**Modification Log**

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| --- | --- | --- | --- |
| **Version** | **Modification date** | **Author** | **Comments** |
| 1.0 | July 5, 2016 | Evan Situ |  |
| 1.1 | August 28, 2016 | Evan Situ | Split the instructor document |
| 1.2 | August 28, 2016 | Evan Situ | Added Section 6 and 4.1 and 1.4 |
| 1.3 | October 19, 2016 | Michelle Zheng | Edited Section 6 |
| 1.4 | October 28, 2016 | Evan Situ | Added New Section 5: Add New Course |
| 1.5 | November 8, 2016 | Michelle Zheng | Added introduction, moved sections around, general modifications based on Spencer’s notes |

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# Introduction

This document is part of MEASURE (McMaster Engineering Accreditation System for UndeRgraduatE). MEASURE is intended to facilitate the continual improvement of the curriculum of the programs offered by the Faculty of Engineering. The MEASURE system will also be used to assist with generating reports for the Canadian Engineering Accreditation Board (CEAB).

This specific document outlines the information needed to modify MEASURE. The tasks described here are for maintaining MEASURE at the department level. Usually these tasks will be completed by the VENA designate in the department. Example tasks include adding courses, editing curriculum etc.

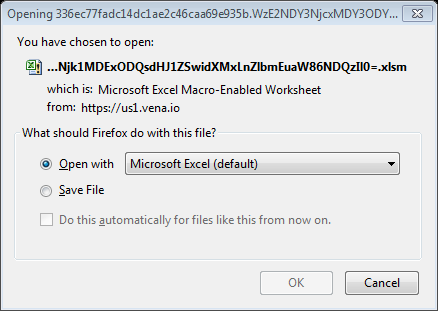
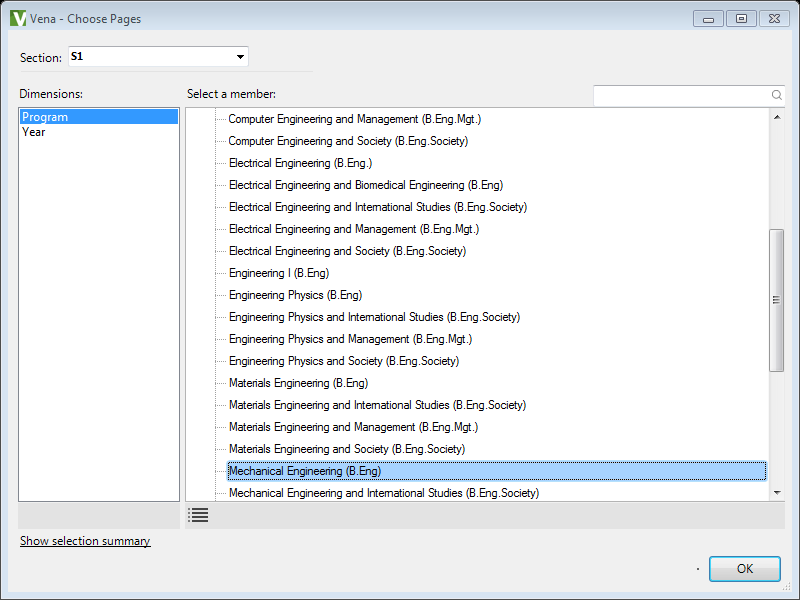
# Pre-requisites

1. Access to McMaster Vena <https://vena.io/>
2. Modeler role access
3. Microsoft Excel 2013 or later is recommended
4. Installed Vena Excel add-in <http://addin.vena.io/release/vena.application>
5. Windows operating system
6. Mac user instructions can be found at: <http://measure.mcmaster.ca/>

