Windows Instructor Guide for MEASURE
Faculty of Engineering, McMaster University

July 30, 2021

BY
Evan Situ, Michelle Zheng, Spencer Smith, and Andrew Aran
## Modification Log

<table>
<thead>
<tr>
<th>Version</th>
<th>Modification Date</th>
<th>Author</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.01</td>
<td>July 30, 2021</td>
<td>Andrew Aran</td>
<td>• Updated text to rubric entry process</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Updated instructions for accessing Annual &amp; YoY Attribute reports</td>
</tr>
<tr>
<td>3.00</td>
<td>January 9, 2020</td>
<td>Andrew Aran</td>
<td>• Updated to reflect MEASURE 3.0</td>
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</tbody>
</table>

Click [here](#) to view previous modification log.
Table of Contents

Introduction .......................................................................................................................... 5
Prerequisites .......................................................................................................................... 6

Windows ............................................................................................................................... 6
  System Requirements ......................................................................................................... 6
  About the Vena Add-In ...................................................................................................... 6
  Installing Vena Add-In for Windows Users ................................................................. 6
  Enabling Trust Access to the VBA Project Object Model ........................................ 7

Other Operating Systems .................................................................................................. 10
  Instructions to Access a Virtual Machine: ..................................................................... 10
  Questions/Comments/Technical Support: ................................................................. 10

Annual Timeline .................................................................................................................. 11

Accessing Vena .................................................................................................................. 13

Changing Vena Password ................................................................................................. 13

Instructor Input .................................................................................................................... 14
  Vena Checklist ................................................................................................................ 14

Windows Guide .................................................................................................................... 14
  Accessing Rubric Input Template .................................................................................. 14
  Updating Rubric Input Template ................................................................................... 16
  Viewing Summary Chart ............................................................................................... 19
  Viewing Detailed Chart ............................................................................................... 21

Reports .................................................................................................................................. 22
  Accessing the Reports ..................................................................................................... 23
  CEAB Annual Attribute Report ....................................................................................... 24
    Viewing the Annual Attribute Report ........................................................................ 24
  CEAB YoY (Year over Year) Attribute Report ............................................................ 25
    Viewing the YoY Attribute Report ............................................................................. 25
  Faculty and Curriculum Committee Recommendation Report .............................. 26
  Historical Course Measurement Report ....................................................................... 27
  Historical Program Measurement Report .................................................................... 27
  Measurement Map Report .............................................................................................. 28
  Cascade ............................................................................................................................. 29
  Generating a Mass Course Report ................................................................................. 29
Appendix I: Report Overview.............................................................................................................. 31
Appendix II: Previous Modification Log.......................................................................................... 32
Introduction

The Instructor’s Guide 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
- 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 Rubric Input Template for each section of every course taught.

Additional information on MEASURE can be found in the Administrator’s Guide and in the Department Contributor’s Guide. The latest version of all these documents, along with other resources, are available at http://measure.mcmaster.ca

Issue Reporting: https://www.eng.mcmaster.ca/forms/measure-issue-tracking

Technical Support: measure@mcmaster.ca
Prerequisites
Windows
System Requirements

<table>
<thead>
<tr>
<th></th>
<th>Recommended</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Latest version of Windows 10 (64-bit)</td>
<td>Windows 7 (32-bit)</td>
</tr>
<tr>
<td>MS Office</td>
<td>Office 2016 or newer</td>
<td>Office 2010</td>
</tr>
<tr>
<td></td>
<td>• Click <a href="https://vena.io">here</a> for instructions to download Office (via UTS)</td>
<td></td>
</tr>
<tr>
<td>.NET</td>
<td>Latest version of .NET</td>
<td>4.5</td>
</tr>
<tr>
<td>Browser</td>
<td>Latest version of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internet Explorer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Microsoft Edge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mozilla Firefox</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Google Chrome</td>
<td></td>
</tr>
<tr>
<td>RAM</td>
<td>16 GB</td>
<td>4 GB</td>
</tr>
<tr>
<td>CPU</td>
<td>2+ Cores</td>
<td>--</td>
</tr>
</tbody>
</table>

About the Vena Add-In

Vena uses both Microsoft Excel and the Vena website ([https://vena.io](https://vena.io)) to give users access to the rubric input template and various accreditation reports. Before users can update their course data in Excel, they will need to install the Vena Add-In for Microsoft Excel. This Add-In provides functionality to Excel that allows users to view, edit, and save their rubric data to the Vena cloud.

