

Instructor Guide for MEASURE

Faculty of Engineering, McMaster University

January 9, 2020

BY

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Modification Log

Version	Modification Date	Author	Comments
3.00	January 9, 2020	Andrew Aran	<ul style="list-style-type: none">Updated to reflect MEASURE 3.0

Click [here](#) to view previous modification log.

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Introduction

The Instructor's Guide describes part of MEASURE (McMaster Engineering Accreditation System for Undergraduate).

MEASURE's purpose is to:

- Facilitate the continual improvement of the curriculum of the programs offered by the Faculty of Engineering
- Assist with generating accreditation reports for the Canadian Engineering Accreditation Board (CEAB)

MEASURE is built using corporate performance management software, (Vena) that combines Excel spreadsheets, a central database, and workflow management.

This document outlines the MEASURE tasks that take place at the instructor level.

Specifically, each instructor will update the Rubric Input Template for each section of every course taught.

Additional information on MEASURE can be found in the Administrator's Guide and in the Department Contributor's Guide. The latest version of all these documents, along with other resources, are available at <http://measure.mcmaster.ca>

Issue Reporting: <https://www.eng.mcmaster.ca/forms/measure-issue-tracking>

Technical Support: measure@mcmaster.ca

Prerequisites

Windows

System Requirements

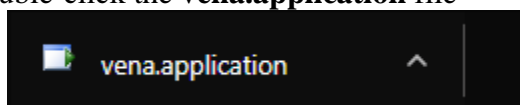
	Recommended	Minimum
Operating System	Latest version of Windows 10 (64-bit)	Windows 7 (32-bit)
MS Office	Office 2016 or newer <ul style="list-style-type: none"> Click here for instructions to download Office (via UTS) 	Office 2010
.NET	Latest version of .NET	4.5
Browser	Latest version of: <ul style="list-style-type: none"> Internet Explorer Microsoft Edge Mozilla Firefox Google Chrome 	<ul style="list-style-type: none"> Internet Explorer 10+ Microsoft Edge Mozilla Firefox 12.0+ Google Chrome
RAM	16 GB	4 GB
CPU	2+ Cores	--
Reference:	https://support.venasolutions.com/hc/en-us/articles/115000622006-Vena-Add-In-System-Requirements	

About the Vena Add-In

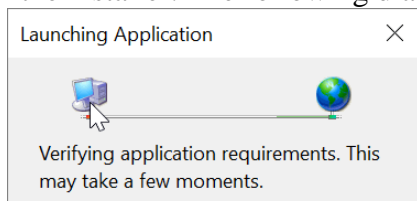
Vena uses both Microsoft Excel and the Vena website (<https://vena.io>) to give users access to the rubric input template and various accreditation reports. Before users can update their course data in Excel, they will need to install the Vena Add-In for Microsoft Excel. This Add-In provides functionality to Excel that allows users to view, edit, and save their rubric data to the Vena cloud.

Installing Vena Add-In for Windows Users

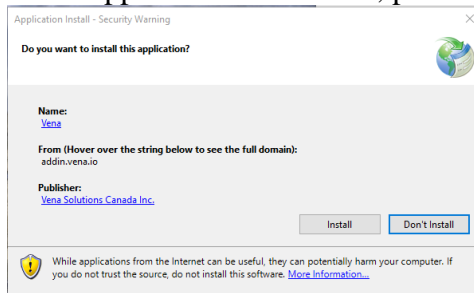
1. Visit the add-in website <http://addin.vena.io/release/vena.application>
2. Save the **vena.application** file
3. Double-click the **vena.application** file



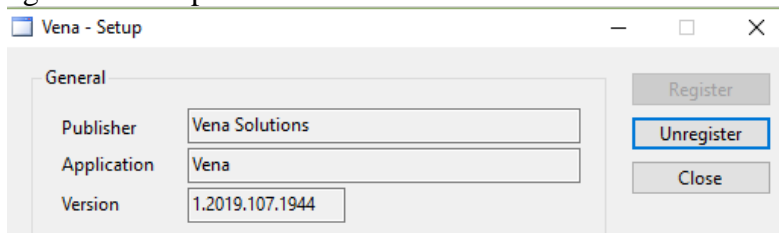
4. Run the installer. The following dialog box will appear:



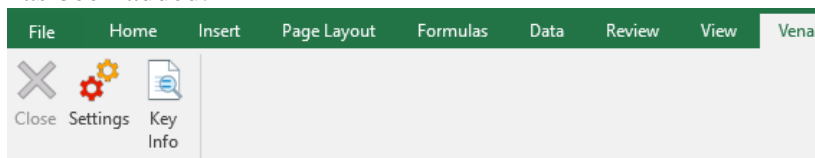
- When the application has loaded, press **Install**



- When the installation has completed, the following dialog box will appear. **Close** this dialog box to complete the installation.



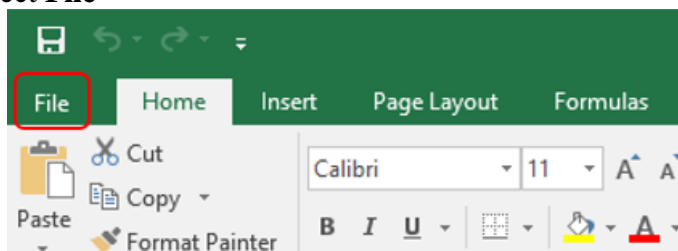
- To ensure Vena has successfully installed, open Microsoft Excel, and confirm the Vena tab has been added.



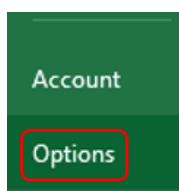
Enabling Trust Access to the VBA Project Object Model

After installing the Excel Vena Add-in, access to the VBA project object model will need to be trusted for Vena to run properly.

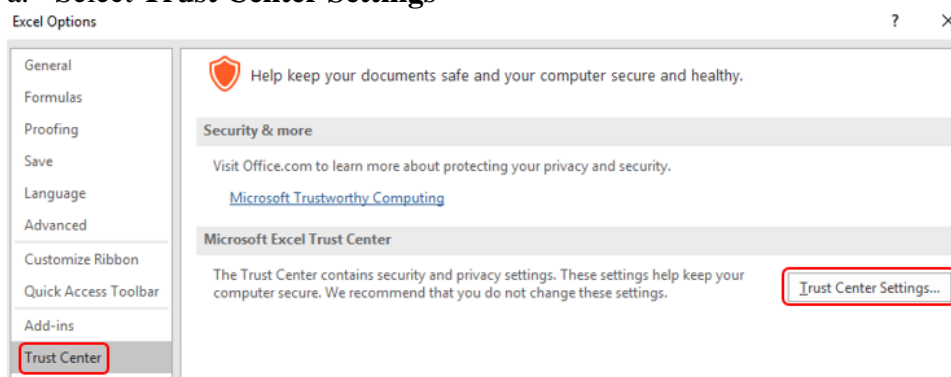
- Open **Excel**
- Select a **Blank Workbook**
- Select **File**



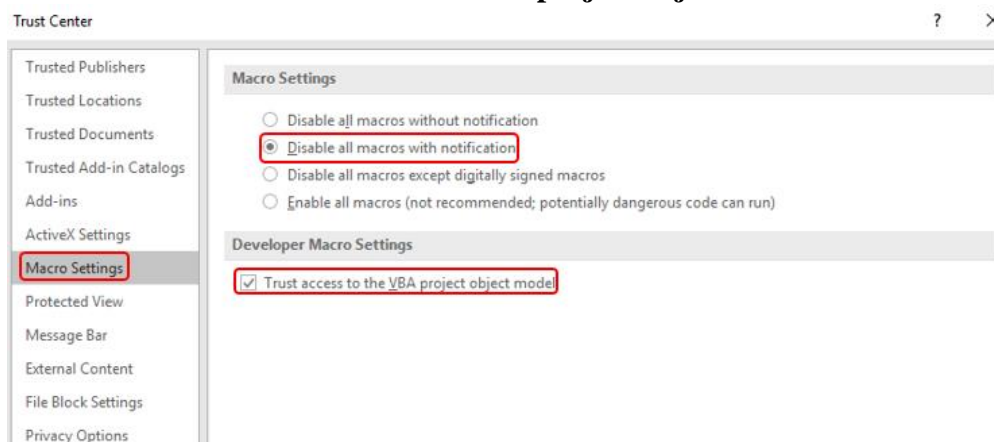
- On the bottom of the left menu, select **Options**



5. Select **Trust Center**
 - a. Select **Trust Center Settings**



6. Select **Macro Settings**
7. Ensure that **Disable all macros with notification** is selected
8. Check the box next to **Trust access to the VBA project object model**



9. Close all instances of Excel for the settings to take effect.

macOS

System Requirements

	Recommended	Minimum
Operating System	Mac OS X version 10.10 or later	--
MS Office	Office 2016 for Mac or newer <ul style="list-style-type: none"> Click here for instructions to download Office (via UTS) 	--
Browser	Latest version of: <ul style="list-style-type: none"> Internet Explorer Microsoft Edge Mozilla Firefox Google Chrome 	<ul style="list-style-type: none"> Internet Explorer 10+ Microsoft Edge Mozilla Firefox 12.0+ Google Chrome
RAM	4 GB	--
CPU	A Mac computer with an Intel processor	--
Reference:	https://products.office.com/en-us/office-system-requirements	

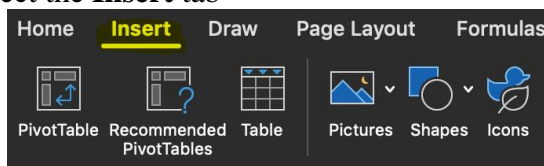
About the Vena Contributor Connector

The Contributor Connector is a special version of the Vena Add-In that is designed for Office for Mac and Office Online.

