

# HOW TO NAVIGATE YOUR ELENTRA CALENDAR

CURRICULUM MANAGEMENT SYSTEM MANAGER

[SOMCMS@UW.EDU](mailto:SOMCMS@UW.EDU)

# LOGGING INTO ELENTRA

<https://uw.elentra.cloud>

You have two options to sign into Elentra:

- ▶ Single Sign On (SSO) **\*Recommended\***
  - ▶ When you click “Login with SSO” you will be redirected to the UW SSO page that is used for other systems across UW.
- ▶ Elentra ME Login
  - ▶ This allows you to sign in using login data that is stored in the Elentra system
  - ▶ Your username is your UW NetID
  - ▶ The first time you log in this way, you will want to choose “forgot your password” and change it to a password you will remember

UW Medicine

Single Sign-On

Login with SSO

Elentra ME Login

Please enter your username and password.

Username  
somcms

Password  
\*\*\*\*\*

Forgot your password?

Login


Powered By  
**Elentra**

Version ME Elentra Cloud

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# ELENTRA DASHBOARD

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

Day Week Month 

26 Mar 2023 – 1 Apr 2023

Sun, March 26 Mon, March 27 Wed, March 29 Thu, March 30

08:00

09:00 Introduction to Patient Care Phase & Special Programs (WRITE, LIC, Track)

11:00 Optional: Office hours with Harvey the Heart Sounds Manikin

13:30 (Seattle) R&R - PULM: Airways and  
(Seattle) R&R - PULM: How We Handle Carbon Dioxide

14:30 (Seattle) R&R - HISTO: Respiratory  
(Seattle) R&R - PULM: How We Move Air

15:00

16:00 (Seattle) R&R - PULM: How We Handle Oxygen  
(Seattle) R&R - PULM: Chest Radiograph Interpretation

16:30 (Seattle) R&R - PULM: Chest Radiograph Interpretation

17:00

08:00 \* (Seattle) PCP T2 - Primary Care Practicum Session #6

11:00 Optional: Office hours with Harvey the Heart Sounds Manikin

13:30 (Seattle) R&R - PULM: Why Is This Patient Hypoxemic

15:30 \* (Seattle) R&R - PULM: Conference 2: How We Handle Carbon Dioxide and Move Air

13:30 (Seattle) R&R - PULM: How We Handle Carbon Dioxide

14:30 (Seattle) R&R - PULM: Pulmonary Function Testing

15:30 \* (Seattle) R&R - PULM: Conference 3: Why Is This Patient Hypoxemic

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

There are also other calendaring sessions that will appear on your schedule that are not related to a block (i.e. class meetings, social events, etc.)

Each regular block session will be titled with your Foundations site in parentheses (or WWAMI for all sites), the course abbreviation, the topic/thread prefix, and the session title.

Please let your site admin know if you are seeing other sites' sessions.

Various colors will represent different courses

# DASHBOARD NAVIGATION

You can change how you **view** your **schedule** in your dashboard.

The dashboard shows a calendar view for the period 26 Mar 2023 – 1 Apr 2023. At the top, there are tabs for 'Day', 'Week', and 'Month', with a calendar icon to the right. A 'Today' button and navigation arrows are also present. The calendar grid shows events for Sun, March 26; Mon, March 27; Wed, March 29; and Sat, April 1. A vertical time axis on the left ranges from 08:00 to 17:00. Callouts with purple circles point to the calendar icon, the 'Today' button, and the navigation arrows.

**Day Week Month** [Calendar Icon] 26 Mar 2023 – 1 Apr 2023 Today [Left Arrow] [Right Arrow]

**08:00**

**09:00**  
Introduction to Patient Care Phase & Special Programs (WRITE, LIC, Track)

**11:00**  
Optional: Office hours with Harvey the Heart Sounds Manikin

**13:00**  
\* (Seattle) PCP T2 - Primary Care Practicum Session #6

**13:30**  
(Seattle) R&R - PULM: Airways and  
(Seattle) R&R - PULM: How We Handle Carbon Dioxide

**14:30**  
(Seattle) R&R - HISTO: Respiratory  
(Seattle) R&R - PULM: How We Move Air

**15:30**  
(Seattle) R&R - PULM: How We Handle Oxygen  
\* (Seattle) R&R - PULM: Conference 1: How We Handle Oxygen

**16:30**  
(Seattle) R&R - PULM: Chest Radiograph Interpretation  
\* (Seattle) R&R - PULM: Conference 2: How We Handle Carbon Dioxide and Move Air

