



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 2 different ways
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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

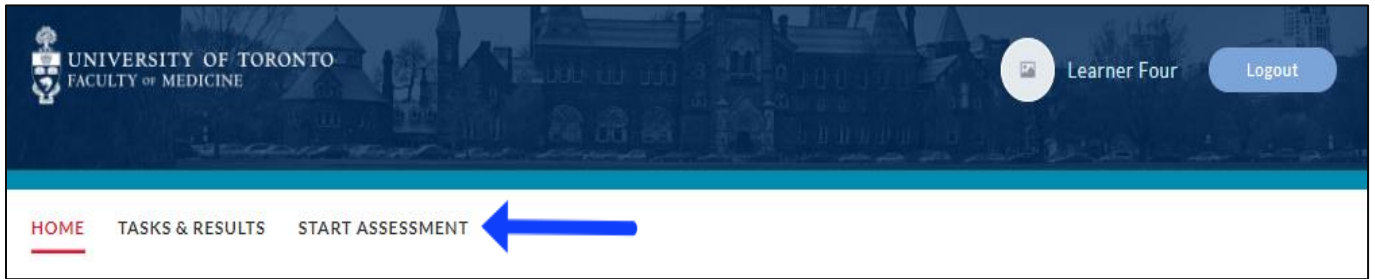
Note:

- If you do not know / 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

The image shows a screenshot of a web login page. At the top left is the University of Toronto crest. To its right is the text "UNIVERSITY OF TORONTO". Below this is a dark blue horizontal bar with the text "weblogin idpz" in white. Underneath the bar is a light gray login form. The form has two input fields: the first is labeled "UTORid / JOINid" and the second is labeled "Password". Below the password field is a blue button with the text "log in" and a white right-pointing arrow icon.

Step 3

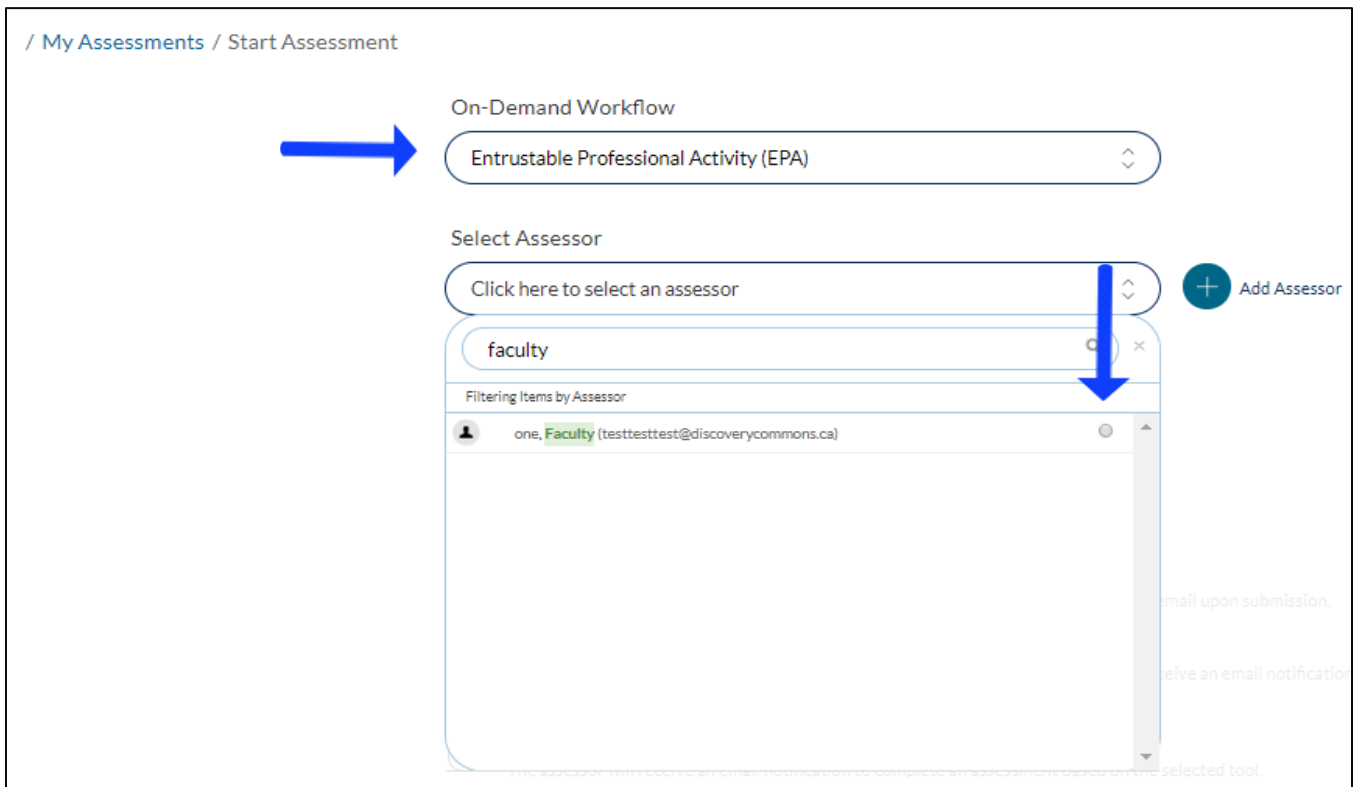
- To start an assessment, click on the “Start Assessment” menu option at the top middle of the page



