

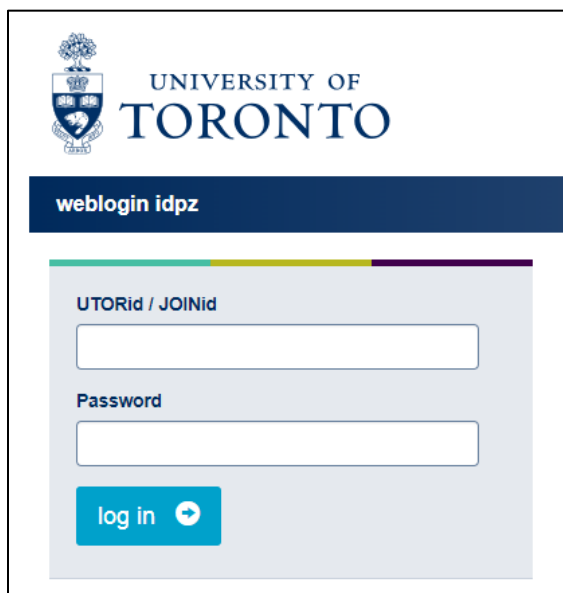
Elentra User Guide: **Elentra Navigation – For Assessors**

Objectives

- a. Assessors will be able to navigate their homepage
- b. Assessors will be able to view outstanding tasks and completed tasks

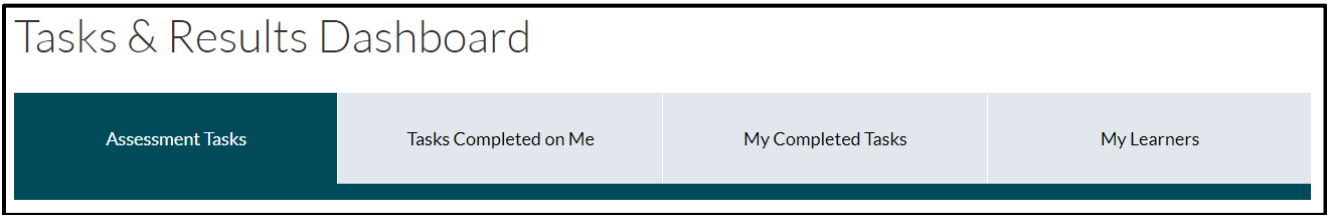
- Go to the **Elentra** website: <https://meded.utoronto.ca/>
- To log in to **Elentra**, enter your UTORid & password and click “log in”. You will be directed to your home page

Note: If you do not know your UTORid, please contact your Business Officer to request this information. If you have forgotten your UTORid password, please provide your Business Officer with an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset

