**Modification Log**

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# Pre-requisites

1. Admin access to McMaster Vena to Add or Remove user.
2. Modeler/Admin access to run the ETL (Extract, Transform and Load) process
3. “AcademicYearTemplate.csv” to pass parameter into the ETL process

# Add User

* 1. Login to <https://us1.vena.io/administrator>
  2. Under “Admin” 🡪 “Users” 🡪 “Add User”



* 1. Fill in the user information and select the login types 🡪 Click “Save”



# Assign User to Process

* 1. After login to Vena 🡪 Under “Manager”🡪Click “Designer”🡪Click on the task or activities you want to assign user.



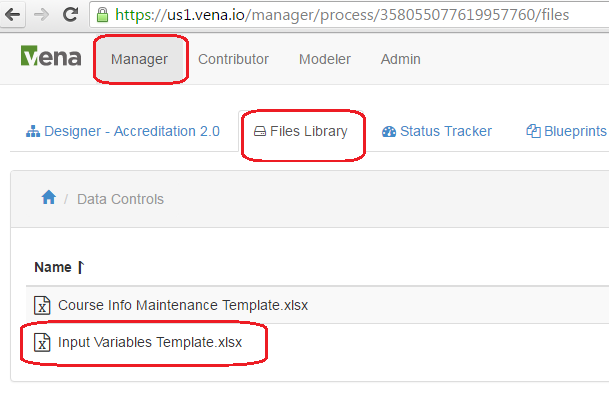
* 1. Double Click on the Task 🡪on the “Task Detail” windows 🡪 Click “Users”🡪Type the User name that you want to add (you can add users to different role in the process (Owners, Support Workers, Watchers), please refer to the detail documentation for the different of each role 🡪 Click “Save”



# Updating a Global Variable

Below are the steps to successfully update a Global Variable:

* 1. Open your Vena Global Variable template “Input Variables Template” (you are find this template at Manager🡪Files Library



* 1. Select the cell with the value of the Global Variable 🡪Click “Edit Template”



* 1. Click on Add/Edit Variable -> Metadata (must be in Edit Template mode)



* 1. Update the respective variable with the new member (only a single member can be in a global variable)



* 1. Close the variable window and Save Template

# Start New Academic Year

* 1. Since current year’s curriculum mapping, measured as well as Rubric information will be used as of the starting for new academic year. An automated ETL process in Vena is built to accomplish this task.
  2. Open the input template “AcademicYearTemplate.csv” 🡪enter the new academic year data in cell “A1” (format yyyy-yyyy) 🡪 Save



* 1. Click on “Modeler” 🡪 “Data Modeler” 🡪 “ETL” 🡪 “Import”🡪Click the “Run” button () on “New Academic Year”



* 1. On the open windows, click “Choose File”🡪select the “AcademicYearTemplate.csv” from step 2 🡪 Click “Import”



* 1. You will now see the ETL Status “RUNNING” 🡪 once the ETL job completed, the status will become “COMPLETED” (it will take about 5-10 minutes to complete the ETL job, you can click the refresh bottom at above the “Status” to refresh)



* 1. After the ETL completed, you should see the data appear under the “Year” dimension



# Historical Program Measurement Archive

* 1. Please only archive the program measurement when the program is fully completed. The purpose of archive the program measurement data is to track the historical trend of a program.
  2. The purpose of archiving the data is so that the Historical Program Measurement Report can be generated.
  3. Open the input template “AcademicYearTemplate.csv” 🡪enter the new academic year data in cell “A1” (format yyyy-yyyy) 🡪 Save