# Annual Timeline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Task** | **Section Guide** | **Template** | **Task Owner** |
| Early Summer | Set-up for new year |  |  | Assoc Dean |
| Summer | Changes to programs (mapping b/w courses and programs) | D6 |  | Department |
| Summer | Assign instructors to courses, add terms/sections | ? |  | Department |
| Summer | Curriculum mapping, will require consultation and verification with Instructors | D5 | Curriculum Mapping Input Template | Department Attributes Committee |
| Summer | Measurement mapping | D5 | Measured Indicators Input Template | Department Attributes Committee |
| May | Curriculum committees review course reports, generate continuous improvement plan report | I4, D9 | Course Report, Curriculum Committee Recommendations Input Template | Department |
| June | Departments plan curriculum revisions |  |  | Department |
| September | Faculty reviews departmental committee reports, writes report |  |  | Faculty |
|  | View Reports:  Attribute Map Report  Attribute Map Summary Report  Course Report  Curriculum Committee Recommendations Report  Curriculum Committee Recommendations Report  Historical Program Measurement Report  Indicator Map Report | D9 |  |  |
|  | View Historical Data | A6 |  |  |
|  | Assign Users to Process | A3 |  |  |

# Check Out and Check In Files

* 1. Check out a file to work on it. This will lock the file so that others only have view access.
     1. Open the file  
        
     2. Enable Editing  
        
     3. Select the program and year you are entering data for  
        
     4. Enable Content  
        
  2. Check in a file when you are done working on it. This will allow others to make additional edits.

# Department Input

1. Curriculum Mapping Input
   * 1. Check out “Curriculum Mapping”
     2. On the open Excel Sheet 🡪 Select the Program and the Year that you want to enter information
     3. The curriculum mapping is centralized at program level, and it is using the previous year information as starting point of current year, therefore some of the information is prepopulated 🡪 select the level of each course at the indicator level (I – Introduced, D – Developed, A – Applied) 🡪 Click “Save Data” under “Vena” Tab and “Check in” the file. **Please do not delete data from courses you are not measuring.**



1. Measured Indicators Input
   * 1. Check out “Measured Indicators”



* + 1. On the open Excel Sheet 🡪 Select the Program and the Year that you want to enter information





* + 1. The measured indicator map is centralized at program level, and it is using the previous year’s information as the starting point for the current year, therefore some of the information is prepopulated 🡪 enter an “M” to the in the intersection of indicator and course to indicator the measuring of the course 🡪 Click “Save Data” under “Vena” Tab and “Check in” the file. **Please do not delete data from courses you are not measuring.**





# Curriculum Committee Recommendations

* 1. Check out “Curriculum Committee Recommendations Input Template”



* 1. Once the Excel template is open 🡪 select program and year



* 1. Enter recommendations for the program and courses



* 1. There is an option to attach a file to the recommendations (Course and Program level)

Click “Comments” under “Vena” Tab🡪 On the pop-up windows, click “Attach File” to choose the file you want to attach 🡪 click “Add”

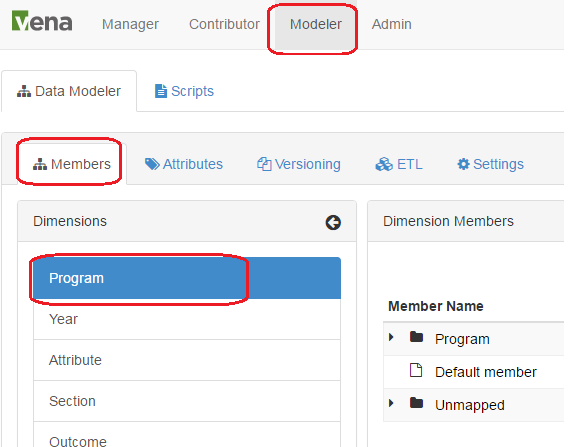
When attaching a file as a comment, please write text in the associated field to let future readers know that additional information is available as a comment. Something like the following would be fine: “For additional information, please see report attached to this cell”.



