

## Elentra User Guide: **Logging-In and Starting Assessments – For Assessors**

### Objectives

- a. Assessors will be able to log into their Elentra account
  - b. Assessors will be able to initiate an assessment
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### Step 1

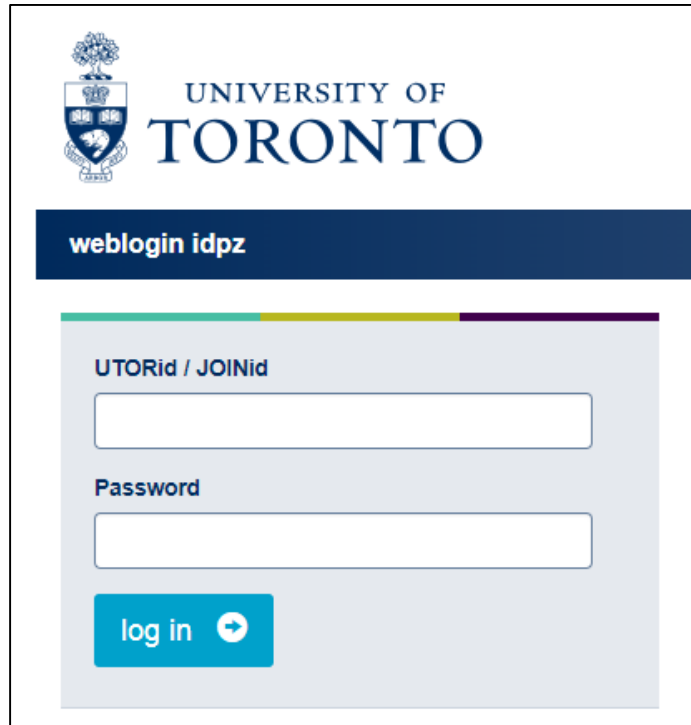
- Go to the **Elentra** website: <https://meded.utoronto.ca/>

### Step 2

- 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 / have forgotten your:
  - UTORid: please contact your Business Officer to request this information
  - password: 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



UNIVERSITY OF  
TORONTO

weblogin idpz

UTORid / JOINid

Password

log in →

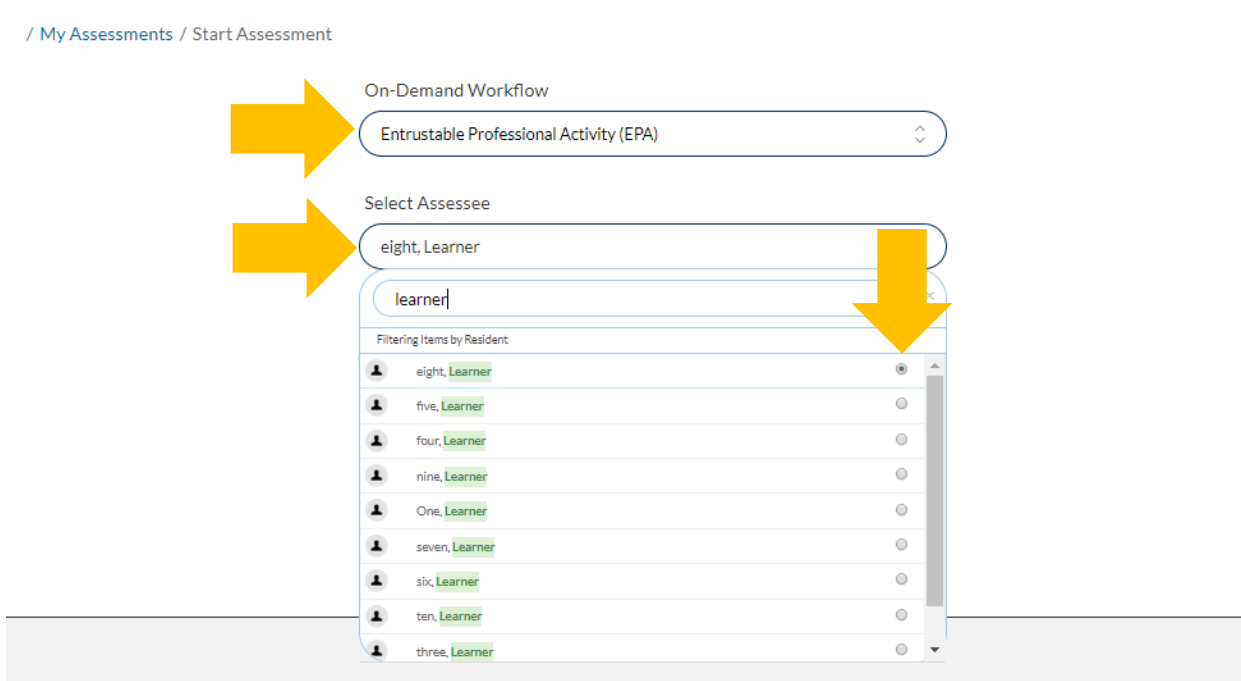
### Step 3

- To start an assessment, click on the “Start Assessment” menu option at the top middle of the page



### Step 4

- Begin selecting the On-Demand Workflow. In most cases this will be “Entrustable Professional Activity (EPA)”. If you would like to complete a non-EPA assessment (Encounter Form), Note to File, or another assessment form type, please select “Other Assessment Form”. Next type in the assessee’s name into the search box to narrow down the list. Once you find the assessee’s name, select for it by clicking on the circle



### Step 5

Select the “Date of Encounter”, and “EPA” you are assessing. Once an EPA has been selected, a list of the Assessment Tools associated with that EPA will appear. For example, if the EPA includes Part A and Part B, two assessment tools will appear. Assessment tools are listed in alphabetical order.