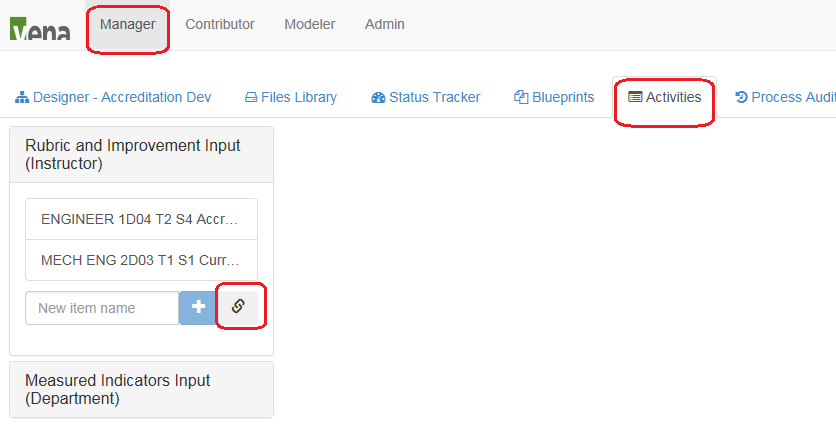
* 1. Click on “Modeler” 🡪 “Data Modeler” 🡪 “ETL” 🡪 “Import”🡪Click the “Run” button () on “Historical Program Measurement Archive”



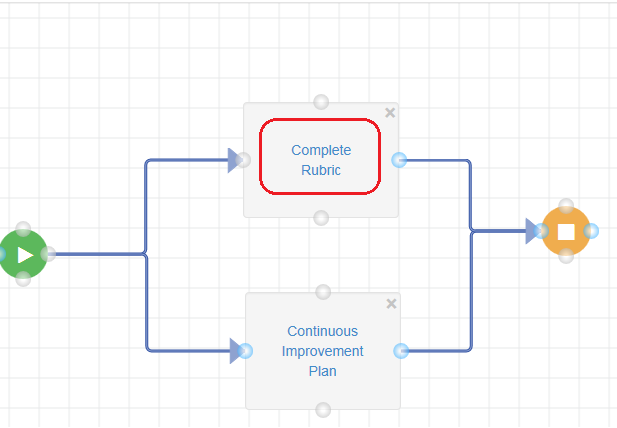
* 1. You will now see the ETL Status “RUNNING” 🡪 once the ETL job completed, the status will become “COMPLETED” (it will take about 5-10 minutes to complete the ETL job, you can click the refresh bottom at above the “Status” to refresh)

# Add New Course to the Process

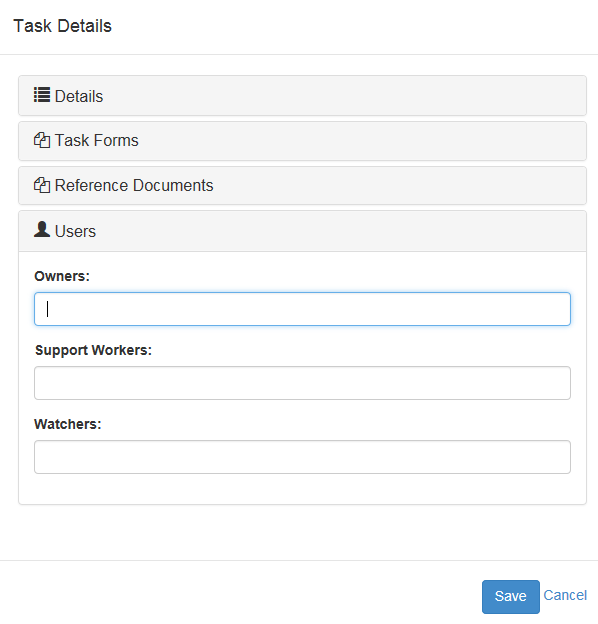
* 1. Use blueprints to create a new course will be an easier option🡪Login to Vena🡪Click on use blueprints to create activity icon



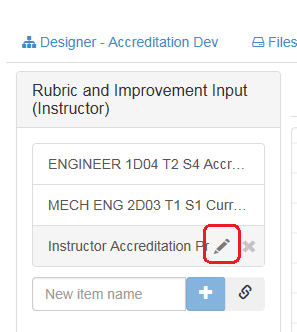
* 1. Select the blueprint “Instructor Accreditation Process”
  2. Double click on task “Complete Rubric”



* 1. 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



# Other Vena Resources

* 1. For detail documentation, please refer to the precious document.
  2. For Vena training or user manual, please refer to <http://docs.vena.io/>
  3. For another help please contact:
* Bogdan Hancas: [bhancas@venasolutions.com](mailto:bhancas@venasolutions.com" \t "_blank)
* Evan Situ: [esitu@venasolutions.com](mailto:esitu@venasolutions.com)