Step 4

- Select the “On Demand Workflow”. In most cases you will use “Entrustable Professional Activity (EPA)”. If you are completing a non-EPA assessment (Encounter Form), a Note to File, or a Professional Behavioural Monitoring form, you need to select “Other Assessment Forms”. Next, type in 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

Note: You are able to search for an assessor by typing in their e-mail address as well



- If the assessor cannot be found, click on the “+ Add 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”, the “Program” will be defaulted to the Learners current program. Next select the “EPA” you want to be assessed on.

Note:

- The best approach to ensure completion of the assessment tool is to select the “Complete now” method (See Step 6 for a details regarding Assessment Methods)

- Once an EPA has been selected, a list of the Assessment Tools associated with that EPA will appear. For example, if the EPA includes Part A and Part B, two assessment tools will appear. Assessment tools are listed in alphabetical order.
- If you would like to view the assessment form before initiating the assessment, select “Preview This Form”. Select “Begin Assessment” to start this assessment. This will initiate the assessment via the selected assessment method.

Select an EPA

D1: Assessing and proposing management for patients with common
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Assessment Tools

Search Assessment Tools... 

EPA Assessment Form - D
1 assessments completed on this learner.
1 entrusted assessments completed on this learner.

[Preview This Form](#) [Begin Assessment](#)



Step 6

Assessment Methods

Option 1 (Recommended Approach):

When “Complete Now” is selected as the assessment method, learners will complete the top section of the tool (Contextual Variable Questions that provide context and background information to a case) on behalf of the assessor, then pass the device to the assessor to complete the “Overall Entrustment” and “Feedback and Comments” section

*Note: The number of Contextual Variables and response options is unique to each assessment

Example of some Contextual Variables:

Type of Assessor

-- Please Select -- 

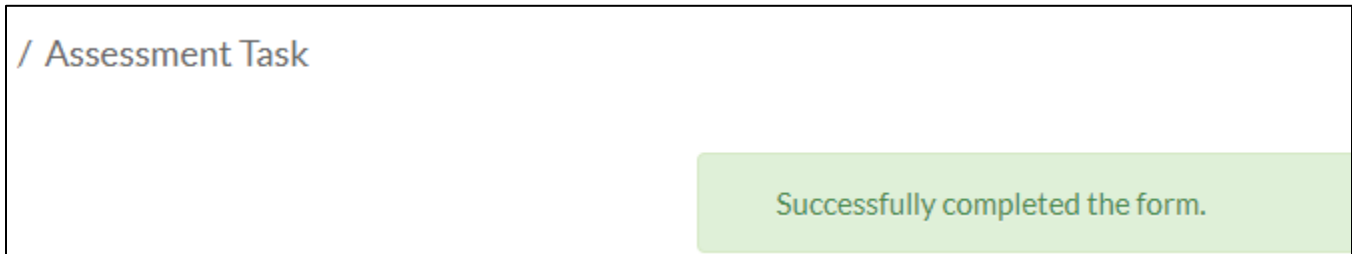
Type of Assessment

-- Please Select -- 

- After the assessor has completed the “Overall Entrustment” 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

