

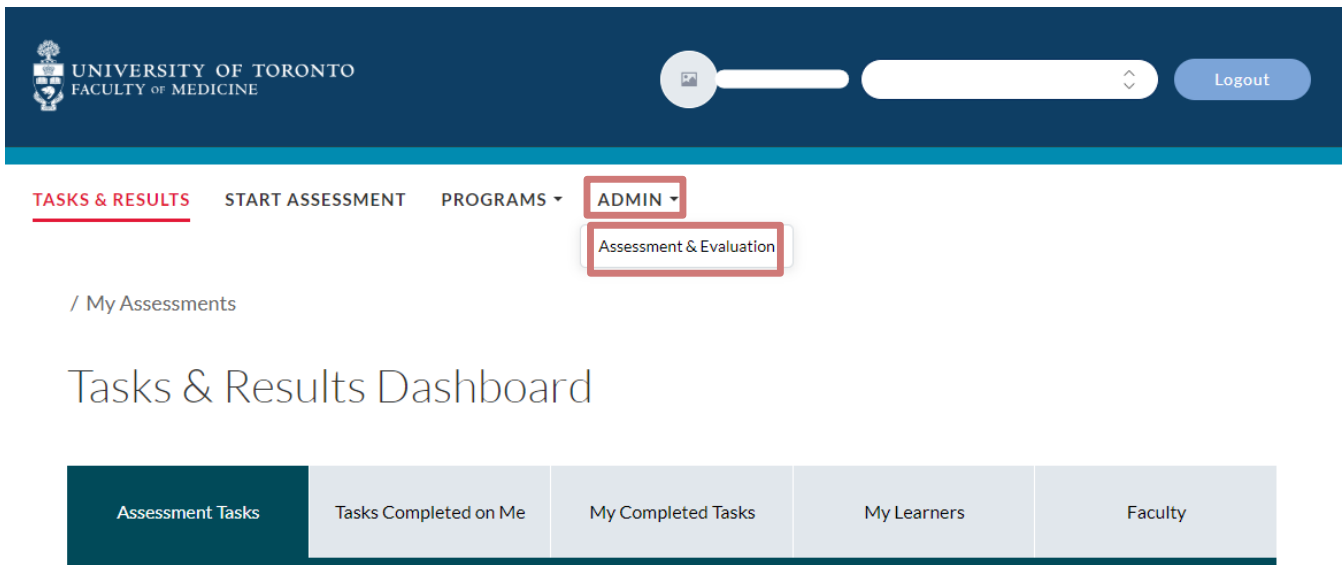
## Elentra User Guide: How to Understand and Use the Assessment Data Extract – For Program Directors and Administrators

The Assessment Data Extract is a spreadsheet of all of the assessment data that is entered into Elentra for your program (including the assessee and assessor information, assessment initiation and submission times, contextual variable responses, milestone and overall ratings and comments, among other things). Some programs use this extract to develop other types of reports not already offered in Elentra and Tableau.

### Objectives:

- a) Learn how to access your program's Assessment Data Extract
- b) Understand the data fields contained therein

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1. Log in to **Elentra** using the following website: <https://meded.utoronto.ca/>
  2. Navigate to the **Admin** tab → Select **Assessment & Evaluation**



UNIVERSITY OF TORONTO  
FACULTY OF MEDICINE

Logout

TASKS & RESULTS START ASSESSMENT PROGRAMS ADMIN Assessment & Evaluation

/ My Assessments

### Tasks & Results Dashboard

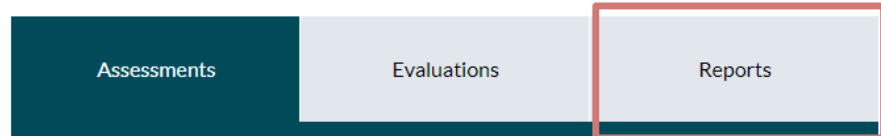
Assessment Tasks Tasks Completed on Me My Completed Tasks My Learners Faculty

### 3. Select the **Reports** tab

TASKS & RESULTS   START ASSESSMENT   PROGRAMS ▾   ADMIN ▾

/ [Assessment & Evaluation](#) / Dashboard

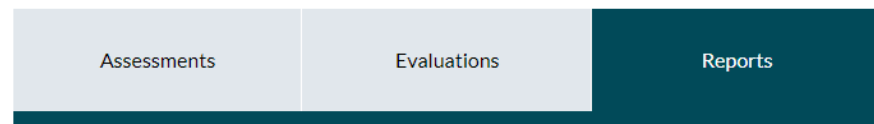
## Assessment & Evaluation



### 4. Select **Assessment Data Extract**

/ [Assessment & Evaluation](#) / Dashboard

## Assessment & Evaluation



### Assessments

- [Assessment Data Extract](#)
- Deleted Reports
- Embargo Reports
- EPA Progress Report
- Summary of Other Mandatory Assessments (OMAs)
- Flagged Reports
- Stage Progress Report

5. Select the date range (based on Date of Delivery) for your assessment data extract.

\**Date of Delivery* refers to the date that the assessment was initiated.

