Elentra FAQ
Setting up Academic Advisors

Who: Program Administrators (PA) and Academic Advisors (AA). Note – only PAs have access to set this up.
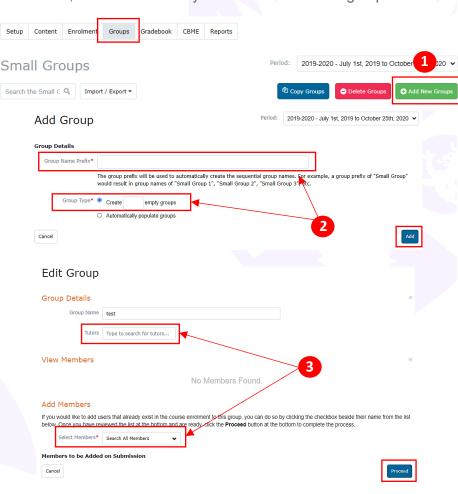
Why: Setting up AA groups allows the AA access to the CBME Dashboard and assessments of their affiliated learners.

How: Login to Elentra. Under **Admin → Manage Courses**, select the course you wish to add the AA group to.

1) Under the **Groups** tab, select **Add New Groups**

2) Enter a **Group Name Prefix**. Fill in the blank under **Group Type** with Create **1** empty groups*. Each group will pertain to an individual AA. Example group name: Advisor [NAME OF AA]

*Note: You can also create multiple groups at once. If you need support with this, please contact Elentra Support.

3) Once the group is added successfully, click on the newly created group. Add the AA under **Tutor**, and the corresponding residents under **Select Members.**

4) Once finalized, AA can view their residents' CBME Dashboard by clicking **Assessment & Evaluation → My Learners, → CBME Dashboard** of the desired learner

5) AAs can also view **Reports** related to their learners