

## MD Elentra User Guide: Logging-In and Starting Assessments – For Assessors

### Objectives

- Assessors will be able to log into their Elentra account
  - Assessors will be able to initiate an assessment
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### Step 1

- Faculty:** Please proceed to Step 2
- Residents, fellows and clinical associates:** The MD learner will start the assessment on their personal device and hand it to the assessor to complete the rating and narrative comments. Alternatively the assessor may receive an email link to complete the assessment

### Step 2

- Go to the **Elentra** website: <https://meded.utoronto.ca/>

### Step 3

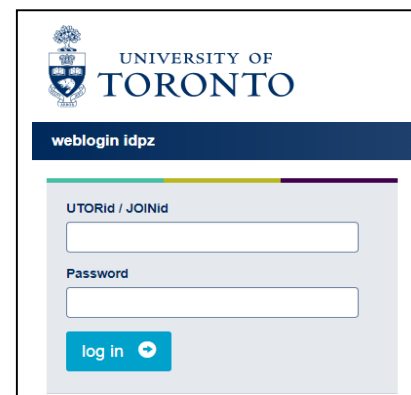
- To log in to **Elentra**, enter your UTORid & password and click “log in”. You will be directed to your dashboard.

#### Note:

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

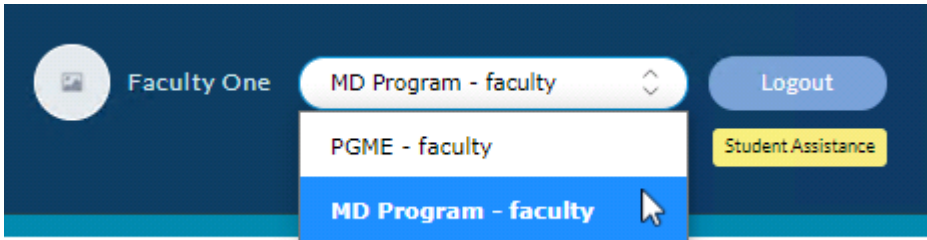
#### Note:

- If you do not know / have forgotten your:
  - UTORid:** please contact your Clinical Departments Business Officer to request this information.
  - Password:** contact UTSG Information Common Helpdesk: [help.desk@utoronto.ca](mailto:help.desk@utoronto.ca), 416-978-4357 or UTM helpdesk: [helpdesk.utm@utoronto.ca](mailto: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
- 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](mailto:md.elentra@utoronto.ca)



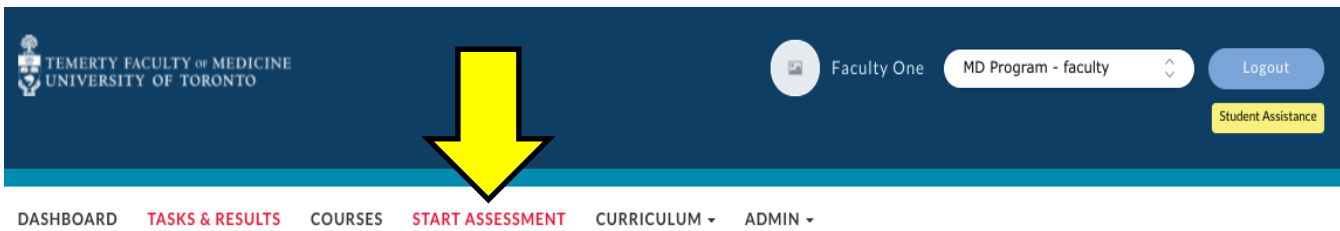
#### Step 4

- 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



#### Step 5

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



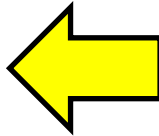
## Step 6

- 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 by clicking on the circle

/ [My Assessments](#) / Start Assessment/Evaluation

On-Demand Workflow

Entrustable Professional Activity (EPA) ▾



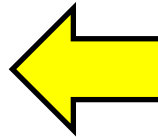
Select learner

Click here to select a learner ▾

md learner

Filtering Items by Course

  MD Learner



## Step 7

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 

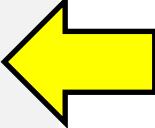
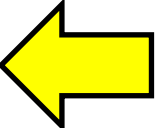
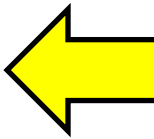
Begin typing to search...  

