HOW TO NAVIGATE YOUR ELENTRA CALENDAR

CURRICULUM MANAGEMENT SYSTEM MANAGER
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

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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

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.)

26 Mar 2023 – 1 Apr 2023

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

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)

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

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

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13:30 (Seattle) R&R - PULM: Airways and Airways

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

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

13:30 (Seattle) R&R - PULM: How We Move Blood Through the Lungs

14:30 (Seattle) R&R - HISTO: Respiratory Tract Histology

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

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

15:30 (Seattle) R&R - PULM: How We Handle Oxygen

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

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

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

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

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DASHBOARD NAVIGATION

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

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.

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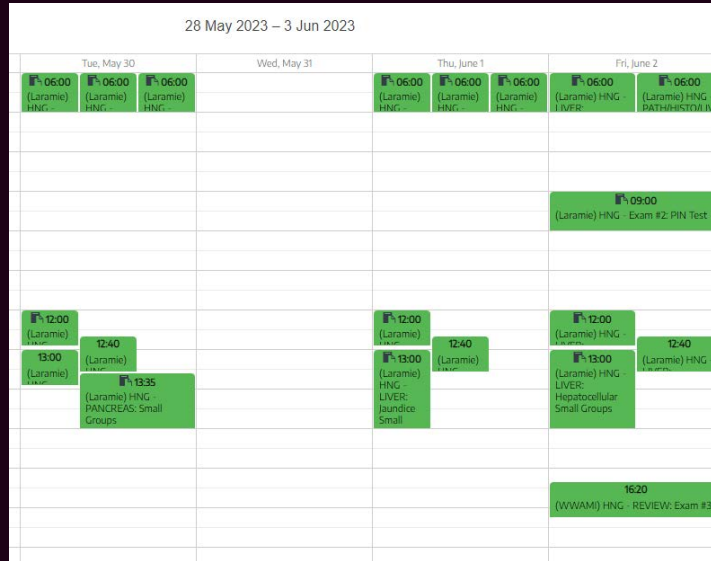
SESSION DETAILS

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.

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

HNG: Head, Neck & Gut

		📎 **Event Resources**
Date & Time Wed Jun 14/23 1:00pm		0 attached files
Duration 90 minutes		0 attached links
Location Lecture Hall		0 exam posts
Attendance Required		
Recording *Unavailable*		
Audience 👥 E22 Bozeman MT Students		
Contact Info Gerry Groggel		

Review Learning Event

🚩 13:00
(Bozeman) HNG - THEME/LIVER: Justice in Liver Transplantation

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)

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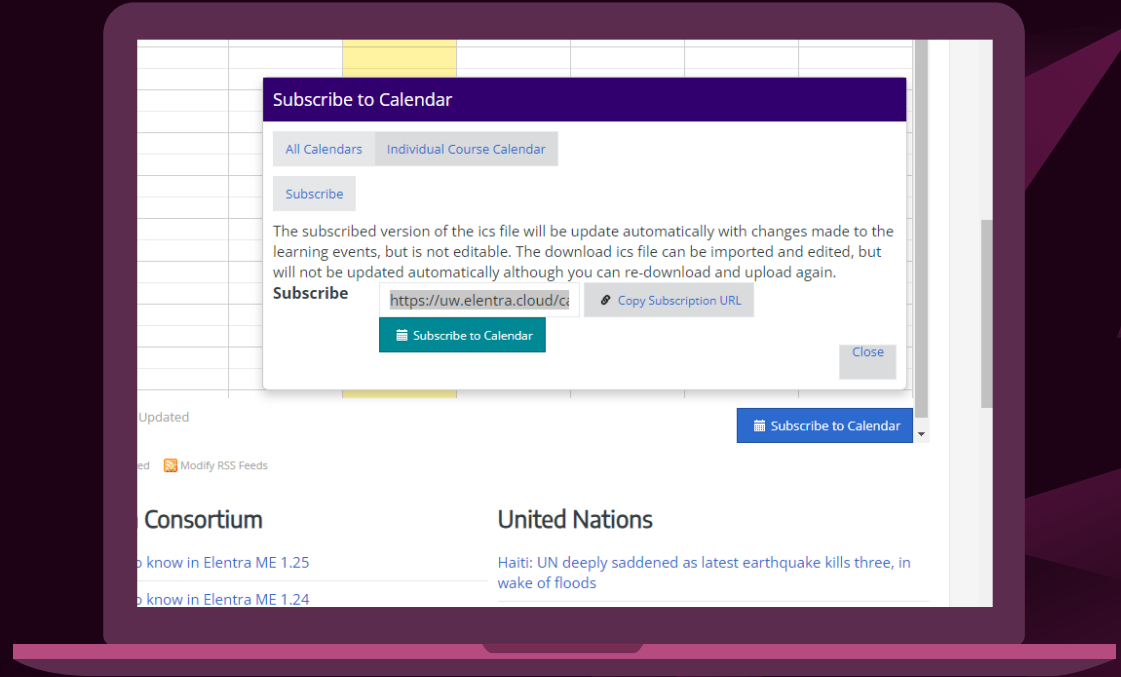
Directions for how to subscribe to your calendar via Outlook, Google Calendars, and iCalendar are on the following pages.

