NUS National University of Singapore | Yong Loo Lin School of Medicine

Things You Need to Know Today

PIN Emailer for Workplace-Based Assessments

- Assessor with difficulties remembering their PIN, can now trigger a PIN emailer to be sent to their registered email address in the system

- Please note that PIN emailer can only be triggered a maximum of three times every twenty-four hours

- Refer to the **Live Assessor List** to ensure your assessors have their updated email addresses registered

Student's iPad View
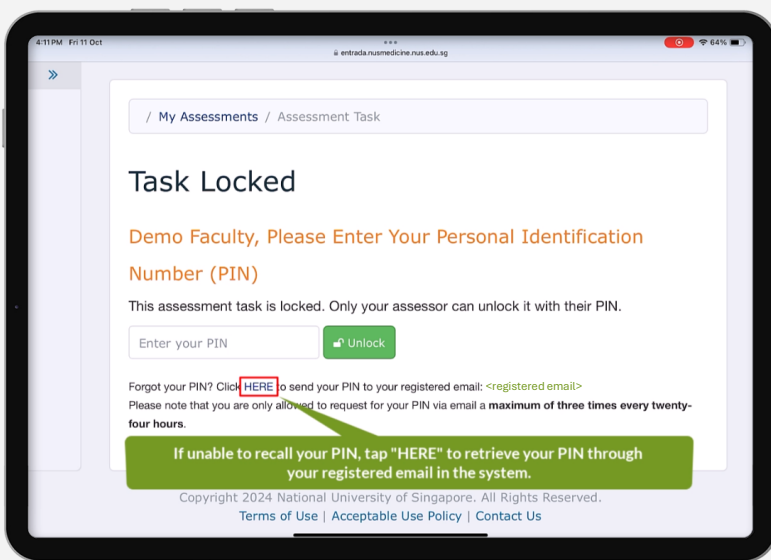
Assessor's Mobile View
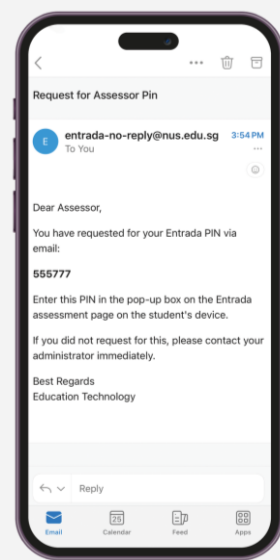
Watch Video Guide | Read Guide on Support Community

Got an Issue?
We got your back.

Report

Misbehaving feature and assessor accounts in Entrada Change Request PowerApp

<u>Note</u>:
Requests for authorised new accounts should be made 3 working days in advance of date of use

For Assessors
➢ PIN and Login User Guide

For Admins
➢ Creating Posting Course Group
➢ Managing Posting Distributions
➢ Extending Assessment Submission Deadlines
➢ Downloading Assessment Results
➢ Retriggering Assessment to Correct Assessor

Join our **Support Community** for more detailed user guides

WATCH THIS SPACE
COMING SOON
STAY TUNED!

AY24/25 Vol 6 (04 October 2024)
Brought to you by Dean's Office Education Technology Unit at NUS-YLL School of Medicine

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National University of Singapore

Previously in Vol 6

Bi-Weekly Clinics

Join our upcoming Bi-Weekly Clinics via Zoom to receive personalised consultation for common issues and enhance your system experience.

- ✅ Live Assessors List
- ✅ Assessor Acknowledgement
- ✅ Assessment Management

Book a session with us now!

