TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

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MD Elentra User Guide: **Elentra Navigation for EPA Assessments – For Learners**

Objectives
a. Learners will be able to view their EPA progress and assessments
b. Learners will be able to send a reminder to an assessor to complete an EPA assessment which is in progress or pending
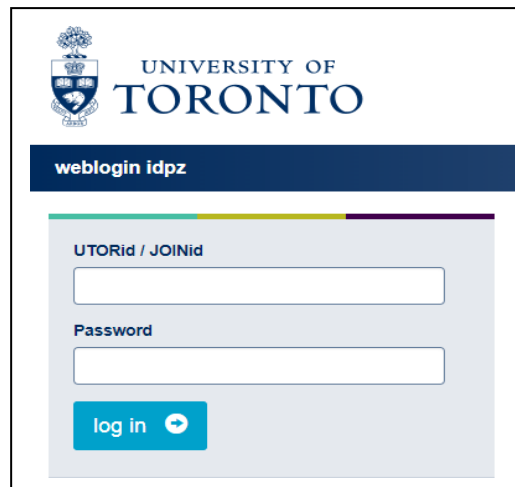
Step 1
- Go to the **Elentra** website: **https://meded.utoronto.ca/**

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

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

Note:
- If you do not know / have forgotten your:
  - **UTORid:** please email md.elentra@utoronto.ca with your name to request this information
  - **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

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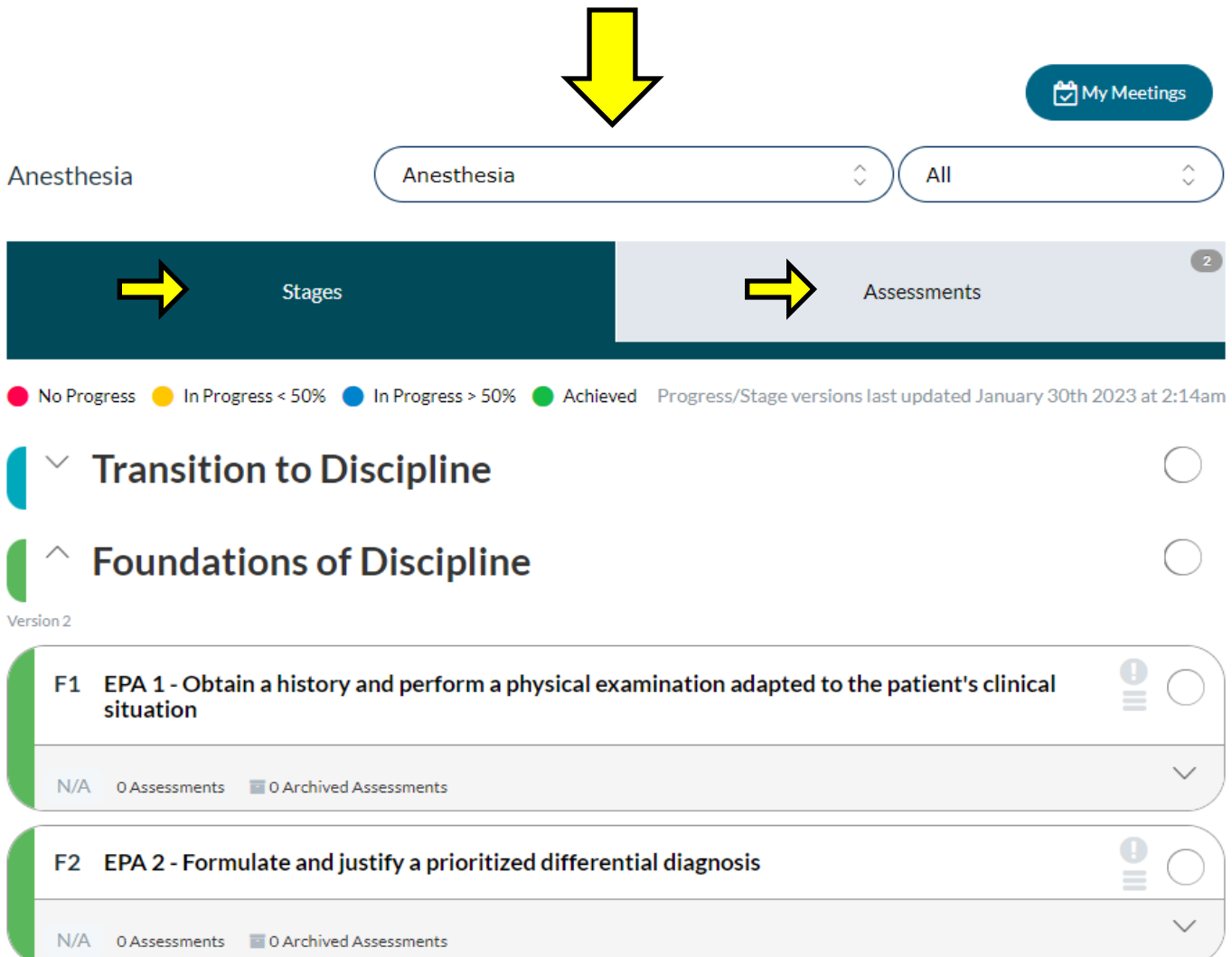
UTORid / JOINid

