Elentra User Guide: Logging-In and Starting Assessments – For Learners

Objectives
a. Learners will be able to log into their Elentra account
b. Learners will be able to initiate an assessment in 3 different ways

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 your UTORid, please email MedEdHelp.PostMD@utoronto.ca with your name and program to request this information. If you have forgotten your UTORid password, please 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
Step 3
- To start an assessment, click on the “Start Assessment” menu option at the top middle of the page.

Step 4
- Begin typing the assessor’s name into the search box to narrow down the list. Once you find the assessor’s name, select for it by clicking on the circle.
- If the assessor cannot be found, click on the “+ Add External Assessor” button. A drop down will appear. Type in the assessor’s “First Name”, “Last Name” and “Email Address” and click “+ Add”.
Step 5

- Select the “Date of Encounter”, “Assessment Method”, “Stage of Residency” and “Assessment Tool” you want to be assessed on. Assessment tools are listed in alphabetical order.

Note:

- The best approach to ensure completion of the assessment tool is to select the “Complete now” method.

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 (HIGHLY Recommended Approach):**
- When “Complete Now” is selected as the assessment method, learners will complete the “Demographics” section of the tool on behalf of the assessor, then pass the device to the assessor to complete the “Assessment” and “Feedback and Comments” section.

After the assessor has completed the “Assessment” and “Feedback & Comments” section, select the “Submit” button to submit the form. The selected assessor will be notified via an email when an assessment form has been submitted.

If the form has been submitted successfully, the following message will show:

/ Assessment Task

Successfully completed the form.

**Option 2:**
- When “Complete and confirm via email” is selected, learners will complete the “Demographics” section of the tool.
Once the form is complete, click on the “Submit and notify assessor by email” button. The assessor will receive this form via email and can complete/edit it before submitting.

Option 3:
- When “Email blank form” is selected, the assessor will be e-mailed a blank form of the selected assessment to complete. The assessor will be responsible for completing the “Demographics”, “Assessment” and “Feedback & Comments” sections and submitting the form.

Coaching Notes

Saving as Draft
- Learners are encouraged to initiate assessments via the “Complete now” method while saving as draft should be used cautiously.
- 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 complete and “Submit” the form.
- If the assessor was added via the “Add External Assessor” function, the assessment MUST be submitted and should not be saved as a draft.

Elentra Support

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