**Instructor Guide for MEASURE**

Faculty of Engineering, McMaster University

December 20, 2016

**by**

Evan Situ, Michelle Zheng and Spencer Smith

**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 |

**Table of Contents**

[1. Introduction 2](#_Toc469998537)

[2. Pre-requisites 2](#_Toc469998538)

[4. Instructor Input 4](#_Toc469998539)

[5. Reports 13](#_Toc469998540)

[6. Other Vena Resources 14](#_Toc469998541)

# Introduction

This document 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. MEASURE will also 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 update the following: rubric input template and course report for each section of each course taught.**

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

# Pre-requisites

* 1. Access to McMaster’s Vena server <https://vena.io/> . You will need a user account (your e-mail address) and a password.
  2. Contributor role access (necessary for checking out files and inputting data)
  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 or a Windows virtual machine (virtual machine instructions for Mac user instructions are available at: <http://measure.mcmaster.ca/> )

1. **Annual Timeline**

The table below summarizes the typical tasks performed by each department during the course of an academic year. For each task the following is listed: the time of year when it typically occurs, the section of this report where details are given, the MEASURE template (spreadsheet) that applies, and the task owner. The departments own most of the tasks listed, but for context, abridged versions of the responsibilities of the Associate Dean’s office and the instructors are included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Task** | **Section** | **Template** | **Task Owner** |
| Summer | Archive previous year data, roll over to next year | A5 | See Administrator’s Guide | Assoc Dean |
| Summer | Add new courses | A7 | Login Vena 🡪 Modeler 🡪 Members 🡪 Program | Department |
| Summer | Changes to programs (mapping b/w courses and programs) | D5 | Login Vena 🡪 Modeler 🡪 Members 🡪 Program | Department |
| Summer | Assign instructors to courses |  |  | Department |
| Summer | Curriculum mapping (requires consultation with instructors) | D7.1 | Curriculum Mapping Input Template | Department Attributes Committee |
| Summer | Measurement mapping | D7.2 | Measured Indicators Input Template | Department Attributes Committee |
| Aug/Sep | Instructor reviews continuous improvement plan from the previous year | I3.1 | Curriculum Committee Recommendations Report (Previous Year) | Instructor |
| Jan | Instructor enters rubric and their continuous improvement plan for Term 1 | I2 | Rubric Input Template, Course Report | Instructor |
| Dec/Jan | Instructor reviews continuous improvement plan from the previous year | I3.1 | Curriculum Committee Recommendations Report (Previous Year) | Instructor |
| Early May | Instructors enter rubric and course report for Term 2 | I2 | Rubric Input Template, Course Report | Instructor |
| May | Curriculum committees review course reports, generate continuous improvement plan report | I4, D3 | Course Report, Curriculum Committee Recommendations Input Template | Department |
| May/June | Departments plan curriculum revisions |  |  | Department |
| September | Faculty reviews departmental committee reports, writes report |  |  | Faculty |
| All Year | Add/Remove manage users | A2 |  | Assoc Dean |
|  | View Historical Data | A6 |  |  |
|  | Assign Users to Process | A3 |  |  |

# Instructor Input

* 1. Rubric Input
     1. Under contributor view, click on Task “Rubric Input & Course Report (by Instructor) - New” 🡪 Select “Check out page options” beside the Rubric Input Template

