TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

Temerty Medicine

Elentra User Guide: **Elentra Navigation – For Program Directors and Administrators**

Objectives

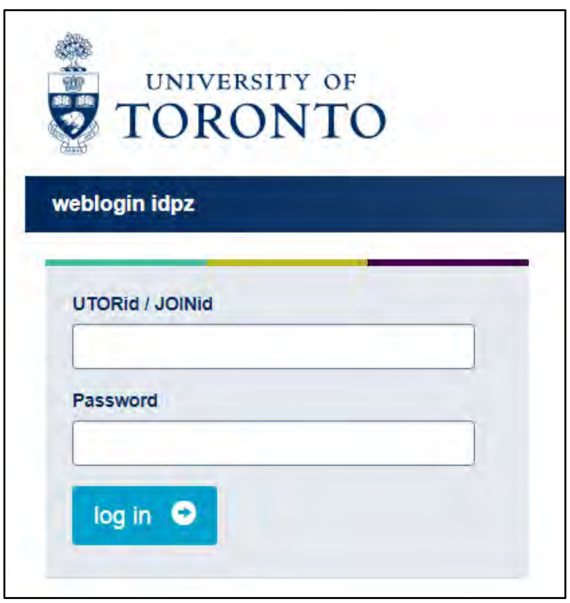
A. Program Directors and Administrators will be able to:
   - Navigate their homepage
   - View their Learners' CBME dashboards and Assessment tabs

---

- 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

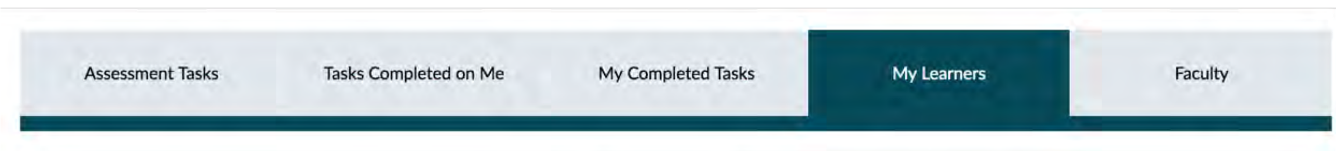
Note: If you do not know your UTORid, please contact your Business Officer to request this information. If you have forgotten your UTORid password, please provide your Business Officer with an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password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



Navigating your Home Page

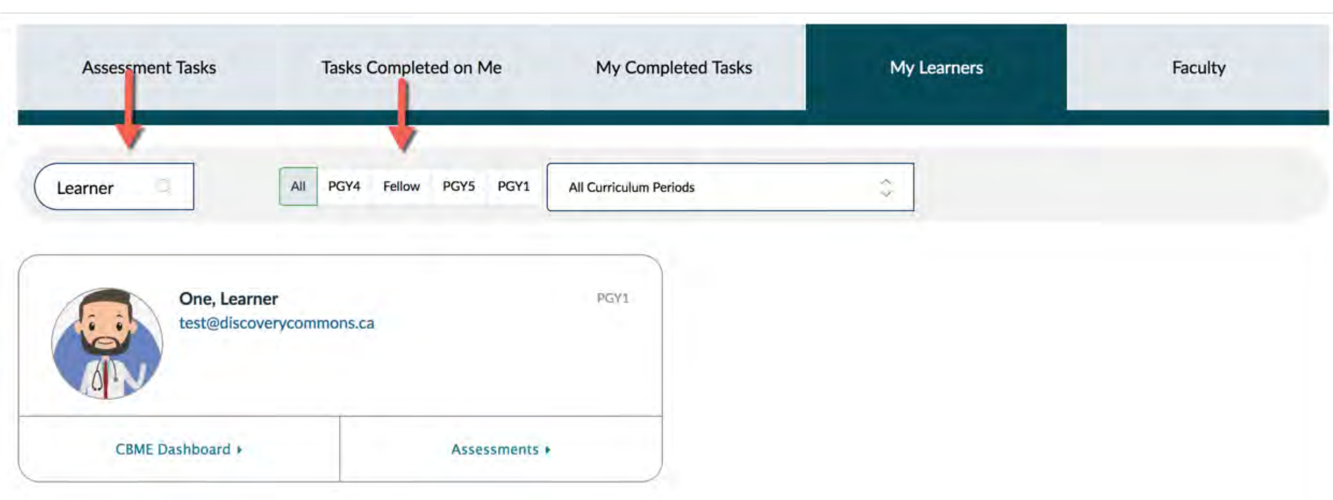
- The **Tasks and Results Dashboard** is your homepage. Here you will be able to view the following tabs, which indicate outstanding or completed tasks
    - The **Assessment Tasks** tab indicates all assessments that you are required to complete as an assessor
    - The **Tasks Completed on Me** tab indicates any assessments completed on you as an assessee
    - The **My Completed Tasks** tab indicates all assessments that you have already completed and submitted as an assessor
    - The **My Learners** tab contains access to all Learners' CBME dashboards and Assessment tabs within your program
    - The **Faculty** tab is not applicable in this version of Elentra

