



## Tandem for accreditation

# Training scenario #2

## Program-specific information and Questionnaire

Questions?

Please contact [visits@engineerscanada.ca](mailto:visits@engineerscanada.ca)

Last review date: October 2024

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# Glossary of terms

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## **Application**

In Tandem, an application contains all program(s) and program option(s) for which an institution is requesting accreditation in relation to a specific visit cycle. Once an institution has submitted a Request for Accreditation (RFA) to the CEAB Secretariat, the system administrator opens an application in Tandem. An application is closed when the final accreditation decision has been made, and the institution has been notified.

## **Assignee**

Only trusted contacts of the institution have permission to assign the completion of an instrument to individuals within Tandem. The assignee will be able to access the instrument (e.g., the Questionnaire) under their “My Items” persona.

## **Generic course information**

Generic course information refers to basic information about a course that should be applicable to that course regardless of the program(s) offering it. Within Tandem, this information is entered into the “Course information” form.

## **Instrument**

In Tandem, a tool that collects data from institutions is referred to as an “instrument”. The *Questionnaire for the Evaluation of an Engineering Program* is one such instrument.

## **Persona**

Tandem uses two personae, “Organization Representative” and “My Items,” to filter the user experience within the system.

The persona “Organization Representative” is intended for HEI representatives who are involved in the preparation and submission of materials for an accreditation visit. Through the “Organization Representative” persona, these administrative users, referred to as “trusted contacts” in the system, will be able to enter course information, complete faculty members’ profiles, and submit the Questionnaire.

When applicable, by entering Tandem under “My Items”, users will be able to access the functions that have been specifically assigned to them. That is, if the completion of the Questionnaire has been assigned to you directly by a trusted contact, you will gain direct access to it via your “My Items” persona.

## **Program artifacts**

“Program artifacts” are summary views of different components of evidence from the program. These artifacts can be utilized by institutions as visual tools to get a comprehensive overview of the program once all generic course and program-specific information have been entered in the corresponding forms.

## **Program dashboard**

The “Program dashboard” is built from the information entered in the “Course information” form and the “Program-specific information” form. This dashboard gives a summary view of the main

components of your program such as the list of courses attached to the program and the program's AU count. You can use this dashboard and the "Program artifacts" section to review the content of the accreditation materials your institution is submitting for the visit.

### **Program-specific information**

This is information specific to a course offered in a specific program. For each course in a program, the HEI must fill out the "Program-specific information" form as it complements the information previously entered in the "Course information" form.

### **Trusted contact**

A "trusted contact" is the main administrative user of the system that will act on behalf of the organization (i.e. submit visit materials) within Tandem. Institutions, when submitting their Request for Accreditation, must also specify which individual(s) from their program(s) should have access to the system. Institutions may have one or more trusted contact. A trusted contact can create, update, and delete contacts in Tandem, who may also be assigned the status of trusted contacts, if applicable. This status can be added and removed at any time during the accreditation process.

## About Tandem's training environment

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You have received an email from Engineers Canada notifying you that you have been granted access to Tandem's training environment. This environment acts as a controlled and safe space where users can learn, experiment, and prepare themselves for the actual use of Tandem (known as "the production environment") for the submission of accreditation materials. It is recommended that you use the training environment in conjunction with the training materials accessible on the Engineers Canada website [here](#).

It is important to note that the data entered in Tandem's training environment **cannot be transferred** to the production environment.

## About Tandem training scenarios

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To support the transition to Tandem, two training scenarios are available for Higher Education Institutions (HEIs) representatives who are involved in the preparation and submission of materials for a CEAB accreditation visit.

The **first scenario** guides HEIs representatives in creating a trusted contact, setting the length of term factors, and entering and updating generic course data and faculty information.

The first scenario includes the following learning activities:

1. Creating a trusted contact.
2. Entering faculty information.
3. Setting the length of term factors.
4. Entering generic course data.

The **second scenario** focuses on how to assign courses to a program, enter program-specific information, review a program dashboard, update program artifacts, and complete and submit a *Questionnaire for the Evaluation of an Engineering Program* through Tandem. **In order to complete training scenario two, it is necessary to have completed learning activities #2 (Entering faculty information) and #4 (Entering generic course data) from the first training scenario.**

The second scenario includes the following learning activities:

1. Assigning course(s) to a program.
2. Entering program-specific information.
3. Accessing and reviewing a program dashboard.
4. Updating program artifacts.
5. Completing and submitting a Questionnaire.

Completion of these scenarios is self-guided and not mandatory. However, you are encouraged to complete the scenarios, at your own pace, to facilitate a smooth transition to the new system.

## Learning outcomes

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As a result of completing training scenario #2, *Program-specific information and Questionnaire*, you will be able to:

- Assign course(s) to a program.
- Enter and update program-specific information.
- Access and review a program dashboard.
- Update program artifacts.
- Complete and submit a Questionnaire.

## Need help?

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If you need help at any point (as you complete the scenarios or enter your institutions' data in the production environment), please contact the Tandem support team at Engineers Canada. We can be reached via email at: [visits@engineerscanada.ca](mailto:visits@engineerscanada.ca).