Installing Vena Add-In for Windows Users


2. Save the `vena.application` file

3. Double-click the `vena.application` file

4. Run the installer. The following dialog box will appear:
5. When the application has loaded, press **Install**

6. When the installation has completed, the following dialog box will appear. **Close** this dialog box to complete the installation.

7. To ensure Vena has successfully installed, open Microsoft Excel, and confirm the Vena tab has been added.

---

**Enabling Trust Access to the VBA Project Object Model**

After installing the Excel Vena Add-in, access to the VBA project object model will need to be trusted for Vena to run properly.

1. **Open Excel**
2. **Select a Blank Workbook**
3. **Select File**
4. On the bottom of the left menu, select **Options**

5. Select **Trust Center**
   a. Select **Trust Center Settings**

6. Select **Marco Settings**

7. Ensure that **Disable all macros with notification** is selected

8. Check the box next to **Trust access to the VBA project object model**
9. Close all instances of Excel for the settings to take effect.
Other Operating Systems
Vena is currently compatible for Windows and macOS users with Microsoft Office. Users who do not have a compatible operating system and/or Microsoft Office will need to access Vena using a virtual machine.

Instructions to Access a Virtual Machine:
https://www.eng.mcmaster.ca/sites/default/files/vminstruct.pdf

Questions/Comments/Technical Support:
measure@mcmaster.ca
### Annual Timeline

The table below summarizes the typical tasks performed during the course of an academic year. Instructor responsibilities are highlighted in green.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Section</th>
<th>Template</th>
<th>Task Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>• Instructor enters rubric and continuous improvement plan for Term 1</td>
<td>Windows macOS</td>
<td>Rubric Input Template</td>
<td>Instructor</td>
</tr>
<tr>
<td></td>
<td>• Instructor reviews the continuous improvement plan from the previous year for Term 1</td>
<td>Click here</td>
<td>Rubric Input Template and Curriculum Committee Recommendations Report (Prev. Year)</td>
<td>Instructor</td>
</tr>
<tr>
<td>January</td>
<td>• Review current rubric entry status • Contact users who have yet to complete their Vena rubric entry</td>
<td>Department Guide</td>
<td>See Department Guide and Curriculum Committee Recommendations Report (Prev. Year)</td>
<td>Department Office</td>
</tr>
<tr>
<td>April</td>
<td>• Update global variable and point to Term 2 (after Term 1 data entry is complete)</td>
<td>Admin Guide</td>
<td>See Administrator’s Guide</td>
<td>Associate Dean’s Office</td>
</tr>
<tr>
<td>May</td>
<td>• Instructor enters rubric and continuous improvement plan for Term 2</td>
<td>Windows macOS</td>
<td>Rubric Input Template</td>
<td>Instructor</td>
</tr>
<tr>
<td>May</td>
<td>• Instructor reviews continuous improvement plan from the previous year for Term 2</td>
<td>Click here</td>
<td>Rubric Input Template and Curriculum Committee Recommendations Report (Prev. Year)</td>
<td>Instructor</td>
</tr>
<tr>
<td>May</td>
<td>• Review current rubric entry status • Contact instructors who have yet to complete their Vena rubric entry</td>
<td>Department Guide</td>
<td>See Department Guide and Curriculum Committee Recommendations Report (Prev. Year)</td>
<td>Department Office</td>
</tr>
<tr>
<td>May</td>
<td>• Curriculum committees review (this year) course reports and continuous improvement plan reports</td>
<td>Department Guide</td>
<td>See Department Guide and Curriculum Committee Recommendations Report (Prev. Year)</td>
<td>Department Office</td>
</tr>
<tr>
<td>August</td>
<td>• Archive previous year • Start New Academic Year • Update global variable and point to Term 1 (after Term 2 data entry is complete)</td>
<td>Admin Guide</td>
<td>See Administrator’s Guide</td>
<td>Associate Dean’s Office</td>
</tr>
<tr>
<td>August</td>
<td>• Update Measurement Mapping</td>
<td>Department Guide</td>
<td>See Department Guide</td>
<td>Department Office</td>
</tr>
<tr>
<td>August</td>
<td>• Update Curriculum Mapping • Consult with Instructors</td>
<td>Department Guide</td>
<td>See Department Guide</td>
<td>Department Office</td>
</tr>
<tr>
<td>August</td>
<td>• Update Curriculum Recommendations</td>
<td>Department Guide</td>
<td>See Department Guide</td>
<td>Department Office</td>
</tr>
<tr>
<td>August</td>
<td>• Review Programs in Vena • Notify Associate Dean’s Office if changes are needed</td>
<td>Department Guide</td>
<td>See Department Guide</td>
<td>Department Office</td>
</tr>
<tr>
<td>August</td>
<td>• Add/Update/Un-map courses in the Vena Database • Do not delete Courses</td>
<td>Department Guide</td>
<td>See Department Guide</td>
<td>Department Office</td>
</tr>
<tr>
<td>Month</td>
<td>Task</td>
<td>Guide Reference</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
<td>-----------------</td>
<td>------------------</td>
<td></td>
</tr>
</tbody>
</table>
| September | • Faculty reviews departmental continuous improvement plan report from previous year  
            • Prepare/review Graduate Attribute Report                           | Admin Guide     | See Administrator’s Guide  
                                                                         |                | Associate Dean’s Office                                               |
| December  | • Execute Backup and Restore Process                                  | Admin Guide     | See Administrator’s Guide  
                                                                         |                | Associate Dean’s Office                                               |
Accessing Vena

