

### Installing Vena Contributor Connector

1. Microsoft Excel (2016 or later is recommended, UTS has a license agreement to access the latest version of Microsoft Office). <https://office365.mcmaster.ca/office-365-3/applications/>
2. Download Vena Contributor Connector
  - a. Open Microsoft Excel→Insert Tab→Add-ins→Get Add-ins→Search for Vena Contributor Connector→ Press Add
3. Enable Trust Access to the VBA Project Object Model
  - a. Excel Preferences→Security→Select Trust access to the VBA project object model
4. Use the latest version of: Microsoft Edge, Mozilla Firefox, or Google Chrome

### Entering data in the Rubric Input Template

1. Access MEASURE at <https://vena.io>.
  - a. In the email textbox, enter your McMaster e-mail address (i.e. [macid@mcmaster.ca](mailto:macid@mcmaster.ca)).
  - b. Your password has previously been communicated. If you do not remember, or do not have an account, please contact Measure Support ([measure@mcmaster.ca](mailto:measure@mcmaster.ca)).
2. One logged in, select Tasks at the top of the page.
3. Select Rubric Input & Course Report (by Instructor).
4. Click Input Data for Rubric Input Template - macOS.xlsm.
5. Select the Program, Year, and Section.
6. Download the template and remember the saved location.
7. When opening the file, a warning indicator may appear to Enable Macros – Select Yes.
8. Enter the Instructor Name, Updated By (your name), Continual Improvement for Next Academic Year (if any), and course rubric data.
9. When complete, update the Rubric Entry Status, and click Vena’s Save button.
10. On the template, click the Refresh Charts button.
11. Close Excel.
12. Go back to the internet browser and “Check-In” the Rubric Input Template – macOS.xlsm.

**Note 1:** If an indicator is missing/incorrect, contact your department to update the indicator.

**Note 2:** When entering data in the Rubric Input Template, remember data can only be entered into the yellow cells. All other cells are write protected.

**Note 3:** Additional instructions are available in the macOS [Instructor’s Guide](#).

### Viewing Charts

13. To view the updated charts, press Vena’s Save Data and the Refresh Charts button.
  - a. If the charts do not reflect the data, click Vena’s Save button, close and check-in the template, then check-out, download, and re-open the template.
14. Select the Summary Report tab to view the summarized bar chart.
15. Select the Detailed View tab to view every learning outcome in a bar chart.

### Technical Support

Contact [measure@mcmaster.ca](mailto:measure@mcmaster.ca)