LMS Go-To-Support

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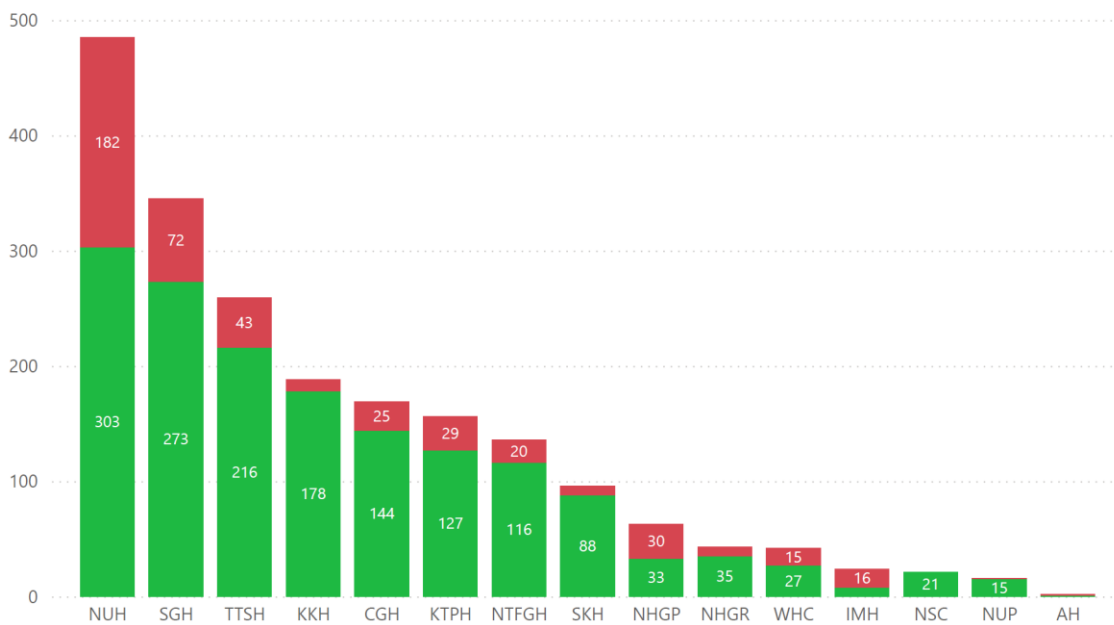
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Previously in Vol 5

Annual Assessor Account Review

- This annual exercise starts every January and ends every April

- In compliance with NUS IT security requirement, dormant assessor accounts shall be deactivated at start of each FY in April

- **Dormant assessor accounts**, refer to those with 12 months of inactivity - neither login activity, completed acknowledgement form nor completed student assessment/s – from April 2024 to end-March 2025

- Refer to the **Live Assessor List** to ensure your assessors have at least completed the acknowledgement form. For your assessors without any HCI indicated, indicate in the HCI column

Breakdown of Assessors Account Status by Institution

Legend ● Active ● Dormant

Institution	Active	Dormant
NUH	303	182
SGH	273	72
TTSH	216	43
KKH	178	
CGH	144	25
KTPH	127	29
NTFGH	116	20
SKH	88	
NHGP	33	30
NHGR	35	
WHC	27	15
IMH		16
NSC	21	
NUP	15	
AH		

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For Assessors
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For Admins
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Previously in Vol 4

for Submitting Account Creation Request

⊘ READ guidelines on **Minimum Assessor Eligibility Criteria.** CHECK if assessor already exists in the **Active Assessor List on Entrada**. If assessor is not in the list, SUBMIT the following details in **Entrada Change Request PowerApp.**

✅ Assessor's Full Name

✅ MCR Number

✅ Email Address (Institution or NUS)

✅ HCI

✅ Department
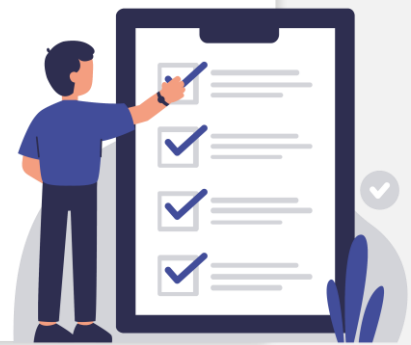
Got an Issue?