1. Open a web browser
2. Visit https://vena.io
3. In the email textbox, enter your McMaster email address (i.e. macid@mcmaster.ca)
4. Your password has been previously communicated. If you do not remember, or do not have an account, please contact Measure Support (measure@mcmaster.ca)

Changing Vena Password

Your password can be changed by clicking the user’s name in the upper right corner of the screen and then selecting “Change Password”. You will be prompted to enter the current and new password.
Instructor Input

For each course being measured, the continuous improvement plan and rubric data will need to be entered and saved. They will need to be entered in a single spreadsheet called the Rubric Input Template.

When the data entry for the Rubric Input Template is complete, you are done. Although the Vena interface shows a Submit button, the button is disabled.

***You do not need to worry about using the Submit button***

Vena Checklist

Prior to entering/reviewing rubric data with Vena, please ensure the following tasks are complete:

<table>
<thead>
<tr>
<th>Task</th>
<th>Windows</th>
<th>macOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The device meets the system requirements</td>
<td>Click [here]</td>
<td>Click [here]</td>
</tr>
<tr>
<td>Microsoft Excel 2010 or later is installed</td>
<td>Click [here]</td>
<td></td>
</tr>
<tr>
<td>Vena Add-In is installed</td>
<td>Click [here]</td>
<td>Click [here]</td>
</tr>
<tr>
<td>Enabling Trust Access to Vena</td>
<td>Click [here]</td>
<td>Click [here]</td>
</tr>
</tbody>
</table>

Windows Guide

This section of the guide is intended for Windows (7/8/10) operating system users.

Accessing Rubric Input Template

1. Under Contributor view, select Task Rubric Input & Course Report (by Instructor) - New

2. Select Check Out beside the Rubric Input Template – Windows.xlsm
3. A pop-up will appear to save the template. Click **save** and remember the saved location of the template.

Google Chrome

![Google Chrome Save File Pop-Up]

Mozilla Firefox

![Mozilla Firefox Save File Pop-Up]

Microsoft Edge:

![Microsoft Edge Security Warning]

4. Open the Excel File
   a. If prompted, press **Enable Editing** in the Excel spreadsheet

![Excel Macro-Disabled Warning]

   b. If prompted, press **Enable Content** to allow Macros

5. Selecting the Course, Year, and Section
   a. **Program**: Select the course for data entry. Pressing the dropdown will let users see the list of available courses. However, typing the course name in the textbox will help find it quicker.
   b. **Year**: Press the dropdown button to select the corresponding year and term.
   c. **Section**: The default section is Section 1 (unless otherwise stated).
Updating Rubric Input Template

If an instructor has entered rubric information from the previous year, the same rubric information will be carried over as a starting point for the current year.

If this is the first time a course is being measured, the user may need to insert new learning outcomes (rows) to enter the rubric data.

Tip: Users can enter/update data where cells are highlighted in yellow.

