

UNIVERSITY OF
WATERLOO



University of Waterloo School of Pharmacy
CORE ELMS* Manual for Co-op Supervisors



Updated September 2018

*CORE ELMS previously known as RXpreceptor

Table of Contents

Section 1: Account Login — Co-op Supervisor	1
Section 2: Viewing/Updating Your Profile — Co-op Supervisor	2
Section 3: Completing Student Assessments	13
Section 4: Linking CORE ELMS Accounts	16
Section 5: CORE ELMS Mobile App	17

Section 1: Account Login — Co-op Supervisor

CORE ELMS Login: <https://corehighered.com/login-elms.php>

Use your CORE ELMS username and password to log in to CORE ELMS from this screen. You would have received this information in an automated e-mail from CORE ELMS — University of Waterloo when your preceptor profile was created. If you do not know your username or password, click “Forgot your password?” and follow the instructions or email phrexper@uwaterloo.ca for help.

The screenshot shows the login interface for CORE ELMS. At the top, the CORE Higher Education Group logo is on the left, and navigation links (Home, About, Products, Client Success, Studies, Videos, Conference, Contact, Login) are on the right. The main section is titled 'ELMS' and asks the user to 'Please sign in'. It contains two input fields: 'Username (Case Sensitive)' and 'Password (Case Sensitive)', followed by a blue 'SIGN IN' button. A link for 'Forgot Your Password?' is located below the button. The footer contains contact details for 'Careers with CORE', social media icons for LinkedIn, YouTube, Twitter, Facebook, and Google+, and the company address: 'CORE Higher Education Group (an Ecodir company), 1300 Dineen Road, Suite 303, West Warwick, RI 02893'.

Section 2: Viewing/Updating Your Profile — Co-op Supervisor

When you first login to CORE ELMS, please review and ensure your profile is complete. Clicking “**My Account**” will allow you to update your information. You can also update your password from here under “**Login Information**” (bottom of the profile). When you are finished, click “**Update Information**” at the end to save your updates.

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Co-op **MY ACCOUNT** MY SCHEDULE MY CALENDAR PROGRAM ACCESS + LOGOUT

Home
Profile Information +
Scheduling +
Evaluations +
Assessment Library +
My Requirements
Electronic Forms
Surveys
Message Center
Document Library
Help Center

Account Information

Salutation:

First Name:
Required

Last Name:
Required

Title:

Degree:

Nickname/Preferred Name:

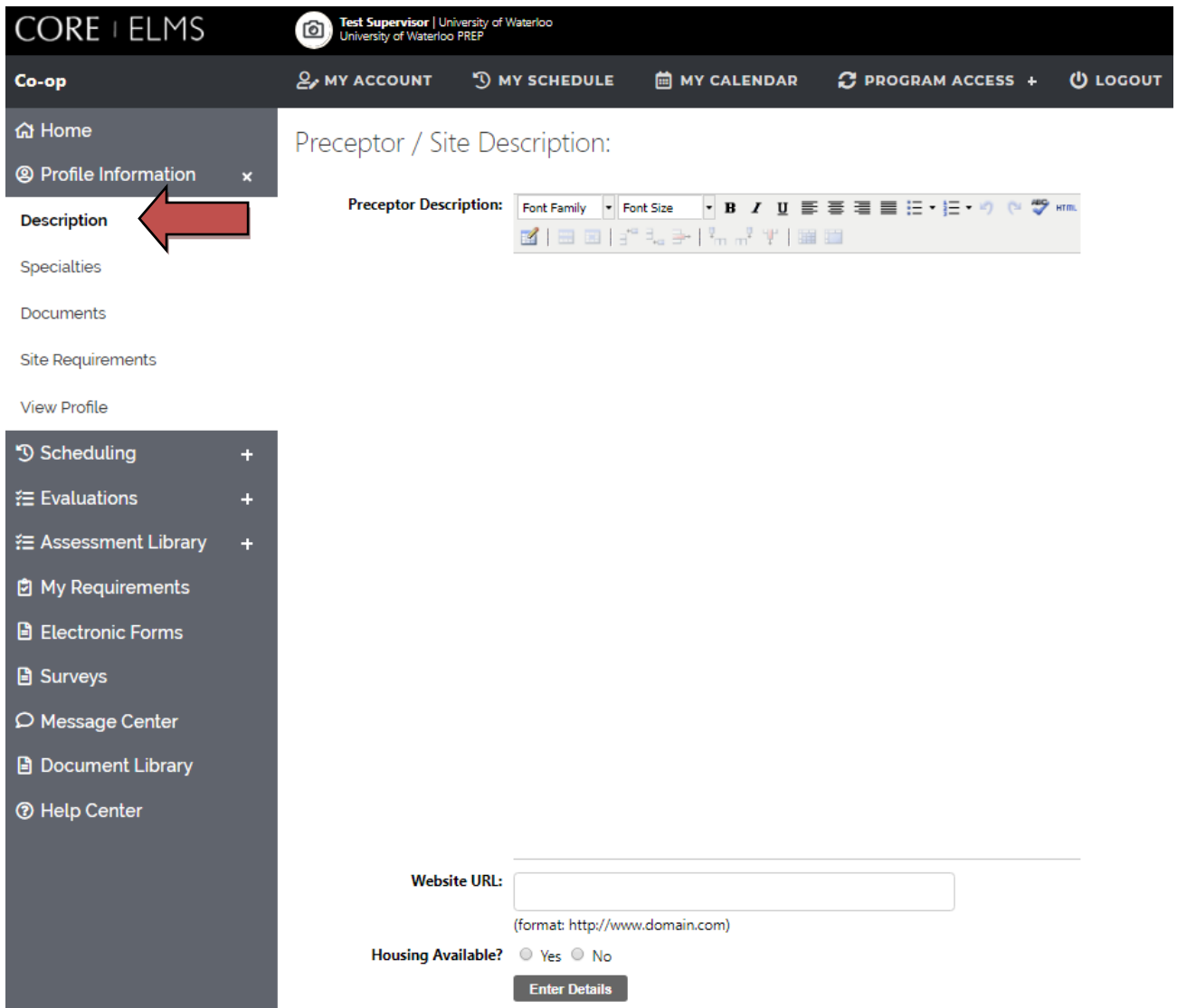
Sex: MALE FEMALE

Alumni: Yes No
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Site Information / Address

Site Name:

Clicking “Description” in the “Profile Information” menu will allow you to add a description about yourself or your site (optional), as well as add a URL to a website and to select “Yes” or “No” to indicate if housing is available.



The screenshot displays the CORE | ELMS interface. At the top, the header includes the logo and the text "Test Supervisor | University of Waterloo University of Waterloo PREP". Below the header, a navigation bar contains links for "MY ACCOUNT", "MY SCHEDULE", "MY CALENDAR", "PROGRAM ACCESS +", and "LOGOUT". On the left side, a dark grey sidebar menu is visible, with "Profile Information" expanded to show sub-options: "Home", "Profile Information", "Description", "Specialties", "Documents", "Site Requirements", and "View Profile". A red arrow points to the "Description" option. Below the sidebar, a list of other menu items is shown, including "Scheduling", "Evaluations", "Assessment Library", "My Requirements", "Electronic Forms", "Surveys", "Message Center", "Document Library", and "Help Center". The main content area is titled "Preceptor / Site Description:" and features a rich text editor for "Preceptor Description:" with various formatting options. Below the editor, there is a "Website URL:" field with a placeholder "(format: http://www.domain.com)" and a "Housing Available?" section with radio buttons for "Yes" and "No". An "Enter Details" button is located at the bottom of the form.

In the “Documents” heading under Profile Information, you can add a document including a title, description and attachment of the document. Adding the URL of the document can also be done instead. You can give “Viewing Access” to preceptors and school admins only or to students, preceptors and school admins. This is all optional.

