

Elentra User Guide: Navigating and Understanding the CBME Program Dashboard - For Program Administrators and Program Directors

Updated to Reflect Impact of Versioning (new section found [here](#))

The CBME Program Dashboard provides an overview of learners' progress towards meeting EPA requirements by Competency Stage. This guide will help Program Admins and Directors navigate and understand the new data visualizations available on their CBME Program Dashboard.

PGME will enter the EPA requirements based on the targets set by the program in consideration of the Royal College Specialty EPA Guide recommendations.

Step 1

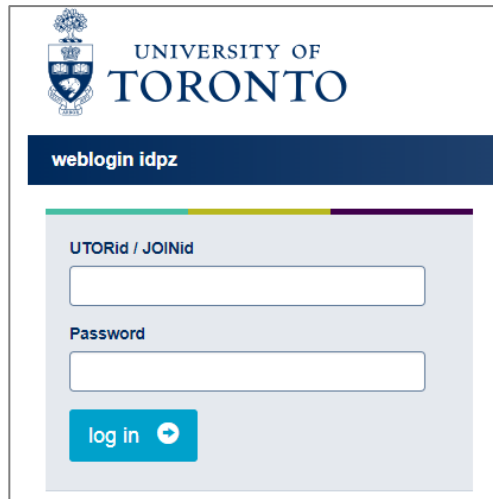
- Go to the **Elentra** website: <https://meded.utoronto.ca/>

Step 2

- Log in to **Elentra**, by entering your UTORid & password and clicking “log in”. You will be directed to your home page

Note:

- If you do not know / have forgotten your:
 - UTORid: please email PGME.MedEdHelp@utoronto.ca with your name and program to request this information
 - Password: please visit <https://www.utorid.utoronto.ca/> to reset your password. If you are not able to reset your password at this link, please email PGME.MedEdHelp@utoronto.ca and include an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset

The image shows a screenshot of the University of Toronto's weblogin interface. At the top, the University of Toronto logo and name are displayed. Below this is a dark blue header with the text "weblogin idpz". The main content area is a light gray box containing two input fields: "UTORid / JOINid" and "Password". Below these fields is a blue button with the text "log in" and a circular arrow icon.



Step 3

- Once logged in, navigate to the 'My Learners' tab

The screenshot shows the 'My Assessments' dashboard. At the top, there's a navigation bar with the university logo, 'Program Coordinator' role, 'Post MD – staff' dropdown, and a 'Logout' button. Below this is a menu with 'TASKS & RESULTS' (highlighted), 'START ASSESSMENT', 'PROGRAMS', and 'ADMIN'. The main heading is '/ My Assessments' followed by 'Tasks & Results Dashboard'. At the bottom, there's a row of tabs: 'Assessment Tasks', 'Tasks Completed on Me', 'My Completed Tasks', 'My Feedback', 'My Learners' (highlighted with a blue box), and 'Faculty'.

Step 4

- Scroll down, until you see the Data Filters section. You will be able to sort and search Learners by name and apply PGY level, Competency Stage and EPA filters.

***Please note:** The Curriculum Period filter allows you to view the EPA completion results of learners for different academic years. This filter will be defaulted to the current academic year. If you want to see past trainees, you would use this filter to see trainees that have since completed the program.