**17:00**

Sun, March 26 Mon, March 27 Wed, March 29 Thu, Marc Sat, April 1

**08:00**  
\* (Seattle) R&R - PULM: Conference 3: Why Is This Patient Hypoxemic

**13:30**  
(Seattle) R&R - PULM: Why Is This Patient Hypoxemic  
(Seattle) R&R - PULM: How We Handle Carbon Dioxide

**14:30**  
(Seattle) R&R - PULM: Pulmonary Function Testing

**15:30**  
\* (Seattle) R&R - PULM: Conference 3: Why Is This Patient Hypoxemic

You can toggle to view events by day, week, or month.

The calendar icon will allow you to select a specific date to view.

The “Today” icon will bring you back to the current day/week/month.

The arrows will move the calendar forward or backward in time in increments based on the selected time frame. (Day/Week/Month)

# IS THIS A VIDEO OR AN IN-PERSON SESSION?

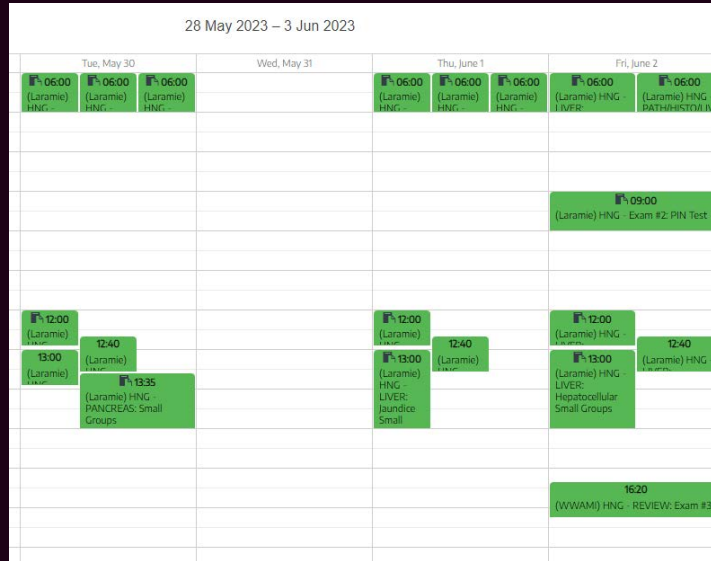
Elentra is not just for student calendars. We also use this program to track and report on the MD curriculum.

Sometimes you will see pre-class videos in your Elentra calendar because we need to keep track of the curriculum using a calendar-based system.

How can you tell if an event is a video?

- ▶ The event is in an **early morning** time slot (usually 6-8 AM)
- ▶ There are **multiple short events** scheduled for the same hour
- ▶ The session type is **“Pre-recorded Lecture”**
- ▶ The event location is **“Canvas”**

**\*Note:** You may also see asynchronous curriculum in your calendar. These events will have **“Asynchronous”** in the title and may look similar to pre-class videos on the calendar.



# 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 may be helpful to you.

- ▶ Full Session Title
- ▶ Full Block Name
- ▶ Date & Start Time
- ▶ Duration of the Session
- ▶ Session Location (may include a Zoom link when applicable)
- ▶ Attendance Required
- ▶ Faculty Teaching the Session (Contact Info)
- ▶ Review Learning Event (more details on next page)

We are not using Event Resources at this time.

The screenshot shows a pop-up window with the following details:

- Title:** (Bozeman) HNG - THEME/LIVER: Justice in Liver Transplantation
- HNG:** Head, Neck & Gut
- Date & Time:** Wed Jun 14/23 1:00pm
- Duration:** 90 minutes
- Location:** Lecture Hall
- Attendance:** Required
- Recording:** Unavailable
- Audience:** E22 Bozeman MT Students
- Contact Info:** Gerry Groggel
- Event Resources:** 0 attached files, 0 attached links, 0 exam posts
- Action:** Review Learning Event

The window is overlaid on a calendar view showing a green event block for 13:00 with the same title.

# LEARNING EVENT/SESSION PAGE

If you click on “Review Learning Event” on the session details pop-up (see previous page), it will take you to the full event page for that session.