The screenshot shows the CORE | ELMS interface. The top navigation bar includes 'Co-op', 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', 'PROGRAM ACCESS +', and 'LOGOUT'. The left sidebar contains a menu with items: Home, Profile Information (expanded), Description, Specialties, Documents (highlighted with a red arrow), Site Requirements, View Profile, Scheduling, Evaluations, Assessment Library, My Requirements, Electronic Forms, Surveys, Message Center, Document Library, and Help Center. The main content area is titled 'Preceptor / Site Documents:' and contains the following form fields:

- Viewing Access:** Radio buttons for 'Preceptor / School Admins Only' (selected) and 'Students / Preceptors / School Admins'.
- Preceptor Description Doc:** Radio buttons for 'Yes' (selected) and 'No'.
- Document Title:** A text input field with a red asterisk and the word 'Required' below it.
- Description:** A large text area for entering the document description.
- File Attachment / Document URL:** A section with a 'Choose File' button and 'No file chosen' text.
- Upload file requirements:** 'Max File Size allowed: 20MB' and 'Extensions allowed: doc, docx, txt, pdf, rtf, gif, jpg, jpeg, png, ppt, pptx, swf, tif, tiff, xls, xlsx, mp3, mpeg, mp4'.
- OR Add Document URL:** A text input field with the note '(Entering a URL will override an uploaded file)'.
- Upload Document:** A button to submit the form.

At the bottom, there is a table header with columns 'Edit' and 'Document Title', and a message 'No Documents Uploaded.'

The “Profile” heading under “Profile Information” shows you how your profile appears to students.

The screenshot displays the CORE | ELMS interface. At the top, the header includes the logo and user information: "Test Supervisor | University of Waterloo" and "University of Waterloo PREP". Below the header is a navigation bar with links for "Co-op", "MY ACCOUNT", "MY SCHEDULE", "MY CALENDAR", "PROGRAM ACCESS +", and "LOGOUT".

The main content area is titled "Preceptor / Site Information" and includes a note: "* Click the header bar to expand and collapse all details." The profile information is presented in a light blue box with the following details:

- Individual Preceptor**
- Test Supervisor**
- University of Waterloo

Below this is the "Contact Information" section:

- 10A Victoria Street South
- Kitchener, ON N2G 1C5
- CA
- Created: Dec 2, 2016
- Email: phrexper@uwaterloo.ca
- Phone: 519-888-4567 x21305

On the left sidebar, under "Profile Information", the "View Profile" link is highlighted with a red arrow. Other sidebar items include Home, Description, Specialties, Documents, Site Requirements, Scheduling, Evaluations, Assessment Library, My Requirements, Electronic Forms, Surveys, Message Center, Document Library, and Help Center.

“Document Library” near the bottom of the menu contains various reference files. It includes copies of the assessment tools, calendar of due dates, and helpful guides for employers and students. It will be updated each term. **Please note:** Supervisors can switch to the document library that contains information for 4th year patient care rotations by selecting “4th Year” from the program menu at the top left of the screen.

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Co-op MY ACCOUNT MY SCHEDULE MY CALENDAR PROGRAM ACCESS + LOGOUT

Home
Profile Information +
Scheduling +
Evaluations +
Assessment Library +
My Requirements
Electronic Forms
Surveys
Message Center
Document Library
Help Center

Document Library (Co-op)

Co-op Instructions (May-Aug 2018) - Employers and Students

View	Title
Open File	Co-op Supervisor Handbook General information for employers about supervising a Waterloo Pharmacy co-op student. Outlines evaluations to complete with links to help documents.
Open File	CORE ELMS manual for employers
Open File	Harassment at the practice site Information and resources for employers and students.
Open File	OCP instructions for adding a workplace To be completed by the student each work term.
Open File	Sample Evaluation - CECA Student Performance Sample only. Please complete this evaluation in WaterlooWorks.
Open File	Sample Evaluation - PharmD Inventory of Skills Sample only. Please complete this evaluation in the "Evaluations" menu in RXpreceptor.
Open File	Spring 2018 work term requirement due dates Requirements to be completed by students and employers, deadlines, and methods of submission.
Open File	Student work term requirements Students should review the co-op work term requirements that need to be followed and completed during co-op.