Note: *More detailed instructions on the "Assessment Task", "Tasks Completed on Me" and "My Completed Task" can be found in the Elentra Navigation User Guide for Assessors*



- Under the **My Learners** tab is the learner search function. Searching can be done by entering a Learner's name, or filtering by PGY/Clinical Fellow level

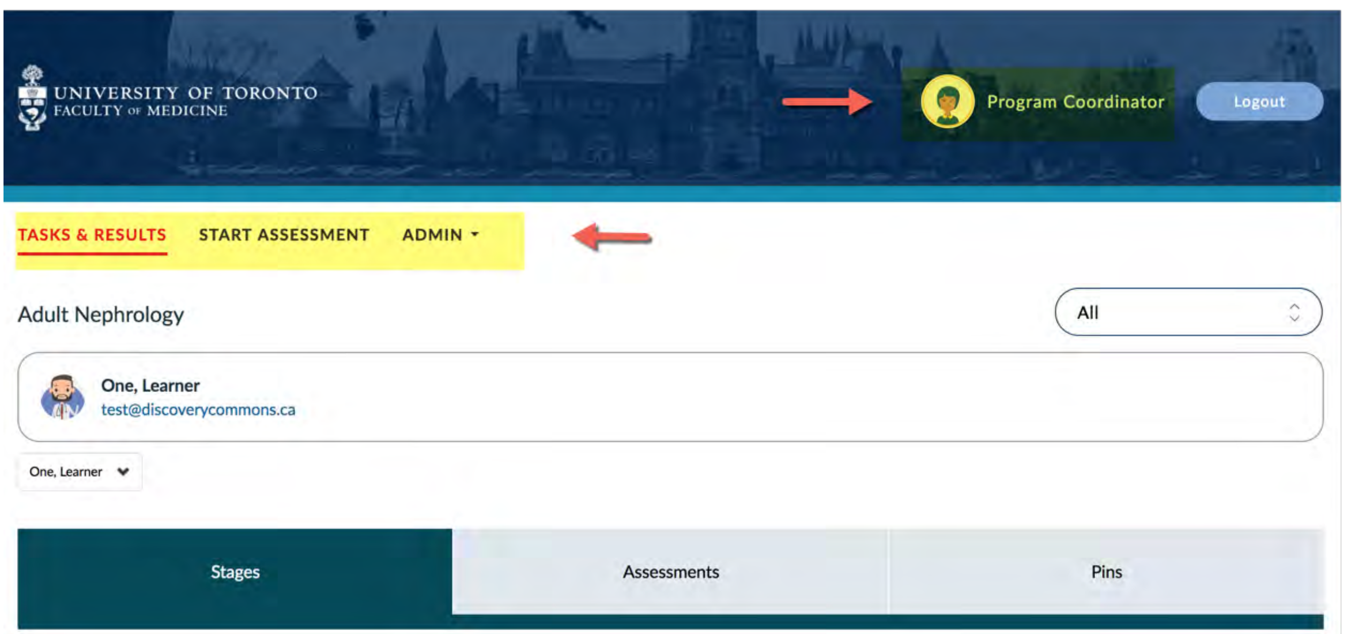
Note: *Curriculum Period is not applicable in this version of Elentra. We advise that you do not change the default selection*
for this menu



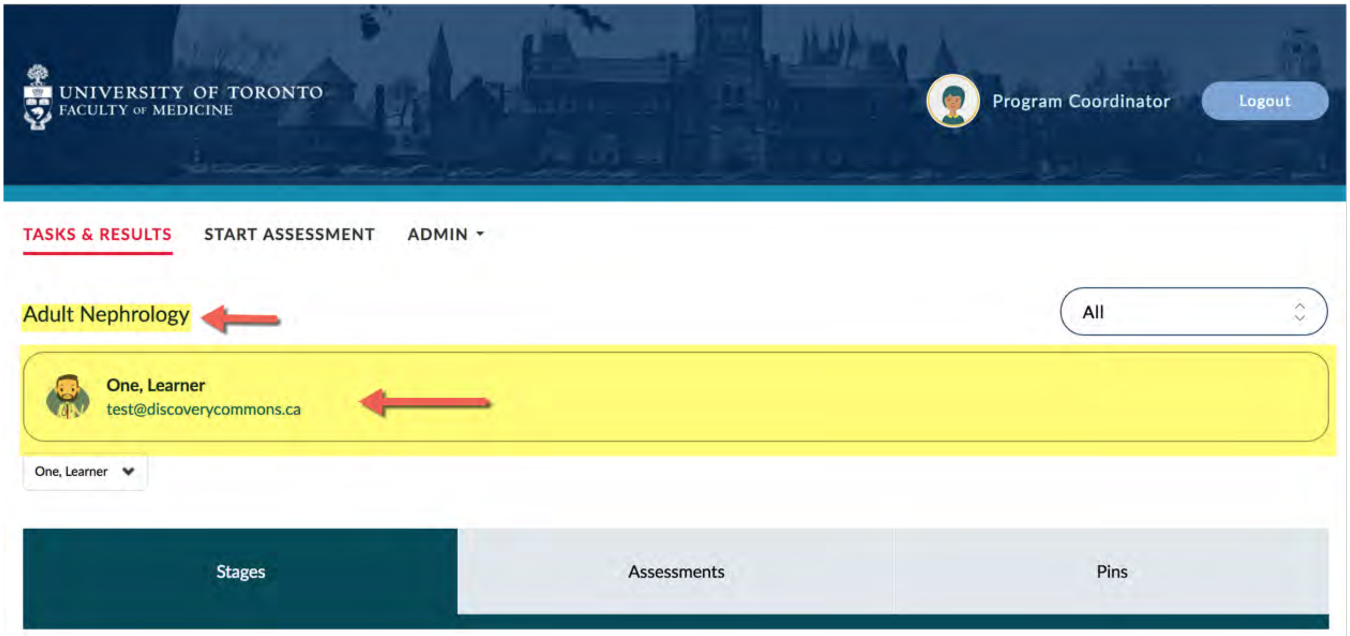
- Each Learner's profile contains a link to their **CBME Dashboard** and their **Assessments**. In order to access a specific learner's dashboard, click on the "CBME Dashboard" tab of their profile