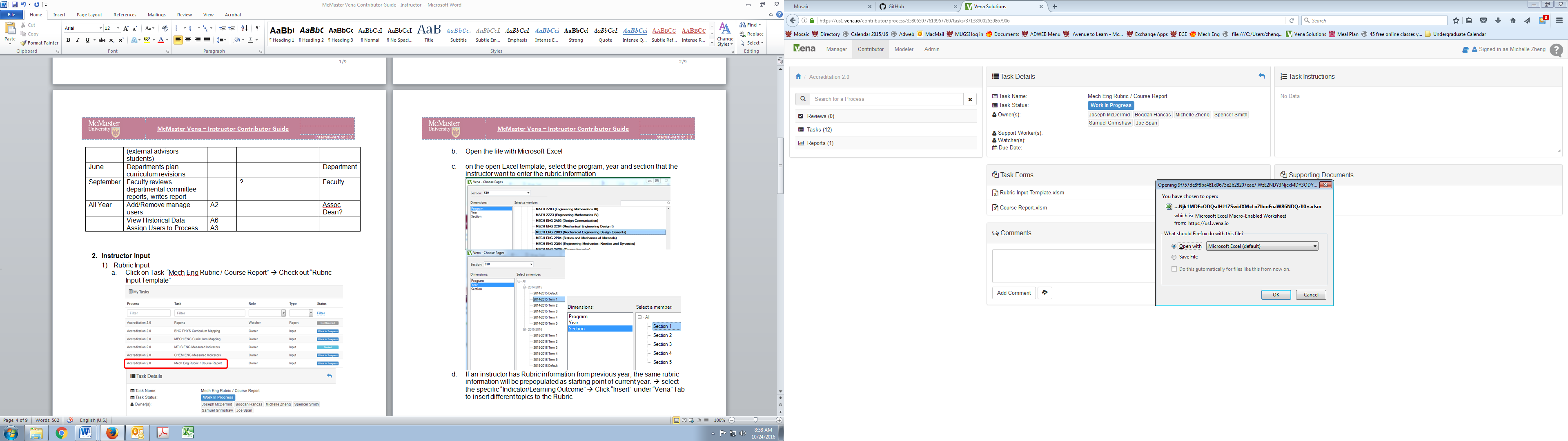




* + 1. Select the course you are entering data for and select ‘Check Out Page Options” to check out the file



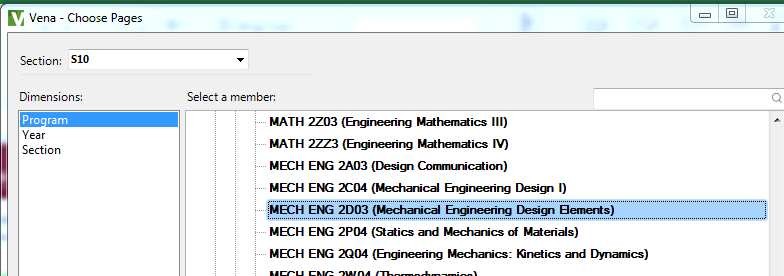
* + 1. Open the file with Microsoft Excel

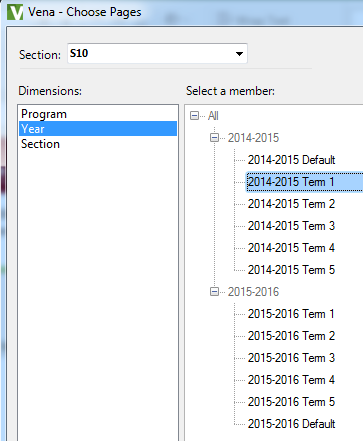
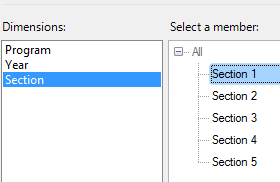


* + 1. Enable editing in the Excel spreadsheet



* + 1. In the open Excel template, select the program, year and section that the instructor wants to enter the rubric information