- ▶ The “Event Page” includes:
  - ▶ All of the information from the session details pop-up
  - ▶ The “Event Description” which usually includes the link to that session’s daily canvas page
  - ▶ “Curriculum Tags” which include the session’s objectives, threads/themes, and USMLE content descriptors (useful for Step 1 prep)

Curriculum Tags

Themes

THEME: Health Equity

THEME: Ethics

THEME: Health Systems

USMLE Content Descriptors

18.2.1 Consent/informed consent to treatment, permission to treat  
(full disclosure, risks and benefits, placebos, alternative therapies, conflict of interest, and vulnerable populations)

18.2.2 Determination of medical decision-making capacity/informed refusal

18.2.6 Death and dying and palliative care  
life support; advance directive, health care proxy, advance care planning; euthanasia and death/determination of brain death; pronouncing death; organ donation; hospice; pain management and dying; information sharing, counseling families; psychosocial and spiritual care

18.2.7 Physician-patient relationship  
(boundaries, confidentiality including HIPAA, privacy, truth-telling, other principles of medical beneficence)

/ Learning Events / (Bozeman) HNG - THEME/LIVER: Justice in Liver Transplantation

[Link to this page](#) [Print this page](#)

Foundations Phase > [HNG: Head, Neck & Gut](#)

## (Bozeman) HNG - THEME/LIVER: Justice in Liver Transplantation

[Link to Canvas](#)

<b>Start Date &amp; Time</b>	Wed Jun 14/23 1:00pm
<b>Location Attendance</b>	Lecture Hall Required
<b>Duration</b>	90 Minutes
<b>Breakdown</b>	90 minutes of discussion large group
<b>Contacts</b>	Teacher o <a href="#">Gerry Groggel</a>
<b>Audience</b>	E22 Bozeman MT Students

SLO - Head, Neck, & Gut (HNG) Session Level Objectives 22-23

**THEME: Justice in Liver Transplantation.01 HNG.23327**

Explain the relationship between healthcare legislation, bias, and ethics in the operations of liver transplant care.

**THEME: Justice in Liver Transplantation.02 HNG.23328**

Describe inequalities in access and disparities in outcomes in liver transplantation in the U.S.

**THEME: Justice in Liver Transplantation.03 HNG.23329**

Analyze the influence of healthcare financing & legislation on access and outcomes in liver transplantation.

**THEME: Justice in Liver Transplantation.04 HNG.23330**

Connect inequalities in access to liver transplantation to underlying value-based judgments.

**THEME: Justice in Liver Transplantation.05 HNG23331**

Examine principles of justice in the context of liver transplantation.

# SUBSCRIBE TO YOUR ELENTA CALENDAR

Many students find it useful to have their class calendar alongside their personal calendars, or to be able to access their class calendar quickly on their phone.

Subscribing to a calendar doesn't include as many details as accessing Elentra directly, but events will include the event's title, location, attendance requirement, duration, and description (link to Canvas page).

It is also **important** to note that subscribed calendars will not reflect any changes to events automatically like they would in the Elentra Dashboard. You can access your calendar's settings to check or change how often your calendar refreshes. Google Calendars does not have this option, so there is no guarantee how often it will refresh. Last minute changes to the Elentra calendars are infrequent and are usually accompanied by an email from admin or faculty noting the last-minute change.

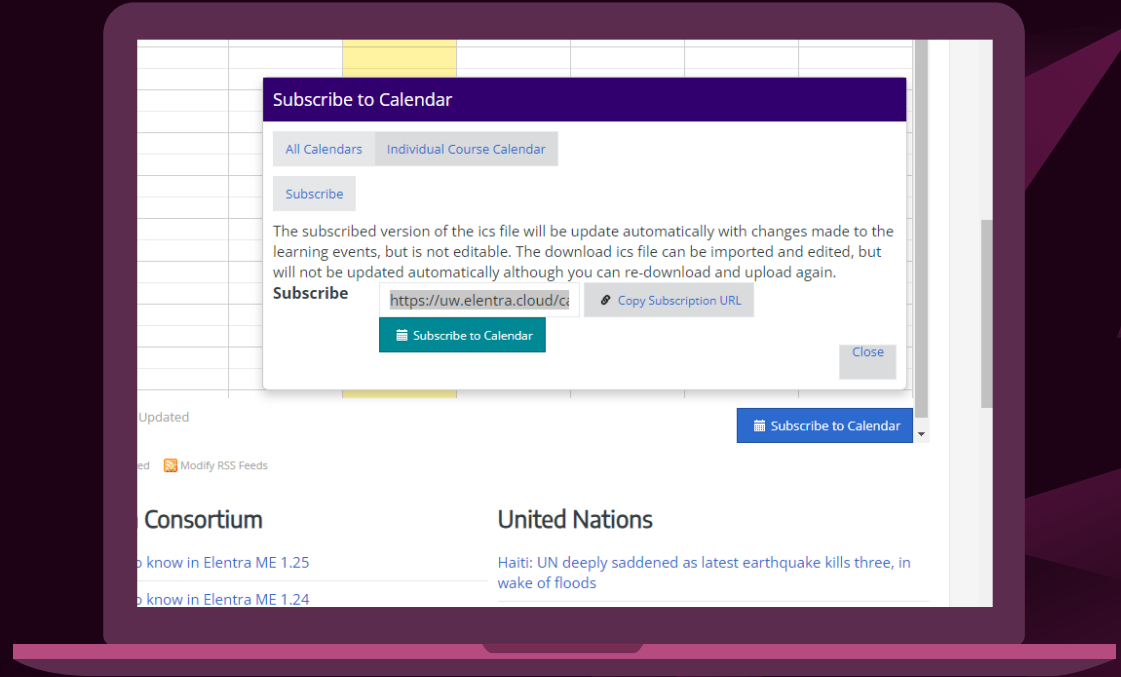
Directions for how to subscribe to your calendar via Outlook, Google Calendars, and iCalendar are on the following pages.



