you may wish to upload your pre-rotation reading list or student expectations and learning agreement for your students to view.

d. "Site Requirements" – OEE has already flagged student requirements (prerequisites for rotations) for your site. If you see any errors here, please alert us at OEE@vcu.edu.

e. Click "View Profile" to view all preceptor/site information about you (description, specialties, documents, etc.), including Student Requirements necessary for rotations with you at your site.

   i. Your practice site's requirements (if any) are listed in alphabetical order. Note: If your site has a new requirement, or if you see an error, **please** contact OEE@vcu.edu or phone 804-828-3005.

   ii. Any Student Requirement that starts with a "P" followed by a number (e.g. P2 or P1-P4) means this is a VCUSOP requirement for every student in that PharmD class.

5. **"Select a Student to View Snapshot"**
Click "Home" in the upper left corner of the menu bar.

a. Above the VCU logo you will find a drop-down menu for "Select a Student to View Snapshot."

b. Click the name of an assigned student (with rotation dates listed) to view his or her contact information, scheduled evaluation, and student requirements (prerequisites for rotations).

   i. The email address is hyperlinked, so you can click the email address to send a message to the student.

   ii. When uploaded, documentation of select Student Requirements (e.g. resume, immunization history/TST results, CPR BLS certification, etc.) is viewable to the preceptor by clicking "File" under the heading "Attachment" next to the requirement. (PDFs open directly; Word documents may download instead of opening directly.)

6. **"Scheduling"**
In the left menu, click "Scheduling".

a. Click **"Rotation Schedule"** to view all of your scheduled student assignment(s) with photo(s), phone numbers, rotation dates and types. Click a student's name to send him or her an email message.

b. Click **"Submit Availability"** to directly upload your availability for future rotation dates. OEE will notify you when the online submission of availability is open and will continue to call for preceptor availability via a form emailed to each preceptor each **summer**.

   i. *Select an Availability Group*: Select from APPE 2019-2020, IPPE Community 2019, IPPE Hospital 2019.

ii. *Rotation Date*: Provide availability information only for the rotation date blocks you will be available; if you are not available for a rotation block, leave that line blank.

iii. *Rotation Type:* This information is pre-programmed into CORE, based on your previous offerings or information obtained from your preceptor application materials. If you wish to make changes to the type(s) of rotations you offer, please contact OEE at 804-828-3005 or OEE@vcu.edu.

iv. *Course*: If you offer an elective or Acute Care II rotation this indicator further identifies the rotation type(s) that are associated with your profile. It isn't necessary for you to select a course from the drop-down menu, but you may do so if you wish. If you have any questions about the information that appears in the "course" drop-down menu, contact OEE at 804-828-3005 or OEE@vcu.edu.

v. *Students*: Provide the number of students you are willing to precept *in this rotation block*.

vi. *Status*: The status will remain "new" until you submit availability. It will then change to "Pending" until OEE reviews and approves your availability submission. Once OEE has approved your availability, the status will be "Confirmed".

vii. *What is the Maximum number of students you can accept for this group*: Enter the maximum number of students you can accept *for the particular rotation type*. (For example, you might indicate that you could take 1 student in any of the 9 APPE rotation blocks, but you want a MAXIMUM of 4 students for the year. In this case you would enter "1" in the Student box for each of the APPE rotation dates, but enter "4" in the Maximum box under the rotation dates area.)

viii. *Please provide any additional information regarding this availability group*: Use this area to let us know of any special requirements or to provide additional information, such as "I can take a student in any rotation block except block 2" or "I will be on vacation one week during rotation block 5, but my colleague John Doe will precept the student in my absence," etc.

ix. Click "*Update Availability for Group*". You will see a green banner at the top of the screen indicating that your availability has been added successfully and has been sent for review and approval by OEE.

x. If you wish to provide availability for another type of rotation (e.g., IPPE Community 2019), repeat the above steps for each rotation type.

xi. To make changes to the availability you submitted (before it has been approved and accepted by OEE), go back into the availability submission screen and adjust your information.