- Check the box for **Include milestone data** if you would like to see this information in your extract
- Select your **Program** from the drop-down list (you can start typing your program name to narrow down the search)

Data Extract

Report Date Range:

2019-09-01

📅

2019-09-14

📅

Include milestone data

☒

Select Program:

Browse Programs ▼

Begin typing to search...

Filtering Items by Program(s)

Select All

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FPAT: Forensic Pathology

6. Choose the relevant assessment **Activity**, per the descriptions below (or choose *Select All*, if you want to view all assessment records):

\***Note:** Teacher and Rotation Evaluations will only be available in the data extract for programs that are piloting these forms in Elentra

- *Student Assessment* – any form completed on a learner, where the learner is of interest (Ex. EPA Assessment Forms, ITARs/ITERs)
- *Teacher Evaluation* – any form completed on a teacher or faculty, where the teacher/faculty is of interest (Ex. LACT form - Learner Assessment of Clinical Teacher)
- *Rotation Evaluation* – any form completed on a rotation experience, where the rotation itself is of interest (Ex. Rotation Evaluation Form)

Select Activity

- All
- ✓ Student Assessment
- Teacher Evaluation
- Rotation Evaluation

7. Select the desired **Form(s)** from the drop-down list to further narrow down the results of your assessment data extract. Please note that all forms will appear in the data extract when no form is selected from the drop-down list

Select Forms:

Browse Forms▼

Filtering Items by Forms

<input type="checkbox"/>	EPA Assessment Form - D
<input type="checkbox"/>	EPA Assessment Form - D
<input type="checkbox"/>	EPA Assessment Form - F
<input type="checkbox"/>	EPA Assessment Form - F
<input type="checkbox"/>	EPA Assessment Form - F
<input type="checkbox"/>	EPA Assessment Form - F
<input type="checkbox"/>	EPA Assessment Form - F
<input type="checkbox"/>	EPA Assessment Form - F

8. Click the **Run Report** button to download an Assessment Data Extract CSV file

9. Open the downloaded CSV file to view your program's assessment data. The table below describes each of the data fields contained therein, for your reference

Assessment ID	ATarget ID	Name of Ass CBME Versio	Assessment URL	Assessment Form Code	Type of Assessment Form	Residency Program of Assessment Form	Residency Program Code of Assessment Form	Assessee Stage	Assessee Training Level	Assessee Home Program	Assessee Home Department	Assessor Home Program	Assessor Home Department	Assessor Firstname	Assessor Lastname	Assessor Email
43909	43858	EPA Assessment Version 4	https://med...	2553	Forensic Pathology	Forensic Pathology	Transition to Fellow	Forensic Pathology								
43912	43861	EPA Assessment Version 4	https://med...	2553	Forensic Pathology	Forensic Pathology	Transition to Fellow	Forensic Pathology								
43919	43868	EPA Assessment Version 4	https://med...	2553	Forensic Pathology	Forensic Pathology	Transition to Fellow	Forensic Pathology								
44174	44123	EPA Assessment Version 4	https://med...	2553	Forensic Pathology	Forensic Pathology	Transition to Fellow	Forensic Pathology								
44178	44127	EPA Assessment Version 4	https://med...	2553	Forensic Pathology	Forensic Pathology	Transition to Fellow	Forensic Pathology								
45547	45496	EPA Assessment Version 4	https://med...	2553	Forensic Pathology	Forensic Pathology	Transition to Fellow	Forensic Pathology								

See list of raw data extract field names and explanations for your reference below:

Field Name	Explanation
<b>Assessment ID</b>	Unique ID number for each <i>individual</i> assessment
<b>ATarget ID</b>	The unique ID number for the target of the assessment
<b>Name of Assessment Form</b>	Name of the assessment <i>form</i>
<b>CBME Version</b>	Version number of each the CBME curriculum
<b>Assessment URL</b>	URL or link for the completed assessment
<b>Assessment Form Code</b>	Unique code of form itself
<b>Type of Assessment Form</b>	Type of assessment form (i.e. EPA, Other Mandatory Assessment)
<b>Residency Program of Assessment Form</b>	The name of the residency program that the assessment form belongs to (e.g. Forensic Pathology)
<b>Residency Program Code of Assessment Form</b>	The residency program code that the assessment form belongs to (e.g. FPAT)
<b>Assessee Stage</b>	The Stage of the assessee at the time the assessment was completed
<b>Assessee Training Level</b>	The training level of the assessee at the time the assessment was completed (e.g. PGY1, fellow, etc.)
<b>Assessee Home Program</b>	The home program of the assessee
<b>Assessee Home Department</b>	The home department of the assessee
<b>Assessor Home Program</b>	The home program of the assessor
<b>Assessor Home Department</b>	The home department of the assessor
<b>Assessor Firstname</b>	The first name of the assessor
<b>Assessor Lastname</b>	The last name of the assessor
<b>Assessor Email</b>	The email of the assessor