# SUBSCRIBE TO YOUR ELENTRA CALENDAR: OUTLOOK PART 1

In your Elentra dashboard:

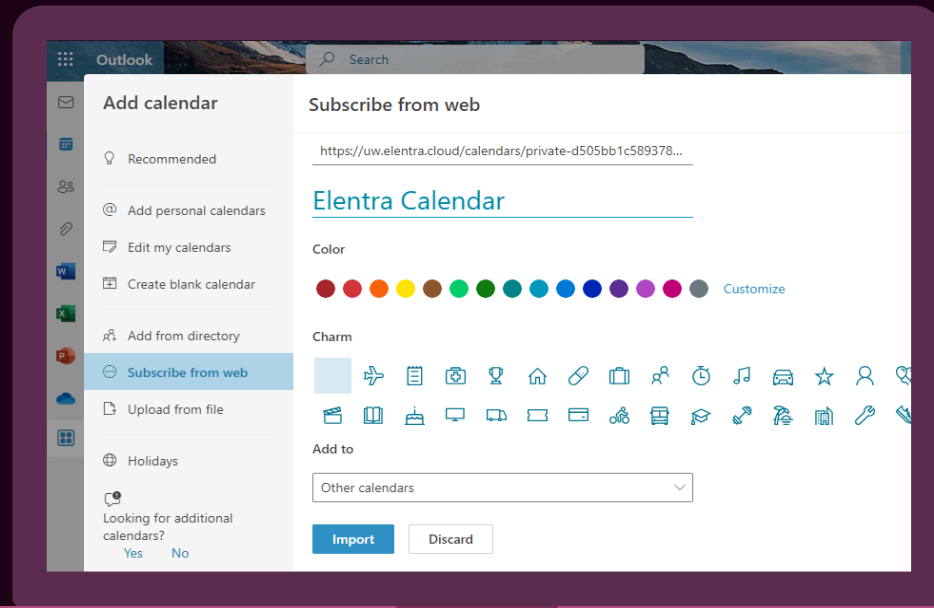
- Click “Subscribe to Calendar” at the bottom of the calendar
- Make sure “All Calendars” and “Subscribe” are both selected (lighter gray)
- Click “Copy Subscription URL”



# SUBSCRIBE TO YOUR ELENTRA CALENDAR: OUTLOOK PART 2

Go to Outlook in a browser (not an app)