## Getting started

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To complete this scenario, you will need:

1. An internet browser opened to the Tandem training environment (for optimal results, we recommend using Google Chrome): <https://tandemtraining.engineerscanada.ca/>.

2. The email address and password associated with your Tandem training account.
3. The *Tandem User Guide intended for Canadian Engineering Programs that are seeking CEAB Accreditation*, accessible [here](#).
4. The following training videos [accessible on YouTube](#):
  - How to assign courses to a program.
  - How to enter program-specific information.
  - How to review a program dashboard.
  - How to complete and submit a Questionnaire.
5. A former Excel 6C file to use as a reference for data entry.
6. A former Questionnaire to use as a reference for data entry.

## Learning activity #1: Assigning course(s) to a program

In this first learning activity, you will learn:

- How to assign course(s) to a program.

Enter Tandem’s training environment

1. Log in to Tandem’s training environment: <https://tandemtraining.engineerscanada.ca/>
2. Enter your email address and password.
3. Select the persona “Organization Representative”.

In order to complete this first learning activity, it is required to have created **at least** one course in Tandem. To create a course, please refer to learning activity #4 (Entering generic course data) from the first training scenario and follow the instructions.

Assign course(s) to a program

1. Click on the “Programs” tab.
2. Click on the pencil icon.
3. Select the application named “2024 (APP-#)” from the dropdown list titled “Accreditation visit cycle”.
4. Select the program named “Engineers Canada Engineering” to which you will assign course(s).
5. Select all the courses you wish to assign to that program.
6. Click “Save”. The name of the program will appear in blue, which indicates it is now a selectable link.

In a real-world scenario, the application in Tandem will mirror your Request for Accreditation. From the first dropdown list, you will select the appropriate visit cycle. Then, under the “Program/program option” header, you will choose the program or program option specified in your RFA. Only the program(s) or program option(s) you included in your RFA will be displayed on the list. Finally, you will select all applicable courses to assign them to the chosen program or program option. You will repeat these steps for each program or program option seeking

accreditation. For training purposes, in this scenario, we have pre-loaded “Engineers Canada Engineering” as a generic example as if your RFA was intended for that program.

## Learning activity #2: Entering program-specific information

In this second learning activity, you will learn:

- How to enter and update program-specific information.

### Enter Tandem’s training environment

1. Log in to Tandem’s training environment: <https://tandemtraining.engineerscanada.ca/>
2. Enter your email address and password.
3. Select the persona “Organization Representative”.

### Enter program-specific information

1. Click on the “Programs” tab.
2. Click on “Engineers Canada Engineering”.

For a program name to be selectable, at least one course must have been assigned to it. Please refer to [learning activity #1](#) of the current training scenario for more information.

3. You are now in the program dashboard.
4. All the courses assigned to the program are listed under the “Course manifest”.
5. Click on each course number to access and complete the corresponding “Program-specific information” form.
6. For elective courses, you need to specify the group (A, B, C, etc.), and select the number of elective courses a student must choose within that group.
  - This will enable the calculation of the minimum path and populate the program artifact called “Minimum path compulsory and elective courses”.
7. The rest of the form is the same for compulsory or elective courses.
8. When you created the course through the “Course information” form, you added graduate attributes and descriptors (learning levels). For each graduate attribute, click on the **pencil icon** to update or review the following information:
  - Term of instruction.
  - Learning level (descriptor), which can only be edited from the “Course information” form.
  - Student achievement assessment.
  - Graduate attribute indicator(s) for the course.
9. Click “Done” to return to the “Program-specific information” form.
10. Under the “Instructors” section, you can import faculty members’ information.

This information should have been entered for each instructor earlier through the “Faculty” tab. To enter, faculty member information, please refer to learning activity #2 (Entering faculty information) from the first training scenario and follow the instructions.

To import faculty information:

- Start typing the name of the instructor in the type-ahead field.
- Select the name of the instructor.
- Click on “Import Faculty Details”.

**Note:** The “Curriculum committee member” field is a **manual entry**. This information will populate the list of curriculum committee members in the “Program artifacts” section of the program’s dashboard.

**Note:** The AU calculation of courses in engineering science or engineering design that must be taught by a faculty member licensed to practice engineering in Canada (known colloquially as the “specified AUs”) is based on the information provided for the faculty member listed under the first “Instructors” section of the form.

11. Fill out the “Course delivery and outcomes” section.
12. Indicate if the course includes a laboratory component. If so, provide the appropriate details.
13. For the “Required Text(s)” section, in a real-world scenario, any style guide may be utilized for citations, but consistency is requested within a course and, preferably, across all courses in a program.

For training purposes, enter only **one (1)** reference as an example.

14. For each course, you should provide:
  - Detailed syllabi and additional information.
  - Documentation of assigned work and assessments.
  - Examples of evaluated student work.

For training purposes, you can upload any documentation you may have, not necessarily related to your accreditation submission.