The “**Message Centre**” is where emailed updates from the School of Pharmacy can be found about scheduling, assessment tools, etc.

The screenshot displays the CORE | ELMS user interface. At the top, the user is identified as a 'Test Supervisor' at the University of Waterloo. The main navigation bar includes 'Co-op', 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', 'PROGRAM ACCESS', and 'LOGOUT'. A left-hand sidebar menu lists various system features: Home, Profile Information, Scheduling, Evaluations, Assessment Library, My Requirements, Electronic Forms, Surveys, Message Center, Document Library, and Help Center. A red arrow points to the 'Message Center' option in this menu. The main content area is titled 'Message Center | Recent' and contains a table with columns for 'Subject' and 'Attachment(s)'. The table is currently empty, displaying the message 'There no new messages.'

Evaluations

“**Student Self Evaluations**” is found under the “**Evaluations**” menu. To view the student’s self-assessment, please click “Student Self Evaluation” to print it or view it online. Please review the student’s self-assessment (if completed) before completing your own assessment of the student to see who they compare.

“**Evaluation of Student**” contains the PharmD Co-op Inventory of Skills evaluation (pharmacy specific assessment) that needs to be completed in CORE ELMS. **Please note: The CECA Student Performance Evaluation (a separate evaluation) will also need to be completed (in WaterlooWorks - not in CORE ELMS).**

The screenshot shows the CORE ELMS interface. The top navigation bar includes 'Co-op', 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', 'PROGRAM ACCESS +', and 'LOGOUT'. The left sidebar menu is expanded to show 'Evaluations', with sub-items: 'Evaluation of Student', 'Evaluation of Preceptor/Site', and 'Student Self Evaluations'. Two red arrows point to 'Evaluation of Student' and 'Student Self Evaluations'. The main content area displays 'Student Evaluations - Incomplete (Co-op)' with a table:

Students	Rotation Dates	Rotation Types	Evaluations
Test Student 2021	09/04/18 - 12/21/18	Co-op Work Term	PharmD Co-Op Inventory of Skills

The 'Evaluations' column header and the 'PharmD Co-Op Inventory of Skills' entry are circled in red.

You can also search for a specific student by clicking “Home” menu, then using the drop-down menu to find the student you are looking for.

The screenshot displays the CORE ELMS interface. At the top left, the text "CORE | ELMS" is visible. To its right is a "Test Supervisor" profile icon and the text "University of Waterloo | University of Waterloo PREP". A dark navigation bar contains the following items: "Co-op", "MY ACCOUNT", "MY SCHEDULE", "MY CALENDAR", "PROGRAM ACCESS +", and "LOGOUT". On the left side, a vertical menu lists: "Home", "Profile Information +", "Scheduling +", "Evaluations +", "Assessment Library +", "My Requirements", "Electronic Forms", "Surveys", "Message Center", "Document Library", and "Help Center". A red arrow points to the "Home" menu item. In the main content area, a dropdown menu is open, showing "Select a Student to View Snapshot" with a downward arrow. Below this, the University of Waterloo Faculty of Science School of Pharmacy logo and a building image are displayed. The main content area also contains a message: "Hello Co-op Supervisors! Thank you very much for supervising and mentoring your uWaterloo Pharmacy Co-op student. Please note: On July 16, 2018 the look of CORE ELMS will be upgraded. The functionality will stay the same but the user experience while logged into the product will be enhanced. Here is a video link outlining the changes if needed. <https://vimeo.com/276907415/fd5bb6132b>

To view a “snapshot” of a particular student, return to the “Home” menu and find them listed on the “Select a Student” drop-down menu. The “snapshot” will provide the student’s contact information and the assessments that need to be completed during their work term. **Please note: Instructions on how to complete each assessment tool are provided in Section 3 of this manual.**