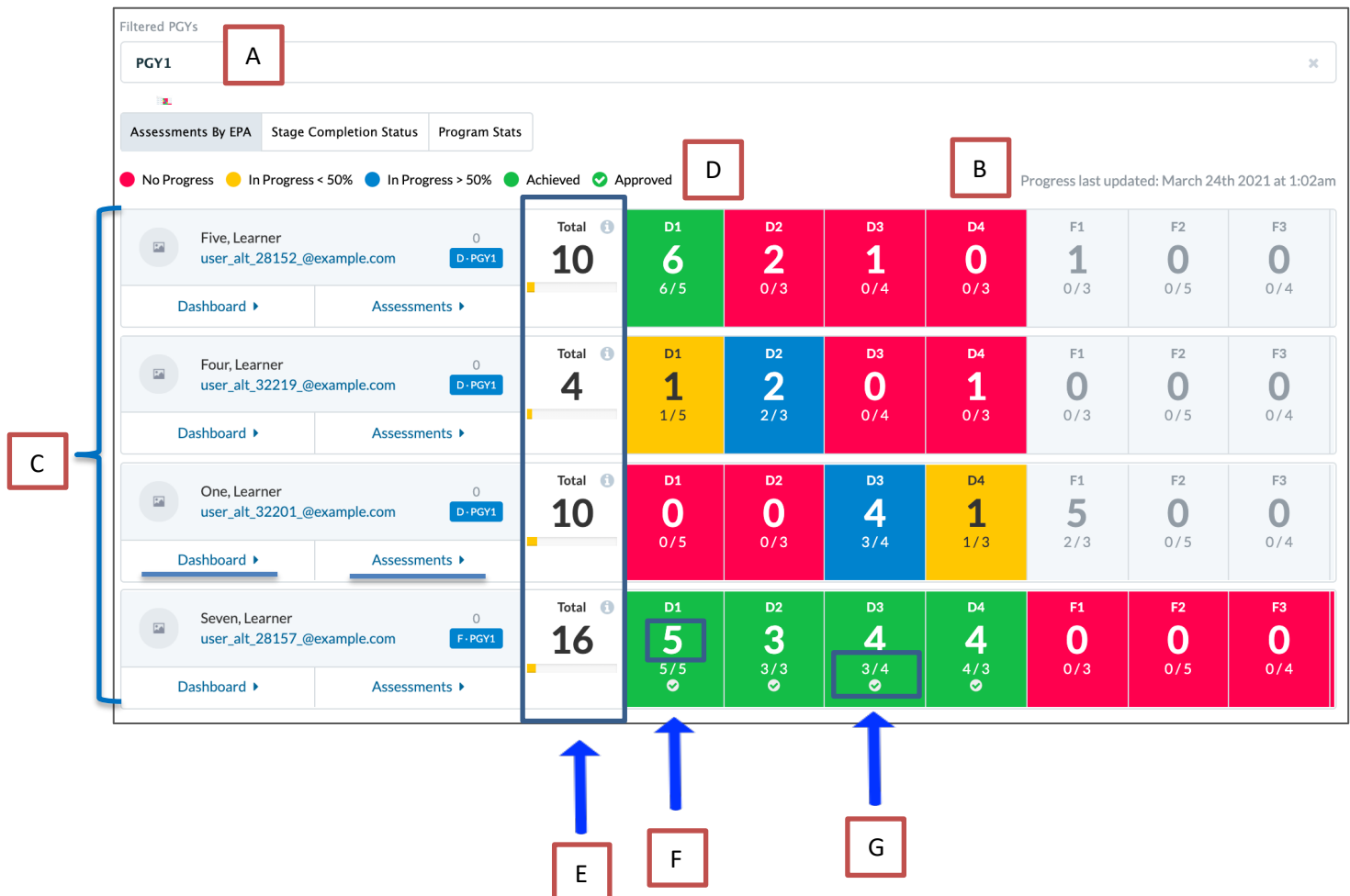
The screenshot shows the 'My Learners' tab. At the top, there's a 'Test Program' dropdown menu set to '2020-07-01 – 2021-06-30 Academic Year 2020-21'. Below this is a note: 'Note: Learner levels shown on this page will always reflect the most current level for each learner, regardless of academic year.' Under the note is a search bar and a 'Sort by Name' dropdown set to 'Ascending'. The 'Data Filters' section is highlighted with a blue box and contains three filters: 'PGY' (Select PGYs), 'Stage' (Select Stages), and 'EPAs' (Select EPAs). At the bottom right of the filters are 'Reset' and 'Apply Filters' buttons. Blue arrows point to the 'Test Program' dropdown and the 'Data Filters' section.

Step 5



- Apply the desired filters, and the CBME Program Dashboard will populate accordingly for the selected learner group. The CBME Program Dashboard is composed of three tabs:

1. Assessments by EPA: This tab provides a cohort overview of EPA assessment completion progress against their targets, as set by the program.