xii. After OEE has reviewed and approved your availability submission, you will receive an email from "CORE ELMS" to alert you that your availability submission has been finalized. You may then view your availability on your home screen.

xiii. If you have any questions or concerns, please contact OEE.

xiv. Rotation Year Cycle:
   Summer - preceptors provide availability
   Fall   - students research rotation options
   Winter   - student assignments to preceptors are finalized

7. "Evaluations"

You will always receive an email notification of an evaluation that is soon due or past due, and embedded in the email message is a URL that will take you directly to the evaluation in CORE. However, there are advantages to logging in to CORE in order to view, for example, the student's self-evaluation and/or review your past completed evaluations.

In the left menu, click "Evaluations."

a. Click "Evaluation of Student" to see a list of incomplete evaluations and a button for access to "Completed Evaluations."

   i. Find the student to evaluate, and click the bold hyperlinked "APPE Evaluation" or "IPPE Evaluation" on the right side of your screen to access the online evaluation form. Click the green "Start Evaluation" button to begin.

   ii. The evaluation form's general overview and rubrics describe the expectations for the evaluation. Using the rubrics, select a score for each item by clicking the appropriate option from the dropdown menu. Three-week rotations (IPPE Hospital rotations) have only a Final evaluation. Four- and five-week rotations (IPPE Community and APPE rotations) have both "Midpoint" and "Final" evaluations. Items labeled "Required" are mandatory; you cannot submit an evaluation until all items are scored. If you try to submit an evaluation with an unscored item, a red banner will appear notifying you that the evaluation is not yet complete.

   iii. You are encouraged to submit written comments that describe what merits the assessment, provide instructive feedback, and/or make recommendations to improve the student's performance.

   iv. Click "Save Changes" at the end of the evaluation *to **save an evaluation that is not yet finished*** and if you want to see the overall score calculation before submitting the score.

   v. When you have completed the evaluation, click the appropriate "Submit Midpoint Score" or "Submit Final Score". Your evaluation list will now show an "M" when the midpoint evaluation has been submitted and an "F" when the final evaluation has been submitted.

   vi. Once submitted, an evaluation cannot be edited unless reopened by OEE. Email OEE@vcu.edu if you need an evaluation reopened so you can revise it.

b. "Evaluation of Preceptor/Site" – These evaluations are not visible to the preceptor during the rotation year. At the end of the academic (rotation) year, OEE will email preceptors instructions about how to access your aggregate evaluation data.

c. Click "Student Self-Evaluations" to view the self-evaluations completed by your assigned students.

8. "My Requirements"

We *request* you upload your resume or CV so students may learn more about you as you are able to learn about them via their resumes. Click the "Add" button to upload your document and click "Enter Requirement" to save the information you provide in this area. Your resume/CV will then be viewable by the students.

9. **"Message Center"**

Click "Message Center" to view any messages that have been sent to you by OEE.

10. **"Document Library"**

Click "Document Library" on the left menu to view and download many resources to assist you.

   a.   The IPPE and APPE folders include the syllabi, guides, and evaluations for each rotation type.
   b.   The Forms, Tools, and References folder includes useful items, such as "Making Feedback Helpful", the OEE Rotation Manual, and information about online library resources
   c.   If you have a suggestion for an additional resource, please email OEE@vcu.edu or phone 804-828-3005.

11. **"Reporting"**

Anonymous, aggregate reports of students' evaluations of their preceptors (IPPE or APPE Student Feedback) are provided after the end of each academic year, and OEE will notify you when they are available. Click "Reporting" on the left menu to access the aggregate data when it becomes available.

   a.   You will see a list of rotation dates that will be included in the report. Click "Run" in the upper right corner of the screen.
   b.   Select the report you want from the drop-down menu.
   c.   The report will display. You can print it or download and save it into a Word document for your ready access in the years to come (and whether or not CORE is still the experiential learning management system for the VCU School of Pharmacy).

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