A. Viewing a Learners CBME Dashboard

- After selecting the CBME Dashboard, you will see the individual Learner's homepage. The top of the screen contains the following standard navigation options: **Tasks & Results**, **Start Assessment** and **Admin**. Selecting "Task & Results" will always return you to your home page. Selecting "Start Assessment" will begin an assessment initiated by you, the Program Director/Coordinator.



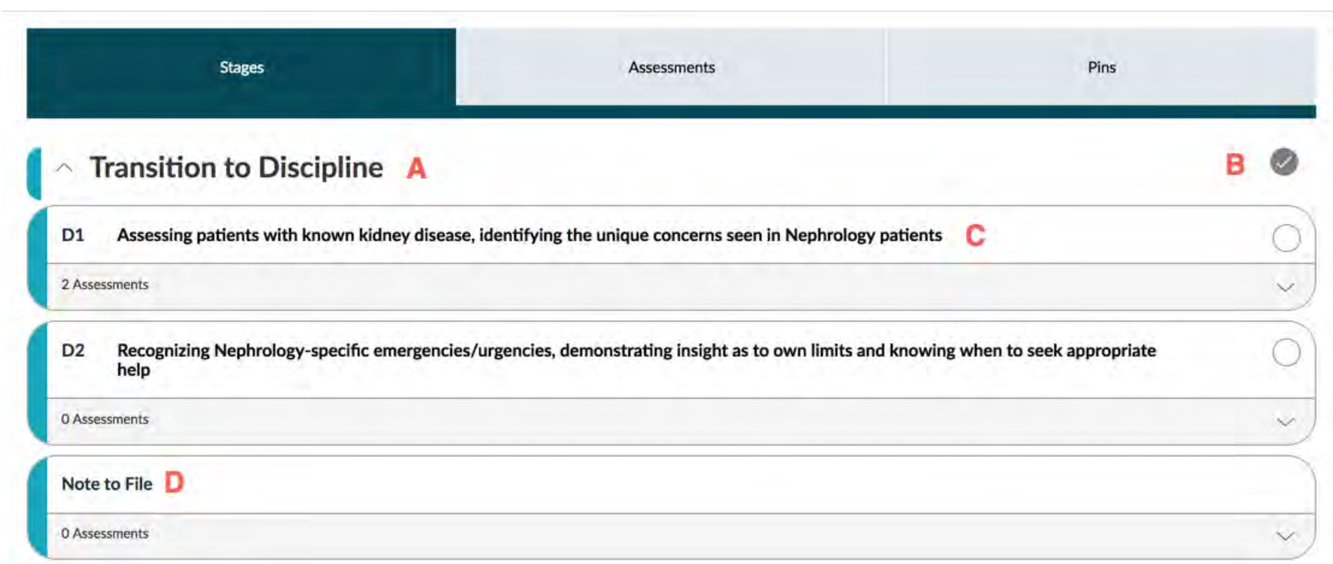
- The tabs located in the middle of the "Tasks & Results" home page contain information related to the Learner you selected. In the example below, the Program Coordinator for Adult Nephrology is viewing Leaner One's dashboard. Each Learner will have tabs for **Stages**, **Assessments** and **Pins**