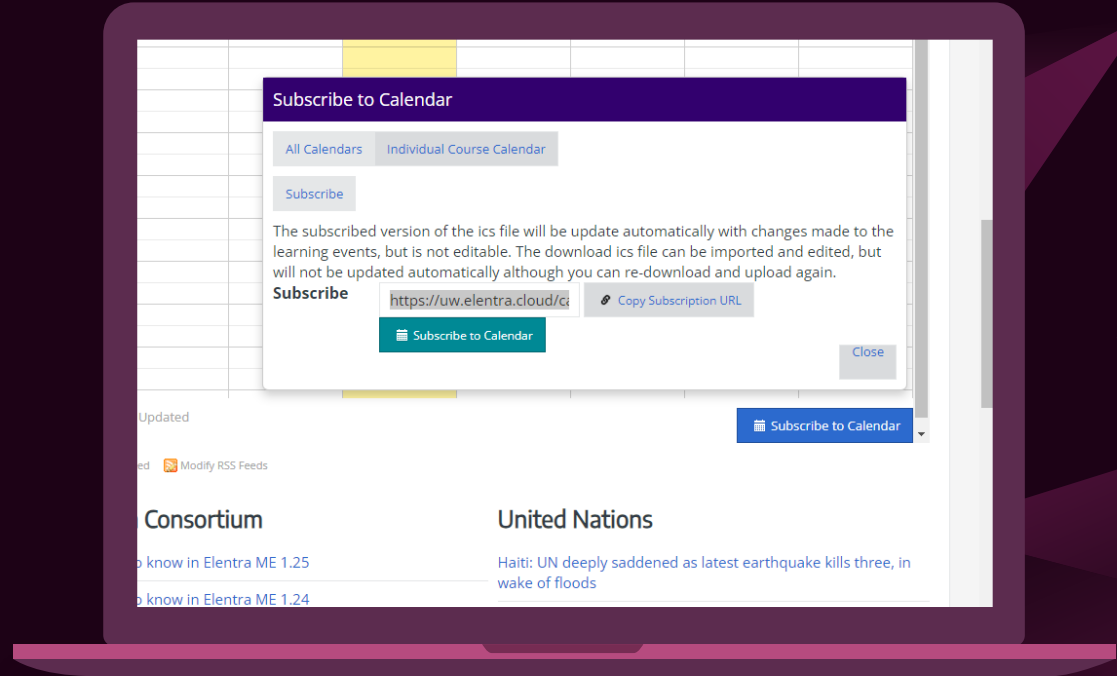
- Click “Add Calendar” (underneath the month preview) and a pop-up will appear
- Click “Subscribe from Web” on the left, then paste the URL that was copied from Elentra
- Name your calendar, then you can change the other settings as you would like
- When you are finished changing the settings, click the blue “Import” button at the bottom of the pop-up



# SUBSCRIBE TO YOUR ELENTRA CALENDAR: GOOGLE CALENDAR PART 1

In your Elentra dashboard:

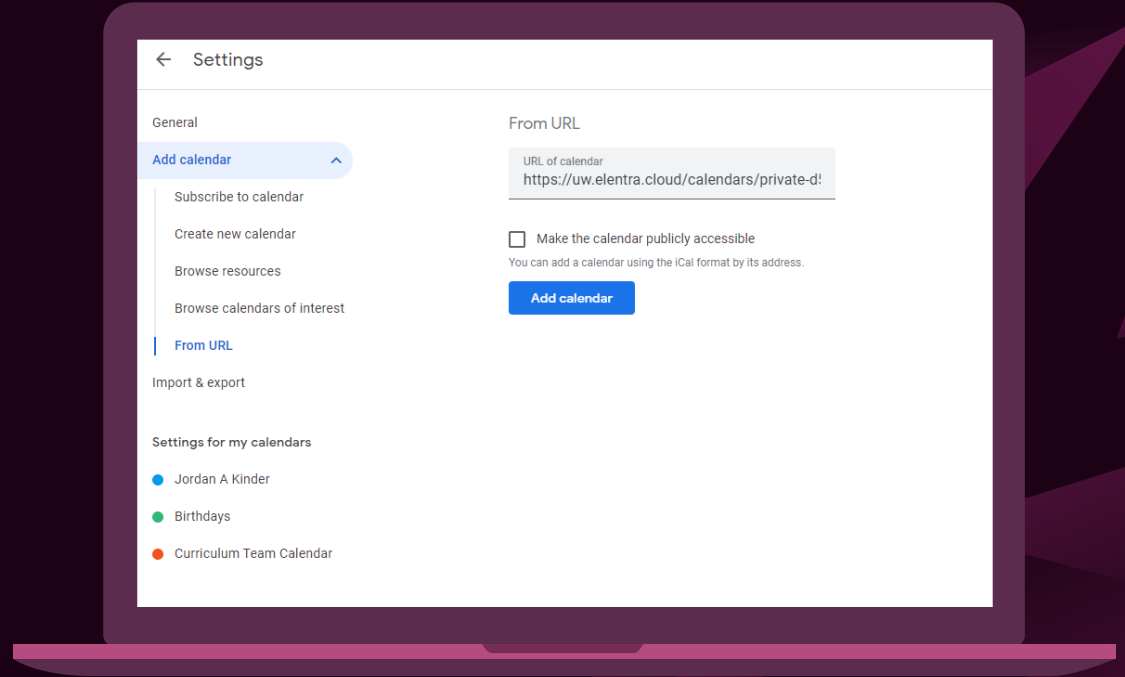
- Click “Subscribe to Calendar” at the bottom of the calendar
- Make sure “All Calendars” and “Subscribe” are both selected (lighter gray)
- Click “Copy Subscription URL”