1. **Instructor Name**
   a. Enter the instructor’s name for the course

2. **Rubric Entry Status**
   a. Select a status from the dropdown menu
      i. Not Started – User has not entered rubric data
      ii. WIP – User has entered rubric data, but not complete
      iii. Fully Complete – User has completed entering rubric data

3. **Summary of Actions to be Taken for Continuous Improvement for Next Academic Year**
   a. Instructors can enter their continuous improvement plan(s) under the section “Summary of Actions to be Taken for Continuous Improvement for Next Academic Year”

   b. To attach a file:
      i. Select a cell
      ii. Click **Comments**
      iii. In the **Comments** section, click **Details** Tab
      iv. Click the **Add Comment** button
      v. Click the **paper clip** and attach your file
      vi. Click **Upload** when asked to upload the file as a comment
      vii. Include text in the selected cell such as ‘**See attached file**’ to notify users the template contains attachments
4. Indicators/Learning Outcomes

Indicators - descriptors of what students must achieve to be considered competent in the corresponding attribute

Learning Outcomes – descriptors of what the instructor expects the student to learn to be considered competent in the corresponding indicator

*** Every indicator must have at least (1) learning outcome (row) inserted ***

a. Adding Topics (rows)
   i. Select an Indicator (grey cell)
   ii. Click Insert under the Vena Tab
      1. A new row will be inserted below the selected indicator
   iii. Enter the learning outcome in the newly inserted row

b. Deleting Topics (rows)
   i. Select the Learning Outcome you wish to remove
   ii. Click Remove under the Vena Tab
      1. The selected row will be removed

c. Missing Indicators
   i. If an indicator is missing or is not required, please contact your department representative or MEASURE Support to update the Measure Indicators Template

5. Measurement Date
   a. Enter the current date in YYYY-MM-DD format (e.g. 2019-12-31, etc.)

6. Expectations
   Description: Describes a given expectation that applies to a learning outcome

   Number: The numbers in this column should be the number of students that apply to the given category, not the percentage of the class in that category

   a. Enter a description describing each expectation
b. **Enter** the number of students corresponding to each expectation

7. **Used (1/0)**
   The “Used (1/0)” column is updated to determine if the row will be part of the calculation for the Summary and Detailed View charts.

   If users wish to record the rubric data and include it as part of the calculation for the Summary and Detailed View charts, set the value to 1.

   If users wish to record the rubric data, but **not** include it as part of the calculation for the Summary and Detailed View charts, set the value to 0.

   If unsure, always set the value to 1.

8. **Measurement Category**
   The Measurement Category has a drop-down menu with a list of possible values pertaining to the learning outcome (i.e. Assignment, Lab, Exam, etc.)

   a. **Select** a category from the drop-down menu for each row

9. **Attaching Sample Files**
   Reminder: For privacy and security reasons, remove any information that may identify a student

   To attach a file:
   i. Select a cell
   ii. Click **Comments**
   iii. In the **Comments** section, click **Details** Tab
   iv. Click the **Add Comment** button
   v. Click the **paper clip** and attach your file
   vi. Click **Upload** when asked to upload the file as a comment
   vii. Please include text in the field such as ‘See attached file’ to notify users the template contains attachments

10. **Reviewing the Number Values**
After entering the student count for each expectation, ensure the sum of the line item’s equal the Indicator’s total.

11. Saving Data
   a. Select the Vena Tab
   b. Click Save Data

12. Closing and Checking in the Template
   a. When closing the Rubric Input Template, you will be prompted to Check-in
   b. Select Yes

Viewing Summary Chart
The Summary Chart is a graphical summary of every Indicator containing rubric course data. The chart may contain up to four bars where each bar represents an Expectation.

After entering/updating rubric data:
1. Press Save Data
2. Press the Refresh button under the Vena tab
3. Select the Summary Report worksheet
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Indicator / Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A knowledge base for engineering</td>
<td>1.1 (Competence in Mathematics)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>45.00%</td>
<td></td>
</tr>
<tr>
<td>40.00%</td>
<td></td>
</tr>
<tr>
<td>30.00%</td>
<td></td>
</tr>
<tr>
<td>20.00%</td>
<td></td>
</tr>
<tr>
<td>10.00%</td>
<td></td>
</tr>
</tbody>
</table>

Legend:
- B8%
- MarE%
- MeetsE%
- E2%
Viewing Detailed Chart

The Detailed Chart is a graphical summary of every Learning Outcome containing rubric course data. Every learning outcome may contain up to four bars where each bar represents an Expectation.

