

## NON-CREDIT PRE-CLERKSHIP SUMMER ELECTIVES STUDENT GUIDE

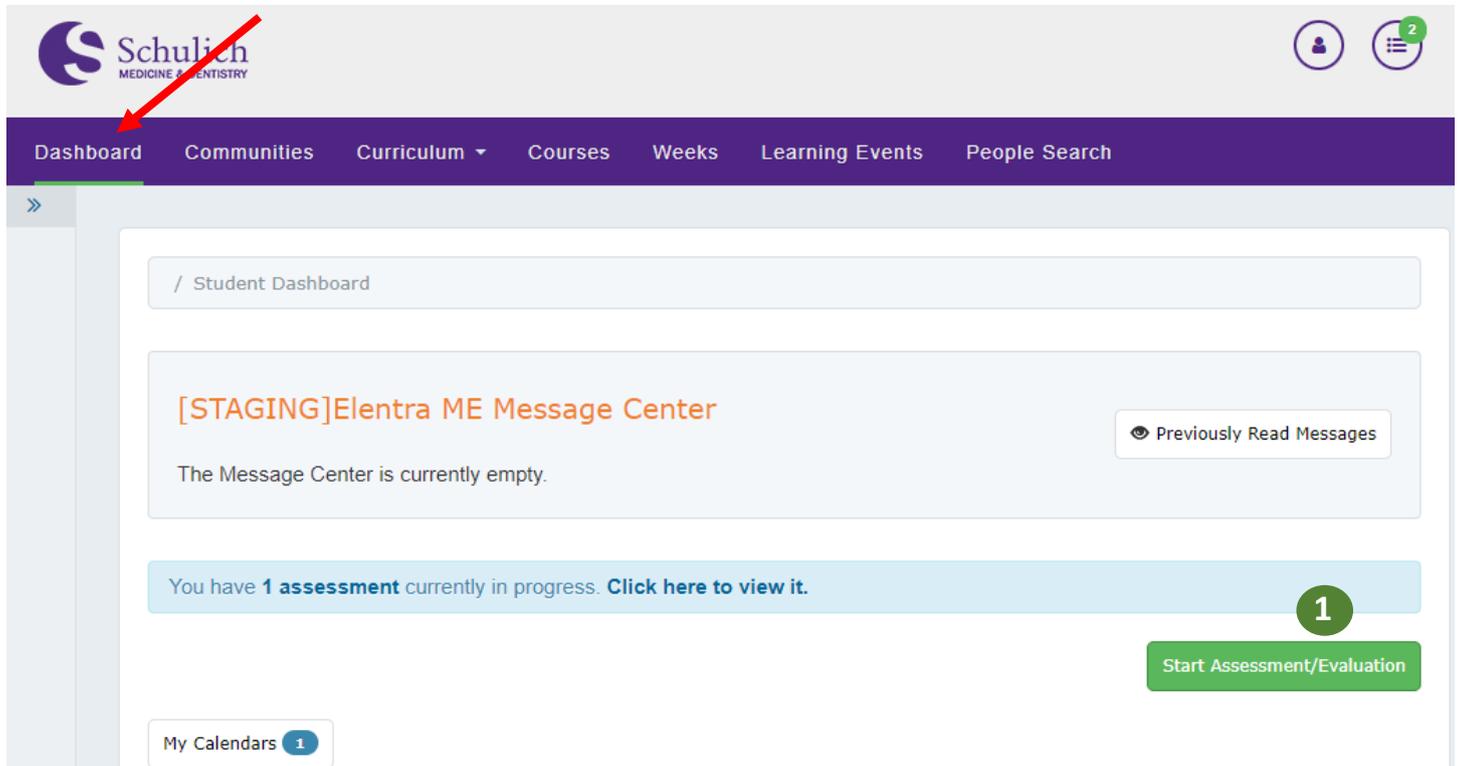
### Acceptance & Feedback Forms

In this guide, you will find instructions for the following in Elentra:

1. [Triggering NPSE Acceptance & Feedback Forms](#)
2. [Viewing Completed Forms](#)
3. [Sending Reminders to Preceptors](#)