A1. Accessing the Stages Tab

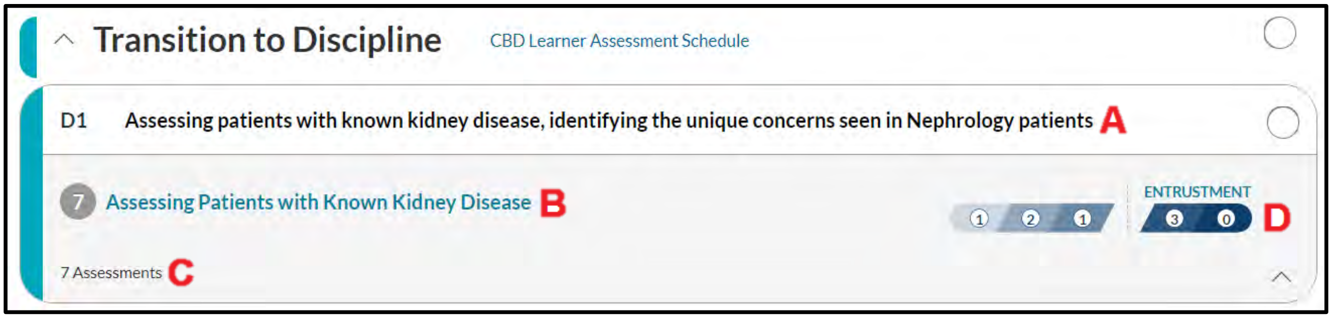
The **Stages** tab contains the following information:

- **A** – indicates the name of each competency stage
- **B** – indicates the status of stage completion. Successful stage completion is indicated by a grey checkmark in the right-hand side of the screen.
- **C** – contains information related to the EPA (explained in greater detail in the next section)
- **D** – indicates additional tools (Non-EPAs) that are listed at the bottom of each stage



- In the below set of screen captures,
  - **A** indicates the full name of the EPA
  - **B** indicates the name of the specific tool used to assess the EPA
  - **C** indicates the total number of assessments completed for that specific EPA
  - **D** indicates the overall entrustment rating achieved on each submitted assessment

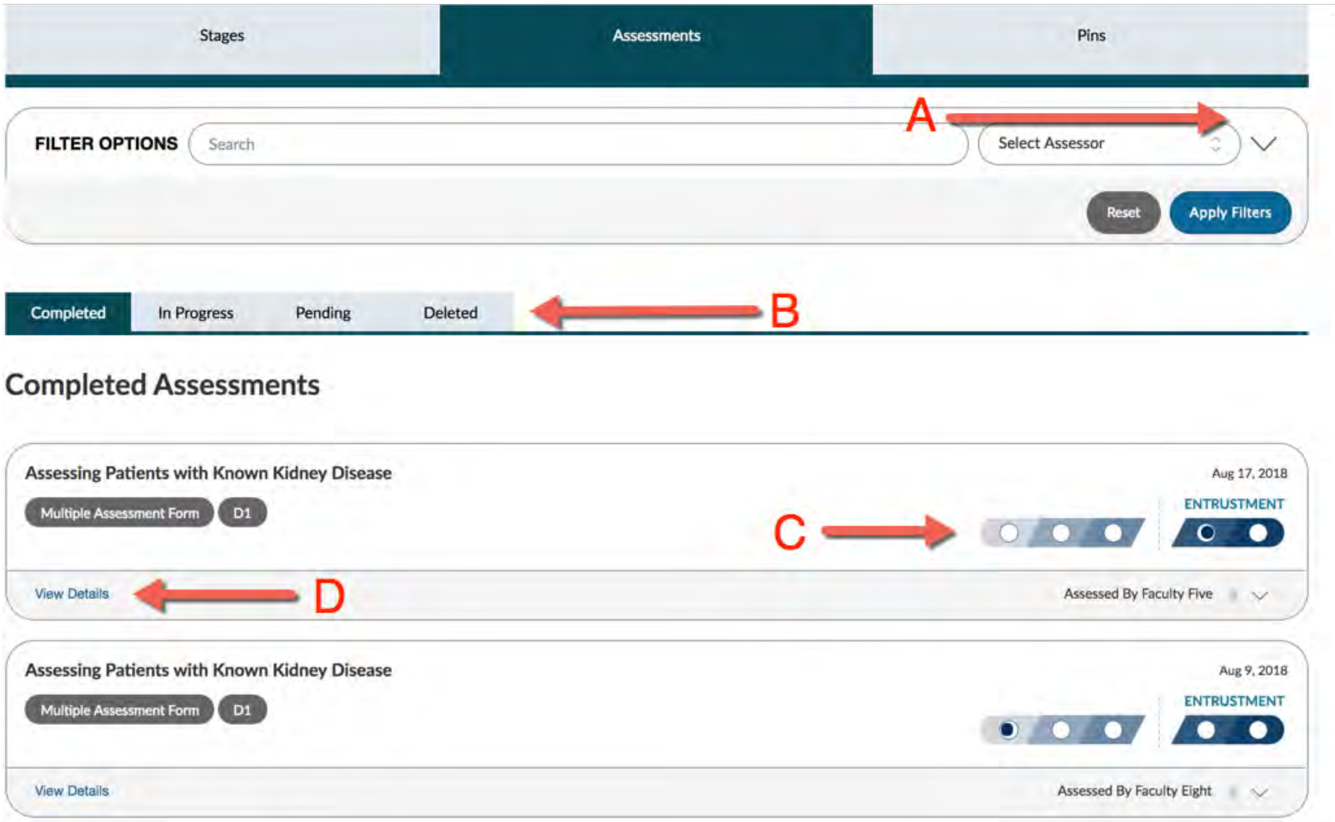
Note: *Hovering your cursor over a number on the scale will reveal its corresponding rating level (e.g. in the image below, 3 = 3 assessments with an overall rating of Autonomy)*