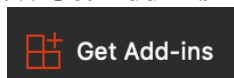
Similar to the Windows Add-In, the Contributor Connector enables users to perform various Vena functions in Excel, such as saving data inputs to the Vena database, choosing among data sets, drilling on intersection data, and working with Line Item Details.

Installing Vena for Mac Users

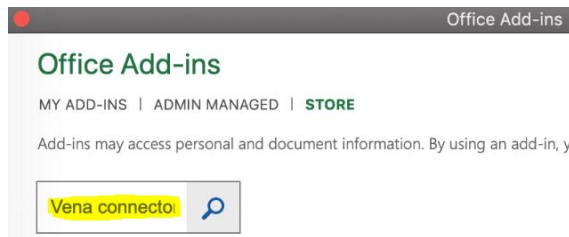
1. Open **Microsoft Excel for Mac**
2. Select the **Insert** tab



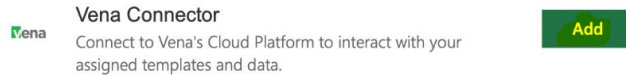
3. Select **Get Add-ins**



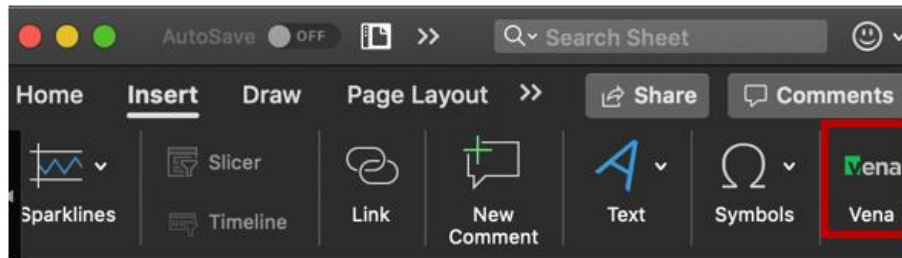
4. Search for “Vena Connector”



5. Press **Add**



6. After successfully adding the Vena Connector, the Vena add-in icon will be displayed under the Insert tab.

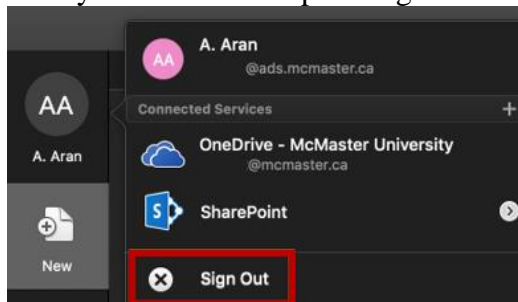


If Microsoft Office is preventing the installation of the add-in (i.e. Office has been configured to not allow individual add-ins), it is because the user is signed in as a domain user (ads.mcmaster.ca).

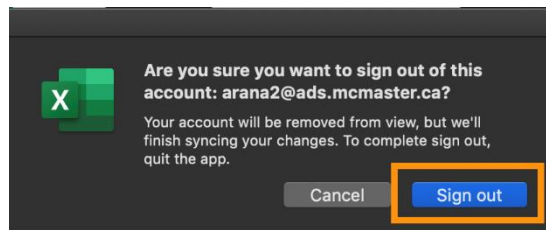
Signing in as a domain user will prevent users from adding certain Excel Add-ins because UTS controls what add-ins are allowed. Users will need to sign out to install the Vena add-in.

Steps to signing out:

1. Open **Excel for Mac**
2. Click on your initials then press sign out



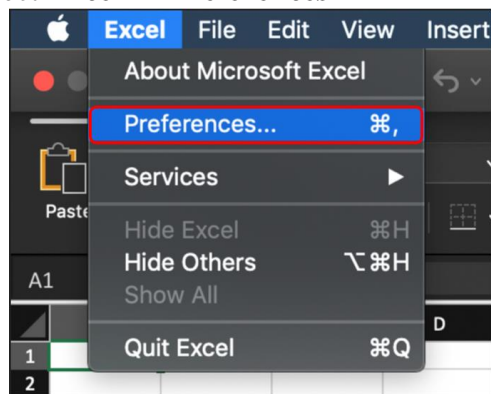
3. Confirm **sign out**



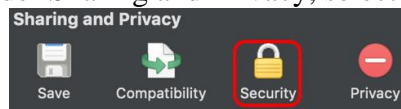
Enabling Trust Access to the VBA Project Object Model

After successfully installing the Contributor Connector, access to the VBA project object model will need to be trusted for Vena to run properly.

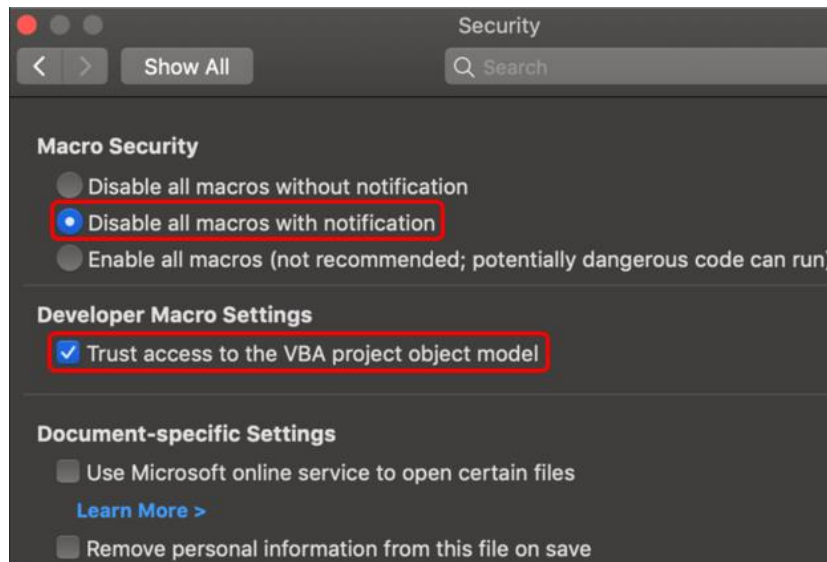
1. Open **Excel**
2. Select a **Blank Workbook**
3. Select **Excel → Preferences**



4. Under **Sharing and Privacy**, select **Security**



5. Ensure that **Disable all macros with notification** is selected
6. Check the box next to **Trust access to the VBA project object model**



7. Close all instances of Excel for the settings to take effect.

Other Operating Systems

Vena is currently compatible for Windows and macOS users with Microsoft Office. Users who do not have a compatible operating system and/or Microsoft Office will need to access Vena using a virtual machine.

Instructions to Access a Virtual Machine:

<https://www.eng.mcmaster.ca/sites/default/files/vminstruct.pdf>

Questions/Comments/Technical Support:

measure@mcmaster.ca

Annual Timeline

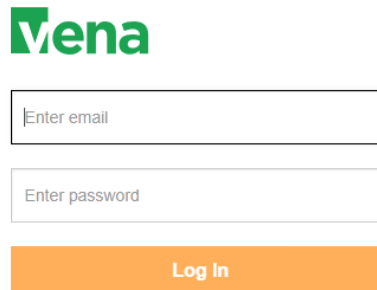
The table below summarizes the typical tasks performed during the course of an academic year. Instructor responsibilities are highlighted in **green**.