A – Any filters that have been applied to the dashboard will be listed here

B – Displays when the Program Dashboard was last updated

Note that the CBME Program Dashboard is updated on a once-nightly basis.

C – Learner Overview cards enable you to select a single learner's CBME Dashboard or Assessments by selecting the respective tabs

D – A colour-coded legend describing the completion status of each EPA (i.e. indicating whether the resident has met the overall entrustment and contextual variables (CV) targets for a given EPA, as applicable)

- **Red – No Progress.** Indicates that the learner has not been assessed on a given EPA
- **Yellow – In Progress < 50%.** Indicates that the learner has been assessed on a given EPA, but is currently meeting less than 50% of the requirements



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- **Blue – In Progress > 50%.** Indicates that the learner has been assessed on the EPA and is meeting more than 50% of the requirements
- **Green – Achieved.** Indicates that the learner has been assessed on a given EPA and is currently meeting all of the requirements, but that the Competence Committee has not yet confirmed successful completion (final sign-off)
- **Green – Approved (with checkmark).** Indicates that the EPA has been reviewed and signed-off at the Competence Committee level. EPA sign-off is subject to the CC and in consideration of all available evidence. In some cases, an EPA could be signed off without a resident having met all of the program requirements for said EPA (e.g. COVID-19 challenges in achieving assessments but with sufficient evidence triangulated from ITARs, etc. to grant completion).
- **Grey:** All EPAs that are not in the learner's current or completed stages will appear grey, even if they have assessments that count towards the assessment plan. For example, in the above screenshot Learner Five is in Transition to Discipline, so all EPAs after this stage will appear grey even though they have completed EPAs in FOD. Additionally, their progress in these EPAs (e.g. number of EPAs completed) still displays.

E – Overall Total: Displays the total number of assessments completed on the learner (entrusted and non-entrusted). Includes all EPAs for which targets have been programmed in Elentra

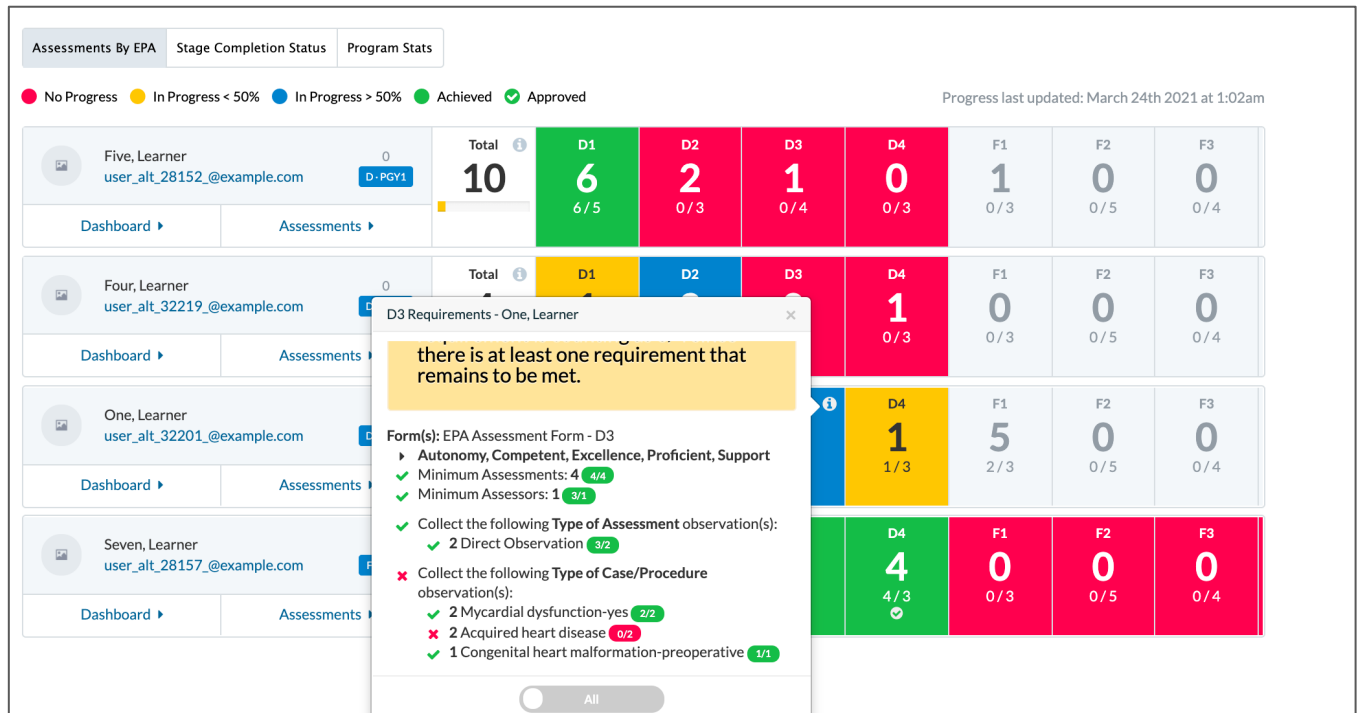
F – EPA Total: Displays the total number of assessments (entrusted and non-entrusted) completed for a given EPA on a learner

