

Elentra – Basics

Basics for EPA Assessments

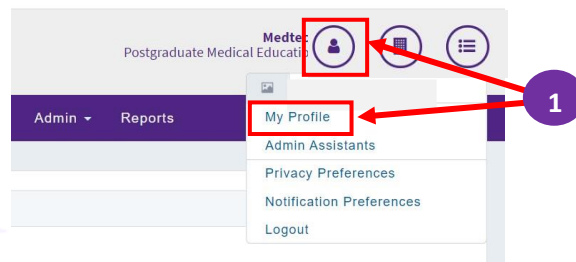
How to access Elentra

Open your browser* and navigate to <https://elentra.schulich.uwo.ca/> and login using your Western credentials. If you have forgotten your Western password, click the “Forgot your Password?” button and you will be re-directed to the Western Identity Manager page where you can re-set your password. Upon login, you will be prompted to choose which Organization you want to use. For EPA Assessments, Choose **PGME**.

*The supported browsers for Elentra include Chrome, Firefox, Safari and Microsoft Edge based on Chromium. Please note that Elentra does not support Internet Explorer.

Set Your Personal Identification Number (PIN)

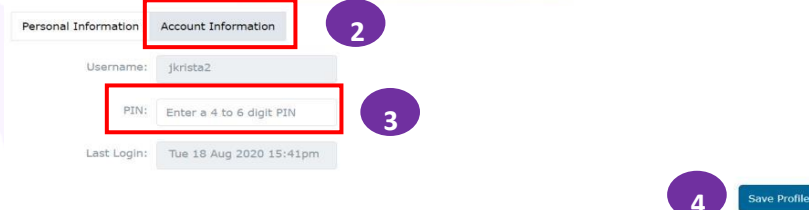
1. Click on the **Profile icon**, then choose **My Profile** from the dropdown menu.



2. Choose **Account Information** tab.
3. Enter a 4-6 digit number. Your PIN is not linked to any other Schulich application and can be reset at any time by clicking Reset my PIN (this option becomes available once the PIN is set).
4. When you have finished setting your PIN, click **Save Profile**.

My Elentra ME Profile

This section allows you to update your Elentra ME user profile information. Please note that this information does not necessarily reflect any information stored at the main University. **This is not your official institutional contact information.**

A screenshot of the 'My Elentra ME Profile' page. The page has two tabs: 'Personal Information' and 'Account Information'. The 'Account Information' tab is selected and circled in red, with a red circle containing the number '2' next to it. Below the tabs, there is a 'Username:' field with the value 'jkrista2'. Below that is a 'PIN:' field with the placeholder text 'Enter a 4 to 6 digit PIN'. This field is circled in red, with a red circle containing the number '3' next to it. At the bottom right of the form, there is a 'Save Profile' button, which is circled in red, with a red circle containing the number '4' next to it. The 'Last Login:' field shows 'Tue 18 Aug 2020 15:41pm'.

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Adding a Secondary Email Address

Faculty can set up a secondary email address. If this is enabled, Elentra will send all automated email messages to you at this secondary email address, as well as your primary (@uwo.ca) email account.

1. Navigate to **My Profile**.
2. Click on **Personal Information**.
3. Enable the **'Use secondary Email'** function by checking the tick box and enter your alternative email address in the text box.

The screenshot shows the Elentra user interface. On the left, a navigation menu for 'Clarissa Koerber' has 'My Profile' highlighted with a red box and a circled '1'. The main content area shows the breadcrumb '/ My Profile / Personal Information' and the title 'My Elentra ME Profile'. Below the title, there are two tabs: 'Personal Information' (highlighted with a red box and a circled '2') and 'Account Information'. The 'Personal Information' tab contains a dropdown menu for 'Clarissa Koerber', a 'Primary E-mail' field with 'ckoerber@uwo.ca', and a 'Secondary E-mail' field with 'example@email.com' (highlighted with a red box and a circled '3'). Below the 'Secondary E-mail' field is a 'Use Secondary Email:' checkbox, which is checked. A red arrow points from the circled '3' to this checkbox. To the right of the checkbox is a text box with the following text: 'Checking this box will enable Elentra to send all automated email messages to you at this secondary email address, as well as to your primary (@uwo.ca) email account. This is a good option for people who rarely check UWO mail, and/or have NOT forwarded their UWO mail to a preferred email account.'