## TRIGGERING NPSE ACCEPTANCE & FEEDBACK FORMS

1. From your Elentra Dashboard, click Start Assessment/Evaluation **(1)**.



The screenshot shows the Elentra Student Dashboard interface. At the top left is the Schulich MEDICINE & DENTISTRY logo. To the right are user profile and notification icons. A purple navigation bar contains the following menu items: Dashboard, Communities, Curriculum, Courses, Weeks, Learning Events, and People Search. The 'Dashboard' item is highlighted with a red arrow. Below the navigation bar, the breadcrumb path is '/ Student Dashboard'. The main content area features a message center titled '[STAGING]Elentra ME Message Center' with a 'Previously Read Messages' button. A blue notification bar states 'You have 1 assessment currently in progress. Click here to view it.' with a green circle containing the number '1'. A green button labeled 'Start Assessment/Evaluation' is positioned below the notification. At the bottom left, there is a 'My Calendars' widget with a blue circle containing the number '1'.

2. a) On the Start Assessment/Evaluation tab, choose “Other Assessment Form” (2) as your On-Demand Workflow. Select your assessor (3) – if your assessor is not on the list of assessors, please refer to step 2-b. Next, select the Date of Encounter (4), Assessment Method (5) and “Non-credit Pre-clerkship Summer Elective” as the program (6) you wish to start the assessment for.

/ My Assessments / Start Assessment/Evaluation

Start Assessment/Evaluation Flow    Adhoc Distributions Flow

On-Demand Workflow    Other Assessment Form    2

Select assessor    Aaron Adams    3    Add External Assessor

Select Date of Encounter    2024-02-16    4

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    5  
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  
Complete an assessment based on the selected tool. Upon completion of the assessment, the assessor will confirm it on the spot using their Personal Identification Number (PIN) and adjust your assessment as necessary.
- 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.

Select program    Non-credit Pre-clerkship Su    6

**NOTE – the complete and confirm via PIN method will only be available if your assessor has enabled a PIN in their Elentra account. If you use this method, the assessor must enter the PIN at the time of initiating the assessment to confirm the form. If you do not expect the assessment to be completed in real-time or “in the moment” – choose a different assessment method for your assessor to complete.**

b) If your assessor is not in the dropdown menu after searching by both First and Last Name, you may add them as an External Assessor (3-b) and fill in the required information then proceed with the rest of the steps above.

Select assessor   3-b

Firstname	Lastname	Email Address
Program		
Training Site		
<input style="background-color: #4CAF50; color: white; border: none; border-radius: 3px;" type="button" value="Add"/>	<input type="button" value="Cancel"/>	

**Please note that it is highly important that you DO NOT add someone as an External Assessor if they are already listed in the drop-down menu with their UWO email. DO NOT add duplicates of an individual with their hospital emails as this prohibits the assessor from accessing your assessments properly and from obtaining their faculty evaluations in the future. All assessors with a faculty appointment have a UWO Elentra account (including Windsor faculty) which should be used when selecting an assessor – you should only need to add an individual if you are completing a visiting elective outside of London/Windsor regions.**

3. Once the necessary information is filled out, you will see the corresponding forms appear. To initiate, click “Begin Assessment” (7) on the form you wish to send to your assessor.

Select program

Assessment Tools

**NPSE Acceptance Form** 🕒 01:07

Generic Form

0 assessments completed on this learner.

<a href="#">Preview This Form ▶</a>	<a href="#">Begin Assessment ▶</a> <span style="background-color: #4CAF50; color: white; border-radius: 50%; padding: 2px 8px; font-weight: bold; margin-left: 10px;">7</span>
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**NPSE Feedback Form** 🕒 02:16