Date	Task Description	Section	Template	Task Owner
January	<ul style="list-style-type: none"> Instructor enters rubric and continuous improvement plan for Term 1 	Windows macOS	Rubric Input Template	Instructor
January	<ul style="list-style-type: none"> Instructor reviews the continuous improvement plan from the previous year for Term 1 	Click here	Rubric Input Template and Curriculum Committee Recommendations Report (Prev. Year)	Instructor
January	<ul style="list-style-type: none"> Review current rubric entry status Contact users who have yet to complete their Vena rubric entry 	Department Guide	See Department Guide	Department
April	<ul style="list-style-type: none"> Update global variable and point to Term 2 (after Term 1 data entry is complete) 	Admin Guide	See Administrator's Guide	Associate Dean's Office
May	<ul style="list-style-type: none"> Instructor enters rubric and continuous improvement plan for Term 2 	Windows macOS	Rubric Input Template	Instructor
May	<ul style="list-style-type: none"> Instructor reviews continuous improvement plan from the previous year for Term 2 	Click here	Rubric Input Template and Curriculum Committee Recommendations Report (Prev. Year)	Instructor
May	<ul style="list-style-type: none"> Review current rubric entry status Contact instructors who have yet to complete their Vena rubric entry 	Department Guide	See Department Guide	Department
May	<ul style="list-style-type: none"> Curriculum committees review (this year) course reports and continuous improvement plan reports 	Department Guide	See Department Guide	Department
August	<ul style="list-style-type: none"> Archive previous year Start New Academic Year 	Admin Guide	See Administrator's Guide	Associate Dean's Office
	<ul style="list-style-type: none"> Update global variable and point to Term 1 (after Term 2 data entry is complete) 			
August	<ul style="list-style-type: none"> Update Measurement Mapping 	Department Guide	See Department Guide	Department
August	<ul style="list-style-type: none"> Update Curriculum Mapping <ul style="list-style-type: none"> Consult with Instructors 	Department Guide	See Department Guide	Department
August	<ul style="list-style-type: none"> Update Curriculum Recommendations 	Department Guide	See Department Guide	Department
August	<ul style="list-style-type: none"> Review Programs in Vena Notify Associate Dean's Office if changes are needed 	Department Guide	See Department Guide	Department
August	<ul style="list-style-type: none"> Add/Update/Un-map courses in the Vena Database Do not delete Courses 	Department Guide	See Department Guide	Department
September	<ul style="list-style-type: none"> Faculty reviews departmental continuous improvement plan report from previous year 	Admin Guide	See Administrator's Guide	Associate Dean's Office

	<ul style="list-style-type: none"> • Prepare/review Graduate Attribute Report 			
December	<ul style="list-style-type: none"> • Execute Backup and Restore Process 	Admin Guide	See Administrator's Guide	Associate Dean's Office

Accessing Vena

1. Open a web browser
2. Visit <https://vena.io>
3. In the email textbox, enter your McMaster email address (i.e. macid@mcmaster.ca)
4. Your password has been previously communicated. If you do not remember, or do not have an account, please contact Measure Support (measure@mcmaster.ca)

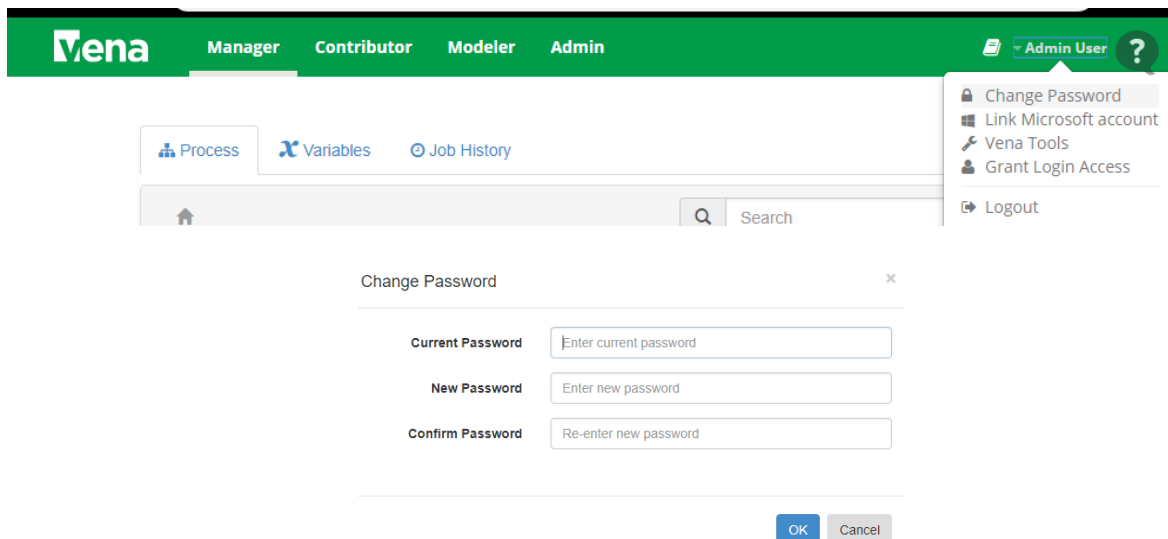


The login form features the Vena logo at the top. Below it are two input fields: 'Enter email' and 'Enter password'. At the bottom is an orange 'Log In' button.

Changing Vena Password

Your password can be changed by clicking the user's name in the upper right corner of the screen and then selecting "Change Password".

You will be prompted to enter the current and new password.



The screenshot shows the Vena application interface. The top navigation bar includes 'Manager', 'Contributor', 'Modeler', and 'Admin'. A user profile dropdown menu is open, showing options like 'Change Password', 'Link Microsoft account', 'Vena Tools', 'Grant Login Access', and 'Logout'. Below the navigation bar, there are tabs for 'Process', 'Variables', and 'Job History'. A 'Change Password' dialog box is open, containing three input fields: 'Current Password' (with placeholder 'Enter current password'), 'New Password' (with placeholder 'Enter new password'), and 'Confirm Password' (with placeholder 'Re-enter new password'). At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Instructor Input

For each course being measured, the continuous improvement plan and rubric data will need to be entered and saved. They will need to be entered in a single spreadsheet called the Rubric Input Template.

When the data entry for the Rubric Input Template is complete, you are done. Although the Vena interface shows a Submit button, the button is disabled.

*****You do not need to worry about using the Submit button*****

Vena Checklist

Prior to entering/reviewing rubric data with Vena, please ensure the following tasks are complete:

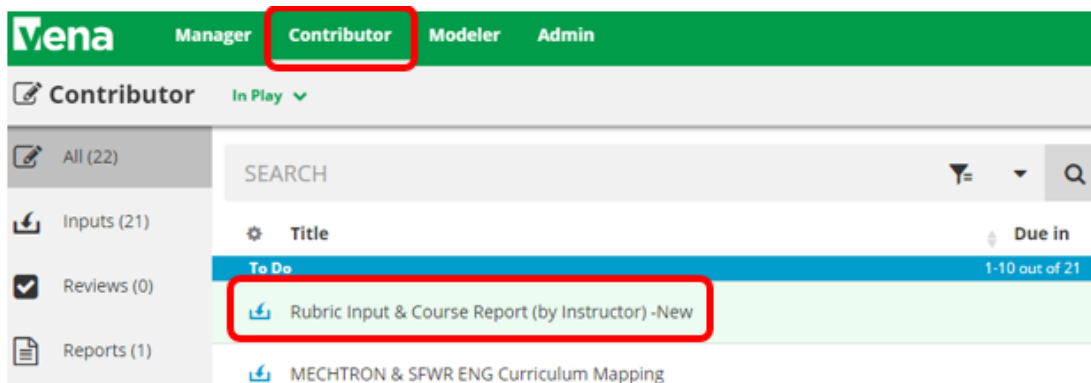
Task	Windows	macOS
The device meets the system requirements	Click here	
Microsoft Excel 2010 or later is installed	Click here	
Vena Add-In is installed	Click here	Click here
Enabling Trust Access to Vena	Click here	Click here

Windows Guide

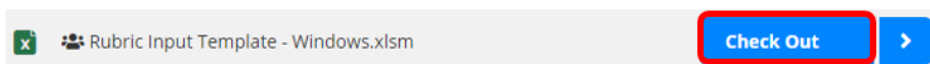
This section of the guide is intended for Windows (7/8/10) operating system users.