The screenshot shows the CORE | ELMS interface. The top navigation bar includes 'Co-op', 'MY ACCOUNT', 'MY SCHEDULE', 'MY CALENDAR', 'PROGRAM ACCESS +', and 'LOGOUT'. The left sidebar contains a 'Home' menu item highlighted with a red arrow, along with other options like 'Profile Information', 'Scheduling', 'Evaluations', 'Assessment Library', 'My Requirements', 'Electronic Forms', 'Surveys', 'Message Center', 'Document Library', and 'Help Center'. The main content area shows a dropdown menu for 'Test Student (09/04/18 - 12/21/18)'. Below this is the 'Contact Information' section with fields for Name, Grad Year, Email, Cell Phone, Region, and Schedule. At the bottom is the 'Student Evaluations' table.

Student	Rotation Dates	Rotation Type	Evaluation
Test Student 2021	09/04/18 - 12/21/18	Co-op Work Term	PharmD Co-Op Inventory of Skills

Section 3: Completing Student Assessments

There are **two** evaluations employers are required to complete for their co-op student.

1. CECA Student Performance Evaluation
2. PharmD Co-op Inventory of Skills Evaluation

1. CECA Student Performance Evaluation

This evaluation is required for all Waterloo Co-op students (including non-pharmacy co-op students) by Co-operative Education and Career Action (CECA). It assesses the student’s “soft skills”, i.e. how well the student is performing the duties assigned.

- **Midpoint – Employer** reviews with the student the CECA Student Performance Evaluation. Discuss with the student any deficiencies or areas to work on during the last half of the work term (please note, the student is no longer required to upload a copy of their midpoint evaluation to LEARN).
- **Final – Employer** completes the final evaluation online in [WaterlooWorks](#).
 - For help with WaterlooWorks, please email waterlooworks@uwaterloo.ca
 - [Employer help documents](#) are available online.

WATERLOO CO-OPERATIVE EDUCATION		200 University Avenue West Waterloo, ON, Canada N2L 3G1 Telephone: 519-888-4026 Fax: 519-888-4317 hire.uwaterloo.ca
Student Performance Evaluation		
Student Name _____	Organization _____	
Student ID Number _____	Student Job Title _____	
Term <input type="radio"/> Winter (Jan-Apr) <input type="radio"/> Spring (May-Aug) <input type="radio"/> Fall (Sept – Dec) Year: 20____		

(Sample header of the CECA Student Performance Evaluation Form)

2. PharmD Co-op Inventory of Skills Evaluation

This evaluation assesses four skills:

- **Professionalism** and **Communication** for every student every work term
- **Distribution** for 1st or 2nd work term students
- **Patient Care** for 2nd or 3rd work term students

Students must have a Supervisor complete the **Distribution** and **Patient Care** portion of the evaluation at least once during their degree, keeping in mind that some work terms may not have a distribution or patient care focus at all. In each section, the questions or competencies are used as a guide to give the student an overall or global rating. It is understood that not all workplace settings may meet all competencies.

To achieve a passing grade the student must achieve at least “Good” on the overall Distribution or Patient Care section. A maximum of two (2) not applicable per section is acceptable. To accurately assess the student, please observe them performing the activity at least five (5) times.

If a grade of “Unsatisfactory” or “Developing” is achieved, the supervisor is required to give a brief explanation in the comments section.

- **Midpoint and Final**– Employer completes both the midpoint and final Inventory of Skills Evaluation online in CORE ELMS at: <https://www.corehighered.com/login-elms.php>
 - For help with CORE ELMS username/password, email: phrexper@uwaterloo.ca
 - For information on completing the evaluation, please see the Document Library in CORE ELMS for Co-op Students & Supervisors Manuals. You may also email phrexper@uwaterloo.ca for additional support.