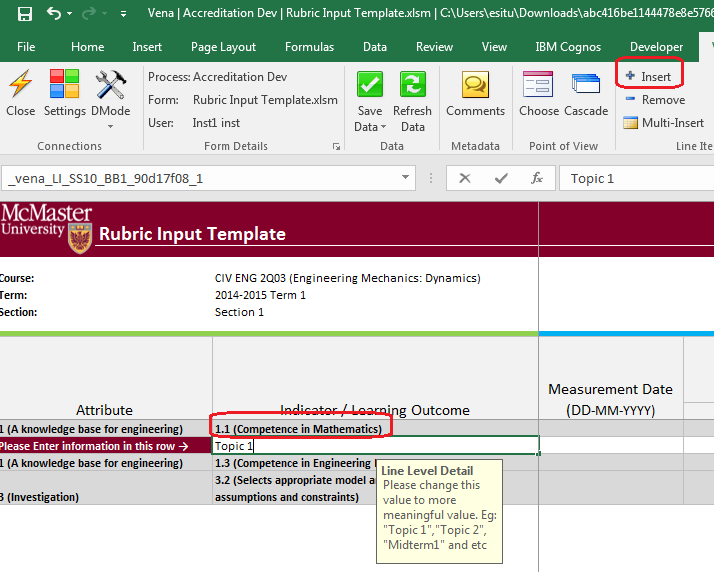


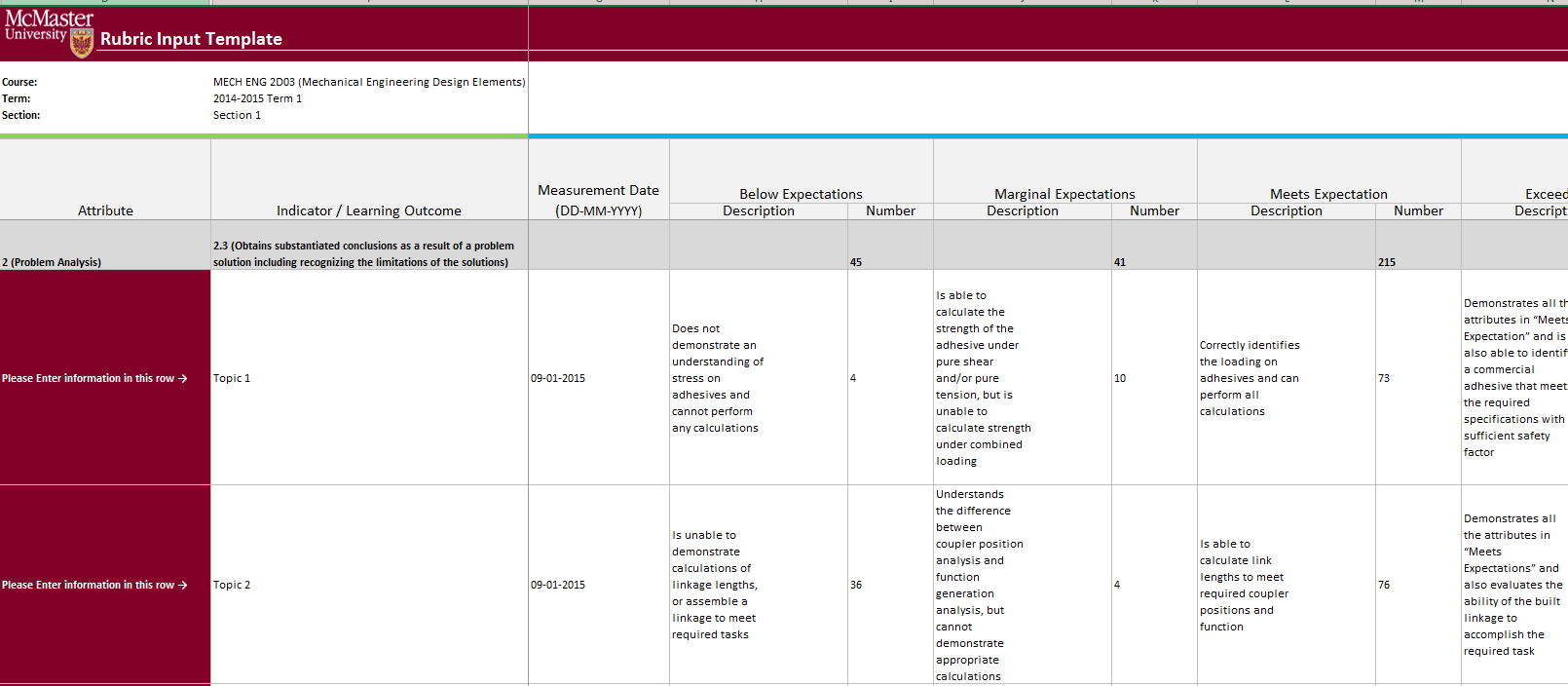
 

* + 1. Once the spreadsheet has opened, enable the contents of the spreadsheet



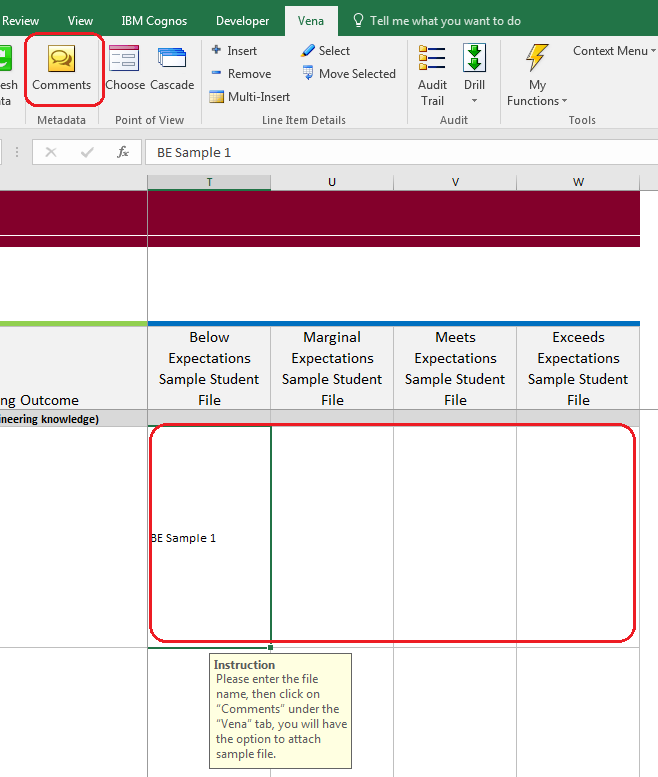
* + 1. If an instructor has Rubric information from previous year, the same rubric information will be prepopulated as starting point of current year.
    2. To add topics (rows) 🡪 select the specific “Indicator/Learning Outcome” 🡪 Click “Insert” under “Vena” Tab to insert different topics to the Rubric





* + 1. If an indicator is missing, please contact your department representative to update the “Measure Indicators” spreadsheet
    2. An instructor also has the option to attach sample files to the system.