A2. Accessing the Assessments Tab

- The **Assessments** tab contains the following information:
  - **A** – indicates the Assessment Tool filter. Selecting this arrow will expand the filter options
  - **B** – These tabs allow you to select the current status of the assessment
    - **Completed** refers to assessments that have been submitted by an assessor
    - **In-progress** refers to assessments that have been started by an assessor, but have been saved for completion at a future time
    - **Pending** refers to assessments that have been initiated and sent, but not started by an assessor
    - **Deleted** refers to assessments that have been removed by the assessor

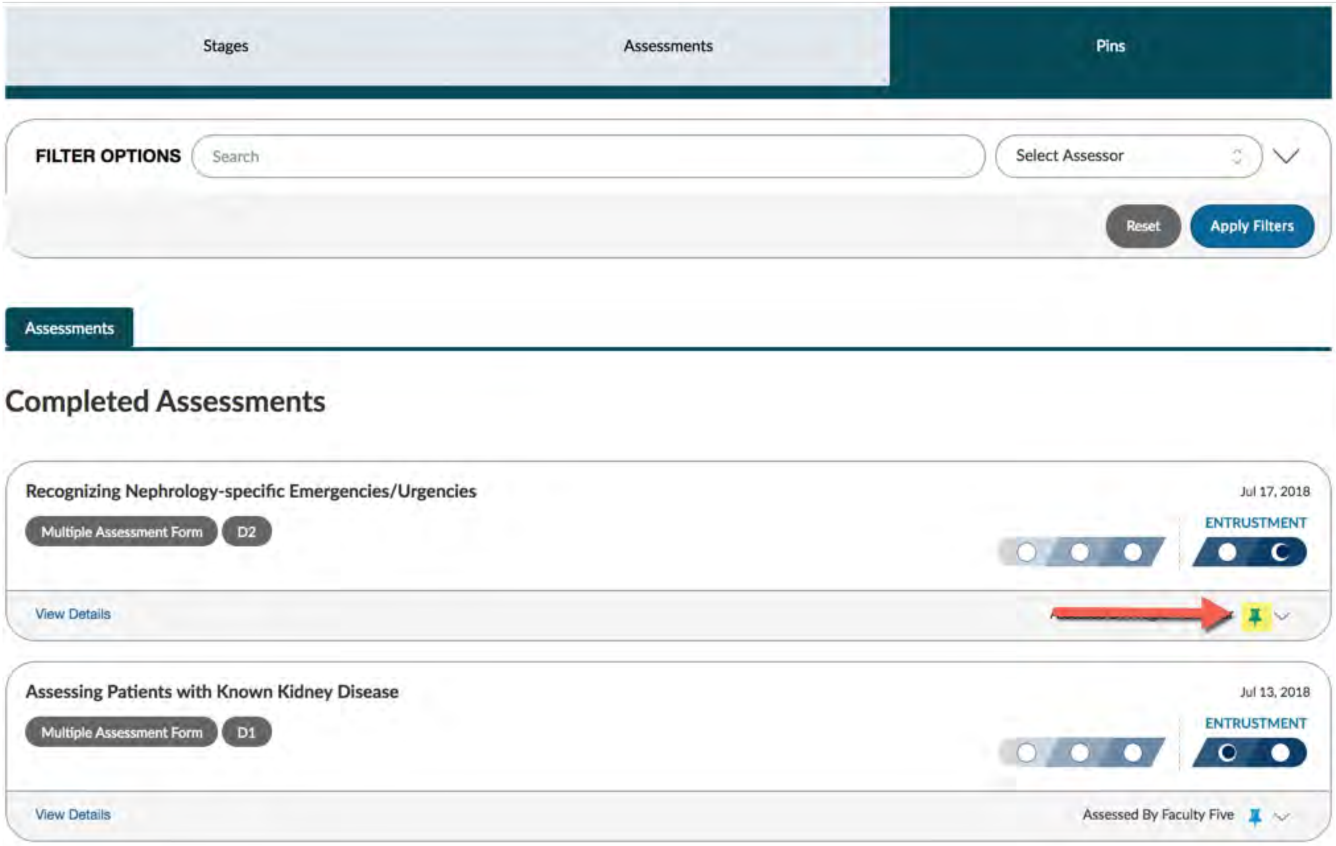
  - **C** – indicates the overall entrustment rating or overall score for this individual assessment
  - **D** - In order to view the completed assessment as is, select **View Details**



