



Schulich

MEDICINE & DENTISTRY

Frontline Assessor Orientation For Faculty and Senior Residents

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What assessors need to know

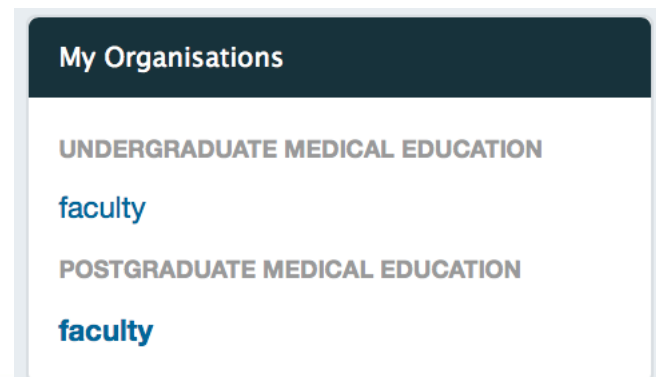
1. How to login
2. How to set your PIN
3. How to trigger an assessment
4. How to complete an assessment that's been sent to you
5. Who to contact for help

How to login

- Go to: <https://elentra.schulich.uwo.ca>
- Your login is your Western credentials
 - i.e. login name = jsmith53 | password = ABc12+yZ
 - These are the same credentials you use to access the Western Libraries
 - If you've forgotten your password, go to <https://idm.uwo.ca> to reset your password
 - If you cannot log into the Identity Manager, please contact Western Technology Services with your Western ID # at 519-661-3800

Organizations

- In Elentra, PGME and UME are essentially different programs.
- When you log in for the first time, you will be logged into the UME “organization” and will need to click on your role in the PGME organization to flip over.
- If you are in the wrong organization, you won’t see the learners you expect to see when triggering an assessment, or any assessments that have been sent to you.



How to set your PIN

1. Sign in using your Western ID
2. Click on your name (top right of screen, near logout button).
3. Click on 'Account Information' tab
4. Beside PIN, enter a 4-6 digit PIN
5. Click 'Save Profile'
6. Done!

My Organisations

UNDERGRADUATE MEDICAL EDUCATION


faculty

POSTGRADUATE MEDICAL EDUCATION

faculty

My Bookmarks

You can bookmark this page ↓

 Add Bookmark

Profile

[Personal Information](#)[Privacy Preferences](#)[Notification Preferences](#)[My Admin Assistants](#)[Permission Masks](#)[/ My Profile](#) / [Personal Information](#)

My [TRAINING] Elentra ME Profile

This section allows you to update your [TRAINING] Elentra ME user profile information. Please note that this information does not necessarily reflect any information stored at the main University. **This is not your official institutional contact information.**

Personal Information

Account Information

Username: user2017

Password: [Change My Password](#)Private Hash: 9fe99d6eda6ec32293b0fd6ba 

PIN: Enter a 4 to 6 digit PIN

Last Login: Your first login

[Save Profile](#)

Assessment Methods

1. Two ways to trigger a CBME assessment:
 1. Faculty triggered
 1. Faculty can assess any resident
 2. Resident triggered
 1. Residents can initiate and send an assessment to any faculty member or senior resident
 2. Senior residents cannot initiate an assessment on a junior resident; the junior must send it to them.

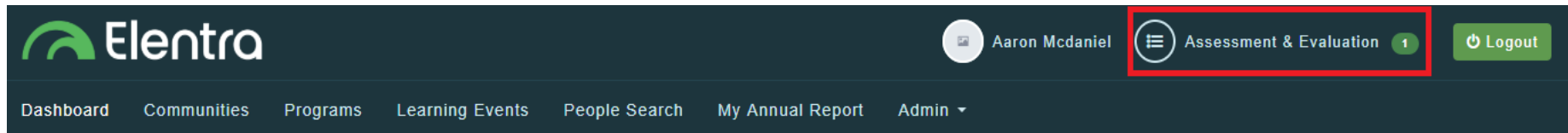
Resident-triggered assessments

- ☐ Email blank form
The attending will receive an email notification to complete an assessment based on the selected tool.
- ☐ Complete and confirm via email
Complete an assessment using the selected tool. Upon completion, the attending 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 the assessment, the attending will confirm it on the spot and adjust your assessment as necessary.
- ☐ Self Assessment, then email blank form
Complete an assessment based on the selected tool. Upon completion, the attending will receive a blank assessment task with the same assessment tool.

When a resident triggers an assessment using a blank form, they can add a cue for the assessor to remind them which specific case is being assessed. It will show up for the attending when they open the form.

Find & complete assessments that have been sent to you:

1. Sign in using your Western ID
2. Ensure you are in the Postgraduate Medical Education role on the left side; the active role will be bolded.
3. Click on “Assessment & Evaluation” next to your name in the top right corner



4. In the A&E page, find the relevant assessment, and click on ‘view task’
 4. Assessment cue appears at the top.
5. Complete assessment and click blue submit button when finished

Assessor-triggered assessments


1. Sign in using your Western ID
2. Ensure you are in the Postgraduate Medical Education role on the left side; the active role will be bolded.
3. Click the green “Trigger Assessment” button
 1. Begin by selecting a resident from the drop down menu
 1. Select the program (if applicable), date of encounter, EPA, and tool
 2. Click ‘begin assessment’
4. Complete assessment and click the blue ‘submit’ button

Where to find help


- Schulich Elentra Website:
<https://www.schulich.uwo.ca/elentra>
- CBME Assessor Resources
<http://bit.ly/CBMEfaculty>
- Please contact your Program Administrator for day-to-day support

Elentra Portal




<https://www.schulich.uwo.ca/elentra/>

Elentra Portal

TRAININGCBME ☞FAQSABOUT US ▼



Welcome to the Elentra Portal



Elentra Support

Frequently Asked Questions

Important Links

[Schulich Medicine CBME](#)

[Department of Oncology CBME](#)



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