SUBSCRIBE TO YOUR ELENTRA CALENDAR: OUTLOOK PART 1
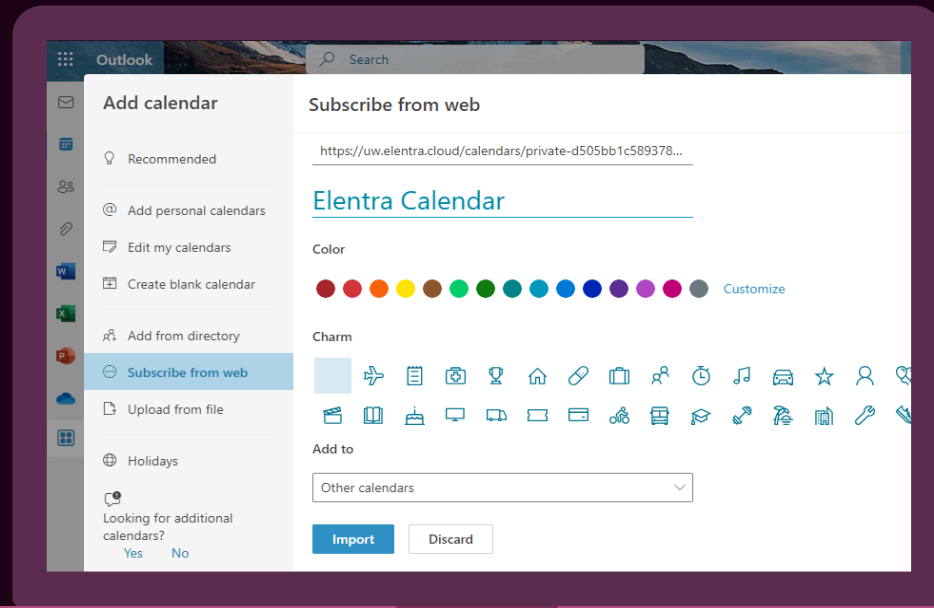
In your Elentra dashboard:

