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 will be able to view Narrative Notes in the upcoming Resident Dashboard, which will be available to them in August. Narrative Notes are also visible in the Competence Committee Dashboard.