

Elentra User Guide: Navigating and Understanding the CBME Dashboard - For Learners

The CBME Learner Dashboard provides an overview of learners' progress towards meeting EPA requirements by Competency Stage. This guide will help learners navigate and understand the new data visualizations available on their CBME Dashboard.

Step 1

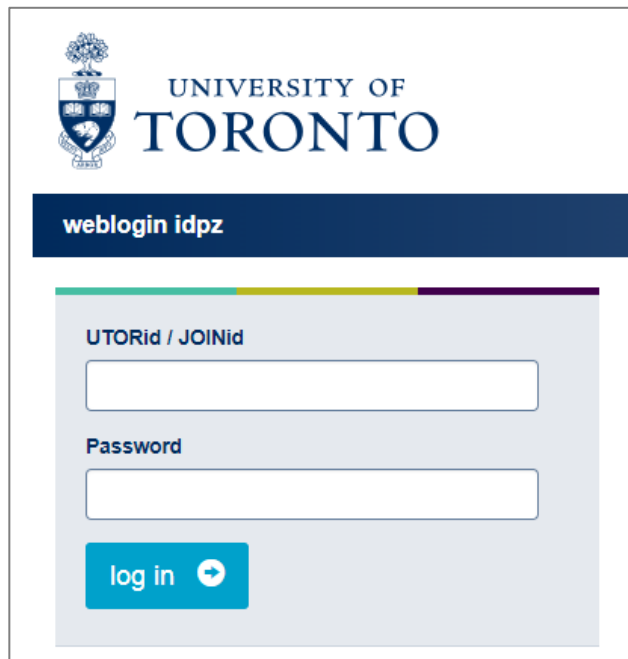
- Go to the **Elentra** website: <https://meded.utoronto.ca/>

Step 2

- Log in to **Elentra**, by entering your UTORid & password and clicking “log in”. You will be directed to your home page

Note:

- If you do not know / have forgotten your:
 - UTORid: please email MedEdHelp.PostMD@utoronto.ca with your name and program to request this information
 - Password: please visit <https://www.utorid.utoronto.ca/> to reset your password. If you are not able to reset your password via this link, please email MedEdHelp.PostMD@utoronto.ca and include an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset



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UTORid / JOINid

Password

log in →

Step 3

- Once logged in, you will automatically be directed to the Home: CBME Progress tab

The screenshot shows the top navigation bar of the UofT Elentra system. The header includes the University of Toronto logo and the text 'TEMERTY FACULTY OF MEDICINE UNIVERSITY OF TORONTO'. On the right, there is a user profile for 'Learner Four' and a 'Logout' button. Below the header, a navigation menu contains three items: 'HOME' (highlighted with a red underline and a blue arrow pointing to it), 'TASKS & RESULTS', and 'START ASSESSMENT'. Below the navigation menu, there is a yellow message center box with the text 'UofT Elentra Message Center' and 'The Message Center is currently empty.' To the right of this box is a 'Previously Read Messages' button. Below the message center, there are two main navigation tabs: 'CBME Progress' (highlighted with a blue arrow) and 'My Rotation Schedule'.

Step 4

Scroll down to see an overview of the CBME Learner Dashboard and its components, as follows:

- **A** – The Stages tab, providing an ‘at-a-glance’ view of all stage-specific EPAs and the Learner’s progress in each
- **B** – A colour-coded legend describing the completion status of each EPA. Note that this colour-coding pertains to the progress ‘bubbles’ found adjacent to each EPA and *not* to the Competency Stage tabs (see Step 5 below for details)
- **C** – The date and time that the Learner Dashboard was last updated
Note that the CBME Program Dashboard is updated on a once-nightly basis
- **D** – Completion status circle, which is checked manually following the Competence Committee’s decision to sign-off a given Competency Stage (and/or EPA(s)) based on successful EPA completion
- **E** – Name of Program

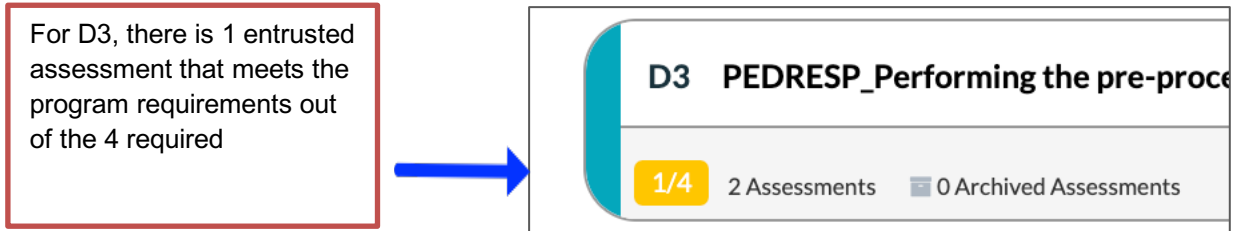
The screenshot shows the CBME Learner Dashboard for the 'TP: Test Program'. The dashboard has a header with 'TP: Test Program' (callout E), a 'My Meetings' button, and dropdown menus for 'Test Program' and 'All'. Below the header, there are three tabs: 'Stages' (callout A), 'Assessments' (with a '4' badge), and 'Pins'. A legend (callout B) is located below the tabs, showing four completion statuses: 'No Progress' (red), 'In Progress < 50%' (yellow), 'In Progress > 50%' (blue), and 'Achieved' (green). The main content area lists four stages: 'Transition to Discipline', 'Foundations of Discipline', 'Core of Discipline', and 'Transition to Practice'. Each stage has a completion status circle (callout D) to its right. The dashboard was last updated on March 24th 2021 at 1:02am (callout C).

