TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

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Medicine

MD Elentra User Guide: **Logging-In and Starting Assessments – For Assessors**
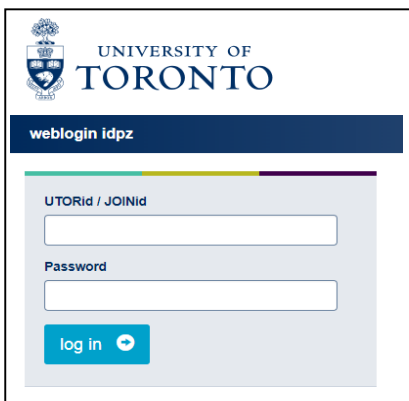
Objectives
   a. Assessors will be able to log into their Elentra account.
   b. Assessors will be able to initiate an assessment.
   c. Assessors will be able to complete an assessment.

General Guidelines:

- **Assessments can be started by the MD learner on their personal device and handed over to the assessor to complete the rating and narrative comments (Preferred Method). Alternatively, the assessor may receive an email link to complete the assessment.**
- **Faculty can log in to Elentra and initiate an assessment for an MD learner.**
- **Residents, fellows, and clinical associates <u>cannot</u> initiate an assessment.**

A) Initiating and completing an assessment (Applicable to Faculty members only)

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

2. To log in to **Elentra**, enter your UTORid & password and click "log in". You will be directed to your dashboard.

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weblogin idpz

UTORid / JOINid

Password

log in ➔

Notes:
   1. UTORMFA (multi-factor authentication is being rolled out across UofT). If you are not already enrolled for UTORMFA and are asked to do so, please use the following instructions for self-enrollment: https://isea.utoronto.ca/services/utormfa/self-enrollment/

   2. If you do not know / have forgotten your:

   a. **UTORid:** please contact your Clinical Departments Business Officer to request

this information.

b. **Password:** contact UTSG Information Common Helpdesk: help.desk@utoronto.ca, 416-978-4357 or UTM helpdesk: helpdesk.utm@utoronto.ca, 905-569-4300. They will require an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset

c. If you have a UTORid but are not registered on Elentra please send a message to the MD Elentra Help Desk at: md.elentra@utoronto.ca

3. If your organization role is not set to MD Program, please choose "MD Program – faculty" from the drop-down menu option at the top right side of the page

4. To start an assessment, click on the "**Start Assessment**" menu option in the top middle section of the page.
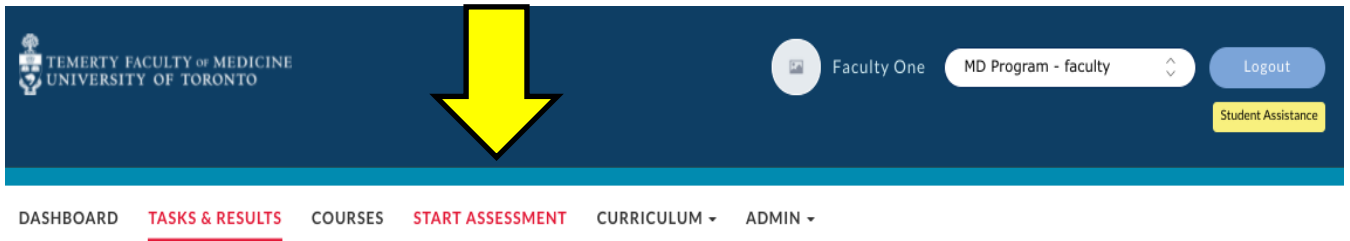
5. Begin selecting the On-Demand Workflow. In most cases this will be "**Entrustable Professional Activity (EPA)**". If you would like to complete a non-EPA assessment, please select "Other Assessment Form". Next type in the learner's name into the search box to narrow down the list. Once you find the learner's name, select it by clicking on the circle.
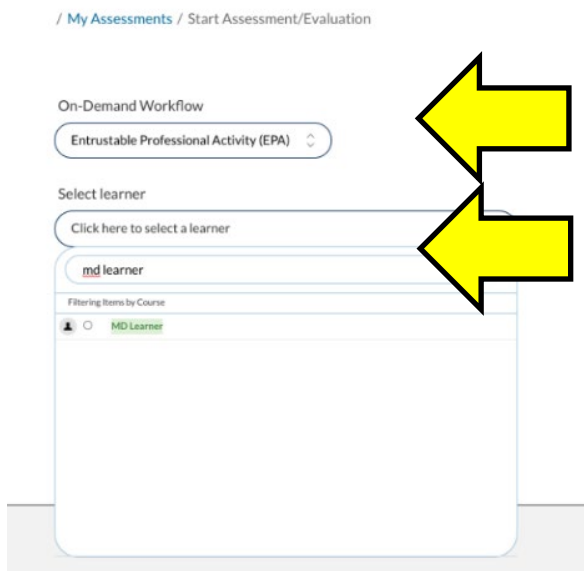
6. Select the "**Date of Encounter**" and "**Course**". Next choose the "**EPA**" you are assessing by clicking on the circle.