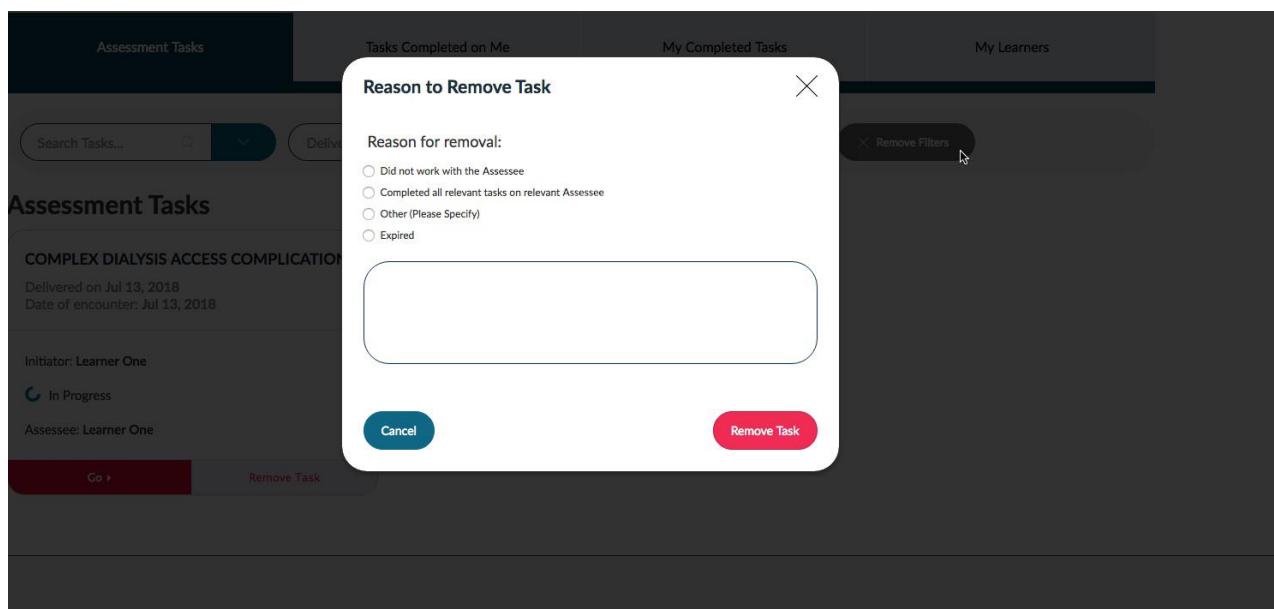
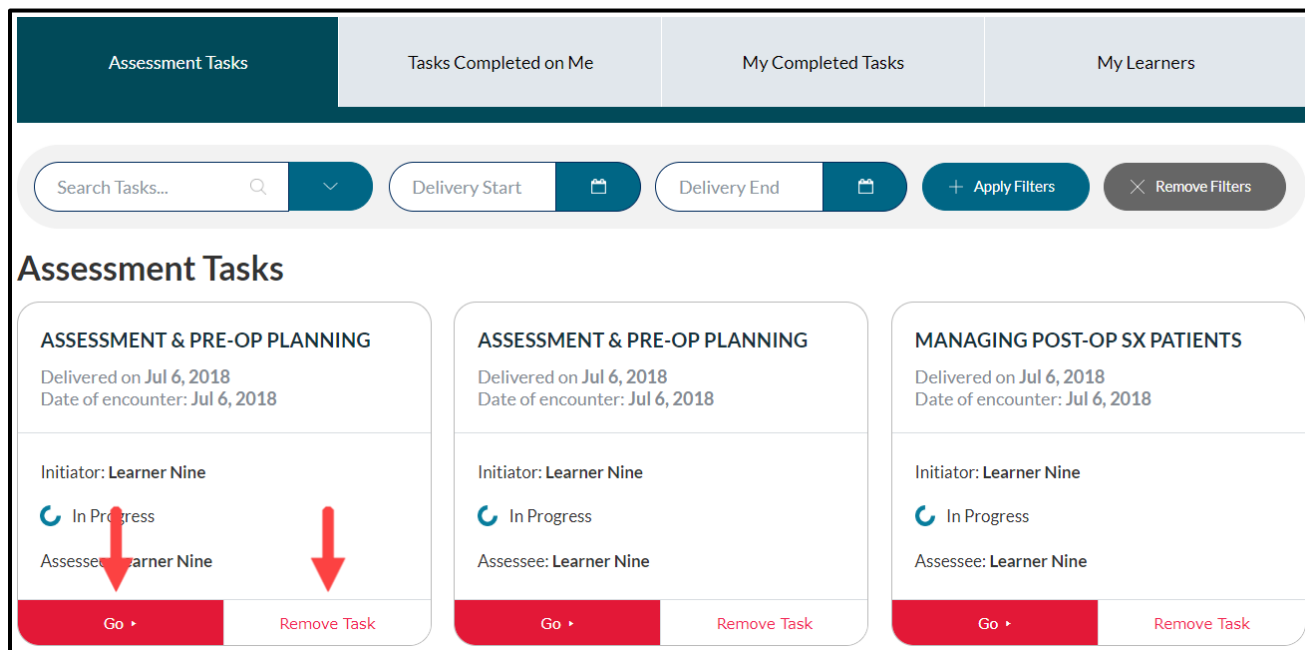