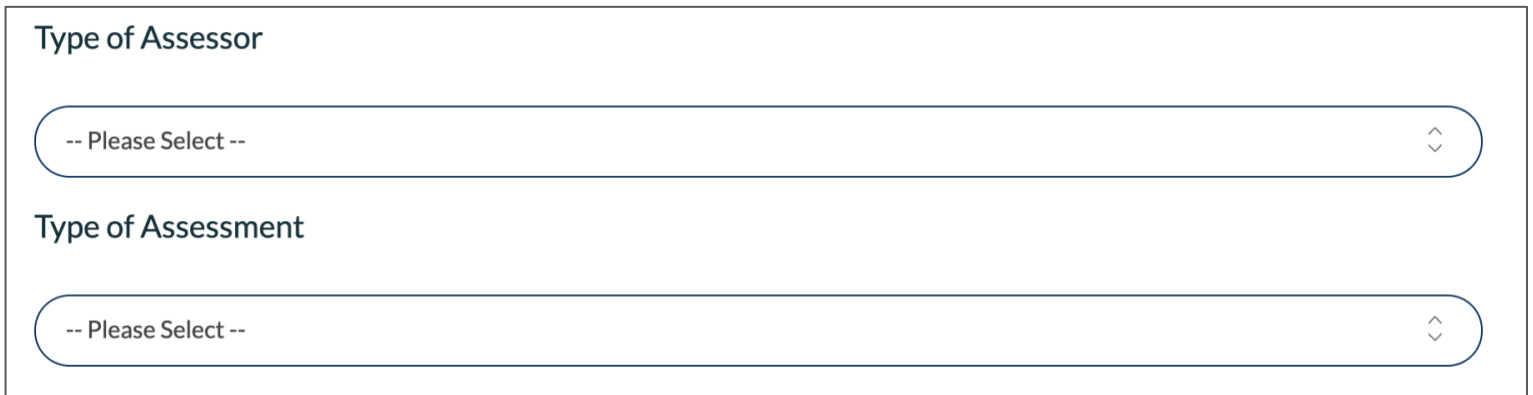


- If the form has been submitted successfully, the following message will show:

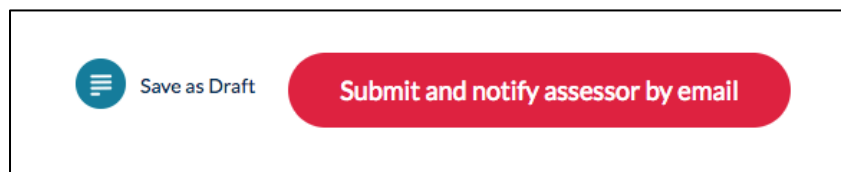


Option 2:

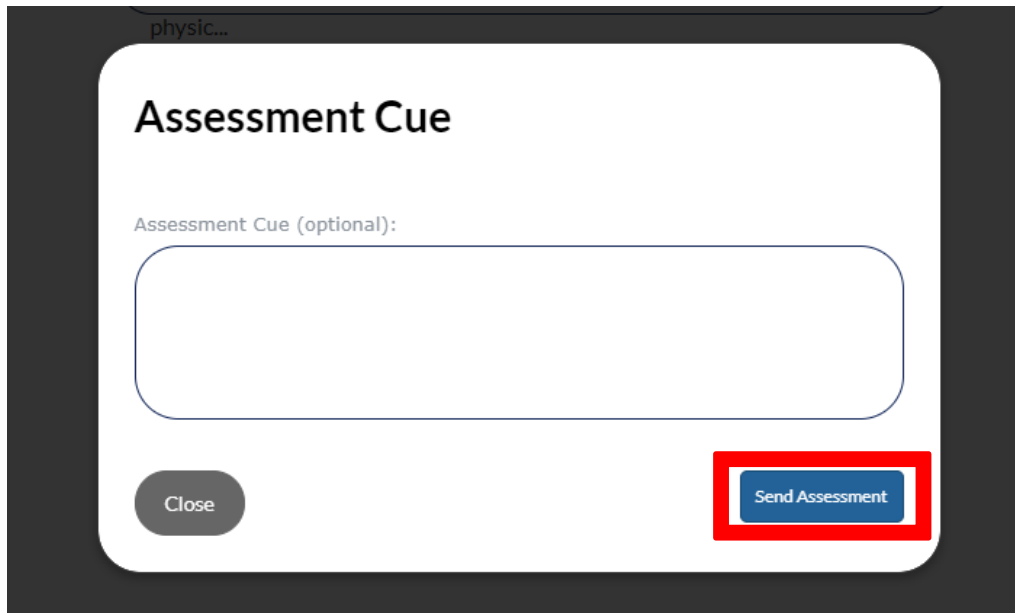
When “Complete and confirm via email” is selected, learners will need to complete **ALL** Contextual Variable questions in the assessment

A screenshot of a form with two dropdown menus. The first dropdown is labeled "Type of Assessor" and has a rounded rectangular input field containing "-- Please Select --" and a downward-pointing chevron icon on the right. The second dropdown is labeled "Type of Assessment" and has a similar rounded rectangular input field with "-- Please Select --" and a downward-pointing chevron icon on the right.

- Once the form is complete, click on the “Submit and notify assessor by email” button.



- You will then be prompted with a mandatory Assessment Cue. You must enter information in the mandatory cue and click **Submit** before the assessment is submitted to the assessor.
- *Note: The Assessment Cue should be used to provide context around an encounter. This serves to refresh your assessor’s memory of what this assessment is for. They will receive your assessment cue via email, along with a link to the selected assessment to be completed/edited before submitting.*



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Assessment Cue

Assessment Cue (optional):

Close

Send Assessment

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