

System Requirements

1. Microsoft Excel (2013 or 2016 is recommended, McMaster has a site license for the most recent version of Microsoft Office).
<https://www.mcmaster.ca/uts/licensing/msemployees.html>
2. **For Windows Users**
 - a. Download Vena Excel add-in <http://addin.vena.io/release/vena.application>
3. Internet Explorer 10 or Higher, Microsoft Edge, Mozilla Firefox 12.0 or higher, 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. One logged in, select “Contributor” at the top of the page.
3. Select “Rubric Input & Course Report (by Instructor) – New”.
4. Select Rubric Input Template.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/or Content – select Yes.
7. Open the saved template and select the Program, Year, and Section.
8. After entering the data, click Save Data. (This is located in the Vena Tab).
9. When closing Excel, a pop up may 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 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

10. Click “Check Out” for Course Report.xlsm.
11. Save the template and remember the saved location.
12. When opening the file, a warning indicator may appear to Enable Editing and/or Content – select Yes.
13. Select the Program, Year, and Section then click OK.
14. If a Warning pop-up appears, close it.
15. (If any) enter your continual improvement information for Next Academic Year.
16. After entering the data, select Save Data. (This is located in the Vena Tab).
17. When closing Excel, a pop up may appear to “Check-in the file” – select Yes.