Elentra User Guide: **Creating Groups – For Administrators**

**Objectives**
- a. Learn how to build and populate a group for your program
- b. Learn how to remove Learners and Tutors from a group

The **Group** feature in Elentra provides a faculty user with access to a Group of Learners’ dashboards. For example, the user may be a Site Director who requires access to the assessment data of a set of Learners rotating on their site. This feature may also be used by Academic Advisors for their assigned Learner(s).

**How to set-up a Group:**

1. To log in to **Elentra** using the following website: [https://meded.utoronto.ca/](https://meded.utoronto.ca/)
2. Navigate to **Programs → Find & Select your Program Name**

3. Select **Add New Groups**

**PGY: Emergency Medicine**

If you require assistance, please do not hesitate to contact the Elentra Help Desk at: [PGME.MedEdHelp@utoronto.ca](mailto:PGME.MedEdHelp@utoronto.ca)
4. Create a name for your Group in the Group Name Prefix text box. This name is not user facing, meaning group members will NOT see the name.

5. Set the Group Type to 1 and select Add.

How to Populate/Edit a Group:

1. Groups will appear under the Group tab. Select the Group you would like to populate/edit.

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2. Under *Tutors* type to search and select the name of the Elentra Faculty member you would like to grant access to this Group (e.g. Site Director, Academic Advisor). This user will be able to see the **CBME** and **Tasks and Results** dashboards of the Learners you assign to this group.

**Please note:** Tutor is an Elentra function name. It does not mean that the user assigned to this role will be referred to as a tutor anywhere else in the system.

3. Select a *Tutor*. Multiple Tutors may be selected.

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4. Add Learners to the group by using the **Select Members** dropdown. Type to search and select the name of the Learner.

5. After adding the Learners to be associated with this Group, select **Proceed**

**How to Remove Users from a Group:**

1. To remove a Tutor from a Group, select the red circle with a white line through it
2. To remove a Learner from a Group, select the X next to their name