Step 5

- Select the downward arrow key to the left of each stage for a detailed overview of your EPA requirements for each Competency Stage

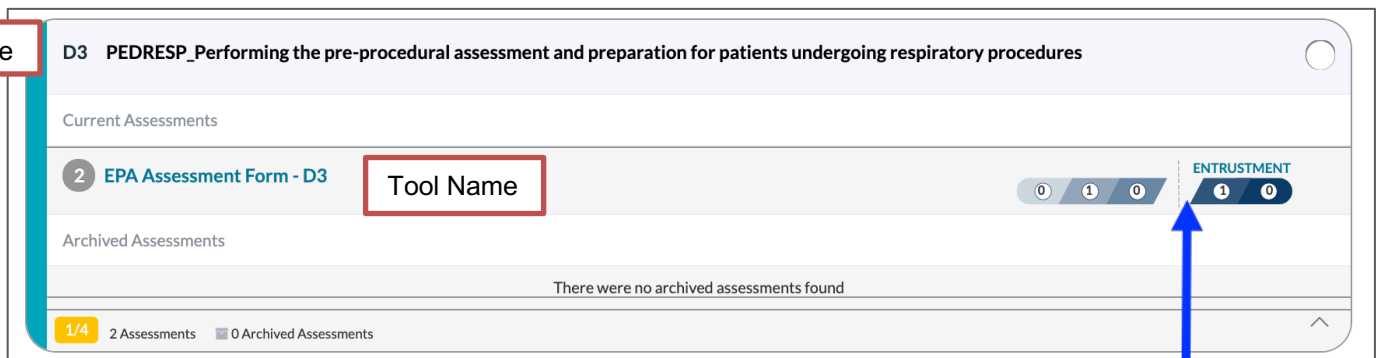
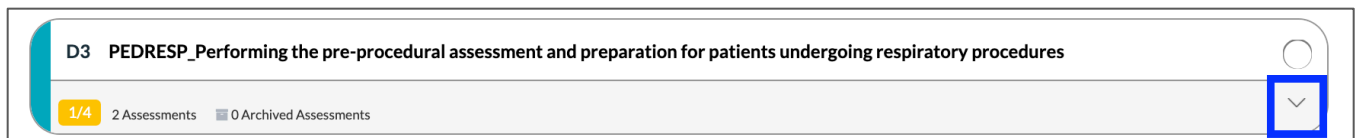
- The “progress boxes” below each EPA title (e.g. the yellow 2/5 box below EPA D1 in the example above) let you know your progress in completing the EPA requirements set by your program. They are colour-coded according to the legend at the top of the stages tab.
 - **Red – No Progress.** Indicates that the learner has not been assessed on a given EPA, **OR** has been assessed but none of the assessments meet the targets set by the program (i.e. ‘EPA requirements’)
 - **Yellow – In Progress < 50%.** Indicates that the learner has been assessed on a given EPA, but is currently meeting less than 50% of the requirements
 - **Blue – In Progress > 50%.** Indicates that the learner has been assessed on the EPA and is meeting more than 50% of the requirements
 - **Green – Achieved.** Indicates that the learner has been assessed on a given EPA and is currently meeting all of the requirements, pending approval from the Competence Committee

- The **denominator** for each “progress box” incorporates both the overall EPA targets and any contextual variable-specific targets that the program requires in order for the EPA to be marked as ‘complete’. The **numerator** refers to the total number of assessments completed on you that meet the targets set by your program, *within the ‘progress last updated’ date*.



Step 6

- Select the downward arrow key on the right-hand side of each EPA to see more detail on the number of assessments completed for each tool assessing that EPA (see diagram below)



EPA Title

Tool Name

ENTRUSTMENT

Number of assessments by Overall Entrustment Rating.

E.g. Two D3 assessments were completed – one with an entrustment rating of ‘Competent’ and one, not entrusted, with a rating of ‘Direction’

Number of Assessments Completed

Completed assessments using older versions of EPA forms will appear here if/as relevant

- Click on the “progress boxes”, below the title of each EPA to see a breakdown of the requirements for each EPA (both for overall entrustment and any contextual variable (CV) targets).
 - Note: if you want to see more details on your completed assessments (e.g. the assessor’s comments and who completed the form) you can either select the form title (e.g. EPA Assessment Form – D3, below) to view an aggregate report of this information or view each assessment individually under the “Assessments” tab. See the userguide on Elentra navigation [here](#), for more detailed instructions.

The screenshot shows a list of EPA forms on the left side of the screen. The forms are labeled D3, D4, and F1. A modal window titled 'D3 Requirements' is open, displaying the following information:

- Form(s): EPA Assessment Form - D3
- Autonomy, Competent, Excellence, Proficient, Support
- Minimum Assessments: 4 (1/4)
- Minimum Assessors: 1 (1/1)
- Collect the following Type of Assessment observation(s):
 - 2 Direct Observation (1/2)
- Collect the following Type of Case/Procedure observation(s):
 - 2 Myocardial dysfunction-yes (0/2)
 - 2 Acquired heart disease (0/2)
 - 1 Congenital heart malformation-preoperative (0/1)

At the bottom of the modal window, there is a grey toggle labeled 'All'.

- You can filter out the completed CVs and view the remaining CV requirements for an EPA by sliding the grey “All” toggle to the right

This close-up screenshot shows the 'D3 Requirements' modal window with the 'All' toggle moved to the right, indicating that only remaining requirements are shown. The visible requirements are:

- Form(s): EPA Assessment Form - D3
- Autonomy, Competent, Excellence, Proficient, Support
- Collect the following Type of Case/Procedure observation(s):
 - 2 Acquired heart disease (0/2)

At the bottom of the modal window, there is a red toggle labeled 'Remaining'.

Elentra Support

If you require assistance, please do not hesitate to contact the Elentra Help Desk at:
MedEdHelp.PostMD@utoronto.ca