

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

The screenshot shows the 'Small Groups' interface in Elentra. At the top, there is a navigation bar with tabs: Setup, Content, Enrolment, **Groups** (highlighted with a red box), Gradebook, CBME, and Reports. Below the navigation bar, the 'Small Groups' section is visible. A dropdown menu for 'Period' is set to '2019-2020 - July 1st, 2019 to October 2020' (callout 1). Below this are three buttons: 'Copy Groups', 'Delete Groups', and 'Add New Groups' (highlighted with a red box). The 'Add Group' form is shown below. It has a 'Group Name Prefix*' field (callout 2) and a 'Group Type' dropdown menu with 'Create 1 empty groups' selected (callout 2). Below the form are 'Cancel' and 'Add' buttons. The 'Edit Group' section is also visible, showing 'Group Name' as 'test', a 'Tutors' search field (callout 3), and 'View Members' section with 'No Members Found.' Below that is the 'Add Members' section with a 'Select Members*' dropdown menu (callout 3) and a 'Proceed' button (callout 3). At the bottom of the screenshot, the Schulich PGME navigation bar is visible, with the 'Reports' tab highlighted with a red box.

Postgraduate Medical Education
(PGME)



Contact: elentra.support@schulich.uwo.ca