After entering/updating rubric data,

1. Press **Save Data**
2. Press the **Refresh** button under the Vena tab
3. Select the **Detailed View** worksheet
Reports

Throughout the year, instructors can look at the reports generated by MEASURE. These reports can help fill out the CEAB questionnaire during the accreditation years.

Most of the report types are described in the Departmental Guide. However, the reports that are of particular interest to instructors are described here.

The Vena Reports are best viewed using a Windows-based operating system.

In particular, instructors will want to view:
   - CEAB Attribute Report
   - Faculty and Curriculum Committee Recommendation’s Report
   - Historical Course Measurement Report
   - Historical Program Measurement Report
   - Measurement Map Report
Accessing the Reports

1. Ensure the Contributor tab is selected

2. On the left side, click Reports (the centre section will reload to only display Reports)

3. Click Reports
CEAB Annual Attribute Report

This multi-page report provides a detailed snapshot of how the program is progressing for the current year. It includes an overall program summary and a separate report for each Graduate Attribute at the course level.

The report is built off a calculated average with a set order of operations, rather than directly based on the average of total students per outcome. At each level, the total is aggregated. For example, at the Section level, all sections are aggregated together, and from there, all terms are aggregated together to get a Yearly Average for all Sections per Course.

The order of operations for the calculation is:
1. LID’s (Learning Outcome)
2. Indicator
3. Attribute
4. Section
5. Year
6. Program

Viewing the Annual Attribute Report

1. Select View next to CEAB Annual Attribute Report.xlsm
2. Save and open the Excel file
   a. If prompted, Enable Content and Enable Macros
3. Select the Program and press OK

![CEAB Attribute Report](image)

CEAB Attribute Report

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Below Expectations</th>
<th>Marginal Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>AVS Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Program Summary</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>CEAB Overall Program</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Knowledge (E)</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Knowledge (P)</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Intellectual and Social</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Technical Competencies</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Technical Competencies</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Effective and Efficient</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
<tr>
<td>Effective and Efficient</td>
<td>5.94%</td>
<td>7.38%</td>
<td>22.11%</td>
<td>47.66%</td>
<td>2.21%</td>
</tr>
</tbody>
</table>

Program Summary

1. KNOWLDG
2. ANSYS
3. DESIGN
4. TOOLS
5. WORK
6. COMMVS
7. IMPACT
CEAB YoY (Year over Year) Attribute Report

This report provides a look into the Average Score per Attribute, at a Program level, comparing it year over year. The Choose option that pops up allows you to choose the ending year that you’d like to view.

Prior to 2020-2021, the previous average scores were calculated based on the archived data of the # of students in each attribute/outcome. Starting in 2020-2021, the calculation is calculated on the new average process, as detailed in the CEAB Attribute Report section above.

The data for the current year, or most recent year is not automatically calculated. This YoY report uses archived data as it’s source. As a result, the archiving process must be executed to see the current year data. Note that this means the entire process must be completed, and the data from step 7a of the Vena Template Automation Average ETL must be executed. This is imperative to the process.

Please refer to the One Time Fix – ETL section of the CEAB Attribute Report.

Viewing the YoY Attribute Report

1. Select View next to CEAB YoY Attribute Report.xlsm

2. Save and open the Excel file
   a. If prompted, Enable Content and Enable Macros

3. Select the Program, latest Year, and press OK
Faculty and Curriculum Committee Recommendation Report
Displays 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 feedback provided in the Curriculum Committee Recommendations Input Template and as described in the Departmental Guide.

1. Press View next to Faculty and Curriculum Committee Recommendations Report
2. Select a Course/Program and Year
3. Download and remember the saved location of the report

To view an attached file:
   a. Select a cell containing an attachment
   b. Click on Comments under Vena Tab
   c. On the right-hand side, select the attached file
4. For macOS users, click View All under Vena Comments
5. On the right-hand side, select the attached file

Historical Course Measurement Report
Shows the historical trend for each course at different levels (indicator, attribute and all).

1. Press View next to Historical Course Measurement Report
2. Download and remember the saved location of the report
3. Select a Course (and Graduate Attribute if necessary)
4. If prompted, Enable Content and Enable Macros

Historical Program Measurement Report
Shows the historical trend for each program at different levels (indicator, attribute and all).
1. Press **View** next to Historical Program Measurement Report

2. **Download** and remember the saved location of the report

3. Select a Program (and Graduate Attribute if necessary)

4. If prompted, **Enable Content** and **Enable Macros**

**Measurement Map Report**
Indicates attributes the instructors will need to measure for a given year.

1. Press **View** next to Measurement Map Report

2. **Download** and remember the saved location of the report

3. Select a Program and Year

4. If prompted, **Enable Content** and **Enable Macros**
Cascade

*** Vena Feature currently available to Windows Users only ***

The cascade feature enables users to generate the same Vena report for multiple courses or programs. This feature eliminates the need to manually generate the same report for multiple courses.

