

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

### Objectives

- Learners will be able to log into their Elentra account
- Learners will be able to initiate an assessment in 2 different ways

### Step 1

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

### Step 2

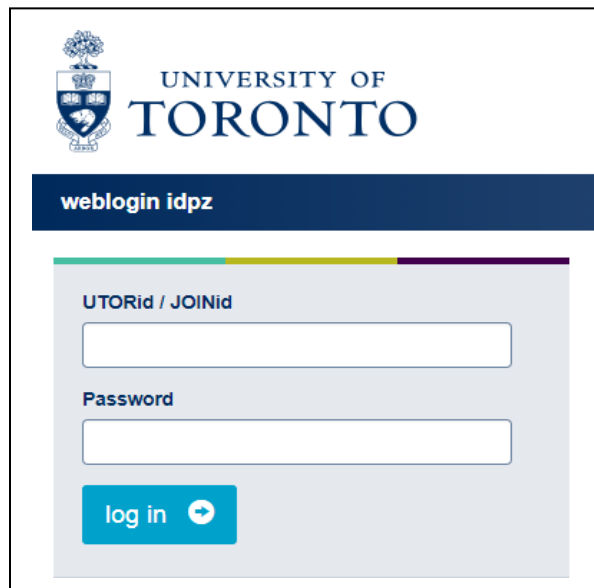
- To log in to **Elentra**, enter your UTORid & password and click “log in”. You will be directed to your dashboard

#### 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](mailto:md.elentra@utoronto.ca) with your name 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



### Step 3

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



### Step 4

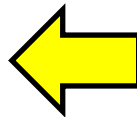
- Select the “On-Demand Workflow”. In most cases you will use “Entrustable Professional Activity (EPA)”. If a non-EPA assessment is being completed on you, select “Other Assessment Form”. Next, type in the assessor’s name into the search box to narrow down the list. Once you find the assessor’s name, select by clicking on the circle

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

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

On-Demand Workflow

Entrustable Professional Activity (EPA) ▾



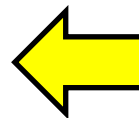
Select assessor

Click here to select an assessor ▾

faculty two

Filtering Items by Assessor

<input type="radio"/>	Faculty Two
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Select course

- If the assessor cannot be found please e-mail: [md.elentra@utoronto.ca](mailto:md.elentra@utoronto.ca)

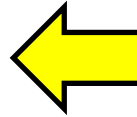
### Step 5

- Select the “Date of Encounter”, “Assessment Method”, and the “Course”. Next select the “EPA” you will be assessed on.

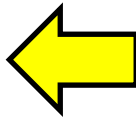
#### Note:

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

Select Date of Encounter

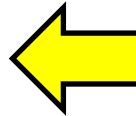


Select assessment method



- Complete now**  
The assessor completes the assessment now on this device. The assessor will receive a confirmation email upon submission.
- Complete and confirm via email**  
Initiate an assessment using the selected tool. Upon submission, the assessor will receive an email notification asking them to review/edit and confirm the assessment.

Select course



Select an EPA



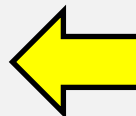
Begin typing to search...

Filtering Items by EPA

Filter Presets

Current Stage EPAs

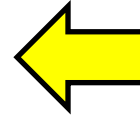
- F1: EPA 1 - Obtain a history and perform a physical examination adapted to the patient's clinical situation
- F2: EPA 2 - Formulate and justify a prioritized differential diagnosis
- F3: EPA 3 - Formulate an initial plan of investigation based on the diagnostic hypotheses
- F4: EPA 4 - Interpret and communicate results of common diagnostic and screening tests
- F5: EPA 5 - Formulate, communicate and implement management plans



- 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 6

### Assessment Methods

#### Option 1 (Recommended Approach):

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

Sample of Contextual Variable Questions:

Course : MED310Y : Internal Medicine

Date of Encounter: 2022-01-10  
EPA 1 - Obtain a history and perform a physical examination adapted to the patient's clinical situation

\*Assessor's Role  
-- Please Select --

\*Scope of Assessment  
-- Please Select --

\*Site  
UHN-TGH: University Health Network- Toronto General Hospital

\*Clinical Setting  
-- Please Select --

- After the assessor has completed the “Overall Rating” 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