Accessing Rubric Input Template

- Under Contributor view, select Task **Rubric Input & Course Report (by Instructor) - New**

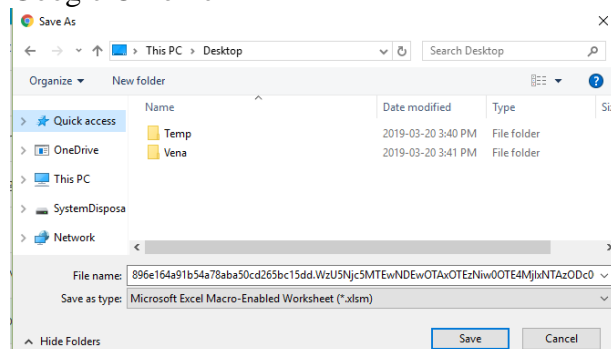


- Select **Check Out** beside the **Rubric Input Template – Windows.xlsm**

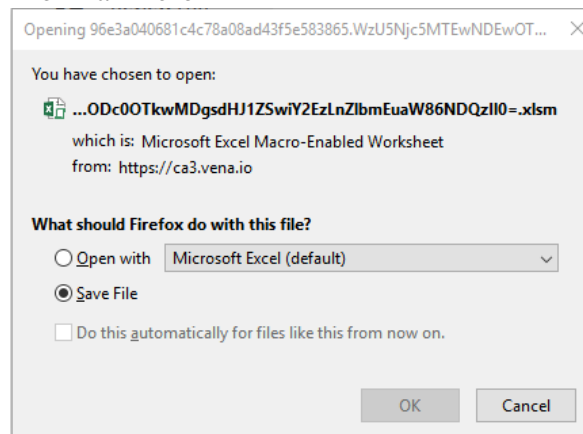


3. A pop-up will appear to save the template. Click **save** and remember the saved location of the template.

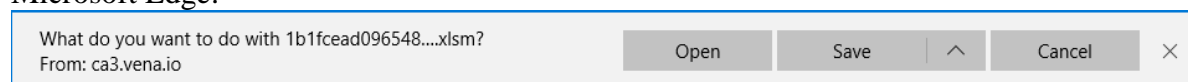
Google Chrome



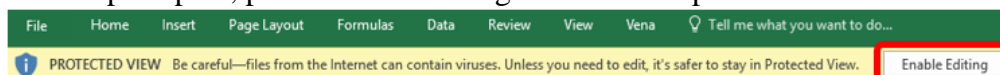
Mozilla Firefox



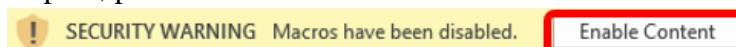
Microsoft Edge:



4. Open the Excel File
 - a. If prompted, press **Enable Editing** in the Excel spreadsheet



- b. If prompted, press **Enable Content** to allow Macros



5. Selecting the Course, Year, and Section
 - a. **Program:** Select the course for data entry. Pressing the dropdown will let users see the list of available courses. However, typing the course name in the textbox will help find it quicker.
 - b. **Year:** Press the dropdown button to select the corresponding year and term.
 - c. **Section:** The default section is Section 1 (unless otherwise stated).

Updating Rubric Input Template

If an instructor has entered rubric information from the previous year, the same rubric information will be carried over as a starting point for the current year.

If this is the first time a course is being measured, the user may need to insert new learning outcomes (rows) to enter the rubric data.

Tip: Users can enter/update data where cells are highlighted in yellow.

1. Instructor Name

- a. Enter the instructor's name for the course

2. Rubric Entry Status

- a. Select a status from the dropdown menu
 - i. Not Started – User has not entered rubric data
 - ii. WIP – User has entered rubric data, but not complete
 - iii. Fully Complete – User has completed entering rubric data

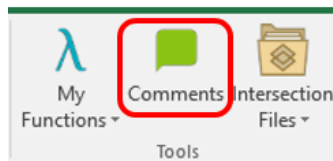
Course:	TEST 101 (Test Course for Training 1)
Term:	2018-2019 Term 1
Section:	Section 1
Instructor Name:	John Smith
Rubric Entry Status:	Fully Complete

3. Summary of Actions to be Taken for Continuous Improvement for Next Academic Year

- a. Instructors can enter their continuous improvement plan(s) under the section “Summary of Actions to be Taken for Continuous Improvement for Next Academic Year”

Summary of Actions to be Taken for Continuous Improvement for Next Academic Year					
Measurement Analysis at the indicator / topic level:	Changes in Course content (if applicable):	Changes in Course delivery (if applicable):	Changes in Pre-requisite (if applicable):	Changes in assessment method or rubrics (if applicable):	Suggestions to improve the assesment process:

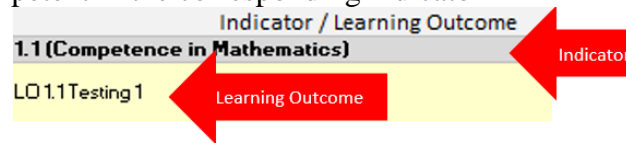
- b. To attach a file:
 - i. Select a cell
 - ii. Click **Comments**
 - iii. In the **Comments** section, click **Details** Tab
 - iv. Click the **Add Comment** button
 - v. Click the **paper clip** and attach your file
 - vi. Click **Upload** when asked to upload the file as a comment
 - vii. Include text in the selected cell such as ‘**See attached file**’ to notify users the template contains attachments



4. Indicators/Learning Outcomes

Indicators - descriptors of what students must achieve to be considered competent in the corresponding attribute

Learning Outcomes – descriptors of what the instructor expects the student to learn to be considered competent in the corresponding indicator



*** Every indicator must have at least (1) learning outcome (row) inserted ***

a. Adding Topics (rows)

- Select an **Indicator** (grey cell)
- Click **Insert** under the Vena Tab
 - A new row will be inserted below the selected indicator
- Enter** the learning outcome in the newly inserted row

b. Deleting Topics (rows)

- Select the **Learning Outcome** you wish to remove
- Click **Remove** under the Vena Tab
 - The selected row will be removed

c. Missing Indicators

- If an indicator is missing or is not required, please contact your department representative or [MEASURE Support](#) to update the Measure Indicators Template

5. Measurement Date

- Enter the current date in YYYY-MM-DD format (e.g. 2019-12-31, etc.)

6. Expectations

Description: Describes a given expectation that applies to a learning outcome

Number: The numbers in this column should be the number of students that apply to the given category, not the percentage of the class in that category

- Enter** a description describing each expectation
- Enter** the number of students corresponding to each expectation

7. Used (1/0)

The column “Used (1/0)” is set to 1 if the data in a particular row is used for the calculation of the indicator.

If users wish to record the information for future reference, but do not intend for it to be averaged into the indicator, you should enter a 0. The default value is 0.

- a. **Enter a 1 or 0** for each row
 - i. If you are unsure, enter 1 to include the number with the average indicator

8. Measurement Category


The Measurement Category has a dropdown menu with a list of possible values pertaining to the learning outcome (i.e. Assignment, Lab, Exam, etc.)

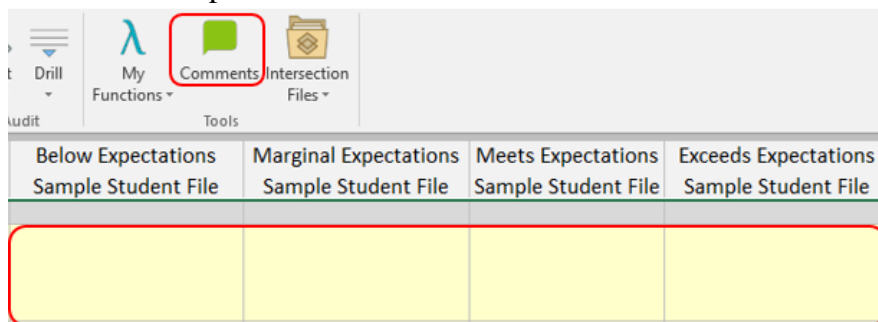
- a. **Select** a category from the dropdown menu for each row

9. Attaching Sample Files

Reminder: For privacy and security reasons, remove any information that may identify a student

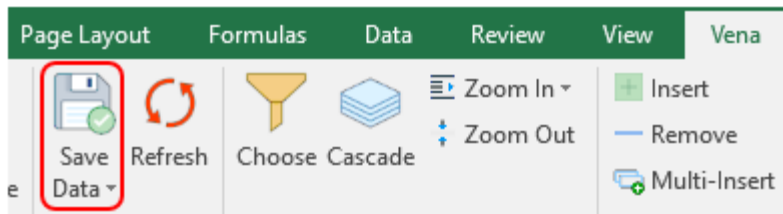
To attach a file:

- i. Select a cell
- ii. Click **Comments**
- iii. In the **Comments** section, click **Details** Tab
- iv. Click the **Add Comment** button 
- v. Click the **paper clip** and attach your file
- vi. Click **Upload** when asked to upload the file as a comment
- vii. Please include text in the field such as ‘See attached file’ to notify users the template contains attachments



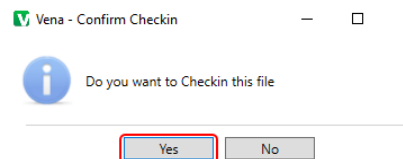
10. Saving Data

- a. Select the Vena Tab
- b. Click **Save Data**



11. Closing and Checking in the Template

- When closing the Rubric Input Template, you will be prompted to **Check-in**
- Select **Yes**

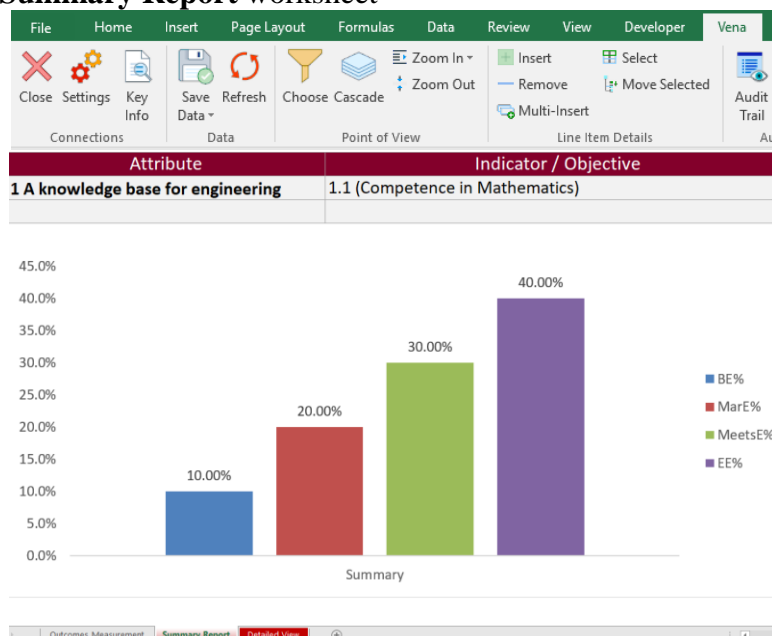


Viewing Summary Chart

The Summary Chart is a graphical summary of every Indicator containing rubric course data. The chart may contain up to four bars where each bar represents an Expectation.

