**Instructor Guide for MEASURE**

Faculty of Engineering, McMaster University

January 2, 2017

**by**

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**Modification Log**

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| 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 |
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| 1.3 | December 20, 2016 | Michelle Zheng | Updated sections 2-6 |
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# 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 will 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 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. For context, abridged versions of the responsibilities of the Associate Dean’s office and the Departments are included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Task** | **Section** | **Template** | **Task Owner** |
| Summer | Archive previous year data, roll over to next year | Admin Guide | See Administrator’s Guide | Assoc Dean |
| Summer | Update program maps, curriculum maps and measurement maps | Dept Guide | See Departmental Guide | Department |
| Aug/Sep | Instructor reviews continuous improvement plan from the previous year | 5 | Curriculum Committee Recommendations Report (Previous Year) | Instructor |
| Jan | Instructor enters rubric and their continuous improvement plan for Term 1 | 4 | Rubric Input Template, Course Report | Instructor |
| Dec/Jan | Instructor reviews continuous improvement plan from the previous year | 5 | Curriculum Committee Recommendations Report (Previous Year) | Instructor |
| Early May | Instructors enter rubric and course report for Term 2 | 4 | Rubric Input Template, Course Report | Instructor |
| May | Curriculum committees review course reports, generate continuous improvement plan report, revises curriculum | Dept Guide | See Departmental Guide | Department |
| September | Faculty reviews departmental committee reports, writes report | Admin Guide | See Administrator’s Guide | Faculty |

# Throughout the year instructors can look at the reports generated by MEASURE. These reports will be used for filling out the CEAB questionnaire in accreditation years. The reports include the following: Curriculum Committee Recommendations Report, Attribute Map Report, Attribute Map Summary Report, Indicator Map Report and the Course Report (for any course). Using MEASURE it is also possible to view the historical data through the Historical Course Measurement Report and the Historical Program Measurement Report. The Course Report and Curriculum Committee Recommendations reports are summarized in Section 5. All other reports are summarized in the Departmental Guide.

# Instructor Input

For each course that is being measured, two spreadsheets need to be updated. First the rubric information is entered in the Rubric Input template and then the continuous improvement plans are entered in the Course Report template. The order is important, since the data from the rubric report is used to generate the plots in the course report. Details of both spreadsheets are provided below. When the data entry for both spreadsheets are complete, please click on the green Submit button.

* 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 (you may need to click on SelectPage to show the available options; starting to type the course name will help you find it more quickly). You will also need to enter the year, term and section information. Once this is done, select ‘Check Out Page Options” to check out the file.



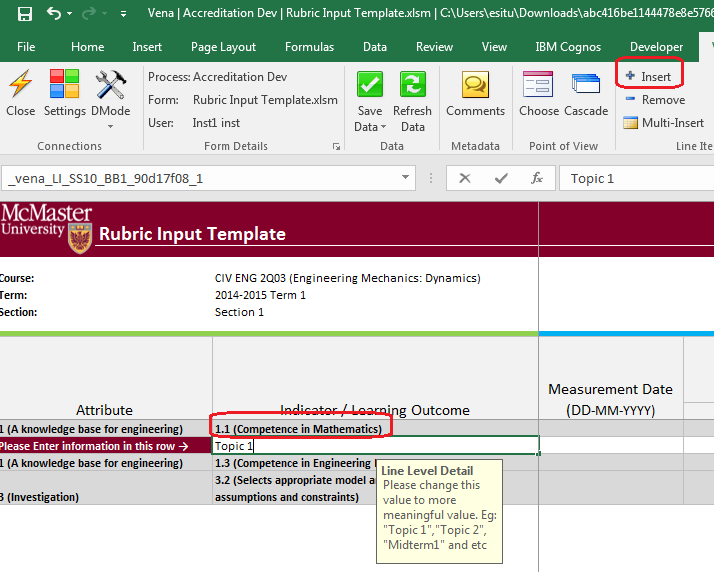
* + 1. Open the file with Microsoft Excel by selecting okay when prompted.
    2. Enable editing in the Excel spreadsheet