- The *Tasks and Results Dashboard* is your main homepage. Here you will be able to view the following tabs, which indicate outstanding or completed tasks
 - The “Assessment Tasks” tab indicates all assessments that you are required to complete, as the assessor
 - The “My Completed Tasks” tab indicates all assessments that you have already completed and submitted, as the assessor
 - The “Tasks Completed on Me” tab indicates any assessments completed on you, as the Assessee

Note: You will not need to refer to the “My Learners” tab, as it does not apply to Assessors



- Under the “Assessment Tasks” tab, you have the following options to manage assessments that have been sent to you for completion:
 - Complete the assessment form by selecting “Go”
 - Remove the assessment form (IF appropriate) by selecting “Remove Task”. A pop-up will appear prompting you to select an appropriate “Reason to Remove Task”



- Under the “My Completed Tasks” tab, you will be able to view all assessments that you have completed on learners
- To Download and Print multiple completed assessments, select the applicable assessments and then select “Download PDF(s)”

Forms I've Completed Download PDF(s)

HEALTH ADVOCACY ASSESSMENT

Delivered on Jul 11, 2018
Date of encounter: Jul 11, 2018
Completed on Jul 11, 2018

Initiator: Learner Eleven
Assessee: Learner Eleven

Select for download

View ▾

HEALTH ADVOCACY ASSESSMENT

Delivered on Jul 10, 2018
Date of encounter: Jul 6, 2018
Completed on Jul 10, 2018

Initiator: Carolina Rios
Assessee: Learner Fourteen

Select for download

View ▾

Download PDF ✕

Please confirm that you want to download PDFs for the following task(s):

Download as one file

ASSESSOR	ASSESSEE	DELIVERY DATE
Faculty Four	Learner Eleven	2018-07-11
Faculty Four	Learner Fourteen	2018-07-10

Close
Download PDF(s)

- To view specific details of an assessment select “View”

Assessment Tasks | Tasks Completed on Me | My Completed Tasks | My Learners

Delivery Start
Delivery End
+ Apply Filters
✕ Remove Filters

Forms I've Completed Download PDF(s)

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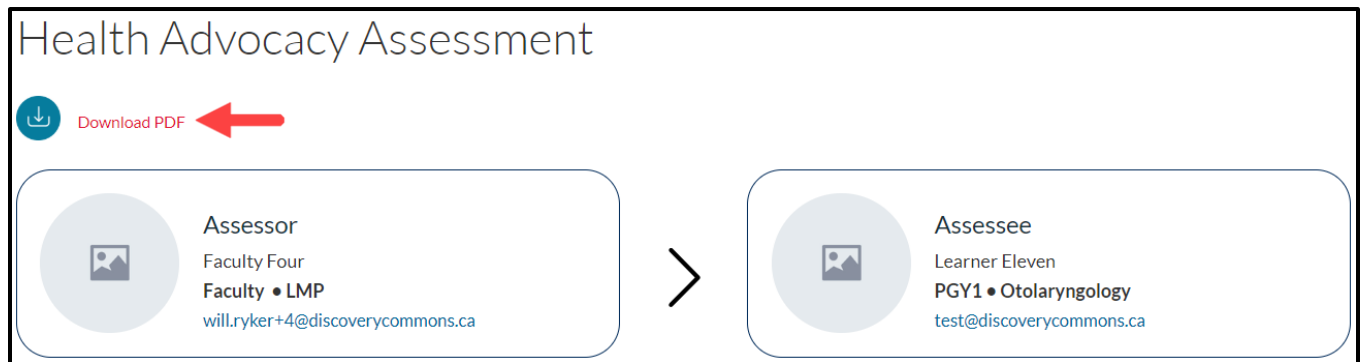
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Assessee: Learner Fourteen



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- When viewing an individual assessment, you can download it as a PDF by clicking the “Download PDF” button on the top left
- Downloaded PDFs can be shared electronically or printed as needed




Health Advocacy Assessment

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 **Assessor**
Faculty Four
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>

 **Assessee**
Learner Eleven
PGY1 • Otolaryngology
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Elentra Support

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