

### Installing Vena Excel Add-in

1. Microsoft Excel (2010 or later is recommended, UTS has a license agreement to access the latest version of Microsoft Office). <https://www.mcmaster.ca/uts/licensing/msemployees.html>
2. Download Vena Excel Add-in <http://addin.vena.io/release/vena.application>
3. Enable Trust Access to the VBA Project Object Model
  - a. File→Options→Trust Center→Trust Center Settings→Macro Settings→Select Trust access to the VBA project object model
4. Use the latest version of: Internet Explorer, 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@mcmaster.ca](mailto:measure@mcmaster.ca)
2. Once logged in, select Contributor at the top of the page.
3. Select Rubric Input & Course Report (by Instructor) -New.
4. Select Rubric Input Template - Windows.xlsm then Check Out.
5. Save the template and remember the saved location.
6. When opening the file, a warning indicator may appear to Enable Editing and Content.
  - a. Select Yes to both.
7. Open the saved template and select the Program, Year, and Section.
8. Enter the Instructor Name, Continual Improvement for Next Academic Year (if any), and course rubric data.
9. When complete, update the Rubric Entry Status, press Vena's Save Data then the Refresh button.
10. When closing Excel, a pop up will appear to Check In the file – select Yes.

**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 Windows [Instructor's Guide](#).

### Viewing Charts

11. To view the updated charts, press Vena's Save Data and the Refresh button.
12. Select the Summary Report tab to view the summarized bar chart.
13. Select the Detailed View tab to view every learning outcome in a bar chart.
14. When closing Excel, a pop up will appear to Check-in the file – select Yes.

### Technical Support

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