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

Objectives
a. Learners will be able to log into their Elentra account
b. 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:
• If you do not know / have forgotten your:
  o UTORid: please email md.elentra@utoronto.ca with your name to request this information
  o Password: please include 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.
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

2022-01-10

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

- Internal Medicine

Select an EPA

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

**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:

Successful 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 your cue via email, along with a link to the selected assessment to be completed/edited before submitting.

**Assessment Cue**

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

[Assessment Cue interface]

**Saving as Draft**

• Learners are encouraged to initiate assessments via the “Complete now” assessment method while saving as draft should be used cautiously
• 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” option
• If “Save as Draft” is selected, the assessor will be required to login to their Elentra account to 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)