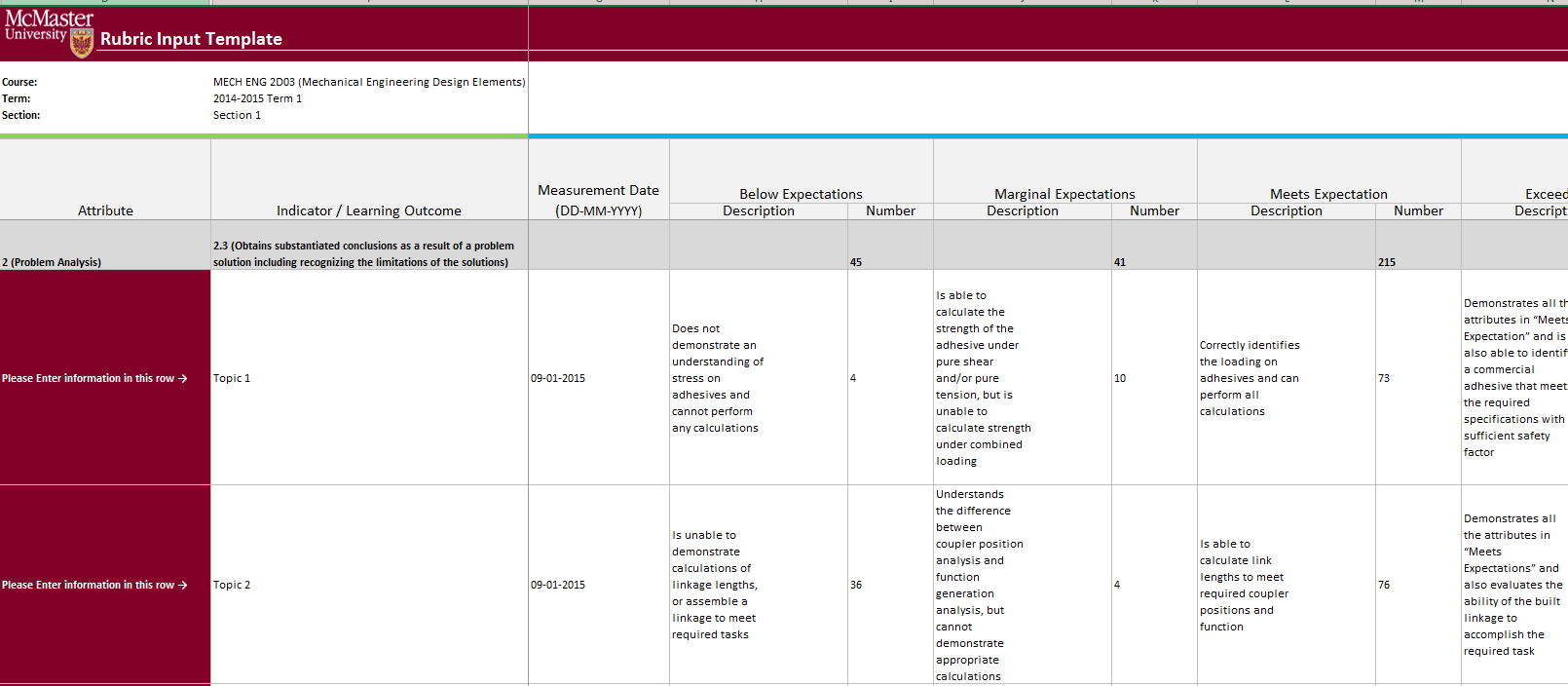


* + 1. Once the spreadsheet has opened, enable the contents of the spreadsheet



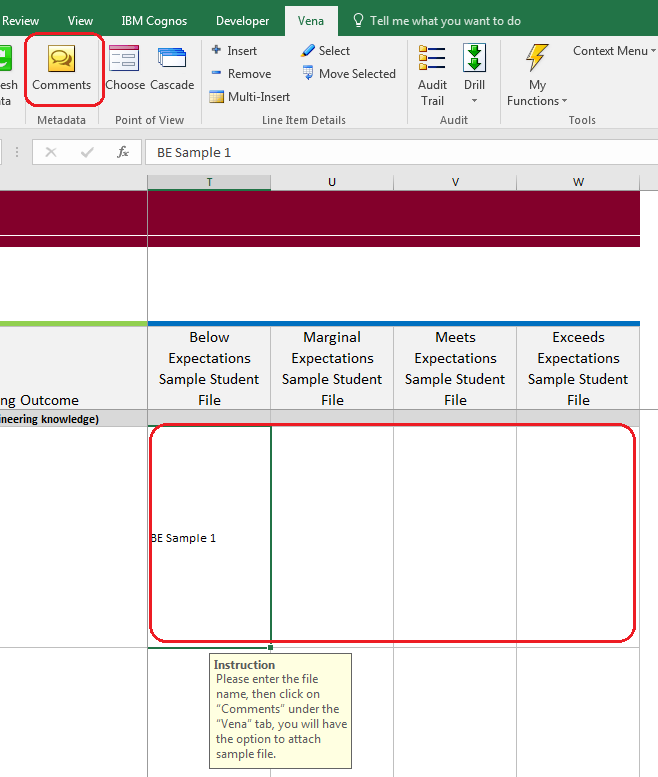
* + 1. If an instructor has Rubric information from previous year, the same rubric information will be prepopulated as starting point of current year.
    2. To add topics (rows) 🡪 select the specific “Indicator/Learning Outcome” 🡪 Click “Insert” under “Vena” Tab to insert different topics to the Rubric





* + 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.