Generic Form

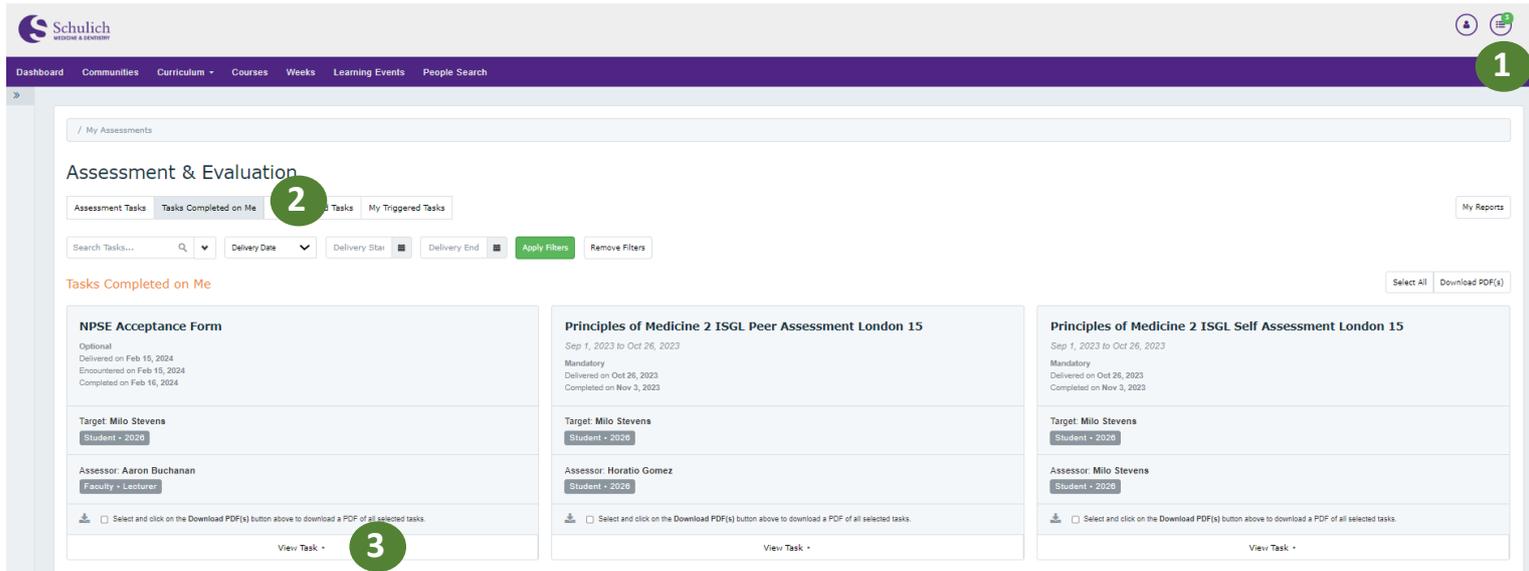
0 assessments completed on this learner.

<a href="#">Preview This Form ▶</a>	<a href="#">Begin Assessment ▶</a>
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## VIEWING COMPLETED FORMS

1. To view the completed form from your preceptor, click the Assessment & Evaluation (1) icon in the top right corner, then select the “Tasks Completed on Me” (2) tab. Here you will see any completed forms, and can “View Task” (3) to see the form details.

If your preceptor has not yet completed the form and you would like to send them a reminder, please refer to the next section of this guide.