On-Demand Workflow

Entrustable Professional Activity (EPA)

Select learner

MD Learner

Select Date of Encounter

2022-01-10

Select a course

Internal Medicine

Select an EPA

Click here to select an EPA

Begin typing to search...

Filtering Items by Course

Filter Presets

Current Stage EPAs

○ F1: EPA 1 - Obtain a history and perform a physical examination adapted to the patient's clinical situation

○ F2: EPA 2 - Formulate and justify a prioritized differential diagnosis

○ F3: EPA 3 - Formulate an initial plan of investigation based on the diagnostic hypotheses

○ F4: EPA 4 - Interpret and communicate results of common diagnostic and screening tests

○ F5: EPA 5 - Formulate, communicate and implement management plans

○ F6: EPA 6 - Present oral and written reports that document a clinical encounter

○ F7: EPA 7 - Provide and receive the handover in transitions of care

○ F8: EPA 8 - Recognize a patient requiring urgent or emergent care, provide initial management and seek help

7. Select "**Begin Assessment**" at the bottom right side of the page to initiate the assessment. You will be directed to the assessment form.

Internal Medicine EPA 1

0 assessments completed on this learner.

0 entrusted assessments completed on this learner.

Preview This Form ▸   Begin Assessment ▸

a. Complete all sections of the assessment form and click the 'Submit' button to submit the form.

Save as Draft   Submit

If the form is successfully completed, the following message will show:

Successfully completed the form. You will now be redirected to the Dashboard. This will happen **automatically** in 5 seconds or **click here** to continue.   ✕

TIP: You can use the "Save as Draft" feature to **return** to an assessment if it was initiated but unable to be completed and submitted. For more information, refer to the section "C) How to save an assessment as a Draft."

Save as Draft   Submit

B) How to complete an assessment that has been assigned to you (Applicable to all assessors including Faculty, Residents, Fellows, and Clinical Associates)

MD learners can initiate an assessment and hand over their personal device to you for completion in the moment. **(Preferred method)**

MD learners can initiate an assessment that is emailed to you for review/same-day completion. These assessments can be completed using any of the following two options.

Option 1:

1. Open the Elentra email with the MD learner's initiated assessment form.

2. Click the "**new assessment is available for you**" link in the email. **Note: This is a direct link to the assessment form for review/completion and no login is required for Elentra.**

3. Review, edit, and complete the assessment form before submitting it. Learners should have only completed the contextual variable questions at the top of the form, not the rating and comments.

4. Click the "Submit" button on the form.

Save as draft & email assessor a link   Submit
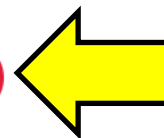
5. You'll receive a confirmation of successful submission as below and via email.

Successfully completed the form. You will be redirected in 5 seconds. Please click here if you do not wish to wait.

TIP: You can use the "Save as Draft" feature to **return** to an assessment if it was initiated but unable to be completed and submitted. For more information, refer to the section "C) How to save an assessment as a Draft."
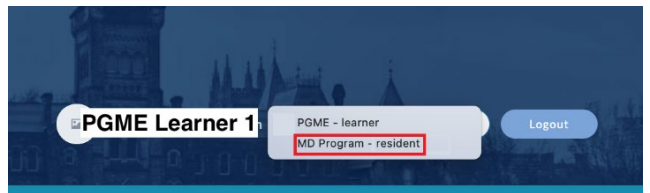
Option 2:

1) Login to Elentra https://meded.utoronto.ca/

2) If you are a faculty member, please go to Step 2a, if you are a Resident, Fellow, or Clinical Associate, please go to Step 2b.
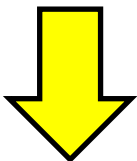
    a) If your organization role is not set to the MD program, please choose "MD Program - faculty" from the drop-down menu option on the top right side of the page.

    b) If your organization role is not set to the MD Program-resident, please choose "MD Program – resident."