On-Demand Workflow

Entrustable Professional Activity (EPA)

Select Assessee

TestB, PostMDB

Select Date of Encounter

2019-07-18

Select Program

Forensic Pathology

Select an EPA

Click here to select an EPA

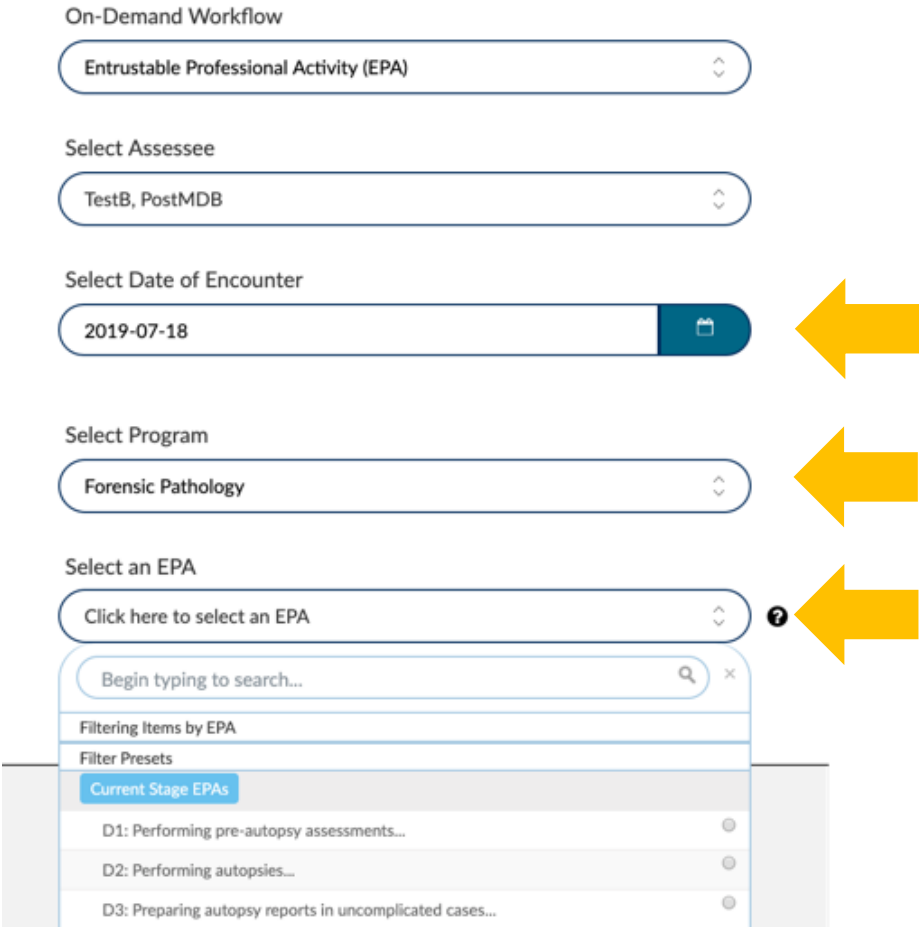
Begin typing to search...

Filtering Items by EPA

Filter Presets

Current Stage EPAs

- D1: Performing pre-autopsy assessments...
- D2: Performing autopsies...
- D3: Preparing autopsy reports in uncomplicated cases...



- Select “Start Assessment” at the bottom right side of the page to initiate the assessment via the selected assessment method. You will be directed to the assessment tool



**Step 6**  
*Assessment Methods*

- **Option 1:** Learners can complete the “Demographics” section of the assessment tool. Assessors are responsible for completing the “Assessment” and “Feedback & Comments” sections

**Assessment**

Completed by assessor

- Indicate the rating that best applies
- NOTE: If unable to assess, indicate NO RATING

Elicits a basic head and neck history

No Rating    Intervention    Direction    Support    Autonomy    Excellence

Requires others' action for completion    Requires supervision and others' guidance for completion    Requires minimal supervision or guidance for completion    Does not require guidance or supervision for completion    Demonstrates excellence: is a good role model

**Feedback & Comments**

Describe 2-3 strengths and actions or areas for improvement

2 - 3 Strengths

- Once all sections have been completed and reviewed, select the "Submit" button to submit the form



- If the form is successfully completed, the following message will show:

Successfully completed the form. You will now be redirected to the Dashboard. This will happen automatically in 5 seconds or [click here](#) to continue.

- Option 2:** Assessors may also be emailed assessment forms from Learners to their Hospital or University of Toronto email address. Assessors should review, edit and complete the assessment form before submitting
- Assessors can also access any pending "Assessment Tasks" by clicking on the "Tasks and Results" menu option at the top left of the homepage



## Coaching Notes

### Saving as Draft


- In the event that an assessment was initiated but was unable to be completed and submitted, select the “Save as Draft” option
- If “Save as Draft” is selected, the assessor will be required to login to their Elentra account to access, complete and “Submit” the form
- Assessments that are “Saved as Draft” can be accessed under the “Assessment Tasks” menu option by clicking on the “Tasks & Results” menu option at the top left of the homepage. The “In Progress” draft assessment can be initiated by clicking “Go”

**TOOL NAME**

Delivered on .  
Date of encounter:

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Initiator: **Learner One**

 In Progress

Assessee: **Learner One**

**Go** Remove Task

### Elentra Support

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