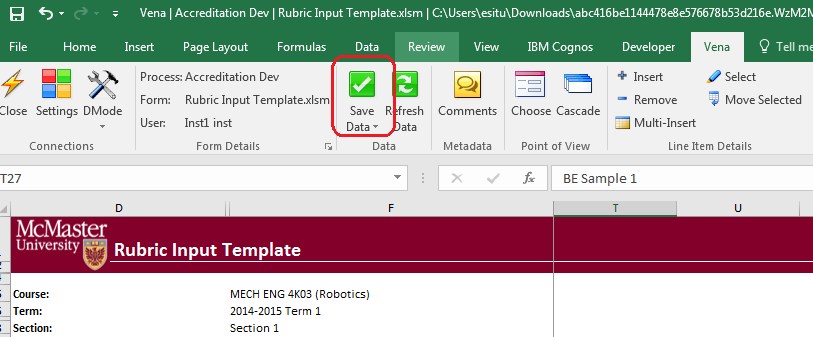
On the right of the Rubric input template 🡪Enter the file name 🡪 click “Comments” under “Vena” tab.



* + 1. On the pop-up windows, click “Attach File” to choose the file you want to attach 🡪 click “Add”.



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



* 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

* + 1. Under contributor view, click on Task “Rubric Input & Course Report (by Instructor) - New” 🡪 Select “Check out page options” beside Course Report

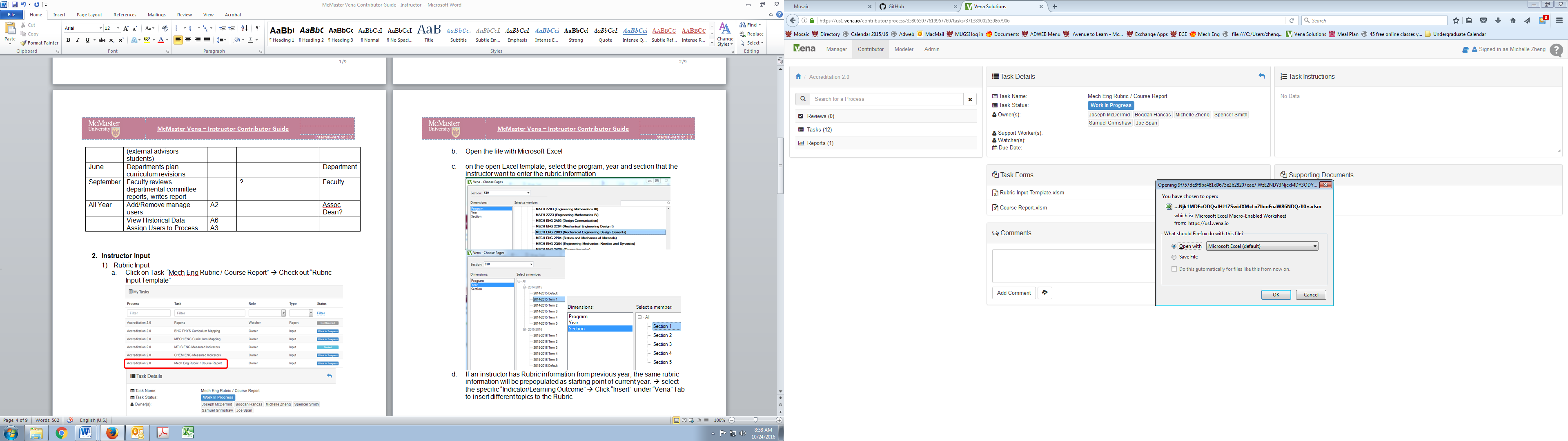




* + 1. Select the course you are entering data for and select ‘Check Out Page Options” to check out the file