After entering/updating rubric data:

- Press **Save Data**
- Press the **Refresh** button under the Vena tab
- Select the **Summary Report** worksheet

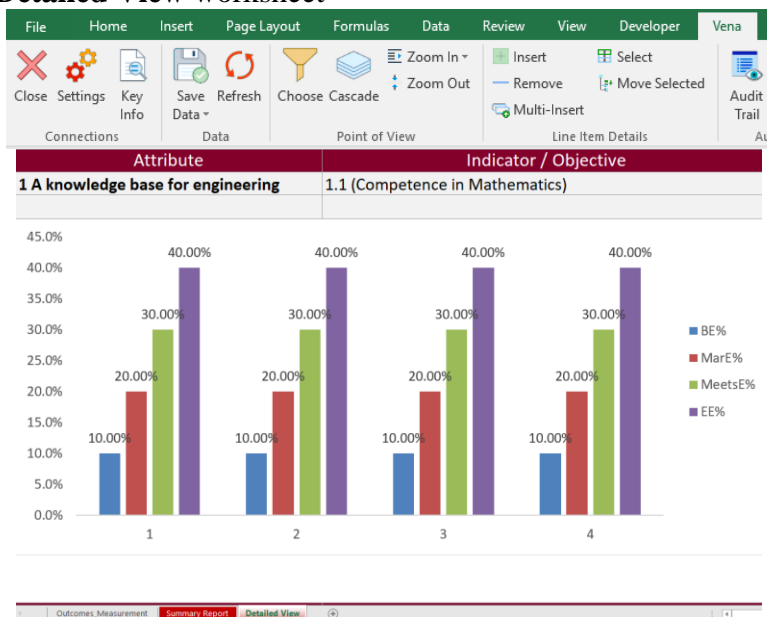


Viewing Detailed Chart

The Detailed Chart is a graphical summary of every Learning Outcome containing rubric course data. Every learning outcome may contain up to four bars where each bar represents an Expectation.

After entering/updating rubric data,

1. Press **Save Data**
2. Press the **Refresh** button under the Vena tab
3. Select the **Detailed View** worksheet

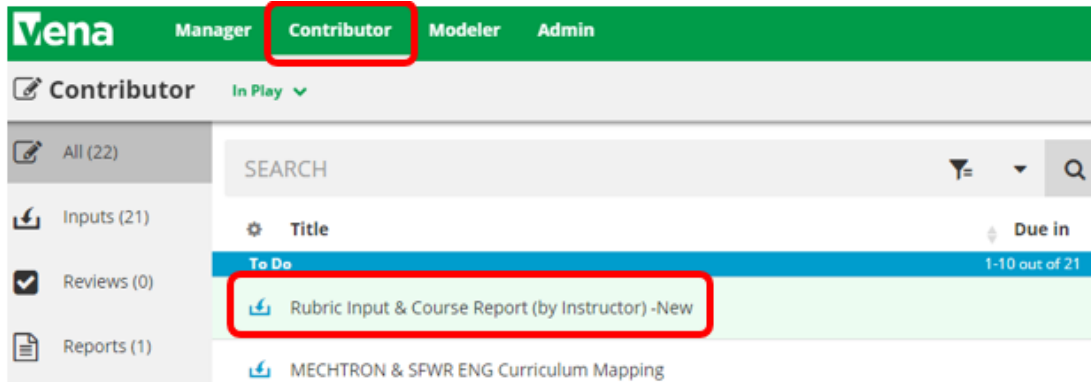


macOS Guide

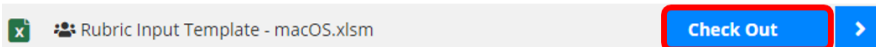
This section of the guide is intended for macOS users.

Accessing Rubric Input Template

1. Under Contributor view, select on Task **Rubric Input & Course Report (by Instructor) - New**



2. Select **Check Out** beside the **Rubric Input Template – macOS.xlsm**

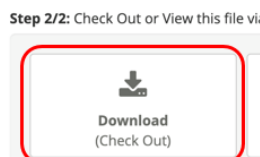


3. A new section will display to select the Course, Year, and Section
 - a. **Program:** Select the course for data entry. Pressing the dropdown will let users see the list of available courses. However, typing the course name in the textbox will help find it quicker.
 - b. **Year:** Press the dropdown button to select the corresponding year and term.
 - c. **Section:** The default section is Section 1 (unless otherwise stated).

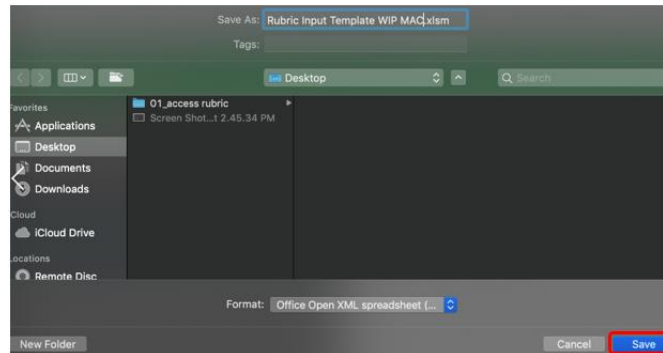
Step 1/2: Select Page Options [View Checked Out Page Options >](#)

SelectPage	
Program	TEST 103 (Test Course for Training 3)
Year	2019-2020 Term 1
Section	Section 1

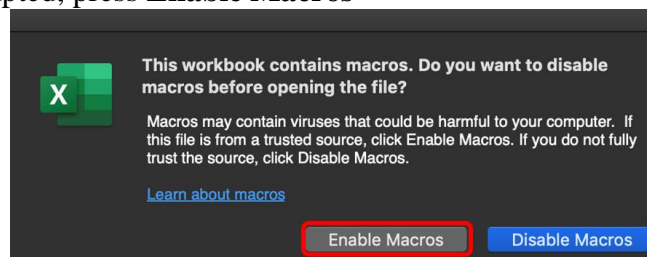
4. Press **Download (Check Out)**



5. A pop-up will appear to save the template. Click **save** and remember the saved location of the template.



6. **Open** the Excel File
 - a. If prompted, press **Enable Macros**



Updating Rubric Input Template

If an instructor has rubric information from the previous year, the same rubric information will be prepopulated as a starting point for the current year.

If this is the first time a course is being measured, the user may need to insert new learning outcomes (rows) to enter the rubric data.

Tip: Users can enter/update data where cells are highlighted in yellow.