Generating a Mass Course Report

The steps below will show how to create

1. Select Contributor → Reports → Course Reports → View

2. Download and open the Course Report
   a. Click Enable Editing and Edit Content if the pop-up appears

3. Select a Course (belonging to the program), Year, Term, Section

4. Select the Vena Tab then click Cascade

5. For dimension, select Program

6. Select the courses belonging to the program (hold shift + click)
7. Change option from Cascade to Sheet to **Cascade to File**

8. Choose a location to save the files

9. Click **OK**

10. The Cascade feature will take approximately 5-10 minutes to complete
# Appendix I: Report Overview

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attribute Map Report</td>
<td>Displays all the courses for a program and the highest measure level for each Graduate Attribute</td>
</tr>
<tr>
<td>Attribute Map Summary Report</td>
<td>Similar to the Attribute Map Report, instead of displaying the level (A, D, I), the summary report displays an “X” to indicate that the course is measured for a specific attribute</td>
</tr>
<tr>
<td>CEAB Annual Attribute Report</td>
<td>This report includes an overall program summary and a separate report for each Graduate Attribute at the course level</td>
</tr>
<tr>
<td>CEAB YoY (Year over Year) Attribute Report</td>
<td>This report provides a look into the Average Score per Attribute, at a Program level, comparing it year over year</td>
</tr>
<tr>
<td>Course Report</td>
<td>Displays the rubric data entered from the Rubric Input Template in a bar chart. Also contains (if any) continuous improvement plans</td>
</tr>
<tr>
<td>Curriculum Committee Recommendations Report</td>
<td>Displays the committee recommendations for the program and its courses</td>
</tr>
<tr>
<td>Historical Course Measurement Report</td>
<td>Displays the course’s year to year trend of the measured expectations</td>
</tr>
<tr>
<td>Historical Program Measurement Report</td>
<td>Displays the program’s year to year trend of the measured expectations</td>
</tr>
<tr>
<td>Indicator Map Report</td>
<td>Displays all the Graduate Attribute Indicators and the lowest measure level for each course</td>
</tr>
<tr>
<td>Measurement Map Report</td>
<td>Assigns an “M” for each course measured for the year</td>
</tr>
<tr>
<td>Rubric Entry Report</td>
<td>Displays the rubric entry status, indicates if a course is measured, the instructor’s name, the last user to save rubric data, and when it was last saved</td>
</tr>
</tbody>
</table>
Appendix II: Previous Modification Log

<table>
<thead>
<tr>
<th>Version</th>
<th>Modification date</th>
<th>Author</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>July 5, 2016</td>
<td>Evan Situ</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>August 28, 2016</td>
<td>Evan Situ</td>
<td>Split the instructor document added section 3.1 and 1.4</td>
</tr>
<tr>
<td>1.2</td>
<td>November 21, 2016</td>
<td>Evan Situ</td>
<td>Removed Other Resource</td>
</tr>
<tr>
<td>1.3</td>
<td>December 20, 2016</td>
<td>Michelle Zheng</td>
<td>Updated sections 2-6</td>
</tr>
<tr>
<td>1.4</td>
<td>January 2, 2017</td>
<td>Spencer Smith</td>
<td>Updated timeline, instructor input, reports, submit button</td>
</tr>
<tr>
<td>1.5</td>
<td>January 9, 2017</td>
<td>Spencer Smith</td>
<td>Addition of password change instructions</td>
</tr>
<tr>
<td>1.6</td>
<td>January 19, 2017</td>
<td>Spencer Smith</td>
<td>Removal of request to use the Submit button</td>
</tr>
<tr>
<td>1.7</td>
<td>January 31, 2017</td>
<td>Spencer Smith</td>
<td>Explicit statement that each indicator has to have at least one learning outcome</td>
</tr>
<tr>
<td>1.8</td>
<td>April 19, 2017</td>
<td>Spencer Smith</td>
<td>Explanation of columns in the Rubric Input template</td>
</tr>
</tbody>
</table>