Elentra New Feature
Narrative Notes

**Who:** Faculty & Residents – only Faculty members have access to add Narrative Notes.

**Why:** Narrative Notes allow Faculty members to be able to leave constructive comments and/or upload documents related to a CBME learner’s progress.

**Instructions Below:**

1) **Login to Elentra.** Under the Profile icon, select **Narratives** from the drop-down menu.

2) **Click Add Note.**

3) **Next, fill in the mandatory fields:** Select a Resident, Select a Program, and add Comment. Optionally, upload a document to attach to the narrative. Click **Submit.**

4) The Narrative Note added (as well as any others previously added) will then be displayed. You can then edit or delete your submitted notes.

**NOTE:** Residents can now view Narrative Notes in their Resident Dashboard. Narrative Notes are also visible in the Competence Committee Dashboard. For more information, see the Elentra User Guide.