

MD Elentra User Guide: Viewing Assigned Student Completed EPA Assessments – For Preceptors

Objectives

- a. Preceptors will be able to view their assigned clerkship students completed EPA assessments from their Elentra account
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Step 1

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

Step 2

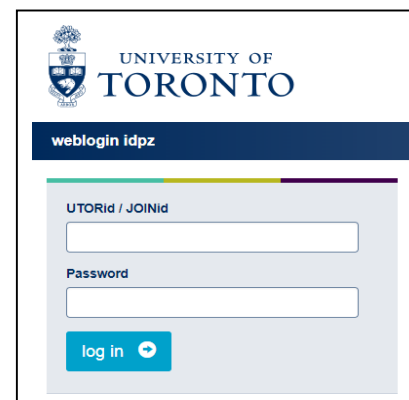
- To log in to **Elentra**, enter your UTORid & password and click “log in”. You will be directed to your dashboard.

Note:

- UORMFA (multi-factor authentication is being rolled out across UofT). If you are not already enrolled for UORMFA 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, 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
- 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

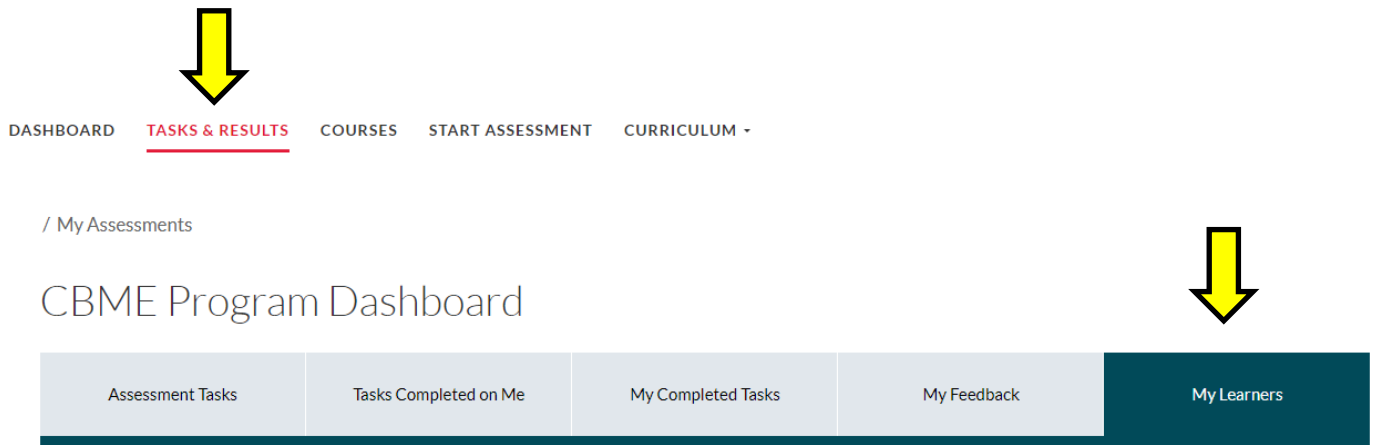


Step 3

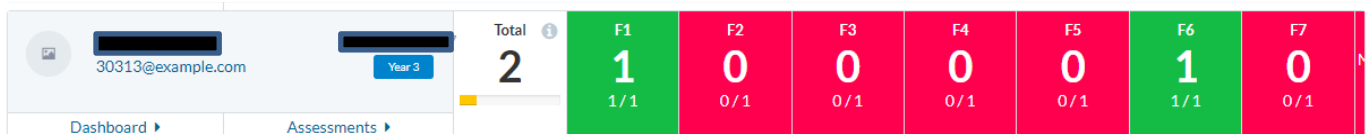
- If your organization role is not set to MD Program please choose “MD Program - faculty” from the drop-down menu option at the top right side of the page

**Step 4**

- Click on the “Tasks & Results” menu option at the top left of the Elentra dashboard and click on the “My Learners” tab.

**Step 5**

- The EPA progress for the learner(s) assigned to you will be displayed on this page. Click on “Assessments” to view the EPA assessments completed on the student.
 - Note: You may need to use the filters or reset the filters to find the result you are looking for.



Tasks Completed on Learner Pending Tasks on Learner Upcoming Tasks on Learner Learner's Current Tasks Learner's Upcoming Tasks

Search Tasks...
 Delivery Date Delivery Start
 Delivery End

Tasks Completed on [REDACTED]

Reports for this Learner Download PDF(s)

PAEDIATRICS EPA 6

Optional
Visible to target
Delivered on Jan 17, 2023
Encountered on Jan 16, 2023
Completed on Jan 17, 2023
Assessee: [REDACTED]

Initiator: [REDACTED]
Assessor: Faculty MD
Type of Assessor: Chief resident

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

PAEDIATRICS EPA 1

Optional
Visible to target
Delivered on Jan 4, 2023
Encountered on Jan 4, 2023
Completed on Jan 4, 2023
Assessee: [REDACTED]

Initiator: [REDACTED]
Assessor: [REDACTED]
Type of Assessor: Clinical associate

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

Step 6

- Click "View" to review the completed EPA assessment form.

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	<input type="checkbox"/>
2023-01-27	Anesthesia EPA 11	Learner MD	<input type="checkbox"/>
2023-01-26	Anesthesia EPA 7	Learner MD	<input type="checkbox"/>

Step 7

Alternative method for the assigned preceptor to view their students' progress and completed EPAs

- From step 4, "My Learners" tab, click on "Dashboard".

30313@example.com Year 3

Dashboard Assessments

Total 2

F1	F2	F3	F4	F5	F6	F7
1 1/1	0 0/1	0 0/1	0 0/1	0 0/1	1 1/1	0 0/1



Step 8

- This view shows you the view which your student will see from their Elentra dashboard.
- If you are an assigned preceptor for another course you may need to use the filters

CBME Dashboard

My Meetings

Anesthesia Anesthesia All

Stages Assessments

● No Progress
 ● In Progress < 50%
 ● In Progress > 50%
 ● Achieved
 Progress/Stage versions last updated January 30th 2023 at 2:14am

Transition to Discipline

 Foundations of Discipline

Version 2

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

 N/A 0 Assessments 0 Archived Assessments

F2 EPA 2 - Formulate and justify a prioritized differential diagnosis

 N/A 0 Assessments 0 Archived Assessments

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.

To view your assigned students' EPA assessments, click on CBME Dashboard “Assessment” tab

- Under the “Completed” tab all completed EPA assessment forms are listed. Click “View Details” to view the completed form

Completed In Progress Pending Deleted

Completed Assessments



Anesthesia EPA 11 Encountered on J Support 3

Supervisor Form F11

View Details Assessed By JP Faculty

- The EPA forms listed under the “In Progress” and “Pending” tabs are waiting for the assessor to complete. The student can send the assessor a reminder to complete the assessments from these two tabs.

Elentra Support

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