

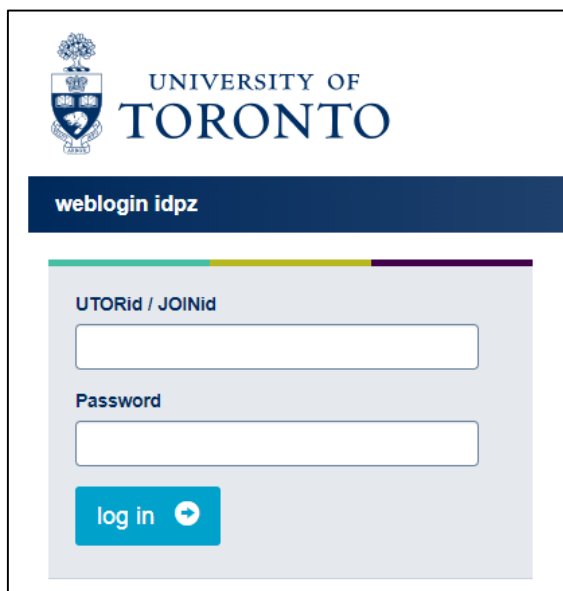
Elentra User Guide: Elentra Stage Completion – For Program Directors and Administrators

Objectives

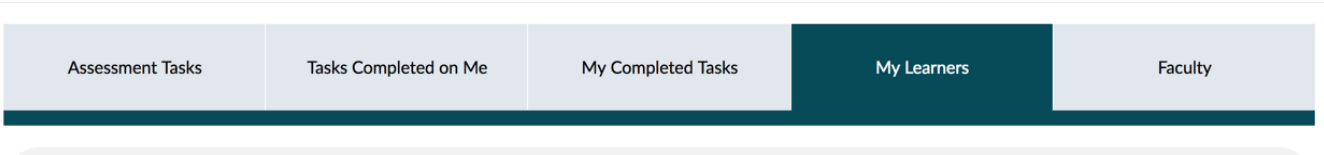
- a. Program Directors and Administrators will be able to;
 - o Indicate that a learner has completed a stage/EPA

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- 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

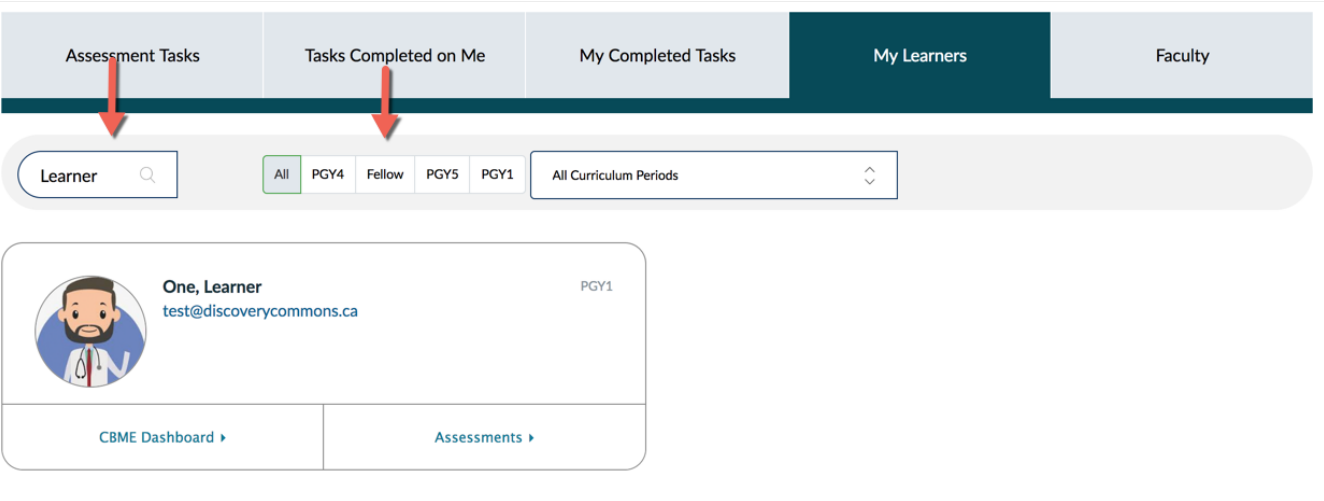


- Select the **My Learners** tab



- Search for the learner you would like to promote. Use the search box, or the training level to filter the search.

Please note: the curriculum period filter is not functional in this instance of Elentra. We advise that you leave it set to All Curriculum Periods



- Select the learner’s CBME Dashboard to view his/her completed assessments by stage



- Select the Stage or EPA that you would like to mark as complete. Marking a Stage or EPA as complete indicates that the learner has successfully met the criteria for stage promotion or the target number of successful entrustments for a specific EPA, respectively, as determined by the program’s Competence Committee.

