

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

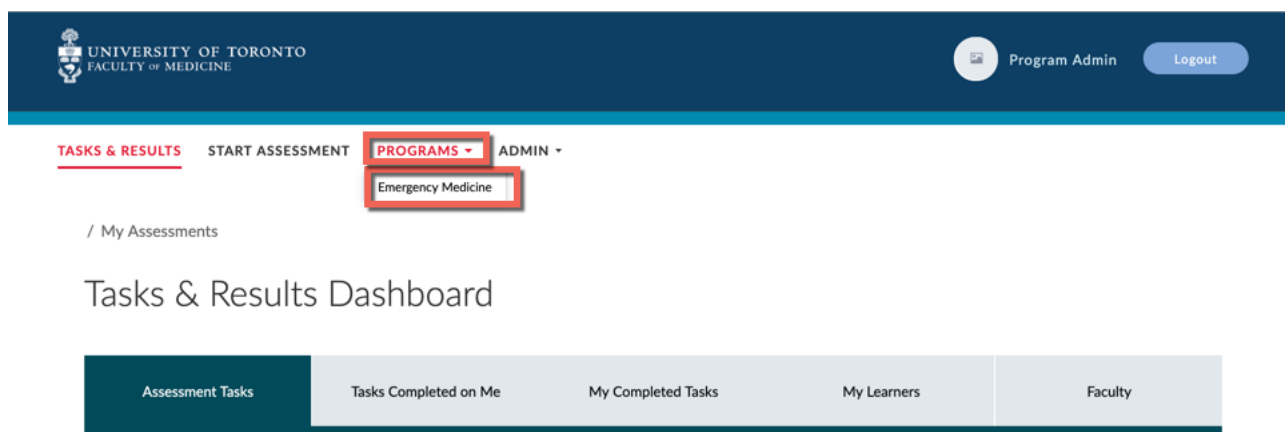
Objectives

- Learn how to build and populate a group for your program
- 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:

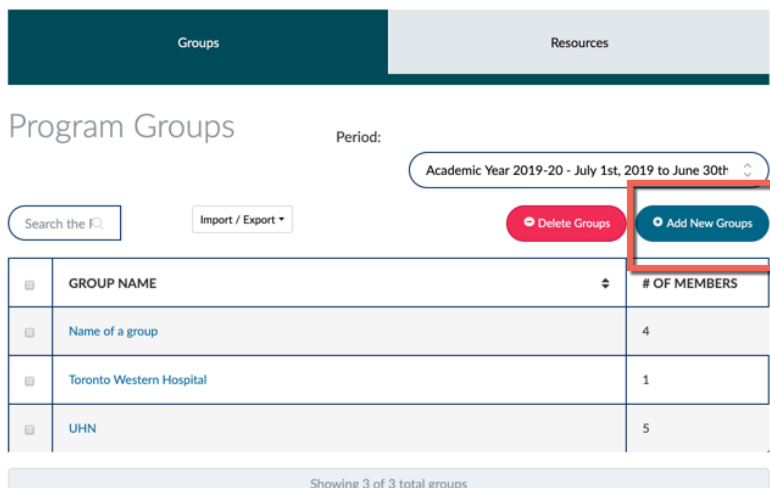
- To log in to **Elentra** using the following website: <https://meded.utoronto.ca/>
- Navigate to *Programs* → Find & Select your Program Name



The screenshot shows the Elentra dashboard for a Program Admin. The top navigation bar includes the University of Toronto logo, the user's name 'Program Admin', and a 'Logout' button. Below the navigation bar, there are several menu items: 'TASKS & RESULTS', 'START ASSESSMENT', 'PROGRAMS', and 'ADMIN'. The 'PROGRAMS' menu is expanded, showing 'Emergency Medicine' as the selected program. Below the navigation bar, there is a breadcrumb trail '/ My Assessments' and a title 'Tasks & Results Dashboard'. At the bottom, there is a horizontal menu with five tabs: 'Assessment Tasks', 'Tasks Completed on Me', 'My Completed Tasks', 'My Learners', and 'Faculty'.

