Quick Start Instructions for Instructors

Full instructions for using MEASURE (McMaster Engineering Accreditation System for Undergraduate) are available at the following web-page: http://measure.mcmaster.ca/

Specific instructions for instructors are available in the Instructor's Guide.

For those that would like a quick getting started guide, the following information will help you get started with using MEASURE to enter your course data. (MEASURE is built using Vena's corporate performance management software, which combines Excel spreadsheets, a central database and workflow management.)

1. To fully use MEASURE, you will need to use the Windows operating system. If you are not a Windows user, instructions for accessing a Windows Virtual Machine (VM) are provided here.
2. You will need Microsoft Excel installed, preferably version 2013 or later. If you will be using the provided Windows VM, Excel is already installed.
3. Access to MEASURE is through McMaster's Vena server. For full functionality, the Vena web page should be opened from a Windows machine, or a Windows VM. The url for Vena is: https://vena.io/
4. Your username is your McMaster e-mail address. Your initial password was communicated to you over e-mail. Instructions for changing your password are in the Instructor's Guide. If you have problems with your password, please contact Darlene Hayward dhaywar@mcmaster.ca.
5. Before starting, you will need to install the Vena Excel add-in to your Windows machine or Windows VM through this link: http://addin.vena.io/release/vena.application

Once you have successfully logged into the Vena server and installed the Vena Add-In for Excel, you can begin to enter your Rubric and Course Report information. Instructions for doing this are given in the Instructor's guide. The instructions, along with other information, can be found at the main MEASURE web-page: http://measure.mcmaster.ca/