G – Requirement fraction: Indicates how many entrusted assessments met the program requirements over the total number of entrustments and contextual variables (CVs) required, if/as applicable

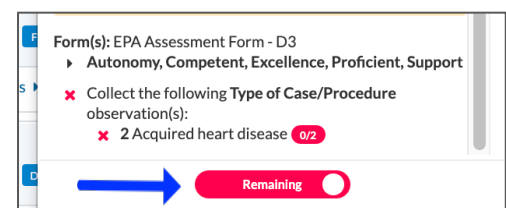


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***Please Note:** To view a detailed breakdown of the CV requirements for a single EPA, click on the “i” icon in the top right-hand corner of each EPA box. As seen below, the ‘bubbles’ to the right of each requirement will indicate the resident’s progress (numerator) against the total number required (denominator), as applicable. The ‘bubbles’ are colour-coded based on the resident’s status of achievement (**green** = achieved, **red** = outstanding).



- You can filter out the completed CVs and view only the CV requirements remaining for a given EPA and resident by sliding the grey “All” toggle button to the right.



- Stage Completion Status** – This tab visualizes each learner’s progress towards meeting all of their EPAs within a given Competency Stage. For example, Learner Five below has met the requirements for *one* out of the four (1 / 4) EPAs in Transition to Discipline (D).



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Filtered PGYs

PGY1

Assessments By EPA Stage Completion Status Program Stats

● No Progress ● In Progress < 50% ● In Progress > 50% ● Achieved ● Approved

Progress last updated: March 24th 2021 at 1:02am

Five, Learner user_alt_28152_@example.com D - PGY1	0	D 1/4	F 0/5 Not Started	C 0/18 Not Started	P 0/2 Not Started
Dashboard	Assessments				
Four, Learner user_alt_32219_@example.com D - PGY1	0	D 0/4	F 0/5 Not Started	C 0/18 Not Started	P 0/2 Not Started
Dashboard	Assessments				
One, Learner user_alt_32201_@example.com D - PGY1	0	D 0/4	F 0/5 Not Started	C 0/18 Not Started	P 0/2 Not Started
Dashboard	Assessments				
Seven, Learner user_alt_28157_@example.com F - PGY1	0	D 3/4 Approved	F 0/5 No Progress	C 0/18 Not Started	P 0/2 Not Started
Dashboard	Assessments				