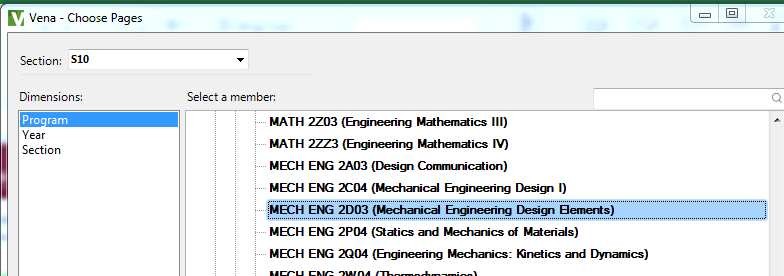
* + 1. Open the file with Microsoft Excel

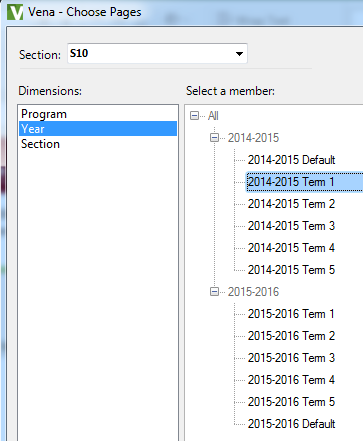
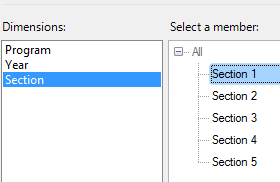


* + 1. Enable editing in the Excel spreadsheet



* + 1. In the open Excel template, select the program, year and section that you want to view



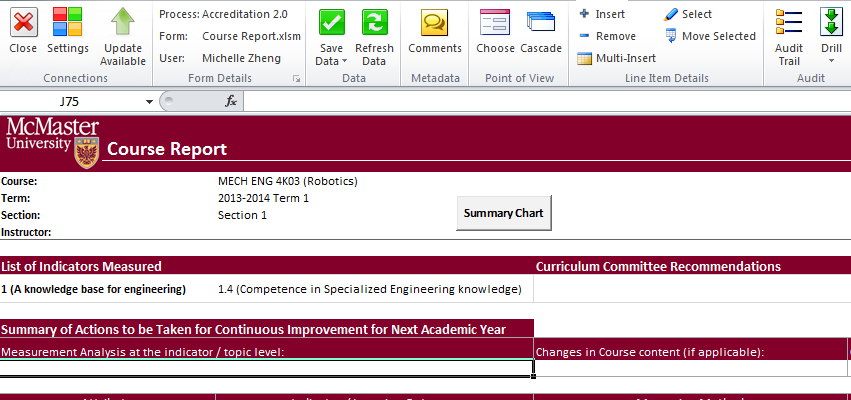
 

* + 1. Once the spreadsheet has opened, enable the contents of the spreadsheet



* + 1. Instructors can enter continuous improvement plan in the course report under the section “Summary of Actions to be Taken for Continuous Improvement for Next Academic Year”

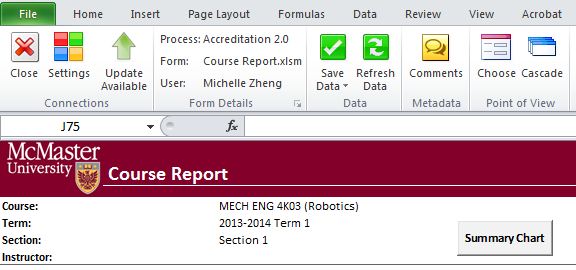
To add a file click on “Comments” and attach the file you would like to upload





Please include text in the field such as ‘See attached file’

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



# Reports

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



# Other Vena Resources

* 1. To submit an issue, please fill out <http://goo.gl/forms/I3kDnsUl46>
  2. For Vena training or user manuals, please refer to <http://docs.vena.io/>
  3. For other help please contact:

Michelle Zheng <mailto:zhengm2@mcmaster.ca>