TEMERTY FACULTY OF MEDICINE
**UNIVERSITY OF TORONTO**

Temerty Medicine

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.

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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
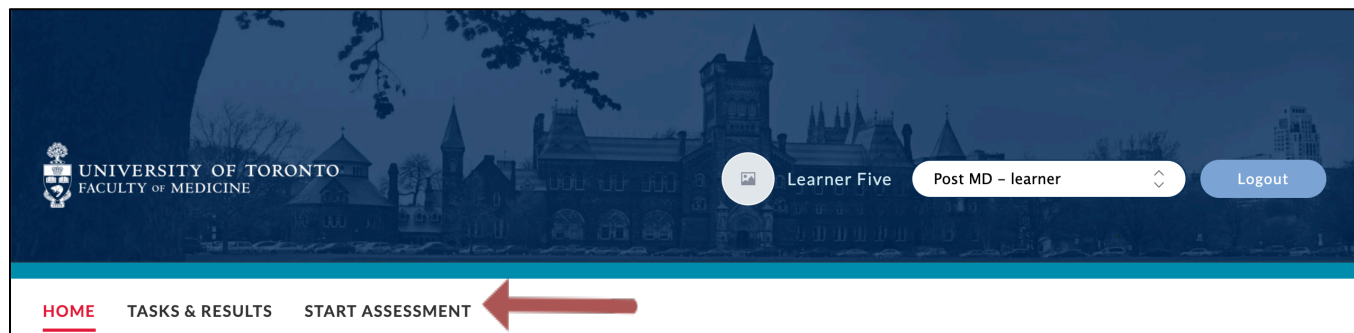
3. Navigate to the "On Demand Workflow" and select "**Teacher Assessment**"

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   + Add External Target

faculty   🔍   ✕

Filtering Items by Target

👤 ○   **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 Targe**t" button. A drop down will appear. Type in the faculty's "First Name", "Last Name" and "Email Address" and click "+ Add"

Select target

Click here to select a target   →   + Add External Target

Firstname   Lastname   Email Address   + Add   ✕ Cancel

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)

6. The "Program" will be defaulted to the Learners 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

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.

/ My Assessments / Assessment Task

LEARNER ASSESSMENT OF CLINICAL TEACHER (LACT) Form

🗑 Delete Task

Assessee
Faculty Postmd1
Faculty • Post MD
test29@test123.ca
Embargoed

Date Range Information
2020-07-01 to **2020-07-26**

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

Rotation Service:

Core Ob/Gyn

–– Please Select ––
Core Ob/Gyn
LAR
Gyne Onc
Family Planning
ER

Period

Block 1 (Wednesday, July 1, 2020 to Sunday, July 26, 2020)

Block 2 (Monday, July 27, 2020 to Sunday, August 23, 2020)

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	2	Good learning support matched to ability levels	4	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

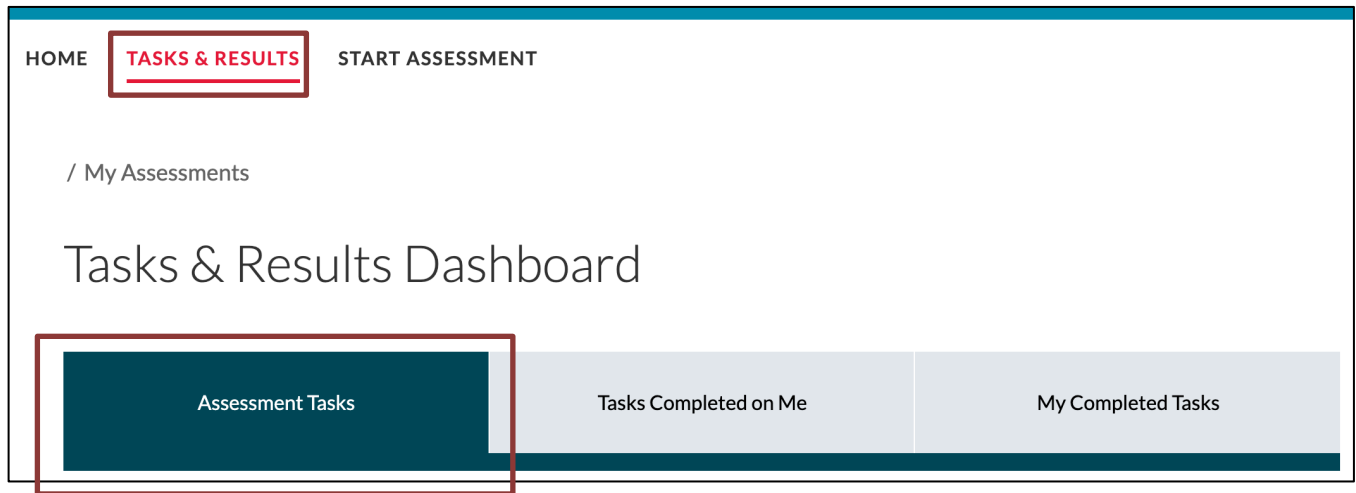/ My Assessments / Assessment Task

> Please select a response for **OVERALL rating for this teacher/faculty at this site/location/time (i.e., considering clinical teaching; respectful and responsive relationships and effective feedback; personal and professional model; learning climate.)**

# LEARNER ASSESSMENT OF CLINICAL TEACHER (LACT) Form

11. In the event that an Assessment was initiated but was unable to be completed and submitted, select the "Save as Draft" option.

≡ Save as Draft   Submit

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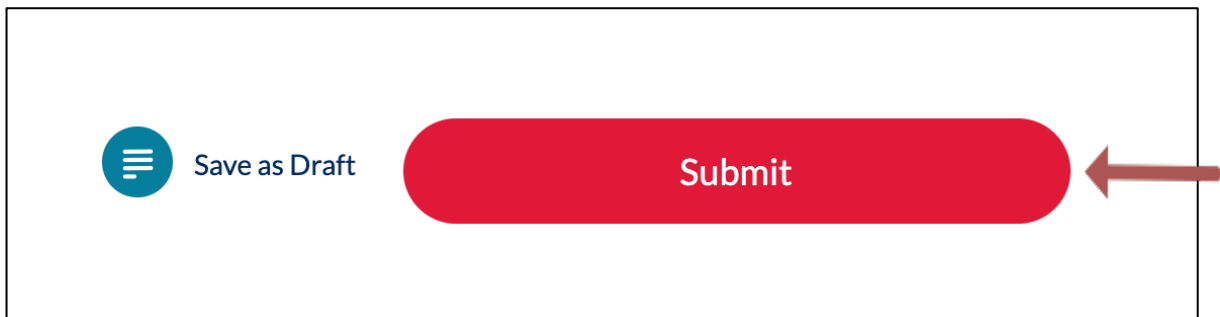
Note: To preserve confidentiality, teachers will only receive aggregate data from learner assessments.