HOW TO READ YOUR ELENTRA CALENDAR
CURRICULUM MANAGEMENT SYSTEMS MANAGER
SOMCMS@UW.EDU
LOGGING INTO YOUR ELENTA
INSTRUCTIONS ON HOW TO LOG IN CAN BE FOUND ON YOUR TECHNOLOGY ORIENTATION CANVAS PAGE UNDER “MANAGE CLASS CALENDARS IN ELENTA”

The dashboard will have a visual view of the current week’s learning events. You will only see learning events specific to your schedule.

1. Various colors will represent different courses. Course abbreviation will also be included in the title of the event (i.e. MSK = Musculoskeletal System)

2. An asterisk (*) will indicate if a session is required to attend.

3. Your Foundation Site or WWAMI (if for multiple sites) should also be included in the title. Please let your site admin know if you see other foundation site’s sessions.

4. There will also be other calendaring items that will appear on your schedule not related to a specific block (i.e. class meetings, student affairs events, social events, etc.)
You can also change different views of your learning events.

1. These buttons will display your events for the current day, week, or month.
2. The calendar icon will allow you to freely select a specific date.
3. The Today icon will bring you back to the current day/week/month (depending on what you chose in 1.)
4. The left and right arrows will toggle through the time frames based on what you chose in 1.
There will be some sessions that will be pre-recorded and students will complete it asynchronously. They will be scheduled as if the session was a live lecture.

These sessions will have a “PRE-RECORDED” indicated in the title to show a pre-recorded session and should be completed prior to the live sessions of the same day. These recordings will be located on the day page on the block’s Canvas page.

In addition, “Canvas” will be placed in the location of the learning event.

Live sessions (either Zoom or in person) will be scheduled accordingly.
SESSION DETAILS

When you click on a learning event, there will be a pop-up window that will show additional details of the session you may need to know or be interested in:

- The full session title will be included here.
- Full name of the Block
- Date and start time
- Duration of session
- Location
- Attendance Required or Optional
- Teaching faculty of session
- Review Learning Event (more details on next page)

NOTE: All of our course materials are located on the Block’s canvas page, therefore you will not find any information in the Recording and Event Resources area.
When you click on “Review Learning Event” on the session details pop up, it will take you to the full event page for that session.

In the Event Objectives section, you will see the various curriculum tag sets mapped to the sessions:

1. Curricular Threads or Themes
2. USMLE Content topics
3. Session Learning Objectives

When entering the event page, you will find link to the Canvas page of the block in addition to the same session details.
Some of you may subscribe to your Elentra calendar via a personal calendar platform. Instructions on how to do so can be found on your Technology Orientation Canvas Page under “Manage class calendars in Elentra”.

Items on your subscribed calendar will not contain as much information as Elentra directly, but will contain basic information such as start session title, location, start and end time, attendance requirement, duration and the event description (which will include the link to the block’s Canvas home page).

This is an example of subscribing to the Outlook Calendar.

**PLEASE NOTE** subscribed calendars will refresh based on the platform used. Therefore, these calendars may not update immediately if a change is made in Elentra, especially a recent change. It is always best to also refer to your Elentra directly for the most up to date information. Site Administrators should be notifying you there are any last minute changes.

**Subject**: [Seatlle] IMME - FCM Patient Interview Workshop #3

**Location**: Health Sciences T-Wing, T-5 Classrooms

**Start time**: Thu 8/26/2021 8:00 AM

**End time**: Thu 8/26/2021 11:00 AM

**ATTENDANCE**: Required

**RECORDING**: Unavailable

**DURATION**: 180 Minutes

**Breakdown**
- 180 minutes of Workshop

**DESCRIPTION**:
https://canvas.uw.edu/courses/1480974