TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

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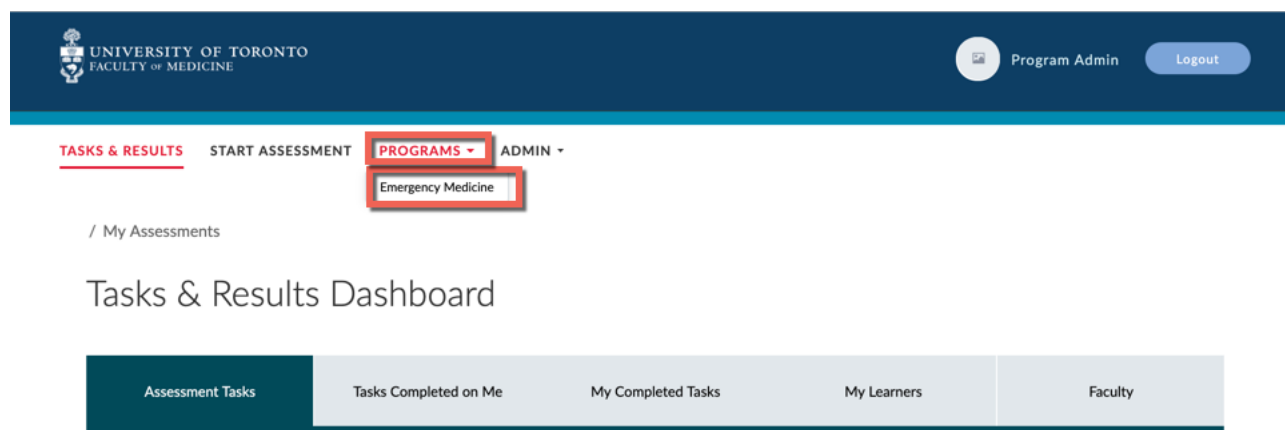# Elentra User Guide: **Creating Groups – For Administrators**

Objectives
  a. Learn how to build and populate a group for your program
  b. Learn how to remove Learners and Tutors from a group

The **Group** feature in Elentra provides a faculty user with access to a Group of Learners' dashboards. For example, the user may be a Site Director who requires access to the assessment data of a set of Learners rotating on their site. This feature may also be used by Academic Advisors for their assigned Learner(s).
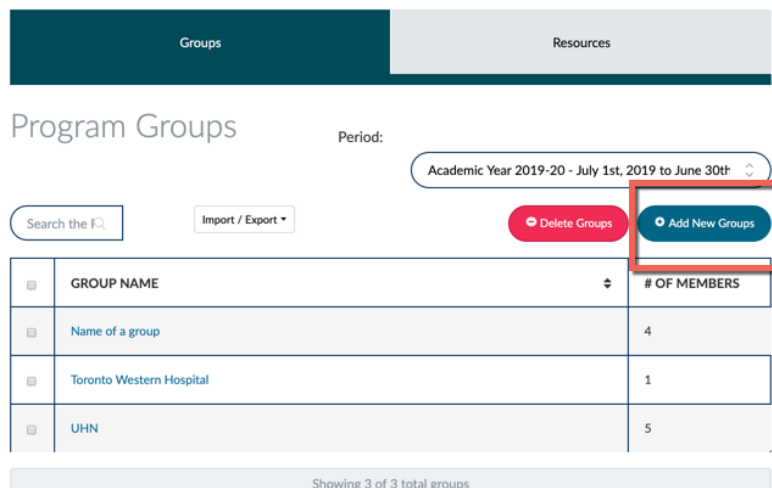
How to set-up a Group:

1. To log in to **Elentra** using the following website: https://meded.utoronto.ca/
2. Navigate to *Programs* → Find & Select your Program Name

3. Select *Add New Groups*

4. Create a name for your Group in the *Group Name Prefix* text box. This name is not user facing, meaning group members will <u>NOT</u> see the name

5. Set the *Group Type* to **1** and select ***Add***

How to Populate/Edit a Group:

1. Groups will appear under the *Group* tab Select the Group you would like to populate/edit

2. Under *Tutors* type to search and select the name of the Elentra Faculty member you would like to grant access to this Group (e.g. Site Director, Academic Advisor). This user will be able to see the **CBME** and **Tasks and Results** dashboards of the Learners you assign to this group

> **Please note:** Tutor is an Elentra function name. It does not mean that the user assigned to this role will be referred to as a tutor anywhere else in the system.

3. Select a *Tutor.* Multiple Tutors may be selected

4. Add Learners to the group by using the *Select Members* dropdown. Type to search and select the name of the Learner.

Add Members

If you would like to add users that already exist in the course enrolment to this group, you can do so by clicking the checkbox beside their name from the list below. Once you have reviewed the list at the bottom and are ready, click the **Proceed** button at the bottom to complete the process.

Select Members*

Search All Members

test

Filtering Users by Students

PostMDA **Test**A (29962_**test**@discoverycommons.ca)

Proceed

5. After adding the Learners to be associated with this Group, select *Proceed*

Add Members

If you would like to add users that already exist in the course enrolment to this group, you can do so by clicking the checkbox beside their name from the list below. Once you have reviewed the list at the bottom and are ready, click the **Proceed** button at the bottom to complete the process.

Select Members*

Search All Members

Students x PostMDA TestA (29962_test@discoverycommons.ca)

Members to be Added on Submission

Cancel   Proceed

How to Remove Users from a Group:

1. To remove a Tutor from a Group, select the red circle with a white line through it
2. To remove a Learner from a Group, select the X next to their name

Group Details

Group Name

Your Group Name

Tutors

Type to search for tutors…

Appelton, Alison (24487_test@discoverycommons.ca) ⊖

View Members

⊖ Delete Members

	NAME	⇕	GROUP & ROLE

Add Members

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Members to be Added on Submission

Cancel   Proceed