Elentra User Guide: Navigating and Understanding the CBME Dashboard - For Learners

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

Step 1
- Go to the Elentra website: [https://meded.utoronto.ca/](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 MedEdHelp.PostMD@utoronto.ca with your name and program to request this information
  - Password: please visit [https://www.utorid.utoronto.ca/](https://www.utorid.utoronto.ca/) to reset your password. If you are not able to reset your password via this link, please email MedEdHelp.PostMD@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
Step 3
- Once logged in, you will automatically be directed to the Home: CBME Progress tab

Step 4
Scroll down to see an overview of the CBME Learner Dashboard and its components, as follows:
- A – The Stages tab, providing an ‘at-a-glance’ view of all stage-specific EPAs and the Learner’s progress in each
- B – A colour-coded legend describing the completion status of each EPA. Note that this colour-coding pertains to the progress ‘bubbles’ found adjacent to each EPA and not to the Competency Stage tabs (see Step 5 below for details)
- C – The date and time that the Learner Dashboard was last updated
  *Note that the CBME Program Dashboard is updated on a once-nightly basis*
- D – Completion status circle, which is checked manually following the Competence Committee’s decision to sign-off a given Competency Stage (and/or EPA(s)) based on successful EPA completion
- E – Name of Program
Step 5

- Select the downward arrow key to the left of each stage for a detailed overview of your EPA requirements for each Competency Stage

- The “progress boxes” below each EPA title (e.g. the yellow 2/5 box below EPA D1 in the example above) let you know your progress in completing the EPA requirements set by your program. They are colour-coded according to the legend at the top of the stages tab.

  - **Red – No Progress.** Indicates that the learner has not been assessed on a given EPA, **OR** has been assessed but none of the assessments meet the targets set by the program (i.e. ‘EPA requirements’)
  - **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
  - **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, pending approval from the Competence Committee
The denominator for each “progress box” incorporates both the overall EPA targets and any contextual variable-specific targets that the program requires in order for the EPA to be marked as ‘complete’. The numerator refers to the total number of assessments completed on you that meet the targets set by your program, within the ‘progress last updated’ date.

Step 6

Select the downward arrow key on the right-hand side of each EPA to see more detail on the number of assessments completed for each tool assessing that EPA (see diagram below).

For D3, there is 1 entrusted assessment that meets the program requirements out of the 4 required.

E.g. Two D3 assessments were completed – one with an entrustment rating of ‘Competent’ and one, not entrusted, with a rating of ‘Direction’.
• Click on the “progress boxes”, below the title of each EPA to see a breakdown of the requirements for each EPA (both for overall entrustment and any contextual variable (CV) targets).
  o Note: if you want to see more details on your completed assessments (e.g. the assessor’s comments and who completed the form) you can either select the form title (e.g. EPA Assessment Form – D3, below) to view an aggregate report of this information or view each assessment individually under the “Assessments” tab. See the userguide on Elentra navigation here, for more detailed instructions.

• You can filter out the completed CVs and view the remaining CV requirements for an EPA by sliding the grey “All” toggle to the right

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