

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

Step 1

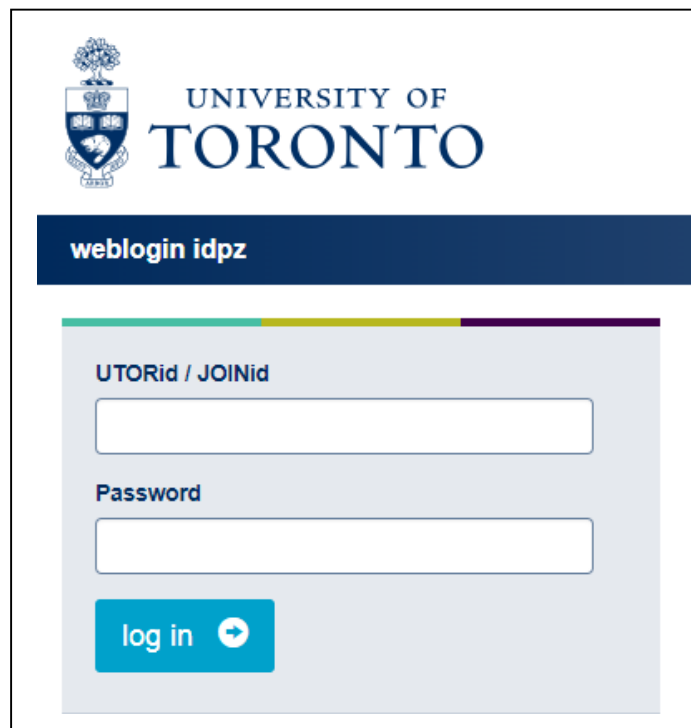
- Go to the **Elentra** website: <https://meded.utoronto.ca/>

Step 2

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

Note:

- If you do not know / have forgotten your:
 - UTORid: please contact your Business Officer to request this information
 - Password: provide your Business Officer with 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



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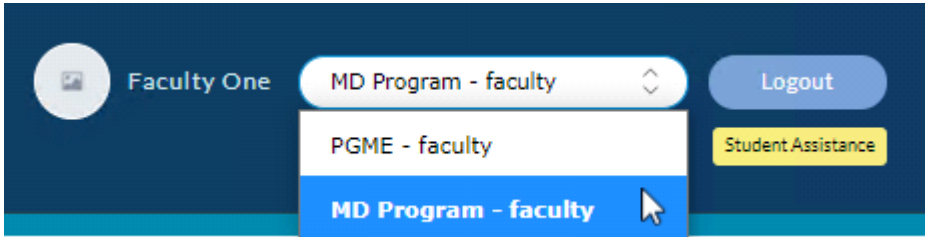
UTORid / JOINid

Password

log in →

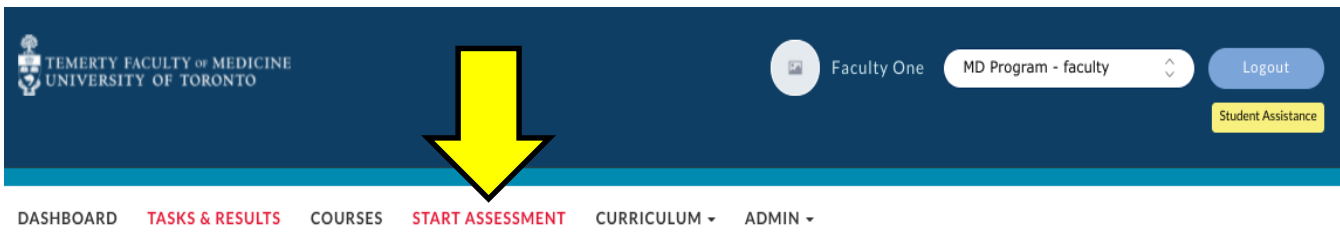
Step 3

- 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

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



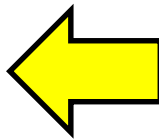
Step 5

- 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 by clicking on the circle

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

On-Demand Workflow

Entrustable Professional Activity (EPA) ▾




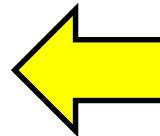
Select learner

Click here to select a learner ▾

md learner 🔍 ×

Filtering Items by Course

 <input type="radio"/>	MD Learner
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Step 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](#) 

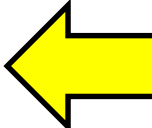
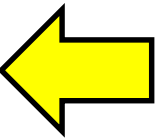
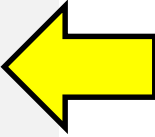
Begin typing to search...  

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







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

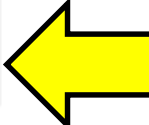
Internal Medicine EPA 1

0 assessments completed on this learner.

0 entrusted assessments completed on this learner.

[Preview This Form](#) 

[Begin Assessment](#) 



Step 7

Assessment Methods

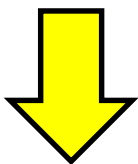
- **Option 1:** If the assessment was initiated by the assessor, the assessor will complete all sections of the assessment form and select the “Submit” button to submit the form



- 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 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 of the Elentra dashboard



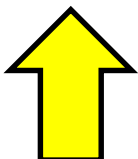
DASHBOARD TASKS & RESULTS COURSES START ASSESSMENT CURRICULUM ▾ ADMIN ▾

/ My Assessments

Tasks & Results Dashboard

Start Assessment

Assessment Tasks	Tasks Completed on Me	My Completed Tasks	My Feedback	My Learners
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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 of the dashboard. The “In Progress” draft assessment can be completed by clicking “Go”

TOOL NAME

Delivered on .
Date of encounter:

Initiator: **Learner One**

 In Progress

Assessee: **Learner One**

Go Remove Task

Elentra Support

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