

Elentra User Guide: **Elentra Navigation – For Learners**

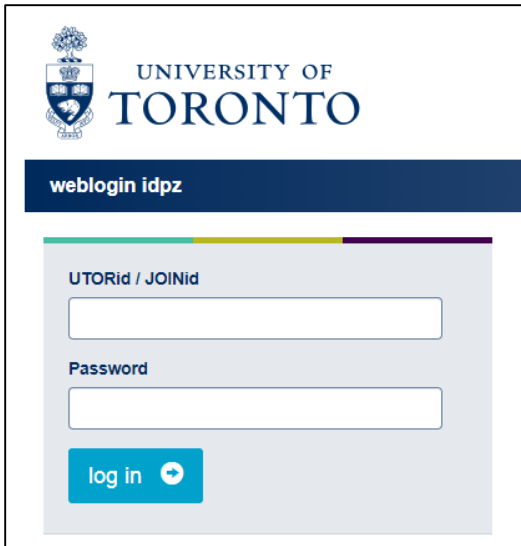
Objectives

- 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 and click “log in”. You will be directed to your home page

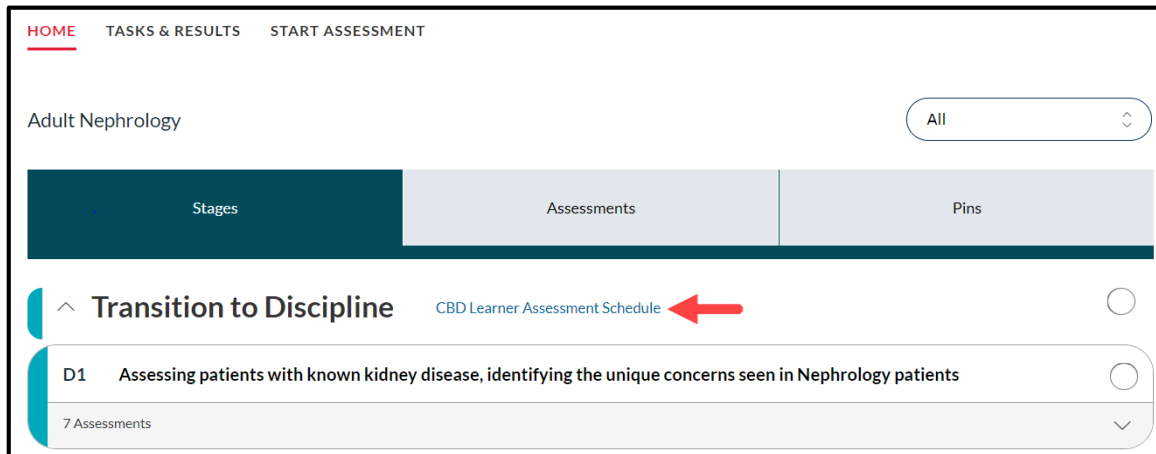
Note: If you do not know your UTORid, please email MedEdHelp.PostMD@utoronto.ca with your name and program to request this information. If you have forgotten your UTORid password, please include an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset



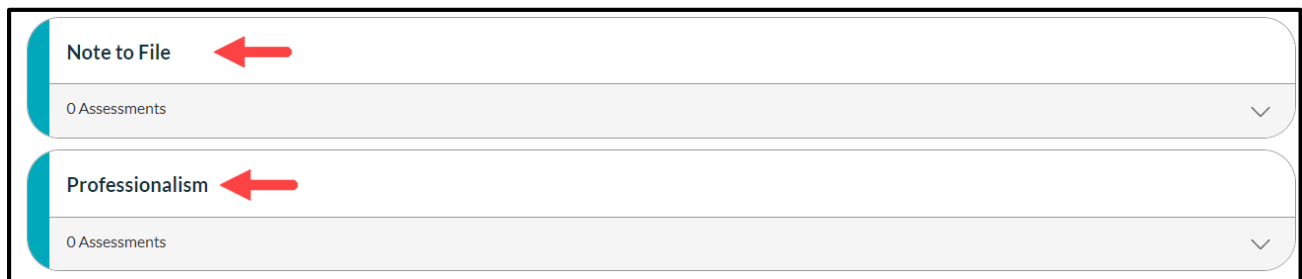
Note: For the purposes of this user guide, an Adult Nephrology demo account has been used. Learners will only be able to view their own program specific tools when logging in