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



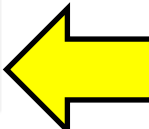
- Select “Begin Assessment” at the bottom right side of the page to initiate the assessment. You will be directed to the assessment form

**Internal Medicine EPA 1**

0 assessments completed on this learner.

0 entrusted assessments completed on this learner.

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



**Step 8***Assessment Methods*

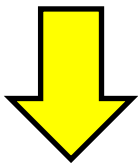
- **Option 1:** If the assessment was initiated by the assessor, the assessor will complete all sections of the assessment form and select the “Submit” button to submit the form



- 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. ✕

- **Option 2:** Assessors may also be emailed assessment forms initiated by the learner to their Hospital or University of Toronto email address with a link to the assessment form. These assessment forms were initiated on the learner’s personal device. Learners should have only completed the contextual variable questions at the top of the form, not the rating and comments. Assessors must review, edit and complete the assessment form before submitting. Assessors will receive an e-mail confirmation once the assessment has been submitted.
- Assessors can also access any in progress or pending assessment forms which require completion from their Elentra dashboard under “Assessment Tasks” by clicking on the “Tasks & Results” menu option at the top left side of the Elentra dashboard.



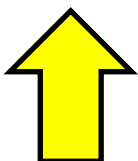
DASHBOARD **TASKS & RESULTS** COURSES START ASSESSMENT CURRICULUM - ADMIN -

/ My Assessments

## Tasks & Results Dashboard

Start Assessment

Assessment Tasks	Tasks Completed on Me	My Completed Tasks	My Feedback	My Learners
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**Note:** In progress and pending assessment forms expiry within 1 week of being initiated.

## Saving as Draft

- In the event that an assessment was initiated but was unable to be completed and submitted, select the “Save as Draft” option at the bottom of the assessment form
- If “Save as Draft” is selected, the assessor will be required to login to their Elentra account to access, complete and “Submit” the form
- Assessments that are “Saved as Draft” can be accessed under the “Assessment Tasks” menu option by clicking on the “Tasks & Results” menu option at the top left side of the dashboard. The “In Progress” draft assessment can be completed by clicking “Go”

The image shows a screenshot of a task card in a system interface. The card is white with rounded corners and a thin grey border. At the top, it says "TOOL NAME" in bold. Below that, it says "Delivered on ." and "Date of encounter:". A horizontal line separates this section from the next. The next section says "Initiator: Learner One". Below that is a blue circular icon with a white arrow, followed by "In Progress". Below that is "Assessee: Learner One". At the bottom of the card, there are two buttons: a red button with the text "Go" and a white button with the text "Remove Task".

## Step 9

### Viewing completed assessment forms

- Assessors can view all of the assessment forms they have completed on an MD learner by clicking on the “Tasks & Results” menu option at the top left of the Elentra dashboard and clicking on the “My Completed Tasks” tab.



DASHBOARD **TASKS & RESULTS** COURSES START ASSESSMENT CURRICULUM ADMIN

/ My Assessments

## Tasks & Results Dashboard



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

Search Tasks...  Delivery Date: 2023-01-26 Delivery End

+ Apply Filters Remove Filters

### Forms I've Completed

Download PDF(s)

**ANESTHESIA EPA 11**

Complete now  
 Delivered on Jan 27, 2023  
 Encountered on Jan 27, 2023  
 Completed on Jan 27, 2023  
 Assessee: Learner MD

Select and click on the Download PDF(s) button above to download a PDF of all selected tasks.

View

**ANESTHESIA EPA 7**

Complete now  
 Delivered on Jan 26, 2023  
 Encountered on Jan 26, 2023  
 Completed on Jan 26, 2023  
 Assessee: Learner MD

Select and click on the Download PDF(s) button above to download a PDF of all selected tasks.

View

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



DELIVERY DATE	TITLE	TARGET NAME	
2023-01-27	Anesthesia EPA 11	Learner MD	<input type="checkbox"/>
2023-01-26	Anesthesia EPA 7	Learner MD	<input type="checkbox"/>

## Elentra Support

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