CORE ELMS - Instructions for Students

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. 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. It is recommended that all students have a photo posted in CORE. Please upload a ***head shot*** of you in ***professional attire***, in JPG or GIF format only.
   a. Click "Choose File" and select the photograph you have saved on your desktop, etc.
   b. Click "Upload Photo." When your photo appears, you must then highlight all or part 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. After uploading your photo, ***please look at it*** on your home screen to be sure it uploaded correctly.

3. **"Scheduling" > Rotation Schedule**
   In the left menu, click "Scheduling" > "Rotation Schedule" to view your assigned rotations.
   a. Click "Printable Version" in the upper right corner to print your schedule or save as a PDF.
   b. Click the preceptor's name to view information about the preceptor, site, and site requirements.
   c. Click "Contact Info/Map > Directions" to obtain directions to the site.
   d. Click "Specifics" to see detailed information about the preceptor and the rotation description.
   e. Click "Site Requirements" – Requirements for all VCU SOP Students by class will appear, followed by recommended documents. If the site has Site-Specific rotation requirements that are known to OEE, they will appear at the bottom of the screen under item "C".
   f. Click "Site Tree w/Descriptions and Docs" to see an overall picture of the site and related information.

4. **"Scheduling" > Research Center** (only available when OEE has opened the Research Center)
   Click "Research Center" to browse CORE for various types of rotations and preceptors. You can use the drop-down menus to choose a specific rotation type, specialty, or region, and click "Run Search" to see your options. (Note: disregard the "Preceptor Category" drop-down menu; it is irrelevant for preceptor/site research.)

5. **"Requirements"**
   In the left menu, click "Requirements."
   a. Requirements for All Students by Class: Review the requirements *that pertain to your class*. All students must upload their up-to-date immunization history record (with TST results) and other class-specific documents. Click "Add" or "Edit Current" next to the requirement you need to upload or change. Expiration dates should be added for certifications only, but may otherwise be left blank.
   b. Recommended Document: It is recommended but not required that you provide a photo (head shot, professional attire) and up-to-date resume in your CORE profile for your preceptors to view. We also recommend that all students obtain health insurance, as the student is responsible for any medical expenses incurred while on rotation.
   c. Site-Specific Requirements: The potential site-specific requirements will reflect the cumulative requirements needed for all assigned rotations, to the extent that information is known by OEE.

   NOTE: Be very attentive to these cumulative rotation requirements, for ***failure to complete requirements on time can result in cancellation of the rotation***.

6. **"Incidents"**
   This form is provided in case you wish to document an incident that occurred while on rotation.

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.
   In the left menu, click "Evaluations".
   a. Click "Evaluation of Student" to see a list of your rotations and status of the accompanying evaluations by your preceptors. Once the preceptor has submitted your evaluation, you may view it by clicking the bold hyperlinked evaluation.
   b. Click "Evaluation of Preceptor/Site."
       i. Find the preceptor to evaluate, and click the blue hyperlinked "IPPE Student Feedback" or "APPE Student Feedback" to access the online evaluation form.
       ii. The feedback form's general overview and rubrics describe the expectations for the feedback. Using the rubrics, select a score for each item by clicking the appropriate option from the dropdown menu. Items labeled "Required" are mandatory; you cannot submit feedback until all items are scored. If you try to submit feedback with an unscored item, a red banner will appear notifying you that the feedback is not yet complete.
       iii. You are encouraged to **submit written comments that describe what merits the assessment, provide helpful instructive feedback, and/or make recommendations for future rotations.**
       iv. Click "Save Changes" at the end of the form to save if not yet finished.
       v. When you have completed the feedback form, click "Submit Score". Your feedback list will now show an "F" (for "Final," **not** "Fail") when the final feedback has been submitted.
       vi. Once submitted, feedback cannot be edited unless unlocked by OEE. Email OEE@vcu.edu if you want to have the form unlocked.
       vii. If you are an APPE student, you will have the opportunity to nominate your preceptor for an Outstanding Preceptor Award at the end of each student feedback evaluation; if you nominate a preceptor, comments are required.
       viii. Your preceptor receives anonymous, aggregate feedback only at the end of the academic year; however, preceptor award nomination comments are shared only with award recipients.
   c. Click "Self-Evaluations" to assess your performance on each rotation.
       i. Click the blue hyperlinked "IPPE Student Self-Evaluation" or "APPE Student Self-Evaluation" to access the online evaluation form.
       ii. An "M" represents the submitted midpoint evaluation. An "F" represents the submitted final evaluation. (In this context, the "F" does **not** mean "Fail".)
       iii. Your preceptor will have access in CORE to your submitted self-evaluations, both midpoint and final.

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

9. **"Document Library"**
   Click "Document Library" on the left menu to view and download 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 Certiphi Student Ordering Instructions, sample forms, etc.
   c. If you have a suggestion for an additional resource, please email OEE@vcu.edu .