1. **Instructor Name**
 - a. Enter the instructor's name for the course
2. **Rubric Entry Status**
 - a. Select a status from the dropdown menu
 - i. Not Started – User has not entered rubric data
 - ii. WIP – User has entered rubric data, but not complete
 - iii. Fully Complete – User has completed entering rubric data

Course:	TEST 101 (Test Course for Training 1)
Term:	2018-2019 Term 1
Section:	Section 1
Instructor Name:	John Smith
Rubric Entry Status:	Fully Complete
Last User	Admin User

3. Updated By:


- Enter your name

4. Summary of Actions to be Taken for Continuous Improvement for Next Academic Year

- Instructors can enter their continuous improvement plan(s) under the section “Summary of Actions to be Taken for Continuous Improvement for Next Academic Year”

Summary of Actions to be Taken for Continuous Improvement for Next Academic Year					
Measurement Analysis at the indicator / topic level:	Changes in Course content (if applicable):	Changes in Course delivery (if applicable):	Changes in Pre-requisite (if applicable):	Changes in assessment method or rubrics (if applicable):	Suggestions to improve the assesment process:

- To attach a file:

- Select a cell
- Under Vena Comments, click **Add New**
- Below the comments, click **Attach**
- Select your file and click **Open**
- The new file will be displayed as an attachment in the comments section
- Press the back arrow button 
- Click **Save** to save the changes
- When re-opening the template, the cell containing the attachment will now be highlighted in blue for visibility

5. Indicators/Learning Outcomes


Indicators - descriptors of what students must achieve to be considered competent in the corresponding attribute

Learning Outcomes – descriptors of what the instructor expects the student to learn to be considered competent in the corresponding indicator

Indicator / Learning Outcome	
1.1 (Competence in Mathematics)	Indicator
LO 1.1 Testing 1	Learning Outcome

*** Every indicator must have at least (1) learning outcome (row) inserted ***


a. Adding Topics (rows)

- Select an **Indicator** (grey cell)
- Click the  button under the Line Item Details section
 - A new row will be inserted below the selected indicator
- Enter** the Learning Outcome in the newly inserted row

b. Deleting Topics (rows)

- Select the **Learning Outcome** you wish to remove



- ii. Click  button under the Line Item Details section
 1. The selected Learning Outcome row will be removed

c. **Missing Indicators**

- i. If an indicator is missing or is not required, please contact your department representative or [MEASURE Support](#) to update the Measure Indicators Template

6. **Measurement Date**

- a. Enter the current date in YYYY-MM-DD format (e.g. 2019-12-31, etc.)

7. **Expectations**

Description: Describes a given expectation that applies to a learning outcome

Number: The numbers in this column should be the number of students that apply to the given category, not the percentage of the class in that category

- a. **Enter** a description and number for each expectation

8. **Used (1/0)**

The column “Used (1/0)” is set to 1 if the data in a particular row is used for the calculation of the indicator.

If users wish to record the information for future reference, but do not intend for it to be averaged into the indicator, enter a 0. The default value is 0.

- a. **Enter** a **1** or **0** for each row
 - i. If you are unsure, enter 1 to include the number with the average indicator

9. **Measurement Category**

The Measurement Category has a dropdown menu with a list of possible values pertaining to the learning outcome (i.e. Assignment, Lab, Exam, etc.)


- a. **Select** a category from the dropdown box for each row.

10. **Attaching Sample Files**



Reminder: For privacy and security reasons, remove any information that may identify a student

To attach a file:

- i. Select a cell
- ii. Under Vena Comments, click **Add New**
- iii. Below the comments, click **Attach**
- iv. Select your file and click **Open**

- v. The new file will be displayed as an attachment in the comments section
- vi. Press the back arrow button 
- vii. Click **Save** to save the changes
- viii. When re-opening the template, the cell containing the attachment will now be highlighted in blue for visibility

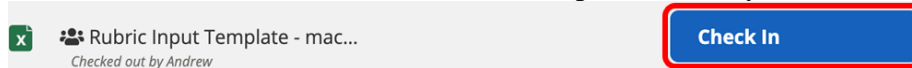
11. Saving Data

- a. Click the  button
- b. If successful,  will temporarily appear over the save button

12. Closing and Checking in the Template

After saving the changes and closing the Excel template, you will need to go back to the web browser and check the file back in.


- a. **Open** your web browser
- b. Visit **Vena** (<https://vena.io>)
- c. Under Contributor view, click on **Task Rubric Input & Course Report (by Instructor) - New**
- d. Press the **Check-In** button next to the template currently checked out

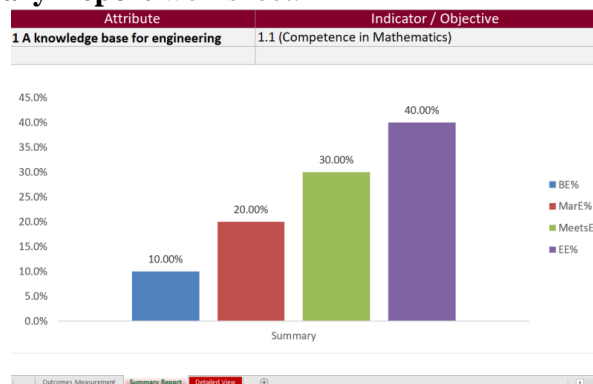


Viewing Summary Chart

The Summary Chart is a graphical summary of every Indicator containing rubric data. The chart may contain up to four bars where each bar represents an Expectation.

After entering/updating rubric data:



- 1. Click the  button
- 2. On the template, **RefreshCharts** button
- 3. Select the **Summary Report** worksheet.

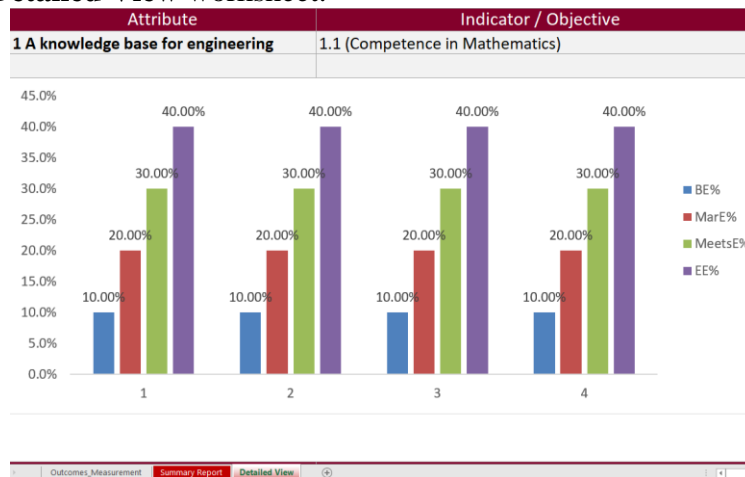


Tip: If the charts do not reflect the data, click Vena's Save button, close and check-in the template, then check-out and download the template.

Viewing Detailed Chart

The Detailed Chart is a graphical summary of every Learning Outcome containing rubric course data. Every learning outcome may contain up to four bars where each bar represents an Expectation.

1. Click the  button
2. On the template, press the  button
3. Select the **Detailed View** worksheet.



Tip: If the charts do not reflect the data, click Vena's Save button, close and check-in the template, then check-out and download the template.

Reports

Throughout the year, instructors can look at the reports generated by MEASURE. These reports can help fill out the CEAB questionnaire during the accreditation years.

Most of the report types are described in the Departmental Guide. However, the reports that are of particular interest to instructors are described here.

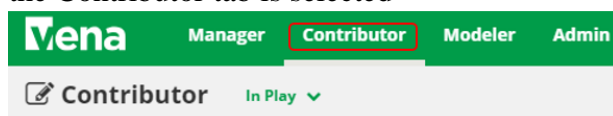
The Vena Reports are best viewed using a Windows-based operating system.

In particular, instructors will want to view:

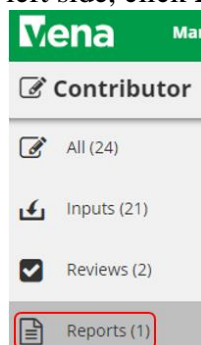
- CEAB Attribute Report
- Faculty and Curriculum Committee Recommendation's Report
- Historical Course Measurement Report
- Historical Program Measurement Report
- Measurement Map Report

Accessing the Reports

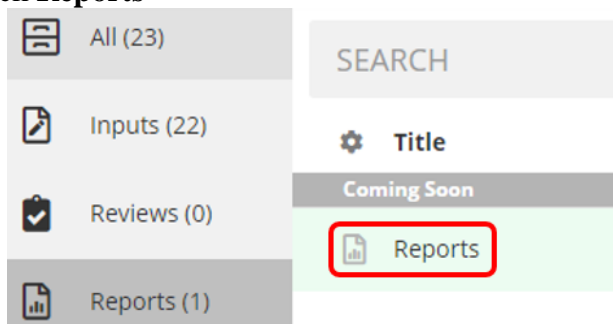
1. Ensure the Contributor tab is selected



2. On the left side, click **Reports** (the centre section will reload to only display Reports)



3. Click **Reports**

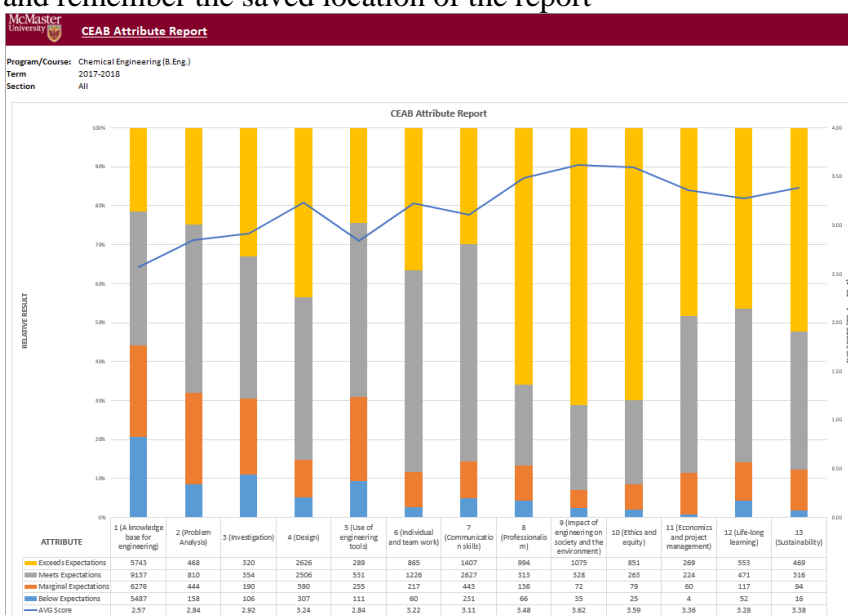


CEAB Attribute Report

The CEAB Attribute Report displays the attribute results of a given program/course by year or term. Each bar in the report represents a Graduate Attribute. The bar may divide into 4 expectations.

