## System Requirements

1. Microsoft Excel (2013 or later is recommended, McMaster has a site license for the most recent version of Microsoft Office).
2. **For Windows Users**
   1. Download Vena Excel add-in <http://addin.vena.io/release/vena.application>
3. Internet Explorer 10 or Higher, Google Chrome, Mozilla Firefox 12.0 or higher, Safari

## 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. Select Rubric Input Template.xlsm then “Check Out”.
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. After data is entered, click Save Data. (This is located in the Vena Tab).
9. 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>). Instructions on the specific templates mentioned above start on Page 5.

### Course Report

1. Click “Check Out” for Course Report.xlsm.
2. Select the Program, Year, and Section then click “Check Out Page Options”.
3. If a Warning pop-up appears, close it.
4. Enter your continual improvement information.
5. After data is entered, select Save Data. (This is located in the Vena Tab).
6. Go back to your internet browser and “Check In” the Course Report.