A3. Creating and Viewing Pins

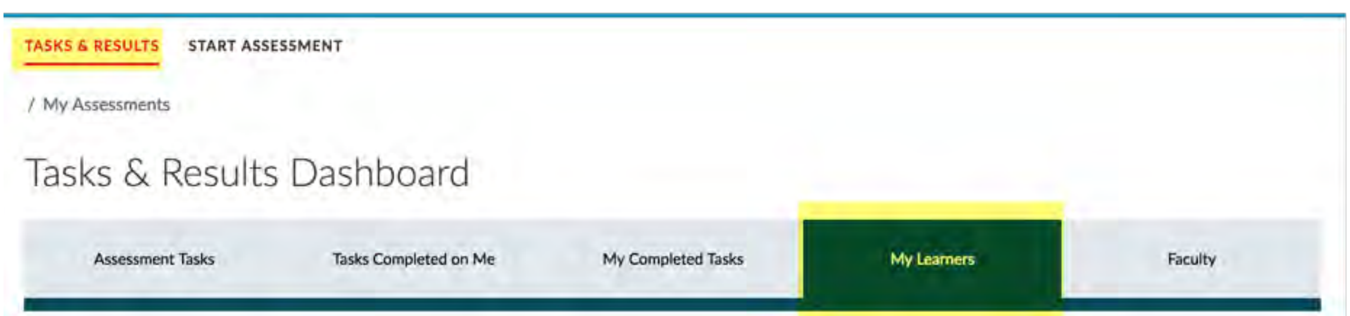
- Under the **Assessments** tab, you can select assessments that you would like to pin which serves as a bookmark
- To pin an assessment, select the pin icon. All pinned assessments will appear in the **Pins** tab
  Note: *Assessments pinned by a user will not be visible to other users.*

- To remove a pinned assessment, select the pin icon under the **Pins** tab

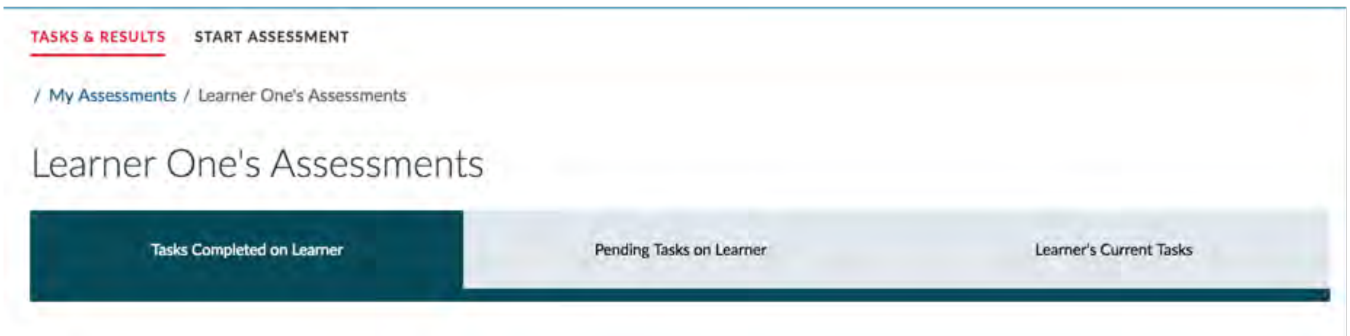


B. Viewing a Learner's "Assessments"

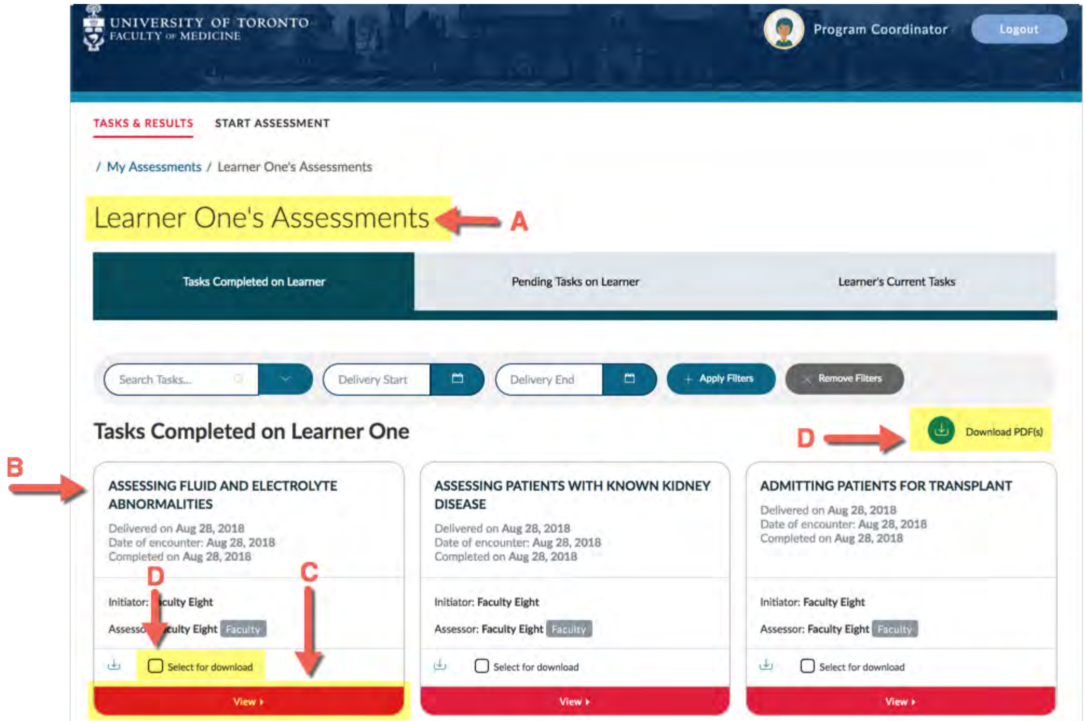
- In order to return to the **My Learners** section, select **Tasks & Results** at the top of the page and click on the **My Learners** tab