The line indicates the average score for each attribute where 1 = Below expectations and 4 = Exceeds expectations.

1. Press **View** next to CEAB Attribute Report
2. Select a Course/Program, Term, and Section
3. **Download** and remember the saved location of the report



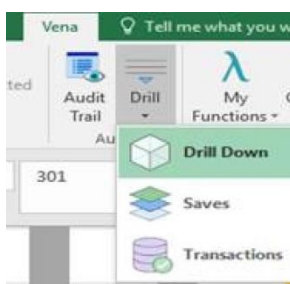
Vena's Drill Down Feature

The Drill down feature enables users to view the raw data making up the sum of a selected expectation.

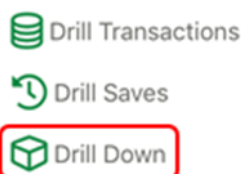
1. Select a cell intersecting an Attribute and Expectation

Attributes	Expectations			
	Below Expectations	Marginal Expectations	Meets Expectations	Exceeds Expectations
1 (A knowledge base for engineering)	1194	1352	4330	2911
2 (Problem Analysis)	566	333	804	1528
3 (Investigation)	162	108	606	1862
4 (Design)	279	571	1782	1192
5 (Use of engineering tools)	132	153	613	345
6 (Individual and team work)	27	24	273	264
7 (Communication skills)	45	182	1210	689
8 (Professionalism)	53	137	67	937
9 (Impact of engineering on society and the environment)	19	62	381	1103
10 (Ethics and equity)	16	299	604	75
11 (Economics and project management)	5	22	13	258
12 (Life-long learning)	21	135	274	342

2. Select Drill Down
 - a. For **Windows users**, select Vena Tab → Drill → Drill Down



- b. For **macOS users**, select Drill Down



c.

3. A new Excel worksheet will be generated displaying a breakdown of the data by course, year, attribute, section, value, etc.

- a. The sum of the value column will equal the value of the selected cell

Program	Year	Attribute	Section	Outcome	Scenario	Measure	Backup	Multiplication	Value
ELEC ENG 4FJ4 (Microwave Engineering)	2018-2019 Term 1	4.1 (Recognizes and follows an engineering design process.)	Section 1	Below Expectations	Actual	Number of Measurements	1	3	
ELEC ENG 4FJ4 (Microwave Engineering)	2018-2019 Term 1	4.3 (Proposes solutions to open-ended problems)	Section 1	Below Expectations	Actual	Number of Measurements	1	4	
ELEC ENG 4FJ4 (Microwave Engineering)	2018-2019 Term 1	4.6 (Determines and employs applicable standards and codes of practice)	Section 1	Below Expectations	Actual	Number of Measurements	1	1	
ENGINEER 1C03 (Engineering Design and Graphics)	2018-2019 Term 1	4.1 (Recognizes and follows an engineering design process.)	Section 1	Below Expectations	Actual	Number of Measurements	1	20	
ENGINEER 1C03 (Engineering Design and Graphics)	2018-2019 Term 1	4.2 (Recognizes and follows engineering design principles including appropriate consideration of environmental, social and economic aspects as well as health and safety issues)	Section 1	Below Expectations	Actual	Number of Measurements	1	117	
ENGINEER 1C03 (Engineering Design and Graphics)	2018-2019 Term 1	4.3 (Proposes solutions to open-ended problems)	Section 1	Below Expectations	Actual	Number of Measurements	1	20	
ENGINEER 1D04 (Engineering Computation)	2018-2019 Term 1	4.1 (Recognizes and follows an engineering design process.)	Section 1	Below Expectations	Actual	Number of Measurements	1	56	
ENGINEER 1D04 (Engineering Computation)	2018-2019 Term 1	4.2 (Recognizes and follows engineering design principles including appropriate consideration of environmental, social and economic aspects as well as health and safety issues)	Section 1	Below Expectations	Actual	Number of Measurements	1	51	
ENGINEER 1P03 (Engineering Profession and Practice)	2018-2019 Term 1	4.1 (Recognizes and follows an engineering design process.)	Section 1	Below Expectations	Actual	Number of Measurements	1	0	
ENGINEER 1P03 (Engineering Profession and Practice)	2018-2019 Term 1	4.3 (Proposes solutions to open-ended problems)	Section 1	Below Expectations	Actual	Number of Measurements	1	0	
ENGINEER 1P03 (Engineering Profession and Practice)	2018-2019 Term 1	4.4 (Employs appropriate techniques for generation of creative ideas such as brainstorming and structured inventive thinking)	Section 1	Below Expectations	Actual	Number of Measurements	1	1	
ENGINEER 1P03 (Engineering Profession and Practice)	2018-2019 Term 1	4.5 (Includes appropriate health and safety considerations)	Section 1	Below Expectations	Actual	Number of Measurements	1	1	
ENGINEER 4A03 (Sustainability and Ethics in Engineering)	2018-2019 Term 1	4.5 (Includes appropriate health and safety considerations)	Section 1	Below Expectations	Actual	Number of Measurements	1	5	

Faculty and Curriculum Committee Recommendation Report

Displays the recommendations from the curriculum committee at both course and program level. This report can be viewed for any year where data is available. The data comes from the feedback provided in the Curriculum Committee Recommendations Input Template and as described in the Departmental Guide.

1. Press **View** next to Faculty and Curriculum Committee Recommendations Report
2. Select a Course/Program and Year
3. **Download** and remember the saved location of the report

To view an attached file:

- a. Select a cell containing an attachment

McMaster University **Faculty and Curriculum Committee Recommendations**

Program: Test Engineering (Test Eng)
Year: 2019-2020
Instructions: Please select the required program and year

Faculty Recommendations for 2019-2020

See attached - Andrew

Test Engineering (Test Eng) Recommendations

see comments

- b. Click on **Comments** under **Vena** Tab
- c. On the right-hand side, select the attached file

Vena - Comments x »


Comments < >

Summary Details

B29 (Recommendations)

April 02, 2019

Andrew Aran

 [Testing.pdf](#)

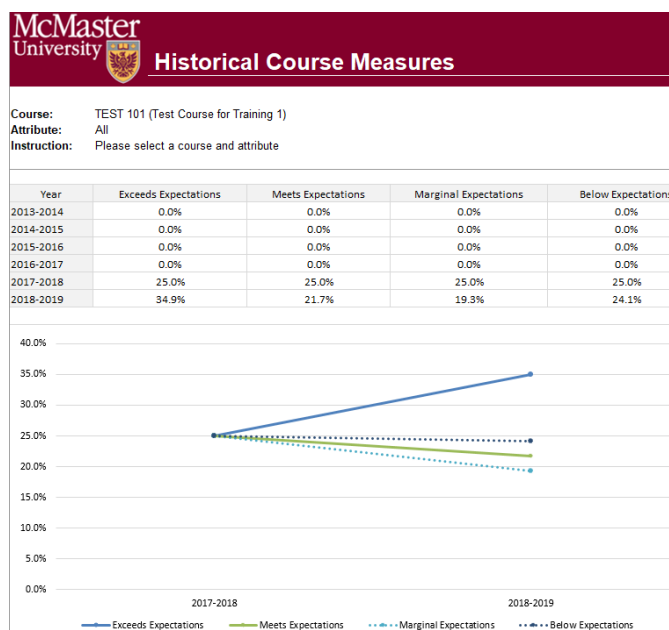
04:01 PM

4. For macOS users, click  View All under Vena Comments
5. On the right-hand side, select the attached file

Historical Course Measurement Report

Shows the historical trend for each course at different levels (indicator, attribute and all).