Triggering EPA Assessments

Both Residents and Faculty can trigger an EPA assessment from the Elentra Dashboard, which is where you will be when you first log in. You can always return to your Dashboard by clicking **Dashboard** on the top left of your Elentra screen.

The screenshot shows the Elentra Faculty Dashboard. At the top, there is a navigation bar with 'Dashboard' highlighted by a red arrow. Below the navigation bar, there are several sections: 'My Bookmarks', 'Podcasts in iTunes', and 'Elentra ME Message Center'. The 'Elentra ME Message Center' section has a 'Trigger Assessment' button highlighted by a red arrow. The dashboard also shows 'My Teaching Events' and 'My Learning Events' buttons.

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EPA assessment triggered by Faculty	EPA assessment triggered by Resident
<p>Faculty will be prompted to select the Resident, Date of Encounter, and the EPA to be assessed. There is an option to Preview the Form, or Begin Assessment.</p>	<p>Residents will be prompted to choose Assessor, Date, EPA and Assessment Method. <i>See screenshot below.</i></p>

In the screenshot, note that the Resident does NOT have the option to choose **Complete and confirm via PIN**, as the assessor has not set their PIN. The other three assessment options will all result in an email being sent to the Assessor, with a link that they can click on to take them to Elentra and the pending EPA Assessment Form.

Select Assessor [dropdown]

Select Program [dropdown] Urology

Select assessment method

- Email blank form
The assessor will receive an email notification to complete an assessment based on the selected tool.
- Complete and confirm via email
Complete an assessment using the selected tool. Upon completion, the assessor will receive an email notification asking them to review/edit and confirm the assessment.
- Complete and confirm via PIN
The selected assessor has not set their PIN.
- Self Assessment, then email blank form
Complete an assessment based on the selected tool. Upon completion, the assessor will receive a blank assessment task with the same assessment tool.

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Accessing EPA Assessments

As well, the Assessor also has the option of logging in to Elentra and accessing all of their pending and in-progress assessments within the **Assessment & Evaluation** section, available at the top of the screen.

The screenshot displays the Elentra interface for an Assessor. At the top right, a red box highlights the user profile icon and a menu icon. The main navigation bar includes 'Assessment & Evaluation'. Below this, a red box highlights the 'Assessment Tasks' tab. The 'Assessment Tasks' section shows a list of tasks with the following details:

Task Name	Supervisor Form	Optional	Delivered on	Encountered on	Expires on	Progress	Target
Internal Medicine: Core EPA #10	Supervisor Form	Optional	Delivered on Nov 16, 2020	Encountered on Nov 9, 2020	Expires on Dec 16, 2020	01	Cody Sider (Student • 2018)
Internal Medicine: Core EPA #3 (Part B: Written Communication)	Supervisor Form	Optional	Delivered on Nov 24, 2020	Encountered on Nov 23, 2020	Expires on Dec 24, 2020	01	Beidi Cai (Student • 2018)
General Internal Medicine: Core EPA #3 (Part A: Pre-operative assessment)	Supervisor Form	Optional	Delivered on Nov 25, 2020	Encountered on Nov 25, 2020	Expires on Dec 26, 2020	01	Mathias Fricot (Student • 2018)

Completing EPA Assessments

Regardless of who triggers an EPA Assessment, they are completed the same way. The EPA Assessment form will open, the Assessor and Target are clearly identified, and the Key Features and Assessment Plan of the EPA will appear. For each contextual variable, choose the appropriate response, assess the milestones, and determine the overall entrustment score. Assessors should provide insightful narrative comments (mandatory) as well as suggestions for next steps. Once submitted, the completed assessment will appear on the Resident's dashboard.

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Logging Out of Elentra

When you are finished, remember to log out of Elentra following the steps below. It is also suggested that you close your browser as well.

1. Click on the **Profile Icon**.
2. Click **Logout**.