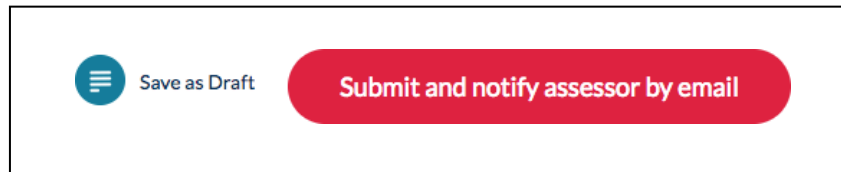
- If the form has been submitted successfully, the following message will show:

Successfully completed the form. You will now be redirected to the Dashboard. This will happen **automatically** in 5 seconds or [click here](#) to continue. ×

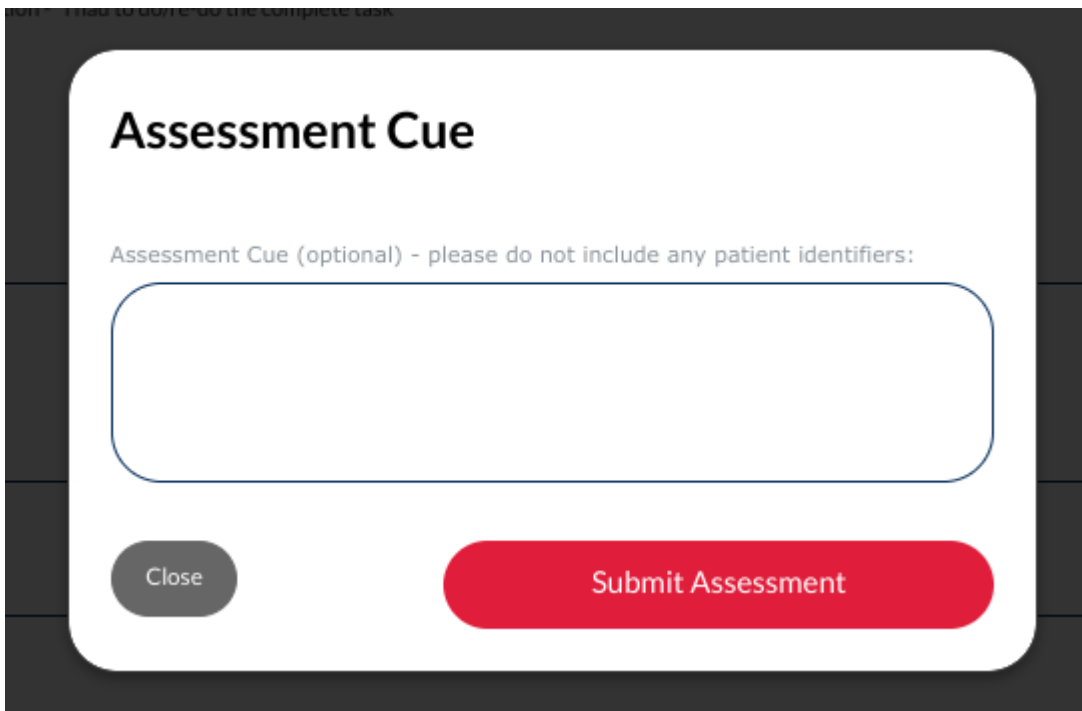
### Option 2:

“Complete and confirm via email” is selected when the assessor is not able to complete the entire assessment form in the moment. When this assessment method is chosen the learner will need to complete **ALL** Contextual Variable Questions on the assessment form. The “Overall Rating” and “Feedback & Comments” section must be left blank for the assessor to complete at a later time.

- Once the Contextual Variable Questions are complete, click on the “Submit and notify assessor by email” button at the bottom of the form.



- You will then be prompted with an Assessment Cue. You should enter information in the assessment cue to remind the assessor about the encounter they are assessing you on and click **Submit Assessment** before the assessment is submitted for completion.
- *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 an email with a direct link to the assessment form to be reviewed/completed/edited before submitting. Your assessment cue will be displayed at the top of the assessment form to serve as a reminder*



**Assessment Cue**

Assessment Cue (optional) - please do not include any patient identifiers:

Close

Submit Assessment

### Saving as Draft

- Learners are encouraged to initiate assessments via the “Complete now” assessment method while saving as draft should be used cautiously. “Save as draft” will not send the assessment form to the assessor. The learner would need to go back into the assessment and submit the form to the assessor
- In the event that an assessment was initiated as “Complete now” but was unable to be completed and submitted then select the “Save as draft & email assessor a link” option
- If “Save as draft & email assessor a link” is selected, the **assessor** will receive an email with a direct link to review, edit, complete and “Submit” the assessment form

### 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)