

Elentra User Guide: **Logging-In and Starting Assessments – For Learners**

Objectives

- a. Learners will be able to log into their Elentra account
- b. Learners will be able to initiate an assessment in 2 different ways

Step 1

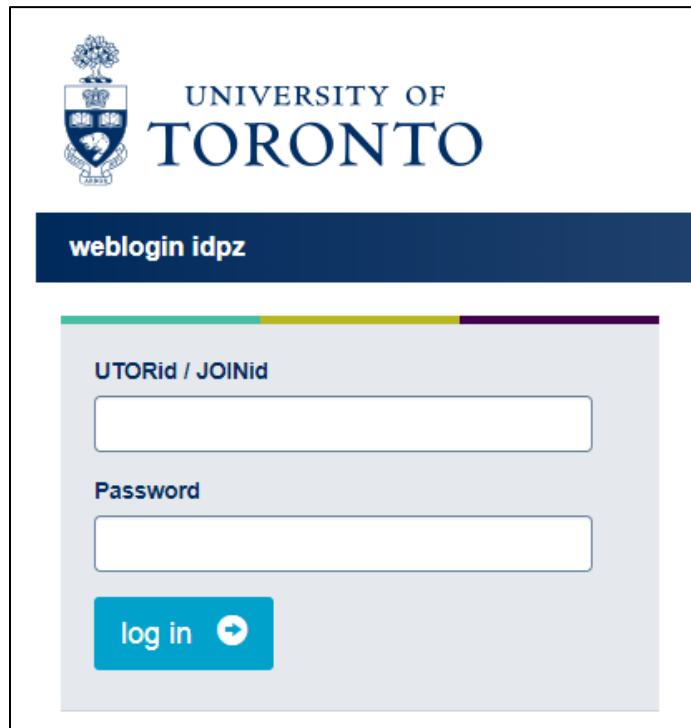
- Go to the **Elentra** website: <https://meded.utoronto.ca/>

Step 2

- To log in to **Elentra**, enter your UTORid & password and click “log in”. You will be directed to your home page

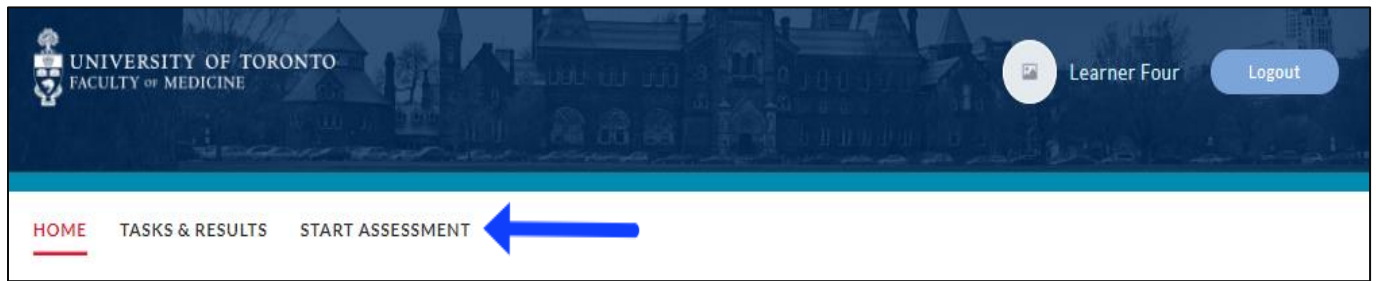
Note:

- If you do not know / have forgotten your:
 - UTORid: please email PGME.MedEdHelp@utoronto.ca with your name and program to request this information
 - password: please include an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset



