## System Requirements

1. Microsoft Excel (2016 - McMaster has a site license for the most recent version of Microsoft Office). <https://www.mcmaster.ca/uts/licensing/msemployees.html>
2. **For Mac Users**
   1. Download Vena Excel (Open Microsoft Excel 🡪 Insert Tab 🡪 Store 🡪 Search for Vena Contributor Connector 🡪 Press Add
3. Google Chrome

## Entering data in the Rubric Input Template and Course Report

### Rubric Input Template

1. Access MEASURE at <https://vena.io>.
   1. In the email textbox, enter your McMaster e-mail address (i.e. [macid@mcmaster.ca](mailto:macid@mcmaster.ca)).
   2. Your password has previously been communicated. If you do not remember, or do not have an account, please contact Andrew Aran ([arana2@mcmaster.ca](file:///C:\Users\arana2\Desktop\arana2@mcmaster.ca)).
2. One logged in, select “Contributor” at the top of the page.
3. Under “All”, select “Rubric Input & Course Report (by Instructor) – New”.
4. Click “Check Out” for Rubric Input Template.xlsm.
5. Select the Program, Year, and Section.
6. Click “Download (Check Out)” when asked to save the template and take note of where the file will be saved.
7. When opening the file, you may be asked to Enable Editing and/or Content – select Yes.
8. You may be asked to sign in to the Contributor Connector. Provide your Email, password, and click Login.
9. After data is entered, click Save. (This is located in the Contributor Connector).
10. Go back to your internet browser and “Check In” the Rubric Input Template.

**Note 1**: If an expected indicator is missed, contact your department to add the indicator to the Measurement Map

**Note 2**: When entering data in the Rubric Input template, remember that you can only enter data into the white cells. The grey cells are write protected.

**Note 3**: You may need to add line items to provide the cells for data entry.

**Note 4**: Each indicator has to have at least one line item (learning outcome).

**Note 5**: Additional instructions are available in the [Instructor’s Guide](https://www.eng.mcmaster.ca/sites/default/files/instructorguide.pdf).

### Course Report

1. Click “Check Out” for Course Report.xlsm.
2. Select the Program, Year, and Section.
3. Click “Download (Simple Check Out)” when asked to save the report and take note of where the file will be saved.
4. When opening the file, you may be asked to Enable Macros – select Yes.
5. Enter your continual improvement information.
6. After data is entered, click Save. (This is located in the Contributor Connector).
7. Go back to your internet browser and “Check In” the Course Report.