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**

---

Postgraduate Medical Education
(PGME)

Contact: elentra.support@schulich.uwo.ca

November 19, 2020