Logging In [https://elentra.schulich.uwo.ca](https://elentra.schulich.uwo.ca)
Use your Western ID and password
Forgot your Western ID and password? Contact your Program Administrator.

NOTE: Elentra is only for EPA assessments at this time. For all other assessments, evaluations, rotation scheduling, etc., you will use your program’s primary software (one45, New Innovations).

**View a Resident’s CBME Dashboard**
1. Click on ‘Assessment & Evaluation’ beside your profile at top right
2. Click on ’My Learners’
3. Click on ‘CBME Dashboard’ for the resident of interest

**TIP: Add a Bookmark for a resident’s CBME Dashboard**
This allows quick access to their CBME Dashboard and will be found on the left-hand side in ‘My Bookmarks’.
1. In the ‘Bookmark Title’ field, type the resident’s name. This will be the link you see for that resident’s CBME Dashboard.

**TIP: See your program’s list of EPAs by clicking ‘EPA Encyclopedia’ on the left-hand side in ‘Helpful Links’**

**Aggregate Reporting**
To view all of the assessments for one EPA:
1. Navigate to the resident’s CBME Dashboard
2. Ensure you are in the ‘Stages’ tab found near the upper left
3. A list of all the EPAs can be found
4. Hover over the grey chevron at the bottom right of each EPA and click on it; ‘View Assessment Details’ will appear on hover
5. Click on the form title that you wish to view aggregated data for. This will open a new tab in your browser with the aggregated report as well as a trends chart.

May 20, 2019
Read and Unread Assessment Data
By default, an assessment is unread. There is a grey ‘counter box’ in the ‘Assessments’ tab in the resident CBME dashboard. This shows the number of unread assessments.

1. Navigate to the resident’s CBME Dashboard
2. Ensure you are in the ‘Assessments’ tab found near the upper left. A number to the right allows you to directly see all unread assessments. Click on the number to see all unread assessments. Clicking on ‘Assessments’
   a. If you click ‘View Details’ on the bottom left of each assessment, the status is automatically changed to read
3. You can also click on the “eyeball” icon for each assessment card to toggle the read/unread status.

Who can mark assessments as read or unread? Residents, Academic Advisors, Competence Committee members, Program Directors, and Program Administrators.

See Assessment Task Status
Continuing with the steps above, you break down the assessments for all EPAs by the following:

1. Navigate to the resident’s CBME Dashboard
2. Ensure you are in the ‘Assessments’ tab
3. At the bottom of the filter options, just above the assessment cards, choose between
   a. ‘Completed’: shows all EPA assessments completed
   b. ‘In Progress’: pending actions for the resident or the assessor
   c. ‘Pending’: pending actions for the assessor for completion
   d. ‘Deleted’: forms deleted

Marking EPAs and Stages as Achieved

1. Navigate to the resident’s CBME Dashboard
2. Ensure you are in the ‘Stages’ tab
3. Beside each EPA stage and individual EPA form you’ll see a small grey circle; by default items are in progress.
4. Click on the circle to open a dialogue box where you can enter text and mark an EPA or stage as complete. Click ‘Confirm’ when done.