▷ 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
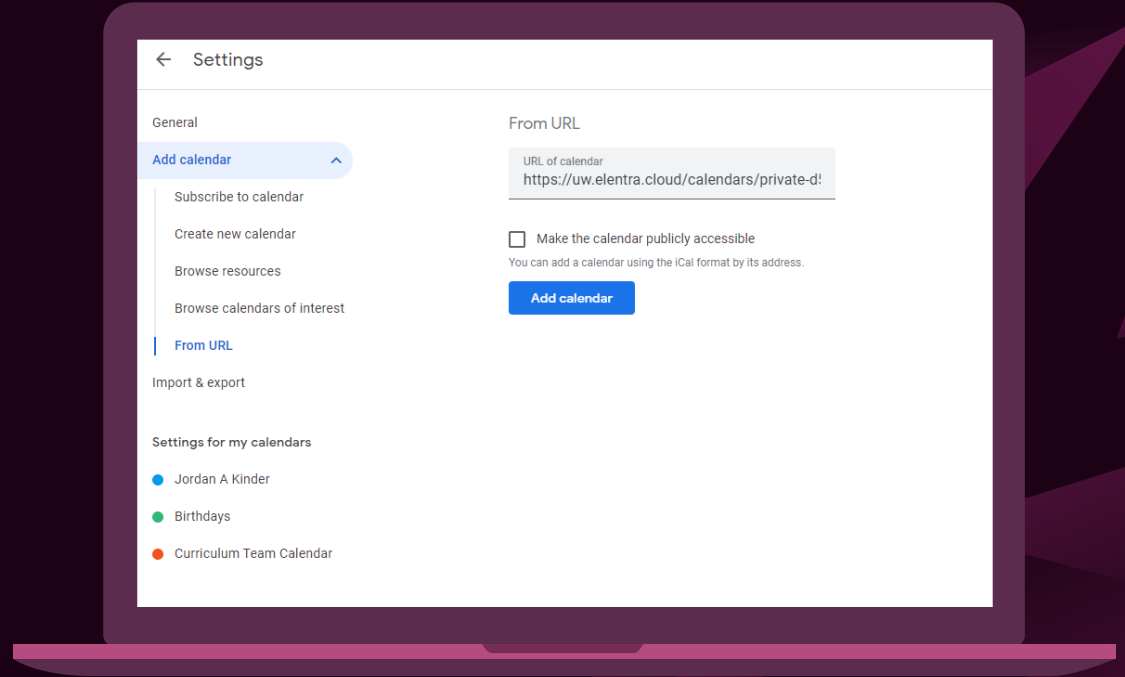
In your Elentra dashboard:

▷ 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"
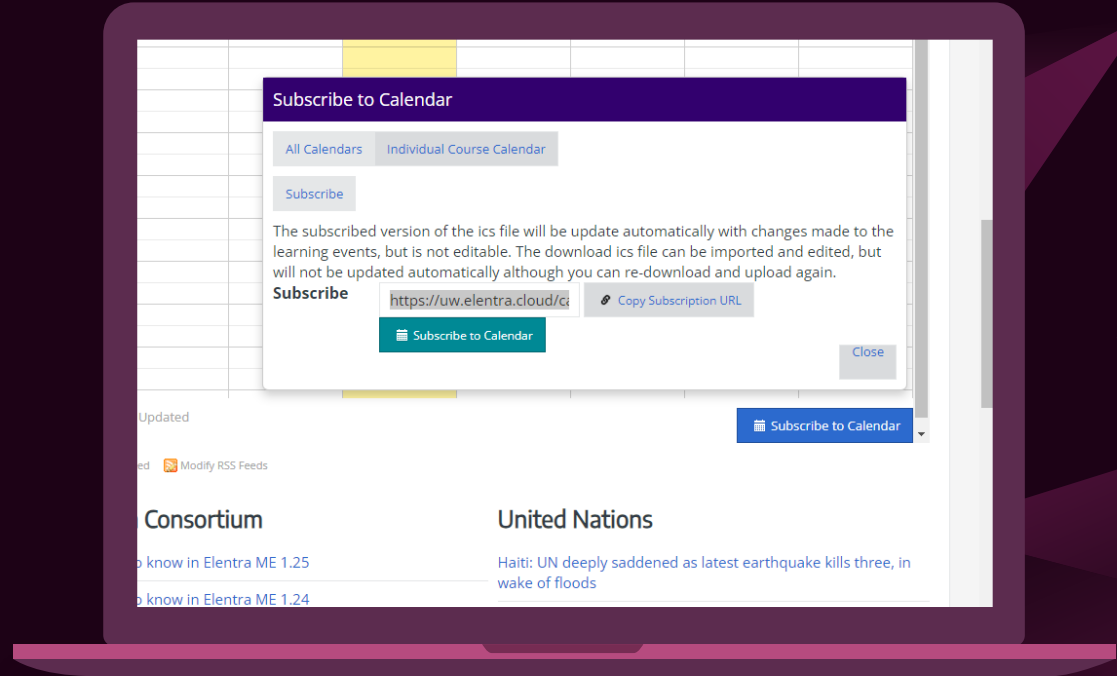
SUBSCRIBE TO YOUR ELENTRA CALENDAR: GOOGLE CALENDAR PART 2