- 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 (TTD), Foundations of Discipline (FOD), Core of Discipline (COD) & Transition to Practice (TTP)

- 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”




- Each stage will also have a “Note to File” and “Professionalism” section. These forms are initially embargoed but may be visible here if your Program Director decides to release them to you

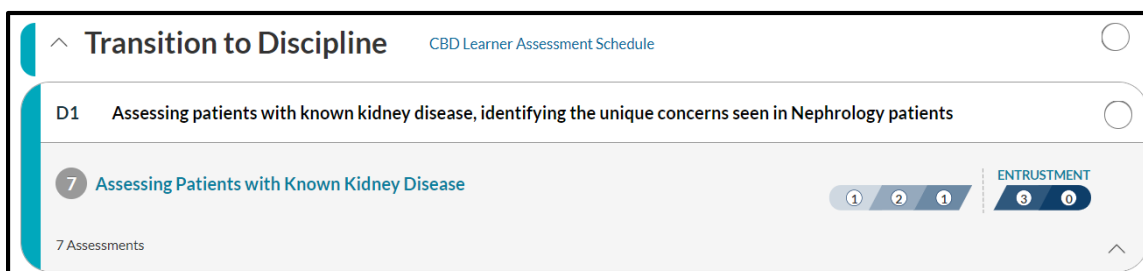


- Under the “Encounter” section you will be able to view any additional non-EPA tools that may be required by your program (e.g. Journal Club form)



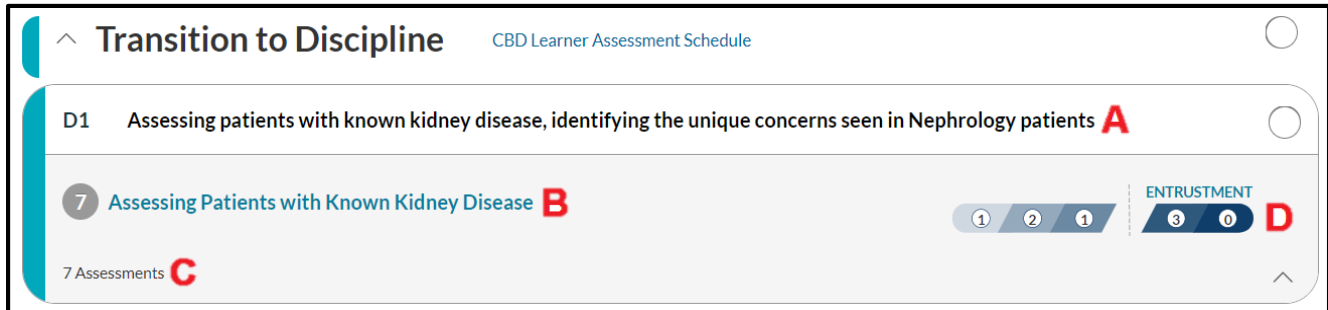
2. Viewing EPA Progress and Completed Assessments

- The **HOME** page, gives you an overview of all assessments completed for a specific tool
- Clicking the  icon will expand the details for the selected EPA

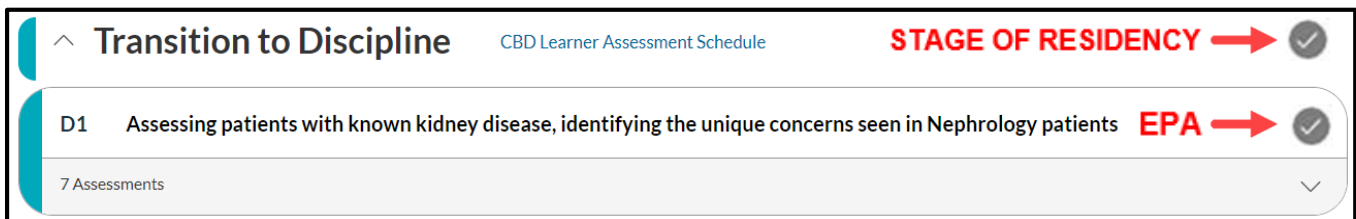


- In the below set of screen captures,
 - **A** indicates the full name of the EPA
 - **B** indicates the name of the specific tool used to assess the EPA
 - **C** indicates the total number of assessments completed for that specific tool (successful and attempted)
 - **D** indicates the overall entrustment rating achieved on each submitted assessment