Adult Nephrology All

One, Learner
test@discoverycommons.ca

One, Learner

Stages Assessments Pins

^ **Transition to Discipline**

D1 Assessing patients with known kidney disease, identifying the unique concerns seen in Nephrology patients

2 Assessments

D2 Recognizing Nephrology-specific emergencies/urgencies, demonstrating insight as to own limits and knowing when to seek appropriate help

0 Assessments

Note to File

0 Assessments

- A pop-up box will appear asking you to confirm your decision.
- You can enter a reason for updating the completion status, if applicable/ desired, and then select **Confirm**

ASSESSMENT

Update completion status to completed? ✕

Reason: (Optional)

Learner is ready to move to the next stage

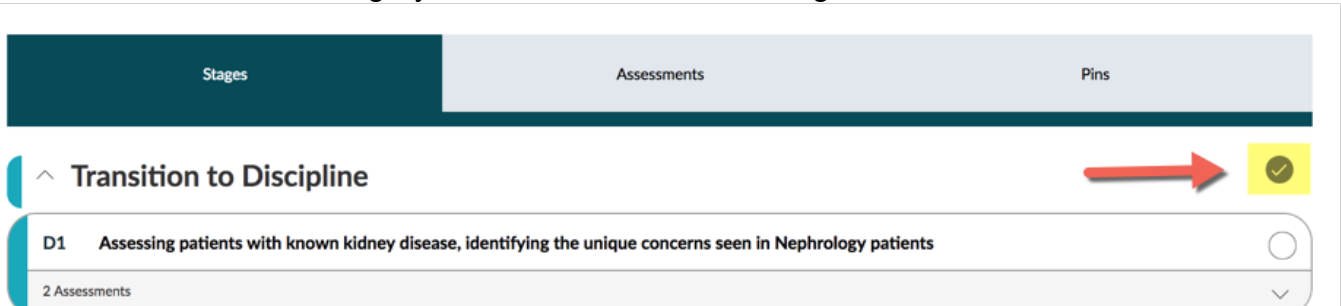
[View History](#) Close Confirm

verycommons.ca

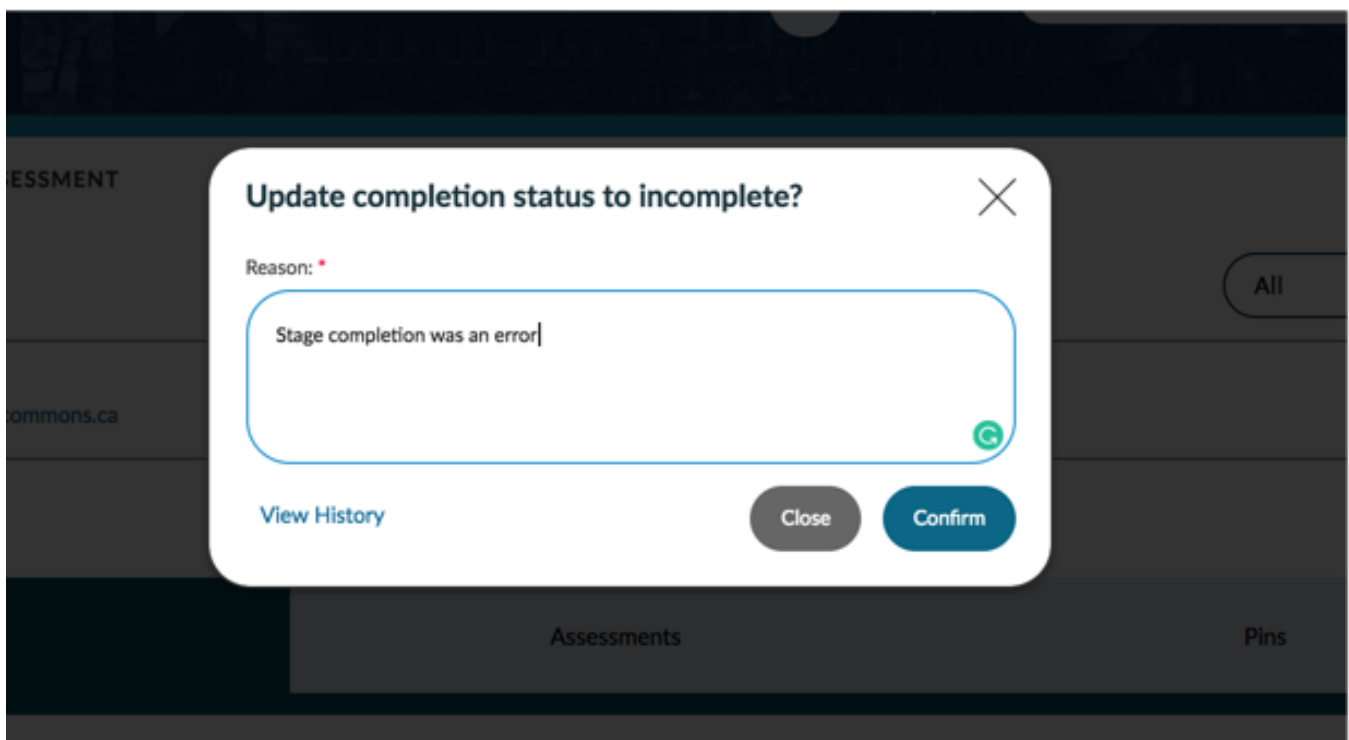
All

ges Assessments Pins

- You will now see a grey check mark next to the stage



- If you marked a Stage or EPA as complete *in error*, select the grey check mark next to the appropriate Stage/EPA in order to reverse your decision. A pop-up box will appear prompting you to enter a reason (mandatory). Select **Confirm**. The grey checkmark will disappear and the open circle will reappear.



Elentra Support

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