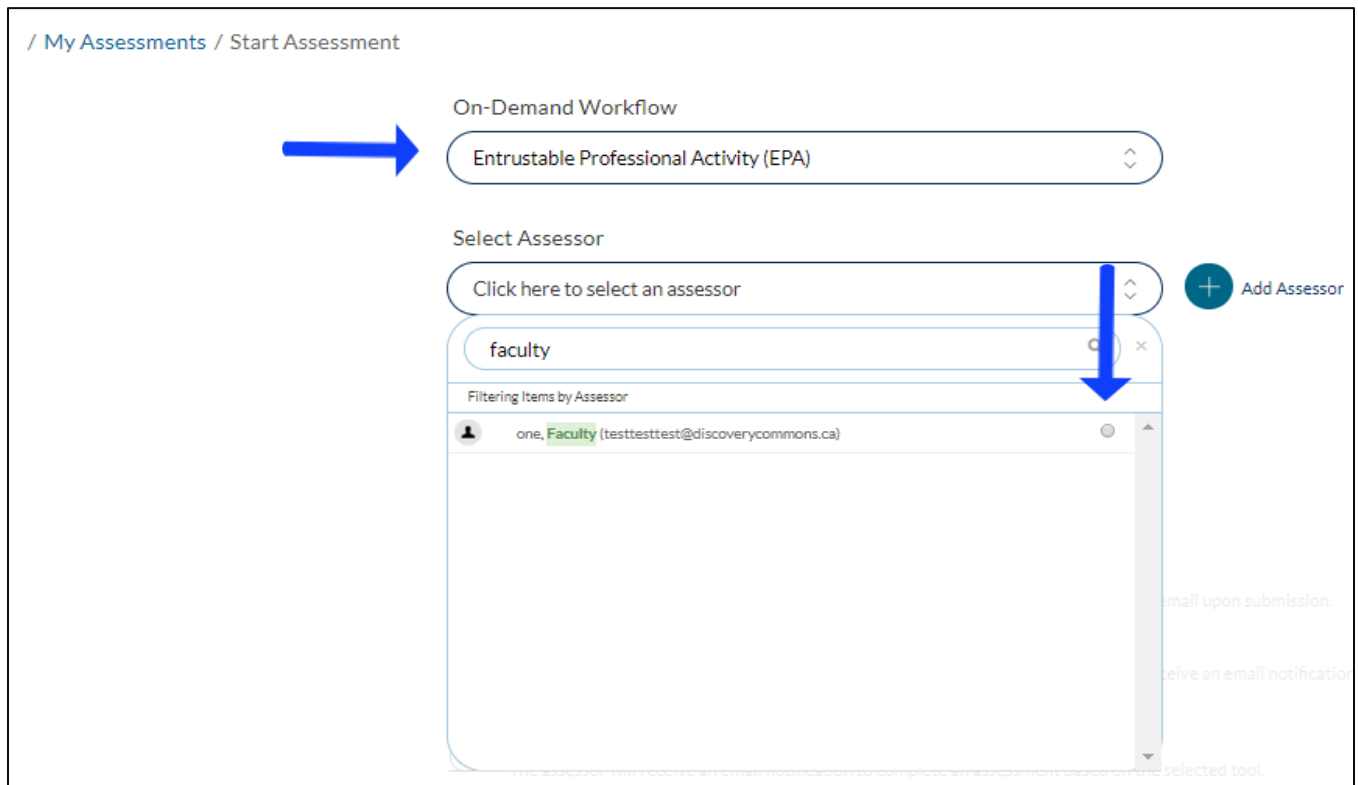
Step 3

- To start an assessment, click on the “Start Assessment” menu option at the top middle of the page

**Step 4**

- Select the “On Demand Workflow”. In most cases you will use “Entrustable Professional Activity (EPA)”. If you are completing a non-EPA assessment (Encounter Form), a Note to File, or a Professional Behavioural Monitoring form, you need to select “Other Assessment Forms”. Next, type in the assessor’s name into the search box to narrow down the list. Once you find the assessor’s name, select for it by clicking on the circle

Note: You are able to search for an assessor by typing in their e-mail address as well



- If the assessor cannot be found, click on the “+ Add Assessor” button. A drop down will appear. Type in the assessor’s “First Name”, “Last Name” and “Email Address” and click “+ Add”

Step 5

- Select the “Date of Encounter”, “Assessment Method”, the “Program” will be defaulted to the Learners current program. Next select the “EPA” you want to be assessed on.

Note:

- The best approach to ensure completion of the assessment tool is to select the “Complete now” method (See Step 6 for a details regarding Assessment Methods)

Select Date of Encounter

Select Assessment Method

- ☒ **Complete now**
Complete the assessment now on this device. The assessor will receive a confirmation email upon submission.
- ☐ **Complete and confirm via email**
Complete an assessment using the selected tool. Upon completion, the assessor will receive an email notification asking them to review/edit and confirm the assessment.


Select Program

Select an EPA



- Once an EPA has been selected, a list of the Assessment Tools associated with that EPA will appear. For example, if the EPA includes Part A and Part B, two assessment tools will appear. Assessment tools are listed in alphabetical order.
- If you would like to view the assessment form before initiating the assessment, select “Preview This Form”. Select “Begin Assessment” to start this assessment. This will initiate the assessment via the selected assessment method.

Select an EPA

D1: Assessing and proposing management for patients with common
inter... 

Assessment Tools

Search Assessment Tools... 

EPA Assessment Form - D
1 assessments completed on this learner.
1 entrusted assessments completed on this learner.