Password

log in ➡

Step 3

MD learner view of EPA assessments and progress on CBME Dashboard "Stages" tab

- Click on the "Dashboard" menu option at the top middle section of the page
- Scroll down the page until CBME Dashboard is displayed and the "Stages" tab is selected
- Use the filter to select the course for which you would like to view your EPAs

Note: Ignore the different "Stages" e.g. Transition to Discipline which are not relevant for MD learners.

- Each of the 1 to 12 EPAs are listed
- The number of completed assessments for each EPA is displayed
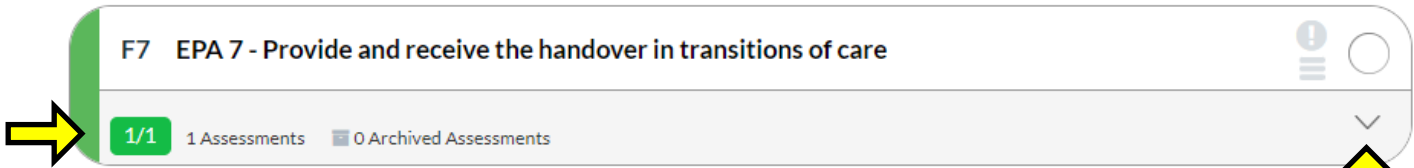
- Click on the down arrow to view assessment details
- The numbers displayed in the boxes indicate how many of each rating a learner received (Intervention, Direction, Support and Competent) for that EPA. Hover over the number to view the rating.
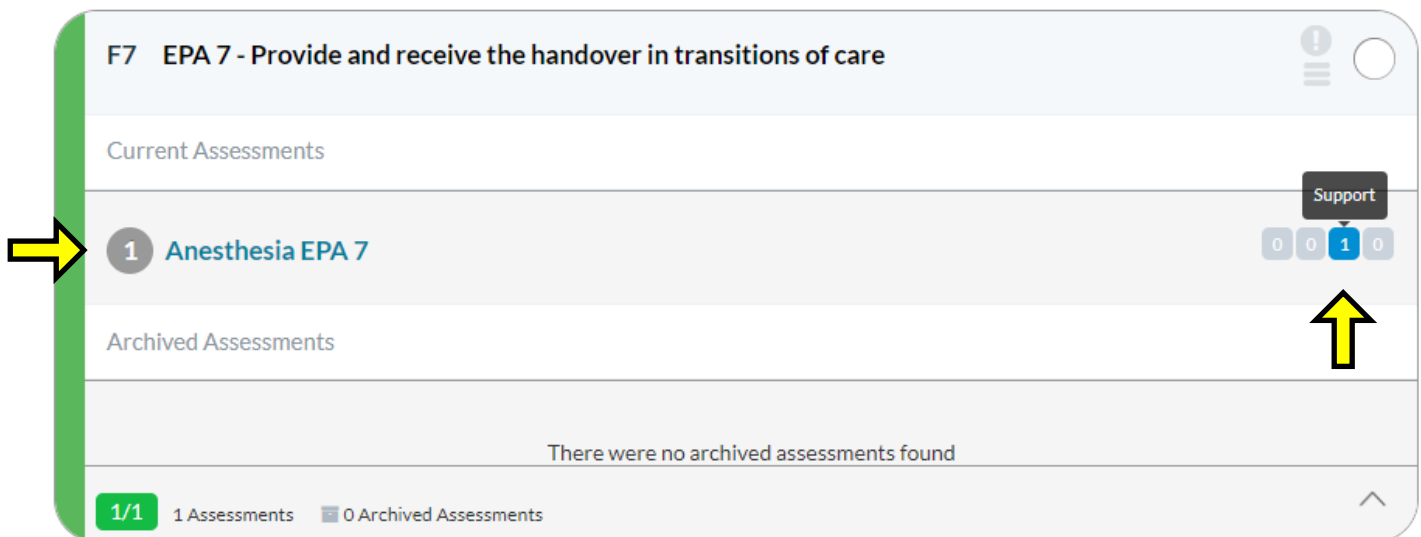
- Click on the assessment form name to view an aggregated form view of all assessor responses for that EPA form.

