Account Registration

• Expect an account activation email with your initial username and password from support@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.academicsuiterx.com/experiential_login.php
• Once you have logged in you may edit your username, password and contact information by clicking on Account Information
The Messaging Center

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

- Go through all documents and videos uploaded into your Document Library
Adding your Preceptor Details

- You can add your specialties, upload rotation specific documents, specify your student requirements and add a description of yourself, your site, the rotation you offer etc. under “Profile Information”
Submitting Your Availability

• You may submit your availability through CORE ELMS
• Simply choose the rotation dates and how many students you can take for a submission
  – You must repeat this for each rotation date if the number of student you can take is different for each rotation date.
  – Rotation type and course are optional
Adjunct Preceptors- Availability

- Please enter & update your availability by Nov. 1, 2015 for the rotations you host

- You can always use the click down box to validate the rotation type you hosted last year rather than selecting from range

- Remember for IPPE Community & Hospital rotations are hosted during summer months of cycles 1, 2 & 3

- 2016-2017 Rotation Calendar is posted on next slide
(IPPE Rotations End 6/17/16)
(IPPE Rotations End 7/22/16)
Cycle 3: 8/1/2016 – 9/2/2016
(IPPE Rotations End 8/26/16)
Cycle 4: 9/5/2016– 10/7/2016 Labor Day-September 5th
Cycle 6: 11/14/2016-12/16/2016

ASHP Midyear Clinical Meeting Las Vegas NV December 4 – 8, 2016

*Cycle 6 rotation will end on Dec. 21st for students that have attained permission from preceptor for the allocated 3 days off to attend the ASHP Midyear Meeting.

Students not attending ASHP Meeting Winter Break is then on Dec. 17th to Jan. 2nd

Students not attending ASHP Meeting which take the 3 allotted days then Winter Break is Dec. 22nd to Jan. 2nd if taking 3 days off for Midyear Meeting
Cycle 7: 1/2/2017 – 2/3/2017
Cycle 8: 2/6/2017 – 3/10/2017

APhA Annual Meeting March 4th-7th Baltimore MD
On site EMSOP PREP Week of March 13th-17th

Spring Break for P4 Students: March 20st - 24th
Viewing Your Scheduled Students

- Once your school has released their rotation schedules you may view your scheduled students under “Rotation Schedule”
- From this tab you can email, obtain a telephone number or view the student’s RXportfolio if they have linked it
Viewing Your Requirements

- You may view any requirements that are needed of you or your site by the school under “My Requirements”.
- You may edit any requirements that the school has opened up to you to modify by clicking on the icon next to the appropriate requirement.
Viewing Your Student’s Requirements

- You may view your student’s requirements by selecting a student to view from the home page and viewing in the Student Snapshot that appears.
Approving Your Students Hours

- You may confirm or deny all hours that your student(s) submit
- Simply click confirm or deny add any notes and click update
- Any denied hours will be sent back to the student to edit

### Student Hours Tracking - Pending Hours

<table>
<thead>
<tr>
<th>Student / Dates</th>
<th>Doc</th>
<th>Description</th>
<th>Time IN</th>
<th>Time OUT</th>
<th>Hours</th>
<th>Confirm</th>
<th>Deny</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/09/13</td>
<td>OPEN</td>
<td>VIEW</td>
<td>09:35AM</td>
<td>05:35PM</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christopher Thompson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/09/12 - 04/27/12</td>
<td>VIEW</td>
<td></td>
<td></td>
<td></td>
<td>200.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexis Carbone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Test update of comments
Test update of comments 2
Student Absences

• *Holidays & Absences: Students are instructed to have personal discussion with preceptor on scheduling & are not to assume they are NOT to report to an assigned rotation site on specific holiday date and must notify preceptor and School of Pharmacy of ANY absences as per the EMSOP Absence Policy.

• Students are to contact preceptor first then notify School of Pharmacy via email of their absence & plan to make up hours
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.
Completing Student Evaluations

- You may complete evaluations of your students by clicking “Evaluation of Student” and submitting your form electronically.
- You may save your evaluation in draft mode or submit it when you have completed the form.
Viewing Evaluations

- You may view evaluations completed by your students about you and your site as well as student self evaluations when your school opens them for viewing.
Managing Student’s Assessment Portfolio

- You may access your student’s Assessment Portfolio by clicking on the RXoutcome logo next to their name in “My Students” (This brings you directly into the section of your RXoutcome account that allows you to assess this particular student)
Managing Student’s Assessment Portfolio Cont.

2a - verbally

Choose score and add all notes then click to submit all at once or choose “Add Detailed” option to upload any attachments

2b - in writing
Managing Student’s Assessment Portfolio Cont.

- You may view your student’s self assessments and any attachments they have uploaded in relation to a specific outcome by clicking “View Edit History”