

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**
 - a. 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>.
 - a. In the email textbox, enter your McMaster e-mail address (i.e. macid@mcmaster.ca).
 - b. Your password has previously been communicated. If you do not remember, or do not have an account, please contact Andrew Aran (arana2@mcmaster.ca).
2. Once logged in, select “Contributor” at the top of the page.
3. 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 remember the saved location.
7. When opening the file, a warning indicator may appear to Enable Macros – Select Yes.
8. You may be asked to sign in to the Contributor Connector. Provide your Email, password, and click Login.
9. After entering the data, click Save Data. (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 indicator is missing/incorrect, contact your department to update the indicator.

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

Course Report

11. Click “Check Out” for Course Report.xlsm.
12. Select the Program, Year, and Section.
13. Click “Download (Simple Check Out)” when asked to save the report and remember the saved location.
14. When opening the file, you may be asked to Enable Macros – select Yes.
15. (If any) enter your continual improvement information for Next Academic Year.
16. After entering the data, click Save. (This is located in the Contributor Connector).
17. Go back to your internet browser and “Check In” the Course Report.