1. Press **View** next to Historical Course Measurement Report
2. **Download** and remember the saved location of the report
3. Select a Course (and Graduate Attribute if necessary)
4. If prompted, **Enable Content** and **Enable Macros**



Historical Program Measurement Report

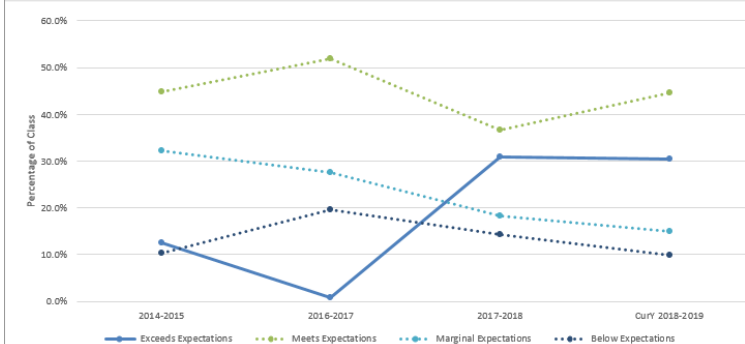
Shows the historical trend for each program at different levels (indicator, attribute and all).

1. Press **View** next to Historical Program Measurement Report
2. **Download** and remember the saved location of the report
3. Select a Program (and Graduate Attribute if necessary)
4. If prompted, **Enable Content** and **Enable Macros**

Historical Program Measures

Program: Engineering I (B.Eng.)
Attribute: All
Instruction: Please select a program and attribute

Year	Exceeds Expectations	Meets Expectations	Marginal Expectations	Below Expectations
CurY 2018-2019	30.4%	44.6%	15.0%	9.9%
2013-2014	0.0%	0.0%	0.0%	0.0%
2014-2015	12.6%	44.9%	32.2%	10.3%
2015-2016	0.0%	0.0%	0.0%	0.0%
2016-2017	0.8%	51.9%	27.6%	19.7%
2017-2018	30.9%	36.7%	18.2%	14.2%
2018-2019	0.0%	0.0%	0.0%	0.0%



Measurement Map Report

Indicates attributes the instructors will need to measure for a given year.

1. Press **View** next to Measurement Map Report
2. **Download** and remember the saved location of the report
3. Select a Program and Year
4. If prompted, **Enable Content** and **Enable Macros**

McMaster University Measured Indicators Map												
Program: Software Engineering (B.Eng.) Year: 2019-2020 Instructions: Please Enter Measured Attribute M = Measured												
Attribute	Indicator	SPVRENG 20A04 (Software Design I - Introduction to Software Development)	SPVRENG 20C03 (Data Structures and Algorithms)	SPVRENG 20D04 (Digital Systems and Interfacing)	SPVRENG 20M03 (Discrete Mathematics with Applications I)	SPVRENG 20F03 (Discrete Mathematics with Applications II)	SPVRENG 20G03 (Computer Architecture)	SPVRENG 25S03 (Principles of Programming)	SPVRENG 20G03 (Software Engineering Practice and Experience: Software)	SPVRENG 20R03 (Software Engineering Practice and Experience: Binding Theory to)	COMP SCI 4TB3 (Syntax-Based Tools and Compilers)	SPVRENG 4F03 (Distributed Computer Systems)
1 (A knowledge base for engineering)	1.1 (Competence in Mathematics)	M		M								
	1.2 (Competence in Natural Sciences)											
	1.3 (Competence in Engineering Fundamentals)											
2 (Problem Analysis)	1.4 (Competence in Specialized Engineering Knowledge)	M	M	M	M	M	M	M			M	M
	2.1 (Demonstrates an ability to identify reasonable assumptions (including identification of uncertainties and imprecise information) that could or should be made before a solution path is proposed)	M	M	M		M	M		M	M		
	2.2 (Demonstrates ability to identify a range of suitable engineering fundamentals (including mathematical techniques) that would be potentially useful for analyzing a technical problem)	M	M	M		M	M	M				
3 (Investigation)	2.3 (Obtain substantiated conclusions as a result of a problem solution including recognizing the limitations of the solutions)				M	M	M					M
	3.1 (Recognizes and discusses applicable theory/knowledge)	M	M			M	M	M				M
	3.2 (Selects appropriate model and methods and identifies assumptions and constraints)	M	M			M	M		M	M		
4 (Design)	3.3 (Estimates outcomes, uncertainties and determines appropriate data to collect)	M			M							
	4.1 (Recognizes and follows an engineering design process)	M	M	M	M		M		M	M		M
	4.2 (Recognizes and follows engineering design principles including appropriate consideration of environmental, social and economic aspects as well as health and safety issues)	M	M	M	M	M	M					
5 (Use of engineering tools)	4.3 (Proposes solutions to open-ended problems)											
	4.4 (Employs appropriate techniques for generation of creative ideas such as brainstorming and structured inventive thinking)											
	4.5 (Includes appropriate health and safety considerations)											
5 (Use of engineering tools)	4.6 (Determines and employs applicable standards and codes of practice)											
	5.1 (Evaluates and selects appropriate modern tools)	M		M				M				M
	5.2 (Demonstrates an ability to use modern state of the art tools)											

Cascade

*** Vena Feature currently available to Windows Users only ***

The cascade feature enables users to generate the same Vena report for multiple courses or programs. This feature eliminates the need to manually generate the same report for multiple courses.


Generating a Mass Course Report

The steps below will show how to create

1. Select Contributor → Reports → Course Reports → **View**
2. Download and open the Course Report
 - a. Click **Enable Editing** and **Edit Content** if the pop-up appears
3. Select a Course (belonging to the program), Year, Term, Section
4. Select the Vena Tab then click **Cascade**



5. For dimension, select **Program**

 Vena - Cascade

Select a dimension to cascade:

6. Select the courses belonging to the program (hold shift + click)

<input type="checkbox"/>	Test Engineering
<input checked="" type="checkbox"/>	TEST 101
<input checked="" type="checkbox"/>	TEST 102
<input checked="" type="checkbox"/>	TEST 103
<input checked="" type="checkbox"/>	TEST 104
<input checked="" type="checkbox"/>	TEST 105
<input checked="" type="checkbox"/>	TEST 106
<input checked="" type="checkbox"/>	TEST 107
<input checked="" type="checkbox"/>	TEST 108
<input checked="" type="checkbox"/>	TEST 109
<input checked="" type="checkbox"/>	TEST 110

7. Change option from Cascade to Sheet to **Cascade to File**

8. Choose a location to save the files
9. Click **OK**

10. The Cascade feature will take approximately 5-10 minutes to complete

Name

	Course Report. - Program TEST 101 (Test Course for Training 1) -
	Course Report. - Program TEST 102 (Test Course for Training 2) -
	Course Report. - Program TEST 103 (Test Course for Training 3) -
	Course Report. - Program TEST 104 (Test Course for Training 4) -
	Course Report. - Program TEST 105 (Test Course for Training 5) -
	Course Report. - Program TEST 106 (Test Course for Training 6) -
	Course Report. - Program TEST 107 (Test Course for Training 7) -
	Course Report. - Program TEST 108 (Test Course for Training 8) -
	Course Report. - Program TEST 109 (Test Course for Training 9) -
	Course Report. - Program TEST 110 (Test Course for Training 10) -

Appendix I: Report Overview

Report Overview	
Report	Description
Attribute Map Report	Displays all the courses for a program and the highest measure level for each Graduate Attribute
Attribute Map Summary Report	Similar to the Attribute Map Report, instead of displaying the level (A, D, I), the summary report displays an “X” to indicate that the course is measured for a specific attribute
CEAB Attribute Report	Displays a bar chart of the rubric data entered for each graduate attribute in a given program/course
Course Report	Displays the rubric data entered from the Rubric Input Template in a bar chart. Also contains (if any) continuous improvement plans
Curriculum Committee Recommendations Report	Displays the committee recommendations for the program and its courses
Historical Course Measurement Report	Displays the course's year to year trend of the measured expectations
Historical Program Measurement Report	Displays the program's year to year trend of the measured expectations
Indicator Map Report	Displays all the Graduate Attribute Indicators and the lowest measure level for each course
Measurement Map Report	Assigns an “M” for each course measured for the year
Rubric Entry Report	Displays the rubric entry status, indicates if a course is measured, the instructor's name, the last user to save rubric data, and when it was last saved

Appendix II: Previous Modification Log

Version	Modification date	Author	Comments
1.0	July 5, 2016	Evan Situ	
1.1	August 28, 2016	Evan Situ	Split the instructor document added section 3.1 and 1.4
1.2	November 21, 2016	Evan Situ	Removed Other Resource
1.3	December 20, 2016	Michelle Zheng	Updated sections 2-6
1.4	January 2, 2017	Spencer Smith	Updated timeline, instructor input, reports, submit button
1.5	January 9, 2017	Spencer Smith	Addition of password change instructions
1.6	January 19, 2017	Spencer Smith	Removal of request to use the Submit button
1.7	January 31, 2017	Spencer Smith	Explicit statement that each indicator has to have at least one learning outcome
1.8	April 19, 2017	Spencer Smith	Explanation of columns in the Rubric Input template