- Select *Add New Groups*

PGY: Emergency Medicine



The screenshot shows the 'Program Groups' page for PGY: Emergency Medicine. The page has two tabs: 'Groups' (selected) and 'Resources'. Below the tabs, there is a 'Period:' dropdown menu set to 'Academic Year 2019-20 - July 1st, 2019 to June 30th'. There is a search bar with the placeholder 'Search the', an 'Import / Export' button, a 'Delete Groups' button, and an 'Add New Groups' button. Below the buttons is a table with the following data:

	GROUP NAME	# OF MEMBERS
	Name of a group	4
	Toronto Western Hospital	1
	UHN	5

At the bottom of the page, it says 'Showing 3 of 3 total groups'.

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

PGY: Emergency Medicine

Groups
Resources

Program Groups

Period: Academic Year 2019-20 - July 1st, 2019 to June 30th

Search the Import / Export Delete Groups Add New Groups

<input type="checkbox"/>	GROUP NAME	# OF MEMBERS
<input type="checkbox"/>	Name of a group	4
<input type="checkbox"/>	Toronto Western Hospital	1
<input type="checkbox"/>	UHN	5
<input type="checkbox"/>	Your Group Name	0

Showing 4 of 4 total groups

- 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.

/ Manage Course Groups

The screenshot shows the 'Edit Group' page with a navigation bar for 'Groups' and 'Resources'. The page title is 'Edit Group' and the period is 'Academic Year 2019-20 - July 1st, 2019 to June 30th, 2020'. Under 'Group Details', there is a 'Group Name' field with the placeholder 'Your Group Name'. Below it is a 'Tutors' dropdown menu where 'alison' is selected and highlighted in yellow. A list of faculty members is visible below the dropdown, including Appelton, Alison; Arnot, Alison; Baker, Alison; Culbert, Alison; Freeland, Alison; and Howell, Alison, each with their email and program details.

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

The screenshot shows the 'Group Details' page with a 'Group Name' field containing 'Your Group Name'. Below it is a 'Tutors' dropdown menu with the placeholder 'Type to search for tutors...'. The dropdown is open, showing a list of roles: Teacher, Tutor (checked with a green checkmark), Teacher's Assistant, and Auditor. Below the list is a 'view members' link. A red box highlights the dropdown menu.

No Members Found.

Add Members

If you would like to add users that already exist in the course enrolment to this group, you can do so by clicking the checkbox beside their name from the list below. Once you have reviewed the list at the bottom and are ready, click the **Proceed** button at the bottom to complete the process.

Select Members*

Search All Members

Members to be Added on Submission

Cancel

Proceed

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

Add Members

If you would like to add users that already exist in the course enrolment to this group, you can do so by clicking the checkbox beside their name from the list below. Once you have reviewed the list at the bottom and are ready, click the **Proceed** button at the bottom to complete the process.

Select Members*

Search All Members

test

Filtering Users by Students

PostMDA TestA (29962_test@discoverycommons.ca)

Proceed

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

Add Members

If you would like to add users that already exist in the course enrolment to this group, you can do so by clicking the checkbox beside their name from the list below. Once you have reviewed the list at the bottom and are ready, click the **Proceed** button at the bottom to complete the process.

Select Members*

Search All Members

Students x PostMDA TestA (29962_test@discoverycommons.ca)

Members to be Added on Submission

Cancel

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

Group Details

Group Name

Your Group Name

Tutors

Type to search for tutors...

Appelton, Alison (24487_test@discoverycommons.ca)

View Members

Delete Members

NAME	GROUP & ROLE
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Add Members

If you would like to add users that already exist in the course enrolment to this group, you can do so by clicking the checkbox beside their name from the list below. Once you have reviewed the list at the bottom and are ready, click the **Proceed** button at the bottom to complete the process.

Select Members*

Search All Members

Students x PostMDA TestA (29962_test@discoverycommons.ca)

Members to be Added on Submission

Cancel

Proceed