3) From the top left side of the Elentra dashboard, click "**TASKS & RESULTS**" and then select "**Assessment Tasks**"
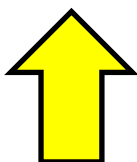

DASHBOARD   TASKS & RESULTS   COURSES   START ASSESSMENT   CURRICULUM ▾   ADMIN ▾

/ My Assessments

Tasks & Results Dashboard

Start Assessment

Assessment Tasks	Tasks Completed on Me	My Completed Tasks	My Feedback	My Learners

4) You will now see any in-progress or pending assessment forms that require completion.

5) Select the desired form, and click "**Go**"

EMERGENCY MEDICINE EPA 2

Faculty initiated assessment
Delivered on **Aug 21, 2023**
Encountered on **Aug 21, 2023**
Expires on **Sep 4, 2023**

Initiator:

⟳ In Progress Progress

Assessee:

| Go ▸ | Remove Task |

6) Review and complete all sections of the assessment form and click the 'Submit' button to submit.

☰ Save as Draft   Submit

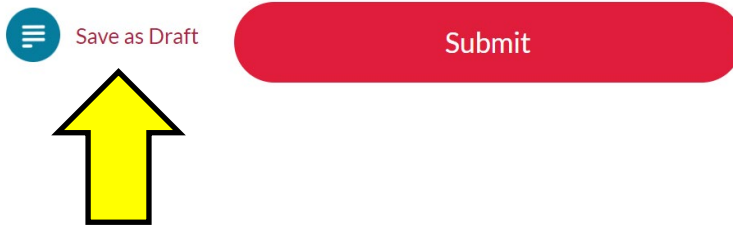7) You'll receive a confirmation of successful submission as below and via email.

Successfully completed the form. You will now be redirected to the Dashboard. This will happen **automatically** in 5 seconds or click here to continue.   ✕

TIP: You can use the "Save as Draft" feature to **return** to an assessment if it was initiated but unable to be completed and submitted. For more information, refer to the section "C) How to save an assessment as a Draft."

C) How to save an assessment as a Draft and return to it for completion (Applicable to all assessors)

You can use the "Save as Draft" feature to return to an assessment if it was initiated but unable to be completed and submitted.

1. While completing the assessment, click "Save as Draft"

Save as Draft   Submit

2. You will receive the following message.

Successfully saved the form. You will now be redirected to the Dashboard. This will happen **automatically** in 5 seconds or **click here** to continue.

3. When you are ready to complete the assessment, login to Elentra https://meded.utoronto.ca/

4. From the top left side of the Elentra dashboard, click "**TASKS & RESULTS**" and then select "**Assessment Tasks**"

5. You will now see any in-progress or pending assessment forms that require completion.

6. Select the desired form, and click "**Go**"

7. Review and complete all sections of the assessment form and click the '**Submit'** button to submit.

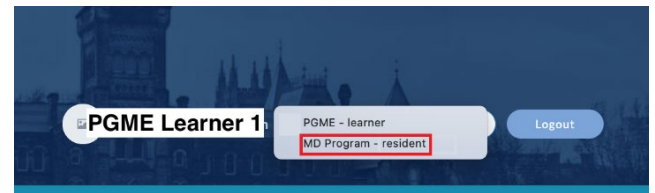8. You'll receive a confirmation of successful submission on the screen and via email.

D) How to view completed assessment forms

1. Login to Elentra https://meded.utoronto.ca/

2. If you are a faculty member, please go to Step 2a, if you are a Resident, Fellow, or Clinical Associate, please go to Step 2b.

   a) If your organization role is not set to the MD program, please choose "MD Program - faculty" from the drop-down menu option on the top right side of the page.

   b) If your organization role is not set to the MD Program-resident, please choose "MD Program – resident."

3. From the top left side of the Elentra dashboard click "**TASKS & RESULTS**" and select "**My Completed Tasks**" tab.

Note: On all tabs, the assessor can toggle between the detailed view (example above) and the list view (example below) by clicking on the icons.

DELIVERY DATE	TITLE	TARGET NAME	⬇☐
2023-01-27	Anesthesia EPA 11	Learner MD	☐
2023-01-26	Anesthesia EPA 7	Learner MD	☐

Elentra Support

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