# SUBSCRIBE TO YOUR ELENTRA CALENDAR: GOOGLE CALENDAR PART 2

Go to your Google Calendar

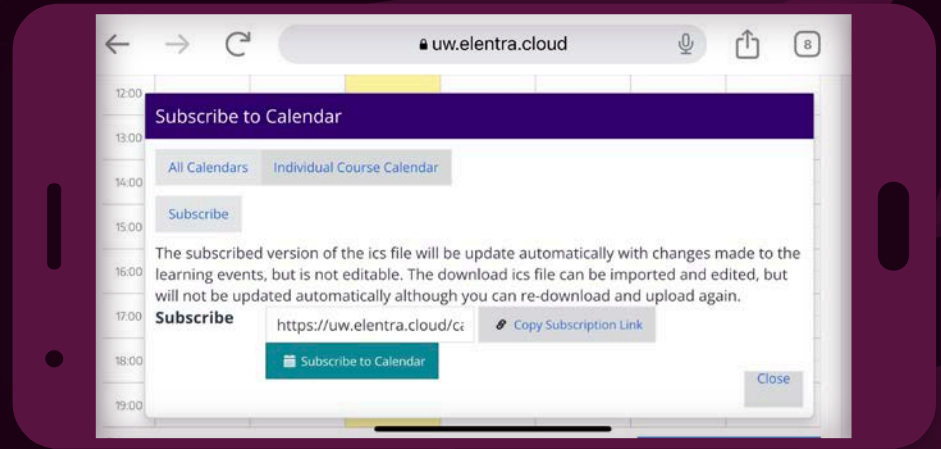
- ▶ Click on the Settings menu icon
- ▶ On the left side of the screen, choose “Add Calendar”
- ▶ Choose “From URL”
- ▶ Paste the link you copied from Elentra, then click “Add Calendar”



# SUBSCRIBE TO YOUR ELENTRA CALENDAR: ICALENDAR (APPLE) PART 1

Access your Elentra dashboard through a browser (you may need to change your screen orientation to view the whole page if you are using an iPhone)

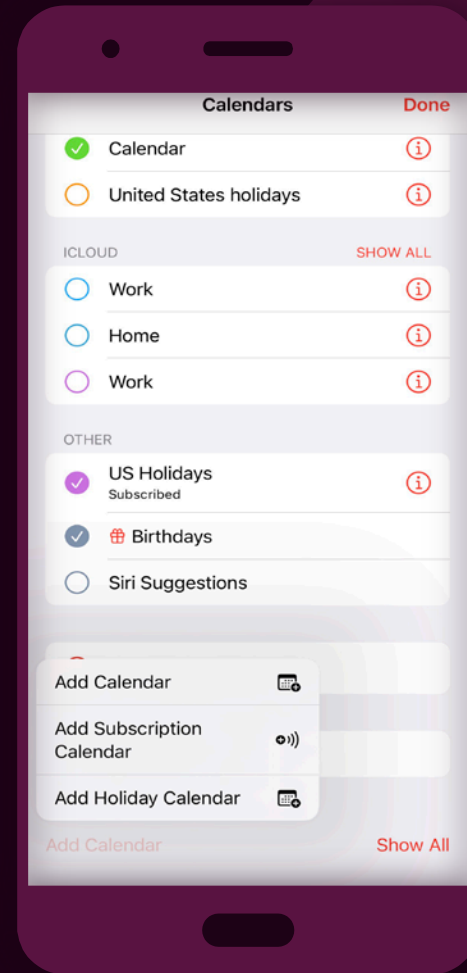
- ▶ Click “Subscribe to Calendar” at the bottom of the calendar
- ▶ Make sure “All Calendars” and “Subscribe” are both selected (lighter gray)
- ▶ Click “Copy Subscription URL”



# SUBSCRIBE TO YOUR ELENTRA CALENDAR: ICALENDAR (APPLE) PART 2

Go to your Calendar App

- Select “Calendars” at the bottom of the screen
- Select “Add Calendar” on the bottom left
- Select “Add Subscription Calendar”
- Paste the URL you copied from Elentra and press “Subscribe”



# THANKS!

Any questions?

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