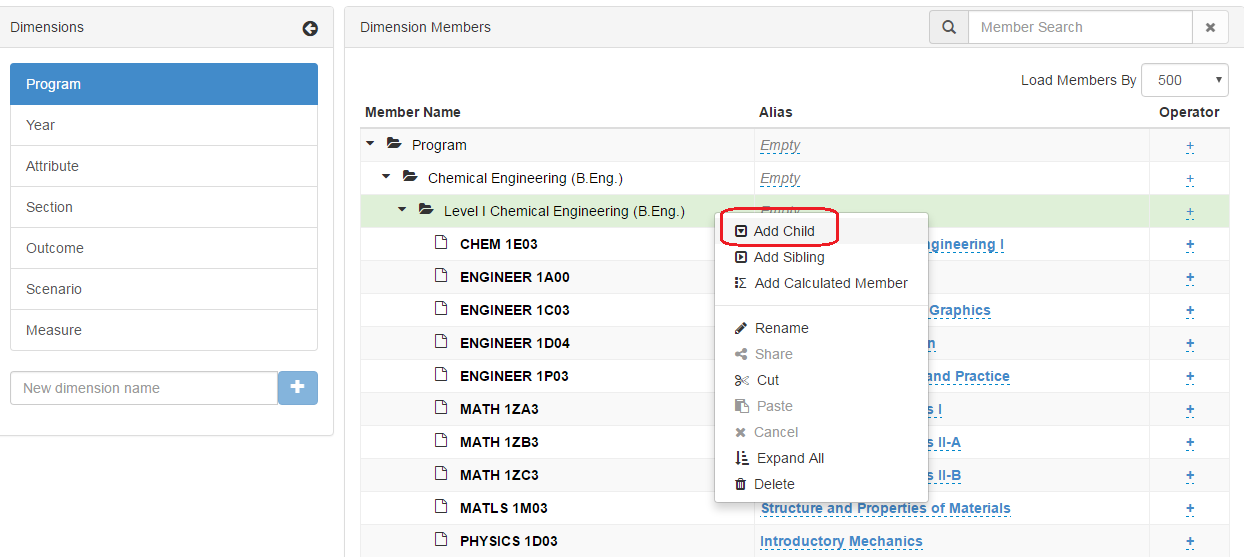
* 1. Click “Save Data” under “Vena” Tab and “Check in” the file

# Add New Course

* 1. Login Vena 🡪 Modeler 🡪 Members 🡪Program



* 1. Expand the Program list 🡪 Select the program you want to add course 🡪Select the level 🡪 right click on the level🡪select “Add Child”



* 1. Fill in the course code and description
  2. You can follow section 8.1 and 8.2 to move or copy the course to another program.

# Edit Courses and Programs Mapping

* 1. Move Courses

Login to Vena as Modeler or Admin, Click on “Modeler” at the top navigation bar, Click on “Program” at the left navigation bar, Expand the “Member Name” 🡪Right Click at a course or program you would like to move🡪Click “Cut” 🡪Select destination parent member🡪Right Click then choose “Paste”

The above process can also be done by dragging and dropping the child member to the parent member



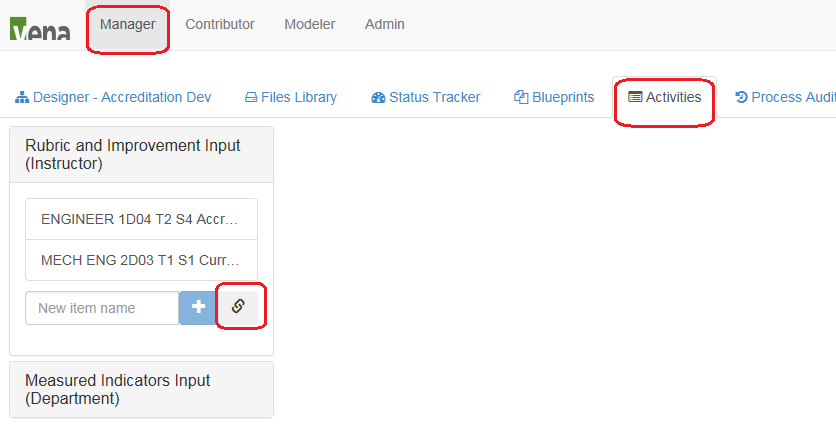
* 1. Copy Courses

Login to Vena as Modeler or Admin, Click on “Modeler” at the top navigation bar, Click on “Program” at the left navigation bar, Expand the “Member Name” 🡪Right Click at a course you would like to copy 🡪Click “Share” 🡪Select destination parent member🡪Right Click then choose “Paste”