University of Waterloo PREP

Student:
Preceptor:
Site:

Date: Co-op Workterm
Type: Co-op Work Term

PharmD Co-Op Inventory of Skills

How to apply scoring

Within the 1st or 2nd co-op term, the student must have achieved at least an overall "Good" in **Distribution** competencies. As some competencies may not be achieved in every setting, a **maximum of 2 "not applicables" are acceptable where possible**. Please note that if the work term does not contain a dispensing component, the **Distribution** sections should not be completed.

Within the 2nd or 3rd co-op term, student must have achieved at least an overall "Good" in **Patient Care** competencies. As some competencies may not be achieved in every setting, a **maximum of 2 "not applicables" are acceptable where possible**. Please note that if the work term does not contain a patient care component, the **Direct Patient Care** sections should not be completed.

For all co-op terms, student must have achieved at least an overall "Good" in Communication competencies, and must also overall "Meet expectations" in Professionalism competencies.

To accurately assess the student, please observe them at least 5 times performing the activity.

(Sample header of the PharmD Co-op Inventory of Skills Evaluation Form)

Saving and Submitting Assessments


When you have completed the assessment, at the bottom of the page there is a “Save Changes” button and two “Submit Score” buttons. If you are not ready to submit, and would like to return to it later, click “Save Changes”.

Please note: If you do not click Save Changes you will lose the selections and have to start again.

Clicking “Submit Score” will submit a final version of the assessment and will calculate a final score at the bottom of the page. If not all required questions have been answered and you click “Submit Score”, it will alert you to which required questions still need to be answered.

If you submit the assessment by accident, or would like to make a change to the assessment, please email phrexper@uwaterloo.ca.

MIDPOINT	FINAL
<input type="radio"/> Yes	<i>Required</i>
<input type="radio"/> No	<input type="radio"/> Yes
	<input type="radio"/> No



Save Changes Submit Midpoint Score Submit Final Score

Section 4: Linking CORE ELMS Accounts

If you have a CORE ELMS account with another institution, you are able to link the two accounts together with one login. Follow the steps outlined below:

- Login to one of your CORE ELMS accounts and click on Linked Accounts menu
- Enter the username and password for your other CORE ELMS account and click “Add New Account”
- You will come to a confirmation screen that will list the two accounts. Make sure the school name and account type is correct
- In order to switch between your two accounts, click “Switch School Accounts” in the top right corner and click on the account you would like to log into.

Contact phrexper@uwaterloo.ca if you have any questions or concerns.

Section 5: CORE ELMS Mobile App

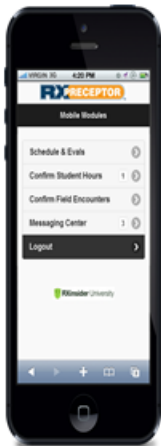
Preceptor Login



http://rxpreceptor.com/mobile_login.php

TIP: Bookmark this page to your homescreen on your mobile device. This will create an icon for the RXpreceptor mobile app which will automatically log you in to your account after an initial login has been made.

Preceptor Home Screen



From the home screen you have access to:

- Schedules & Evals
- Confirm Student Hours
- Confirm Field Encounters
- Messaging Center

Schedule & Evals



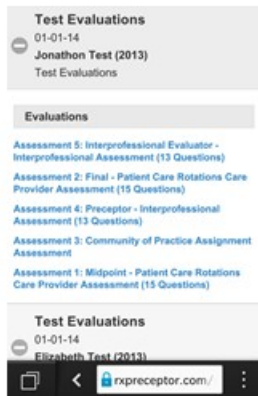
View all of your students schedules. Clicking a listing brings up the student's contact information and any evaluations assigned to them.

Evaluations

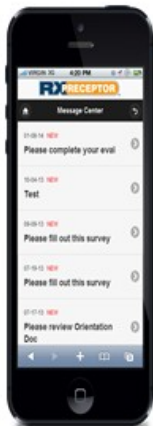


Quickly review completed evaluations or click on a new evaluation to complete and submit it.

Sample Screenshots



Messaging Center



Allows you to view any messages sent to you by your institution.