Note: Hovering your cursor over a number on the scale will reveal its corresponding rating level (e.g. in the image below, 3 = 3 assessments with an overall rating of Autonomy)

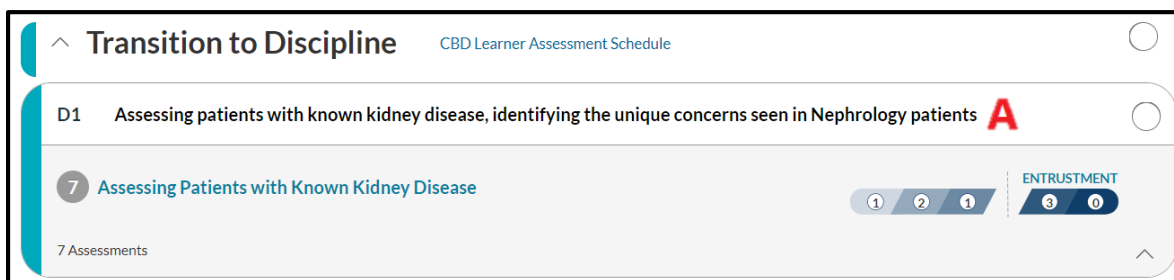


- Once a learner has successfully completed a Stage of Residency or EPA, a competence committee will indicate this by applying a ✓ icon, located to the right of the respective stage or EPA, as shown below



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 before indicating this change on your Elentra dashboard

- In order to view the specific details of each completed form, 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

- 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 (any question has been selected) but not yet 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 by the assessor



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

 A screenshot of the "Completed Assessments" section. At the top are tabs for "Completed", "In Progress", "Pending", and "Deleted". Below is a search bar with "D1" and the text "Assessing patients with known kidney disease, identifying the unique concerns seen in Nephrology patients". The main heading is "Completed Assessments". A card for "Assessing Patients with Known Kidney Disease" is shown. Red arrows point to:

- DATE**: Jul 10, 2018
- ENTRUSTMENT RATING**: A progress indicator with four circles, the second one filled.
- ASSESSOR NAME**: Assessed By Faculty Eight

 A "View Details" link is at the bottom left.

- 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

A screenshot of the "Completed Assessments" section, identical to the previous one, but with a red arrow pointing to the "View Details" link at the bottom left of the assessment card.

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

- This form can be downloaded by selecting “Download PDF” icon listed under the tool name at the top of the page

Assessing Patients with Known Kidney Disease

Download PDF

Assessor
Faculty Eight
Faculty • DFCM
will.ryker+8@discoverycommons.ca

Assessee
Learner One
PGY1 • Adult Nephrology
test@discoverycommons.ca

Download PDF

Download this assessment in PDF format:

ASSESSOR	ASSESEE	DELIVERY DATE
Faculty Eight	Learner One	2018-07-10

Close Download PDF

- 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

Completed Assessments

Assessing Patients with Known Kidney Disease

Multiple Assessment Form D1

Jul 10, 2018

ENTRUSTMENT

View Details

Assessed By Faculty Eight

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

Adult Nephrology

Stages Assessments Pins

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”

ASSESSOR NAME	ASSESSOR EMAIL
Liza Sara Abraham	test@discoverycommons.ca
Faculty Eight	will.ryker+8@discoverycommons.ca
Faculty Five	will.ryker+5@discoverycommons.ca

THIS TOOL ASSESSES THE FOLLOWING EPA

- EPA TTD-1: Assessing patients with known kidney disease, identifying the unique concerns seen in Nephrology patients

Demographics

1. TYPE OF ASSESSOR / ROLE

University appointed faculty	7
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Elentra Support

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