B1. Accessing the Tasks Completed on a Learner

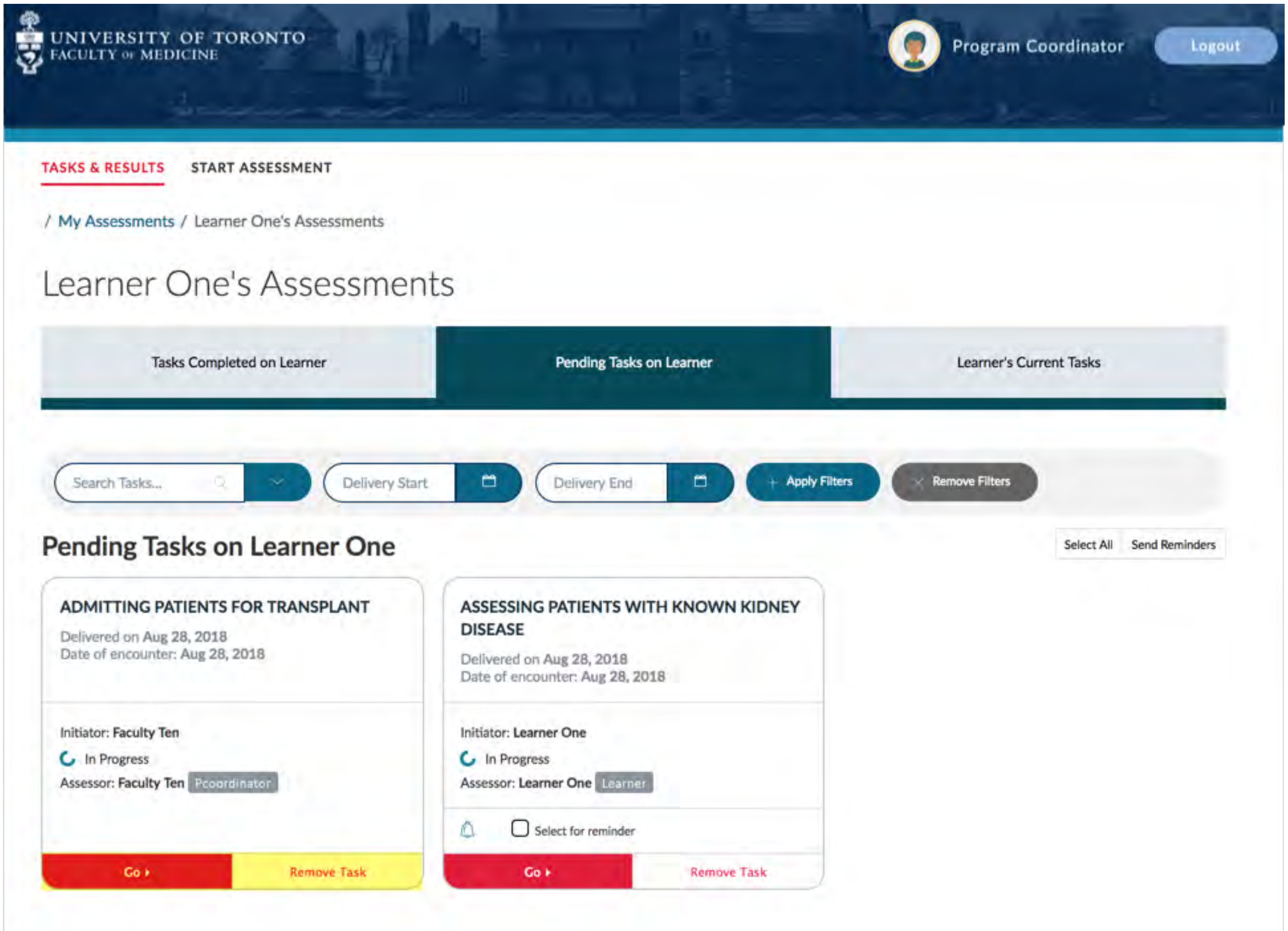


- The following options are available under the **Tasks Completed on Learner** section;
  - **A** – The main heading indicates which learner you are viewing
  - **B** – Each completed assessment is represented by a tile. Tiles contain the following information:
    - The assessment tool name
    - The date the tool was delivered (initiated)
    - The date the encounter took place (the Learner/Assessor selects this date when initiating the form)
    - The tool completion date
    - The individual who initiated the assessment (i.e. the Learner, Faculty or an Administrator)
    - The name of the assessor
  - **C** – To view the individual assessment, select the View option.
  - **D** – To download the assessment, check the “select for download” box within the tile, then click the **Download** PDF option to initiate the download



