Elentra User Guide: Elentra Navigation – For Learners

Objectives
a. Learners will be able to navigate their homepage
b. Learners will be able to view their EPA progress and assessments

1. Navigating the Learner Homepage

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

- To log in to Elentra, enter your UTORid & password (the same credentials used for other University services such as the library, Quercus and MedSiS) and click “log in”. You will be directed to your home page

Note: If you do not know / have forgotten your:
- UTORid, please email MedEdHelp.PostMD@utoronto.ca with your name and program to request this information
- 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

Note: This userguide contains screen captures from multiple programs to better illustrate the instructions. Learners, however, will only have access to their own program-specific tools upon logging in.
• Under the “Stages” tab on your main HOME page, you will see EPA and other assessment tools grouped under the following CBD stages of residency: Transition to Discipline (D), Foundations of Discipline (F), Core of Discipline (C) & Transition to Practice (P)
• If your program has opted to include a resource for your reference, it will be available as a link beside each stage of residency. In the example below, this resource link is titled “CBD Learner Assessment Schedule”

2. Viewing EPA Progress and Completed Assessments
• The HOME page, gives you an overview of all assessments completed for a specific EPA
• Clicking the icon will expand the details for the selected EPA
In the below set of screen captures,

- A indicates the full name of the EPA
- B indicates the name of the specific tool used to assess the EPA
- C indicates the total number of assessments completed for that specific tool (successful and attempted)
- D indicates the overall entrustment rating achieved on each submitted assessment
- E is an assessment “Quick Start” initiation button. When you select this button, you will be directed to the “Start Assessment” screen with the EPA details pre-filled (in this example, D1 would be selected)

Note: Hovering your cursor over a number on the scale will reveal its corresponding rating level (e.g. in the image below, 1 = 1 assessment with an overall rating of Excellence)

A. Completion of Stage of Residency or EPA

- Once a learner has successfully completed a Stage of Residency or EPA, a competence committee will indicate this by applying a ✔ icon, located to the right of the respective stage or EPA, as shown below

Note: Completion of the quantitative EPA or Stage requirements will not automatically result in this visual checkmark change. Your program’s competence committee will need to first review all necessary assessments and validate the completion of a stage or EPA (based on the communicated targets) before indicating this change on your Elentra dashboard
B. Completed, In Progress, and Pending Assessments

- In order to view the specific details of each completed form for a given EPA, click on the full title of the EPA (A) to be taken to the “Assessments” tab

**Note:** You can also access the “Assessments” tab directly by clicking on it from the main **HOME**, located right of the “Stages” tab. Doing so will show you all of your completed assessments.

- Under the “Assessments” tab, you will be able to view each assessment individually that are completed, in progress, pending and deleted
  - The “Completed” tab refers to all submitted assessments
  - The “In Progress” tab refers to assessments that have been started but not yet completed/submitted by the assessor
  - The “Pending” tab refers to assessment forms that have been sent to an assessor for completion but have not yet been started

- The list of assessments is arranged chronologically, each with the Date, Overall Entrustment Rating & Assessor Name

- To view the specific details of an assessment, click on “View Details” located at the bottom left corner of each completed form. You will be directed to a new page where you
can view the form exactly as it was filled out by the assessor, including the Demographics, Assessment Ratings and Feedback/Comments

**Note:** You will not be able to edit or change any criteria on completed forms

C. **Downloading Assessments**

- This form can be downloaded by selecting “Download PDF” icon listed under the tool name at the top of the page
- Each completed form can be “pinned” or bookmarked by selecting the “Pin Assessment” icon. You may want to pin an assessment, for example, if you found the feedback left by an assessor to be extremely helpful and would like to be able to refer back to those comments easily.

- You can find all your pinned assessments under the “Pins” tab on the main homepage.

Note: Your pinned assessments are only visible to you.

- To view a summary of all completed assessments for a given form, go to the “Stages” tab under the main HOME and select the name of assessment tool of interest (e.g. B, below).
- All information for that specific tool will be collated, and can then be downloaded as a single PDF and printed by clicking on “Download PDF”

Elentra Support

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