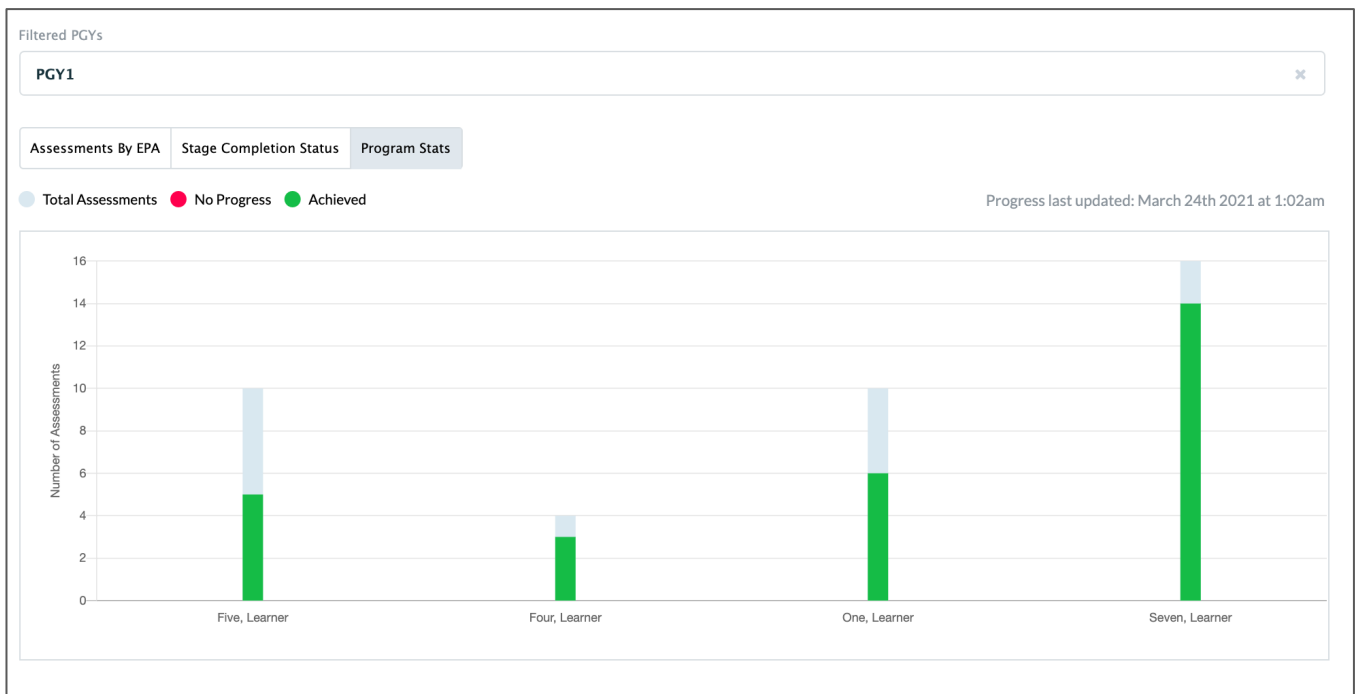
The Competency Stages are represented by the following 1-letter abbreviations:

- Transition to Discipline (D)
- Foundations of Discipline (F)
- Core of Discipline (C)
- Transition to Practice (P)



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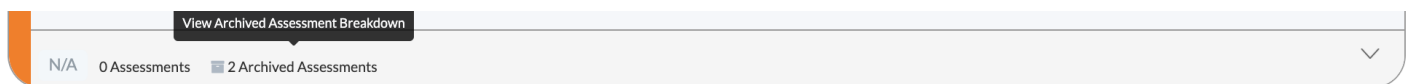
3. Program Stats – This tab displays a bar graph depicting the total number of EPA assessments that have been completed (entrusted and non-entrusted) by each resident – grey “Total Assessments” bar – against the proportion of entrusted assessments that meet the program’s requirements (both overall and contextual variable targets, as applicable) – green “Achieved” bar.





A Note on Versioning

Your National Specialty Committee may eventually decide to revise your EPAs. When the final EPAs are made available, they will be implemented at the start of the learners' next Competency Stage (thus, resulting in different implementation times for different learners). For example, if the learner is in Foundations of Discipline, they will continue in the same ('old') version of their EPAs until they reach Core of Discipline. At this point they will be transitioned into the new EPA version for the rest of their training. If the learner completes EPA assessments ahead of their stage (and thus in the old version), these EPA assessments will show up under the Archived folder on their dashboard once they transition to the new EPA version (see screenshot below, for example).



Learners can click "Archived Assessments" to see a breakdown of the overall entrustment ratings for these assessments, by EPA (as shown below).

Supervisor Form (2)

OVERALL Entrustment Rating (2)



Close

Elentra Support

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