<b>Assessor Group*</b>	Detailed explanation of user function in Elentra (e.g. faculty)
<b>Assessor Role*</b>	Specific access the assessor has in the system (e.g. assessor)
<b>Assessor CPSO</b>	The CPSO number of the assessor
<b>Assessee User ID</b>	User ID of the assessee
<b>Assessee Firstname</b>	The first name of the assessee
<b>Assessee Lastname</b>	The last name of the assessee
<b>Assessee Email</b>	The email of the assessee
<b>Assessee CPSO</b>	The CPSO number of the assessee
<b>Date of encounter</b>	The date of the encounter selected on the assessment initiation screen
<b>Time of Assessment Delivery</b>	Exact time assessment was initiated by initiator to assessor
<b>Date of Assessment Delivery</b>	Date assessment was initiated by initiator to assessor
<b>Expiry Date</b>	Final date when the assessment expired (i.e. If an assessment expires and is re-triggered, only the last expiry date will be recorded in this column)
<b>Initiator name</b>	Name of the individual who initiated the assessment in the Elentra
<b>Initiator role</b>	Role of the initiator within Elentra (e.g. faculty, staff, etc.)
<b>Assessment Form Delivery Method****</b>	One of two assessment form delivery methods (Complete now, Complete and confirm via email)
<b>Date of Assessment Start</b>	Date the assessment form was filled out
<b>Time of Assessment Start</b>	Exact time user started filling out the assessment form
<b>Time of Assessment Form Submission</b>	Exact time assessment form was submitted
<b>Date of Assessment Form Submission</b>	Date the assessment form was submitted
<b>Flagged</b>	Appears if an assessment response contains a flagged response. Flags are set-up during the form building process
<b>Embargoed</b>	Embargoed assessments are restricted to Program Directors and Administrators. They may only be released to other users at the discretion of the PD and/or PA
<b>Released to Comp. Comm. Chair</b>	If the form is embargoed and released to Competency Committee Chair
<b>Released to Comp. Comm</b>	If the form is embargoed and released to Competency Committee
<b>Released to Assessee</b>	If the form is embargoed and released to Assessee
<b>Stage of Residency</b>	Stage of Residency of the Learner at the time the assessment is completed
<b>EPA Code</b>	Entrustable Professional Activity unique code (F2, C4)
<b>EPA Title</b>	Entrustable Professional Activity name

<b>Other Mandatory Assessment</b>	Identifies mandatory forms that are not an EPA
<b>Device type</b>	The type of device used to complete the assessment (e.g. desktop or phone)
<b>Platform</b>	The specific platform of the device used to complete the assessment (e.g. Mac OS X, iPad, Android)
<b>Resolution</b>	The resolution of the screen used to complete the assessment
<b>Browser</b>	Specific internet browser used to complete assessment (e.g. Chrome, Internet Explorer, Handheld Browser etc.)
<b>Rotation Service</b>	The name of the rotation service the assessee was on at the time the assessment was completed
<b>Clinical Location**</b>	The location of the assessee at the time the assessment was completed. This location is selected from a linked location registry
<b>2 - 3 Strengths</b>	Comment section for assessor to provide comments regarding strengths about assessee in relation to completing the specific EPA
<b>2 - 3 Actions or areas for improvement</b>	Comment section for assessor to provide comments regarding improvement about assessee in relation to completing the specific EPA
<b>CV ID ##### : Title of CV***</b>	The unique ID number associated with each Contextual Variable (CV) in the system for the EPA
<b>Milestone ID ##### : Title of Milestone***</b>	The unique ID number associated with each Milestone in the system for the EPA
<b>Entrustment / Overall Rating</b>	The overall description used to indicate level of entrustment of an assessee completing an EPA
<b>Entrustment / Overall Value</b>	The value associated with the overall entrustment rating
<b>Entrustment / Overall Category</b>	The overall category/title for the level of entrustment
<b>Entrusted / Satisfactory</b>	The final rating indicating whether or not an assessee is entrusted in an EPA

**\*Please note:** The relationship between the assessor group and assessor role in the system is dependent on the method each user was added into the system (i.e. manually added by the assessee or added by a program administrator/director)

**\*\*Please note:** The Clinical Location field in the data extract is specific to certain types of forms (e.g. LACT forms, Rotation Evaluations, ITARs etc.). This field will appear blank in the data extract for EPA Assessments. Instead of clinical location, EPAs use the Contextual Variable “site” to capture location information

**\*\*\*Please note:** All contextual variables (CVs) and milestones *relevant* to the chosen forms will appear on the raw data extract. Consequently, some records appear without data or ‘N/A’ if they did not have the CV or milestone in the assessment form OR if the assessor left that section of the form blank.

\*\*\*\*Please note: Assessments using the 'Complete and Confirm via Email' delivery method will appear as a self-assessment (i.e. the same name will appear under the assessor and assessee columns) until the assessment has been sent to the assessor for completion. Once the assessee has completed the contextual variables and has sent the assessment to the assessor, the assessee and assessor names will correctly appear on the data extract.