Step 4

MD learner view of EPA assessments and progress on CBME Dashboard "Assessment" tab

- Click on the "Assessments" tab
- Under the "Completed" tab all completed EPAs are listed. Click "View Details" to view the completed form
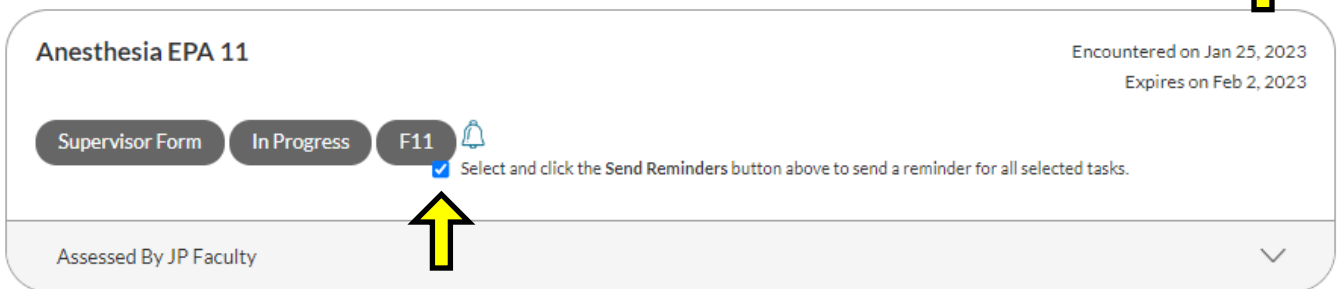
Step 5

Send a **REMINDER** to an assessor to complete an EPA assessment which is in progress or pending

- Under the "In Progress" and "Pending" tabs you will find EPA forms which are waiting to be reviewed/edited and submitted by the assessor.
- To send a reminder to the assessor, tick the box to **Send Reminders**
- Scroll up and choose "Send Reminders"
- When the pop-up window appears click "Confirm Reminders". The reminder will be sent to the assessor.

Note: A maximum of 2 reminders can be sent for each EPA form.

Note: In progress and pending assessment forms expiry within 1 week of being initiated.

Step 6

Alternative method for the MD learner to view their assessment tasks & results

- Click on the "Tasks & Results" menu option at the top middle section of the page.

- The forms listed under the "Assessment Tasks" tab are tasks which are currently assigned to the learner. **This includes EPA forms which the learner has initiated on their personal device but have not yet been submitted to the assessor for final review/edit and submission**. The learner should click "Go" to complete the contextual variable fields only and submit the assessment form to the assessor for final review/edit and submission. If the form is no longer required, click on "Remove Task" and provide a reason.

Note: In progress and pending assessment forms expire 1 week after being initiated.

- The forms listed under the "Tasks Completed on Me" tab are all the EPA assessments which have been completed on the learner for all courses. Click "View" to display and review the completed assessment form.

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

DELIVERY DATE	TITLE	ASSESSOR	☐
2023-01-27	Anesthesia EPA 11	JP Faculty	☐
2023-01-26	Anesthesia EPA 7	JP Faculty	☐

Note: If a learner cannot find what they are looking for they should click the "Remove Filters" icon.

- The forms listed under the "My Completed Tasks" tab are any assessments/evaluations that the learner has completed on others, however MD learners are not completing assessments/evaluations on the course or teachers in Elentra yet.

Elentra Support

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