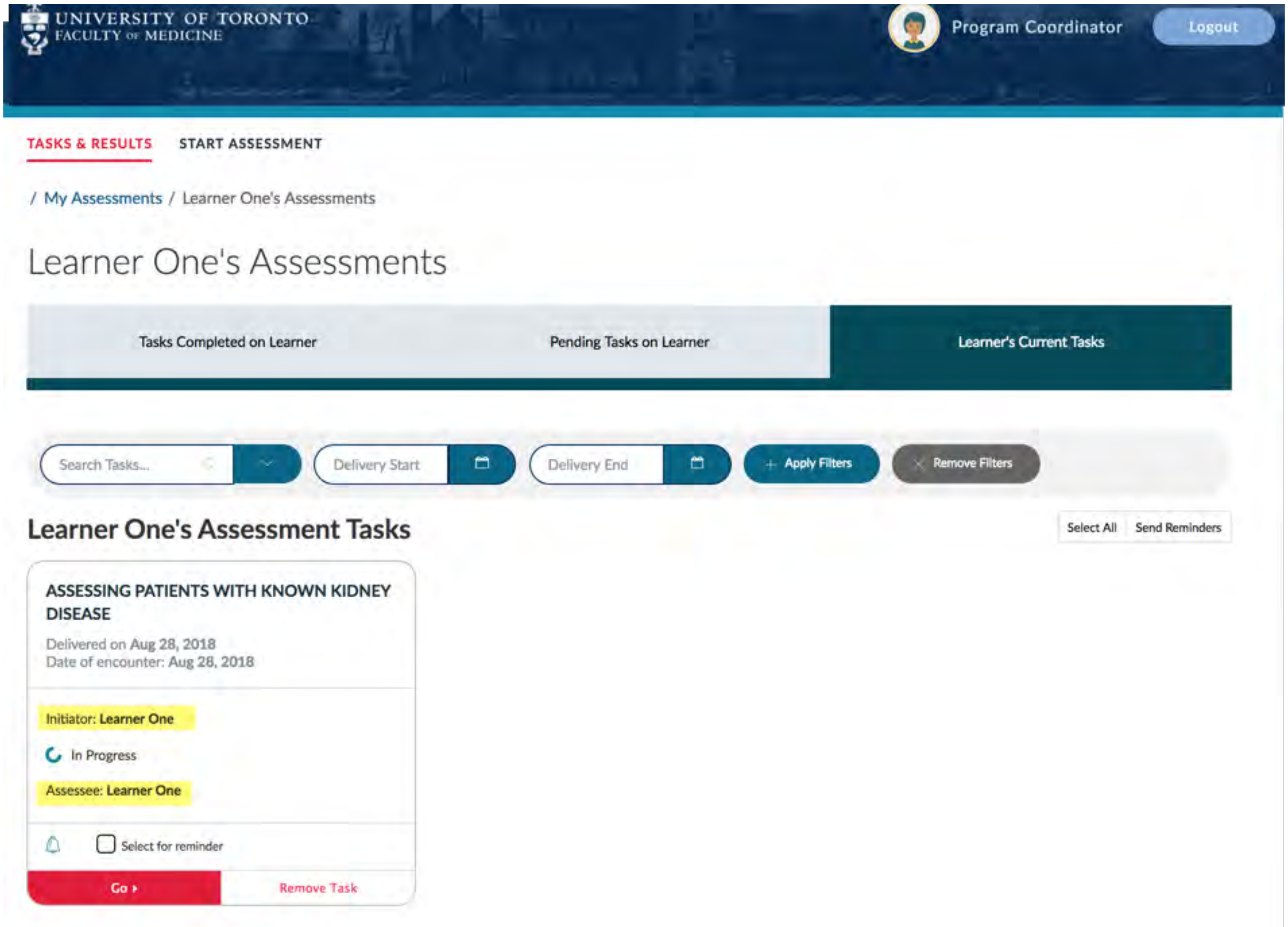
B2. Accessing the Pending Tasks on a Learner

- The **Pending Tasks on Learner** tab contains assessments that have been sent to an assessor, but have yet to be completed. Each pending task is contained within a tile. The following options are available;
  - **Go** will take you into the uncompleted assessment
  - **Remove Task** will remove/delete the task/assessment. If you remove a task, all data related to this assessment will be deleted



B3. Accessing a Learner's Current Tasks

- This tab contains assessments that are assigned to the Learner (i.e. the Learner as the assessor). Assessment tasks will appear here if the Learner is completing a self-assessment, or an assessment on a peer. In the example below, the Learner is completing a self-assessment



Elentra Support

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