

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

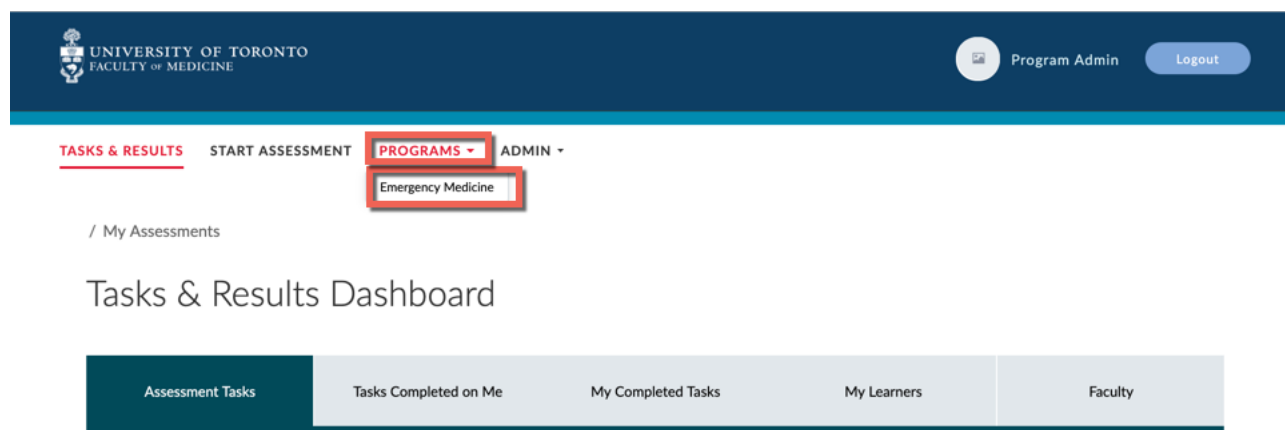
### Objectives

- Learn how to build and populate a group for your program
- 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).

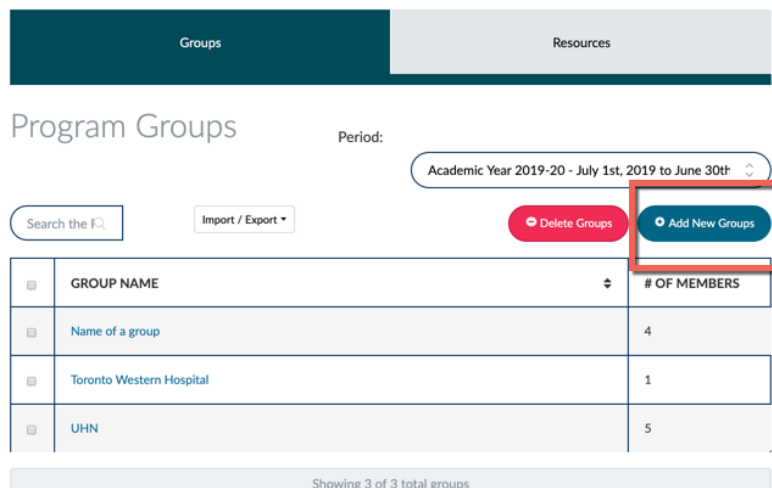
### How to set-up a Group:

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



- Select *Add New Groups*

PGY: Emergency Medicine



GROUP NAME	# OF MEMBERS
Name of a group	4
Toronto Western Hospital	1
UHN	5

4. Create a name for your Group in the *Group Name Prefix* text box. This name is not user facing, meaning group members will NOT see the name
5. Set the *Group Type* to **1** and select **Add**

Groups Resources

Add Group

Period: Academic Year 2019-20 - July 1st, 2019 to June 30th

Group Details

Group Name Prefix\*

Your Group Name

The group prefix will be used to automatically create the sequential group names. For example, a group prefix of "Small Group" would result in group names of "Small Group 1", "Small Group 2", "Small Group 3", etc.

Group Type\*

Create

1

Automatically populate groups

Cancel Add

### How to Populate/Edit a Group:

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

PGY: Emergency Medicine

Groups Resources

Program Groups

Period: Academic Year 2019-20 - July 1st, 2019 to June 30th

Search the

Import / Export

Delete Groups Add New Groups

GROUP NAME	# OF MEMBERS
Name of a group	4
Toronto Western Hospital	1
UHN	5
Your Group Name	0

Showing 4 of 4 total groups

- 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.

/ Manage Course Groups

Groups Resources

Edit Group Period: Academic Year 2019-20 - July 1st, 2019 to June 30th, 2020

**Group Details**

Group Name  
Your Group Name

Tutors  
alison

Appelton, Alison  
24487\_test@discoverycommons.ca  
Post MD

Arnot, Alison  
12494\_test@discoverycommons.ca  
MD Program

Baker, Alison  
710\_test@discoverycommons.ca  
MD Program

Culbert, Alison  
13004\_test@discoverycommons.ca  
MD Program

Freeland, Alison  
13292\_test@discoverycommons.ca  
MD Program

Howell, Alison  
28179\_test@discoverycommons.ca

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

**Group Details**

Group Name  
Your Group Name

Tutors  
Type to search for tutors...

Teacher  
✓ Tutor  
Teacher's Assistant  
Auditor

view Members

No Members Found.

### 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

Members to be Added on Submission

Cancel

Proceed

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

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
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### 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