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For Assessors

➤ PIN and Login User Guide

For Admins

➤ Creating Posting Course Group 🔴 NEW
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➤ Downloading Assessment Results
➤ Retriggering Assessment to Correct Assessor

Report misbehaving feature and assessor accounts in Entrada Change Request PowerApp

Note:
Requests for authorised new accounts should be made 3 working days in advance of date of use

Join our **Support Community** for more detailed user guides

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Previously in Vol 3

for Workplace-Based Assessments (WBA) in Entrada

Downloading Assessment Results

- Check and confirm the name of the **Form** in the Distribution before exporting

Enabling Colleague to Manage Distributions

- Edit the distribution and go to **Authorship** section to add your colleague as author of the distribution

Extending Deadline for Assessment Submission

- Check in with Assessment Team for the **Author** of the distribution

  Note: Distribution deadlines should only be adjusted by the author of the distribution

Retriggering Assessment to Correct Assessor

- Advise Student to **"Remove Task"** of the previous assessor from **"Tasks waiting for Assessor"** under Assessment & Evaluation
- Advise Student to retrigger and select the correct assessor

Locating Assessor's Name

- Check **[LIVE] Entrada Bi-weekly list** to confirm if assessor is in the drop-down list
- Submit a request if assessor is not in the list to us within 3 working days in advance of date of use

Got an Issue?

We got your back.

For Assessors

➢ PIN and Login User Guide
➢ I did not receive email notification for assessment reminders
➢ I am unable to locate Undergraduate Medicine events

Report misbehaving feature and assessor accounts in Entrada Change Request PowerApp

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Previously in Vol 2

Reset PIN for Assessments

1. Login to Entrada and click on your **name** at the top right
2. Click on your **Name/Initials** at the top right
3. Click **"My Profile"**
4. Click **"PIN and Account Information"** and **"Reset my PIN"**
5. Click **"Save Profile"**

Login Dos and Don'ts

For Users with NUS Credentials

- Select **NUS-User** to login
- Enter your **NUS Email**
  - If you have forgotten your NUSNET ID, contact itcare@nus.edu.sg
  - If need to reset NUS User password, go to the NUS IT password portal
  - **If in doubt,** contact itcare@nus.edu.sg
- Approve sign-in via the **Microsoft Authenticator** application.
  - If you have not done so, refer here to set up MFA
  - **If in doubt,** contact itcare@nus.edu.sg

- Do not click on **Forgot your Password** to reset your password
- Do not use **Entrada PIN** as your password
  - Entrada PIN is for Ad-Hoc triggered assessment forms only

For Users with Non-NUS Credentials

- Select **Non-NUS User** to login
- Enter your **username**
  - If your HCI email address is jack_lim@institution.com, your username is jack_lim
  - If uncertain, check your institution work email box for email with Subject Title **"Entrada Login for Faculty"**
  - If need to reset password, click on **Forgot your password**, and follow instructions as given

- Do not use **personal email** (gmail, yahoo, etc) to reset password
- Do not use **Entrada PIN** as your password
  - Entrada PIN is for Ad-Hoc triggered assessment forms only

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Previously in Vol 1

Multi-Factor Authentication (MFA)

- Starting 1 May 2024, NUS IT requires Multi-Factor Authentication (MFA) **for login to Entrada using NUS credentials**
- If you face trouble using corporate device to access Entrada, please email your respective ITD with us in copy – our end can provide any clarification/s needed by ITD
- For HCIs that have obtained iPad/s from us, please note that assessors can complete student assessment forms on these iPads – this is as long as internet connection is via SIM (ie non-corporate internet connection)

Unified Assessors Cohort

- From June 2024, there is only one cohort of active assessors (ie WBA Assessors), regardless of HCI/specialty posting
- To know if assessors are listed (ie active), please check out **Useful Links** section below
- This same cohort would have received notification to complete the Acknowledgement Form in Entrada

Annual Assessor Account Review

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- **Dormant assessor accounts** refer to those with neither login activity, completed acknowledgement form nor completed student assessment/s

Watch this Space

COMING SOON
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Useful Links

- Check for active assessors:
  [LIVE] WBA Completion

- Report misbehaving feature and assessor accounts:
  Entrada Change Request PowerApp

- Guides
  - Entrada PIN and Login User Guide
  - Entrada Support Community