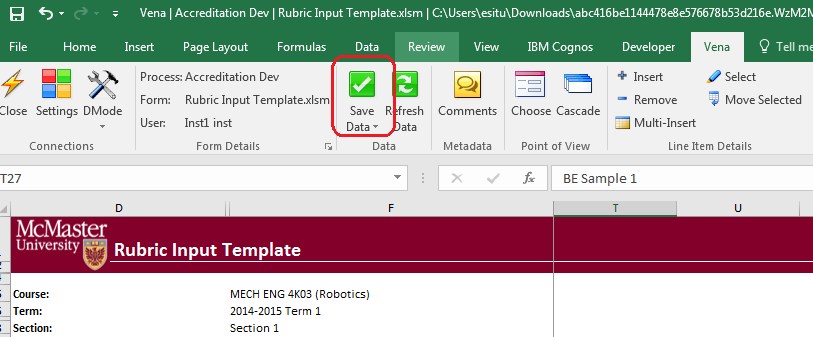
On the right of the Rubric input template 🡪Enter the file name 🡪 click “Comments” under “Vena” tab.



* + 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. (If you decide not to save your data, you still need to check in the file so that the system knows it is free for others to edit. This is done on the web interface shown in step 1.a, by selecting “Check in page options.”)



* 1. Course Report

Shows the course outcome and recommendations from curriculum committee, instructors also must enter 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, year, term and section you are entering data for. You may need to click on Selection to see the fields that need to be completed. Starting to type a courses code will assist in limiting the available options. Select ‘Check Out Page Options” to check out the file



* + 1. Open the file with Microsoft Excel by clicking Open when prompted
    2. Enable editing in the Excel spreadsheet

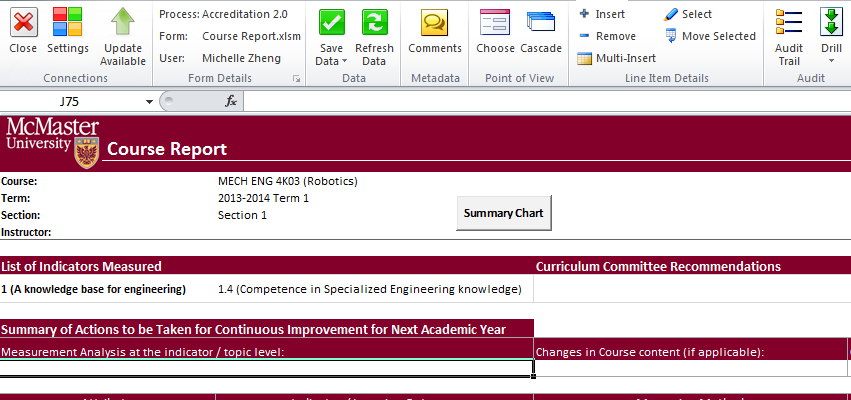


* + 1. Once the spreadsheet has opened, enable the contents of the spreadsheet



* + 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”

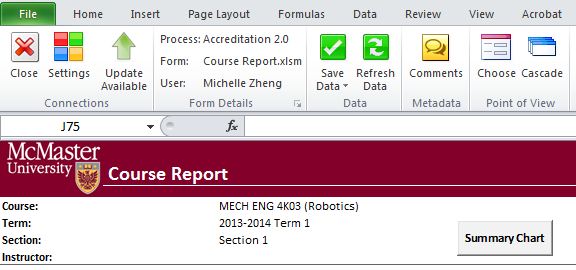
To add a file click on “Comments” and attach the file you would like to upload





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

* + 1. Click “Save Data” under “Vena” Tab and “Check in” the file. As for the rubric input template, please check in the file, even if you have not made any changes.



* 1. Submit: When the data is complete in the rubric and course report templates, please submit the reports by clicking on the Green Submit button, as shown below.



# Reports

The data in the MEASURE database is viewed using spreadsheet reports. The purpose of the reports is to transform the information into a form that is suitable for review, including by the CEAB when necessary. Reports can be viewed for any year where the data has been entered.

Reports are viewed from the Contributor tab by selecting Accreditation 2.0 and then selecting Reports. Clicking on Reports under My Tasks will show the screenshot shown below. Most of the report types are described in the Departmental Guide. However, the reports that are of particular interest to instructors are described here. In particular, instructors will want to view the Curriculum Committee Recommendation Report. Instructors may also want to view Course Reports for other courses. The details of these reports are given below.



* 1. Curriculum Committee Recommendations Report
     1. Shows 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 inputs provided in the “Curriculum Committee Recommendations Input Template,” as described in the Departmental Guide.
     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. Course Report: To view a course report, select View beside the Task Form “Course Report.xlsm.” You will then be prompted to enter the course, year, term and section.

# 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>