**Elentra Onboarding Guidelines for Non-CBD Programs**

# **OVERVIEW**

Non-Competence By Design (CBD) programs have the opportunity to implement assessment tools in the University of Toronto-supported online assessment platform, Elentra. It is important to note, however, that Elentra is primarily being developed for the implementation of Competence by Design (CBD). Therefore, there are many CBD-specific functions within Elentra that cannot be enhanced or removed at this time to accommodate for an improved user experience for non-CBD programs. These functions include:

1. **The Learner Dashboard** – This is currently the homepage for Learners in Elentra. The Dashboard is broken down into CBD stages of residency. Each stage is broken down into Entrustable Professional Activities (EPAs) and their associated assessments are displayed. The overall rating from these CBD-specific assessments are collated here on a 5-point entrustability scale.
2. **Reports and Data Extract** – The current language used in Elentra reporting is CBD-specific and the data extract is agnostic of CBD. The data extract is a large file containing all assessment responses and descriptive demographic information available for a program.
3. **Rating Scales** – Elentra has a set of rating scales approved through the Best Practices in Evaluation and Assessment (BPEA) Working Group. At this time, we are not able to offer custom scales

# **REQUIREMENTS FOR ONBOARDING TO ELENTRA** – **ACTIVITY INSTRUCTIONS & CHECKLIST**

The following are required to determine your program’s implementation readiness. Please indicate whether you have these items ready under the “Response” column, and make any “Notes”, as necessary.

| **#** | **Requirements** | **Response** | **Notes** |
| --- | --- | --- | --- |
|  | **Assessment Tools** – Samples of the tools you would like uploaded to Elentra need to be submitted to the Education and Systems Team for review in order to determine if they will translate into the Elentra structure.  |  |  |
|  | **Faculty and Learner List** – Each program is required to provide a complete faculty list for upload into Elentra, as outlined above (see *Required Information to Access Elentra, below*). Learner imports will be developed centrally by PGME using POWER. A quality assurance (QA) process of each list is required before any learners or faculty can be added to Elentra. The length of each program’s faculty and learner list will determine how long that QA process will take. |  |  |
|  | **Reporting and Training** – The PGME Office offers very limited Reporting and hands-on Training support for Non-CBME programs. Training resources (such as User Guides, Q&As and videos) will be made available to programs, however, a support contact from your department is needed for implementation.  |  |  |
|  | **Faculty and Learner List** – Each program is required to provide a complete faculty list for upload into Elentra. Learner imports will be developed centrally by PGME using POWER. The following information is required on the faculty list: * 1. **First Name**
	2. **Last Name**
	3. **Email Address**
1. **UTORid[[1]](#footnote-1)**

A quality assurance (QA) process is required before any learners or faculty can be added to Elentra. The length of each program’s faculty and learner list will determine how long that QA process will take. |  |  |

# **IMPLEMENTATION PROCESS**

1. **Implementation Date** - Once your program’s assessment tools have been reviewed and your Faculty List has been submitted, the CBME Education and Systems team will provide your program with a target implementation date.
2. **Form Building –** The CBME Education and Systems team will begin to build your assessment tools in Elentra. Once they are completed, the Program Director will be e-mailed preview links of each tool for review and sign-off. Programs will have the opportunity to request any final changes to their tools at this point, as tools cannot be modified once they are launched.
3. **Training –** The Elentra Team will provide a general training session for program administrators.
4. **Going Live –** On the agreed upon implementation date, an email will be sent out to all users notifying them how to access Elentra, as well as who to contact for help if needed.
1. Users may still complete assessments without an UTORid; however, they will not be able to log into Elentra without one. [↑](#footnote-ref-1)