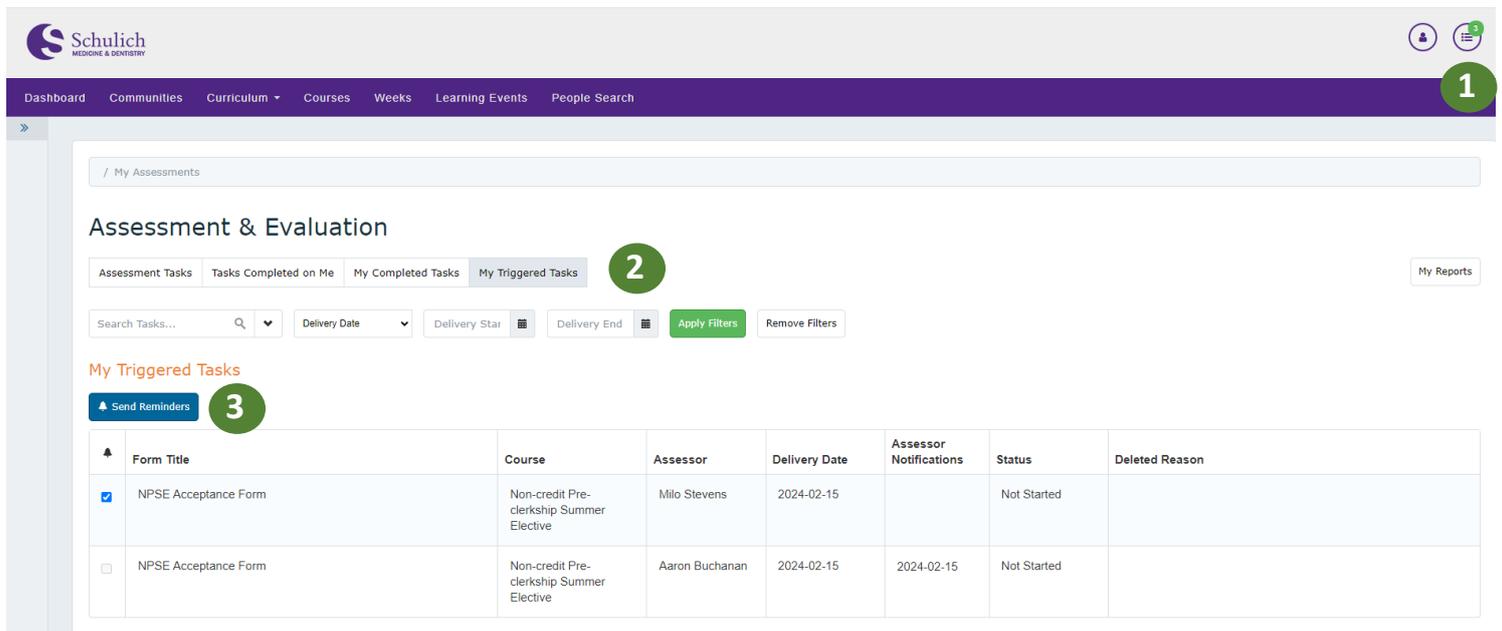


The screenshot displays the 'Assessment & Evaluation' section of the Schulich system. At the top right, a green circle with the number '1' highlights the 'Assessment & Evaluation' icon. Below the header, a navigation bar shows 'Assessment Tasks', 'Tasks Completed on Me' (highlighted with a green circle and the number '2'), 'Tasks', and 'My Triggered Tasks'. A search bar and filter options are visible. The main content area, titled 'Tasks Completed on Me', contains three task cards. The first card is 'NPSE Acceptance Form', the second is 'Principles of Medicine 2 ISGL Peer Assessment London 15', and the third is 'Principles of Medicine 2 ISGL Self Assessment London 15'. Each card includes details like delivery dates and completion status. At the bottom of each card, a 'View Task' button is highlighted with a green circle and the number '3'. A 'Download PDF(s)' button is also present at the bottom of each card.

## SENDING REMINDERS TO PRECEPTORS

1. If your preceptor has not yet completed the forms sent to them, you can send them a reminder (this will send them an email notification with a link to the task to complete).

To do so, click the Assessment & Evaluation icon **(1)** in the top right corner of your Elentra page, and then choose the “My Triggered Tasks” tab **(2)** – you will see a list of the assessments you have initiated to assessors. Here you can send reminders simply by checking off which task(s) you wish to send the reminder(s) for, and then selecting “Send Reminders” **(3)**.



The screenshot shows the 'Assessment & Evaluation' section of the Elentra system. The 'My Triggered Tasks' tab is active, displaying a table of tasks. A 'Send Reminders' button is located above the table. The table has the following data:

	Form Title	Course	Assessor	Delivery Date	Assessor Notifications	Status	Deleted Reason
<input checked="" type="checkbox"/>	NPSE Acceptance Form	Non-credit Pre-clerkship Summer Elective	Milo Stevens	2024-02-15		Not Started	
<input type="checkbox"/>	NPSE Acceptance Form	Non-credit Pre-clerkship Summer Elective	Aaron Buchanan	2024-02-15	2024-02-15	Not Started	

**Note – if a check box is greyed out, this means a notification for this task has already been sent today and cannot be sent again until the next day.**