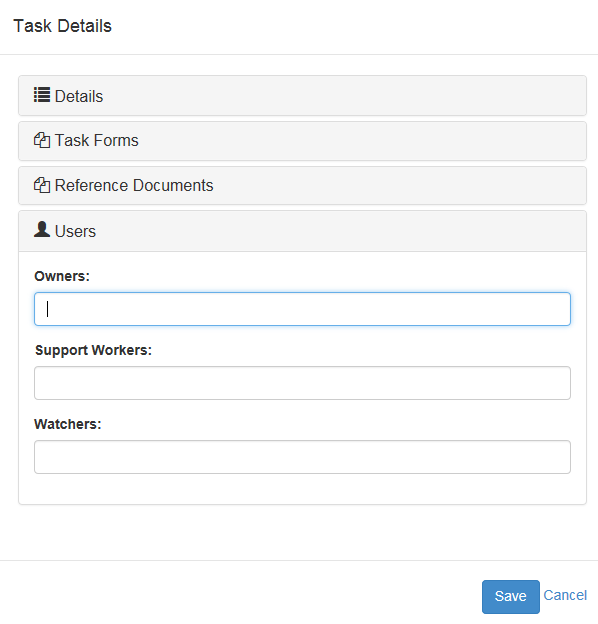


# Add a New Course to a Process

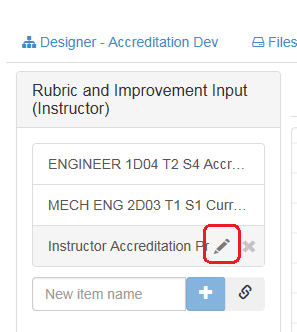
* 1. Use blueprints to create a new course will be an easier option🡪Login to Vena🡪Click on use blueprints to create activity icon



* 1. Select the blueprint “Rubric / Course Report”
  2. Double click on task “Rubric / Course Report”
  3. Under “Details”, enter the instructions and due date 🡪Under task forms, attach the “Rubric input template”🡪under users, assign owners and support workers to this task.



* 1. Rename the process by click on rename icon and enter the name



# Reports

* 1. Curriculum Committee Recommendations Report
     1. Shows the recommendations from the curriculum committee at both course and program level.
     2. If an attachment is included from the curriculum committee, it can be viewed by selecting the program recommendation area🡪Click on “Comments” under “Vena” Tab (see below picture)



* 1. Attribute Map Report

Indicated the measure level at the attribute level, if different indicator level appears, the highest level will show up A >D>I.



* 1. Attribute Map Summary Report

Similar to the Attribute report, instead showing the actual level (A, D, I), the summary report will only show the “X” to indicate that the specific course is measured at the specific attribute.



* 1. Indicator Map Report

Indicates the measure level at the indicator level (Lowest level in the hierarchy)



* 1. Historical Course Measurement Report

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



* 1. Historical Program Measurement Report

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



* 1. Course Report

Shows the course outcome and recommendations from curriculum committee, instructors also have the option to enter continuous improvement plan from the course report



# Other Vena Resources

* 1. For detail documentation, please refer to the previous document.
  2. To submit an issue, please fill out <http://goo.gl/forms/I3kDnsUl46>
  3. For Vena training or user manual, please refer to <http://docs.vena.io/>
  4. For other help please contact:
* Bogdan Hancas: [bhancas@venasolutions.com](mailto:bhancas@venasolutions.com)
* Evan Situ: [esitu@venasolutions.com](mailto:esitu@venasolutions.com)