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"

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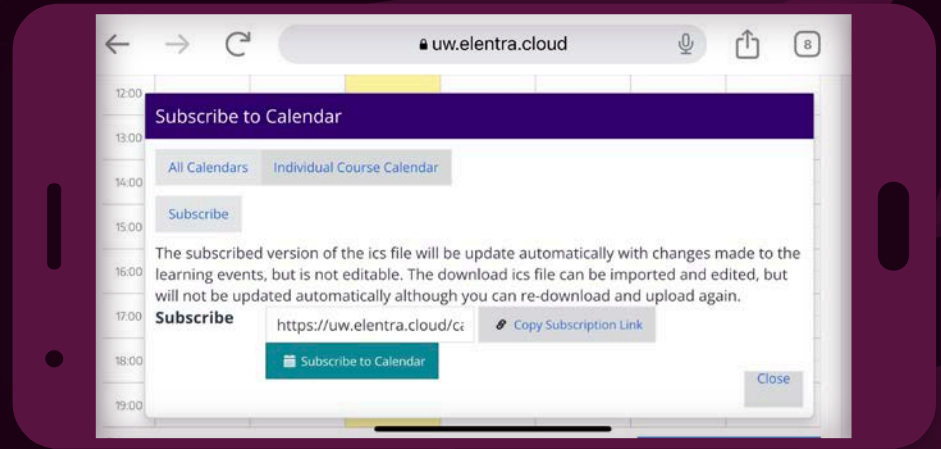
SUBSCRIBE TO YOUR ELENTRA CALENDAR: ICALENDAR (APPLE) PART 2

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"

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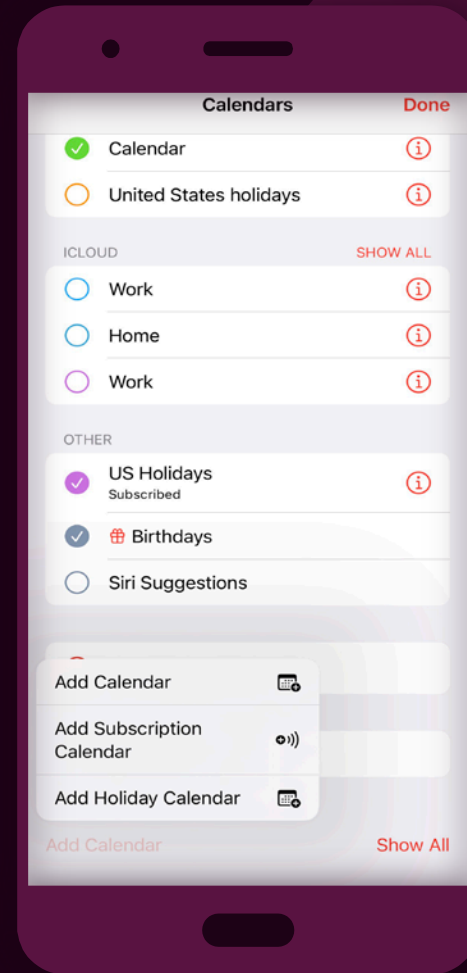
THANKS!

Any questions?

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