[Preview This Form](#) [Begin Assessment](#)



Step 6

Assessment Methods

Option 1 (Recommended Approach):

When “Complete Now” is selected as the assessment method, learners will complete the top section of the tool (Contextual Variable Questions that provide context and background information to a case) on behalf of the assessor, then pass the device to the assessor to complete the “Overall Entrustment” and “Feedback and Comments” section

*Note: The number of Contextual Variables and response options is unique to each assessment

Example of some Contextual Variables:

Type of Assessor

-- Please Select -- 

Type of Assessment

-- Please Select -- 

- After the assessor has completed the “Overall Entrustment” and “Feedback & Comments” section, select the “Submit” button to submit the form. The selected assessor will be notified via an email when an assessment form has been submitted

 A horizontal bar containing two buttons. On the left is a circular button with a blue background and a white hamburger menu icon, labeled "Save as Draft". To its right is a red pill-shaped button with the text "Submit" in white.

- If the form has been submitted successfully, the following message will show:

 A rectangular box representing a success message. On the left, it says "/ Assessment Task" in a blue font. On the right, there is a light green pill-shaped box containing the text "Successfully completed the form." in a green font.

Option 2:

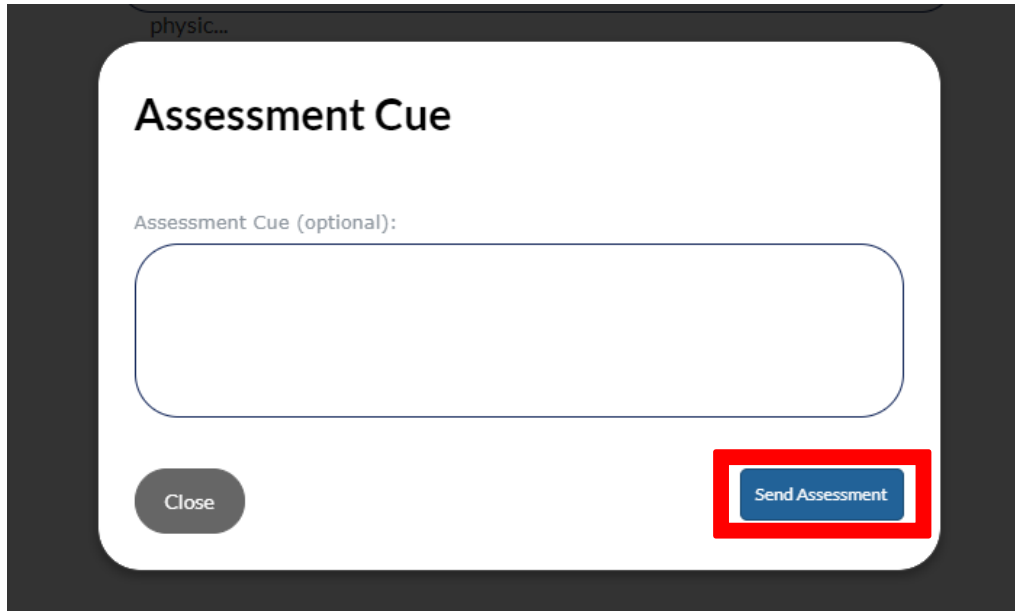
When “Complete and confirm via email” is selected, learners will need to complete **ALL** Contextual Variable questions in the assessment

 A form with two sections. The first section is titled "Type of Assessor" and contains a dropdown menu with the text "-- Please Select --" and a downward arrow icon. The second section is titled "Type of Assessment" and contains a similar dropdown menu with the text "-- Please Select --" and a downward arrow icon.

- Once the form is complete, click on the “Submit and notify assessor by email” button.

 A horizontal bar containing two buttons. On the left is a circular button with a blue background and a white hamburger menu icon, labeled "Save as Draft". To its right is a red pill-shaped button with the text "Submit and notify assessor by email" in white.

- You will then be prompted with a mandatory Assessment Cue. You must enter information in the mandatory cue and click **Submit** before the assessment is submitted to the assessor.
- *Note: The Assessment Cue should be used to provide context around an encounter. This serves to refresh your assessor's memory of what this assessment is for. They will receive your assessment cue via email, along with a link to the selected assessment to be completed/edited before submitting.*



Coaching Notes

Saving as Draft

- Learners are encouraged to initiate assessments via the “Complete now” method while saving as draft should be used cautiously
- In the event that an assessment was initiated but was unable to be completed and submitted, select the “Save as Draft” option
- If “Save as Draft” is selected, the **assessor** will be required to login to their Elentra account to complete and “Submit” the form
- If the assessor was added via the “Add External Assessor” function, the assessment **MUST** be submitted and should **not** be saved as a draft

Elentra Support

If you require assistance, please do not hesitate to contact the Elentra Help Desk at:
PGME.MedEdHelp@utoronto.ca