Elentra User Guide: Initiating and Submitting a Learner Assessment of Clinical Teacher (LACT) – For Learners

Learning Objective
a. Learners will be able to initiate a Learner Assessment of Clinical Teacher.
b. Learners will be able to complete and submit a Learner Assessment of Clinical Teacher

Note: This form can be used by learners to assess other learners (e.g., residents and fellows), as well as faculty and supervisors.

1. Go to the Elentra website: https://meded.utoronto.ca/
2. To start the assessment, click on the “Start Assessment” menu option at the top middle of the page

3. Navigate to the “On Demand Workflow” and select “Teacher Assessment”

If you require assistance, please do not hesitate to contact the Elentra Help Desk at: MedEdHelp.PostMD@utoronto.ca
4. Next, select the **Target** (clinical teacher) by typing in the Target’s name into the search box to narrow down the list. Once you find the Target’s name, select for it by clicking on the circle.

**On-Demand Workflow**

Teacher Assessment

**Select target**

Click here to select a target

[faculty search box with options: Faculty One, Faculty Postmd1, Faculty Postmd2, Faculty Postmd3]

**Note:** You are able to search for a teacher by typing in their e-mail address as well. If the teacher cannot be found, click on the “**+ Add External Target**” button. A drop down will appear. Type in the faculty’s “First Name”, “Last Name” and “Email Address” and click “**+ Add**”
5. Select the “Start Date” and “End Date” (based on the block start and end dates relevant to your experience with the teacher) by using the drop down calendar feature

**Note:** The date highlighted in yellow represents the date you initiated the evaluation (current day of starting the evaluation)

![Select Start and End Date](image)

6. The “Program” will be defaulted to the Learner's current program. Next select the “Evaluation Tool” you want to begin

**Note:** If you would like to view the evaluation form before initiating the it, select “Preview This Form.” Select **Begin Evaluation** to start this evaluation

![Select Program](image)

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[MedEdHelp.PostMD@utoronto.ca](mailto:MedEdHelp.PostMD@utoronto.ca)
7. This is how the evaluation looks when you click “Begin Evaluation.”

**Note:** The evaluation has been embargoed to ensure confidentiality. The teacher will **NOT** know who submitted the form and nor with the teacher have access to the assessments until a minimum number are complete to protect confidentiality.

8. You will have the opportunity to select the rotation service you are in from the drop down options.

![Evaluation Form]

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9. Select responses to questions by clicking the circle icon below the response

1. The teacher/faculty provides effective clinical teaching that stimulates learners to build knowledge and skills safely while offering graded responsibility for patient care.

   - Not Applicable
   - Poor
   - Unsatisfactory
   - Minimally Acceptable
   - Good
   - Superior

   Ineffective, unavailable, or impediment to learning

   Good learning support matched to ability levels

   Superior educational experience responsive to learner's level

10. All questions except comment-based questions are mandatory to complete in order to submit the evaluation. If you fail to complete all questions, you will get an error message at the top of the form.

11. In the event that an Assessment was initiated but was unable to be completed and submitted, select the “Save as Draft” option.
12. You are able to finish the evaluation by navigating to the “Task & Results” tab where you can find the evaluation under the “Assessment Tasks” tab.

13. Once the form is complete, click on the “Submit” button.

Note: To preserve confidentiality, teachers will only receive aggregate data from learner assessments.