In a real-world scenario, assigned work and assessments, as well as evaluated student work, can be uploaded directly into Tandem or submitted by providing a link to the designated folder on the institution’s web-based collaborative platform (e.g., SharePoint or an LMS). Providing the link to the exact folder/site where a course’s information is stored is crucial to ensure the accuracy of your submission. The system does not indicate which course form contains the examples of required visit materials. It is therefore recommended to identify them and provide the list to the visiting team.

15. When the form is complete click on “Save”.

For training purposes, please fill out at least **two (2)** program-specific information forms.

### Update program-specific information

1. Click on the “Programs” tab.
2. Click on “Engineers Canada Engineering”.
3. Click on the course number of the course you wish to update.



4. Update the relevant fields.
5. Click “Save”.

For training purposes, please update at least **one (1)** program-specific information form.

## Learning activity #3: Accessing and reviewing a program dashboard

In this third learning activity, you will learn:

- How to access and review a program dashboard.

Enter Tandem’s training environment

1. Log in to Tandem’s training environment: <https://tandemtraining.engineerscanada.ca/>
2. Enter your email address and password.
3. Select the persona “Organization Representative”.

Access and review a program dashboard

1. Click on the “Programs” tab.
2. Click on “Engineers Canada Engineering”.
3. You are now in the program dashboard.

The program dashboard and the program artifacts sections are built from the information entered in the “Course information” forms and the “Program-specific information” forms. This dashboard gives a summary view of the main components of your program. For example, in the table, by examining the last two rows, you can compare the total AUs of your program with the minimum CEAB requirement.

Similar to the previous Excel 6C file, the summary views generated in the “Program artifacts” section also display colour-coded cells. In the *Summary graduate attribute map*, the *Graduate attribute learning-level*, and the *Indicators and learning activities assessed*:

- Cells highlighted in yellow demonstrate where in the program student achievement has been, or is planned to be, assessed.

In the *Minimum path compulsory and elective courses*:

- Cells highlighted in blue indicate what CEAB content category (AU) is included in the minimum path for elective courses.
- Cells highlighted in yellow demonstrate where in the program student achievement has been, or is planned to be, assessed.

In a real-world scenario, you can use the program dashboard, and the “Program artifacts” to review the content of the accreditation materials your institution is submitting for the visit.

## Learning activity #4: Updating program artifacts

In this fourth learning activity, you will learn:

- How to update program artifacts.

Enter Tandem’s training environment

1. Log in to Tandem’s training environment: <https://tandemtraining.engineerscanada.ca/>
2. Enter your email address and password.
3. Select the persona “Organization Representative”.

Update program artifacts

**It is important to note** that changes in the “Program-specific information” form will be automatically updated in the corresponding program artifacts. However, changes to the “Course information form” will not automatically be updated in the corresponding program artifacts. To make the changes visible, you must un-assign the course from the program(s), update the information into the “Course information” form, and re-assign the course to any programs.

**Warning: this process will result in the loss of the data entered in the “Program-specific information” forms associated with that course.**

*To update information entered in the Program-specific information form*

1. Click on the “Programs” tab.
2. Click on “Engineers Canada Engineering”.
3. You are now in the program dashboard.
4. From the “Program artifacts” section, click on the title “Graduate attribute learning-level”. Based on the information entered in both the “Program-specific information” form and the “Course information” form, you can view, for each graduate attribute, the courses where they are covered and their learning levels. The course number where an assessment occurs will be highlighted in yellow.
5. To update the **assessment of student achievement** (yellow cells) displayed in the “Graduate attribute learning-level” program artifact, return to the program dashboard.
6. Under the “Course manifest” header, click on the course number of the course you wish to update.
7. From the “Program-specific information” form, under the section titled “Summary graduate attribute curriculum map”, click on the pencil icon of one of the graduate attributes listed.
8. For at least one graduate attribute, update the **assessment of student achievement**.
9. Click “Done” to return to the “Program-specific information” form.
10. Click “Save” and exit the form.
11. Return to the program dashboard and click “Graduate attribute learning-level” to review your updates (yellow cells).

### *To update information entered in the Course information form*

1. To modify each graduate attribute's learning level (descriptor), you must do it through the “Course information” form. However, before updating the course form, you must unassign it from the program(s).
2. To unassign a course from a program, click on the “Programs” tab, then click on the pencil icon.
3. Select the appropriate accreditation visit cycle, then the relevant program from the dropdown lists.
4. Unselect the course you wish to update.
5. Then, from the “Courses” tab, click on the course name.
6. Make changes to the graduate attribute's learning level (descriptor).
7. Click “Save”.
8. Return to the “Programs” tab and click on the pencil icon.
9. Select the appropriate accreditation visit cycle, then the relevant program from the dropdown lists (same cycle and program as in step 3 above).
10. **Select** the course you just updated.
11. Return to the program dashboard page and click on the program artifact “Graduate attribute learning-level” to review your updates.
12. If you already entered data into the “Program-specific information” form, you would need to re-enter it, as unassigning a course from a program deletes the data previously added to this form.

## **Learning activity #5: Completing and submitting a Questionnaire**

In this fifth learning activity, you will learn:

- How to assign the completion of the Questionnaire.
- How to complete and submit a Questionnaire.

### Enter Tandem’s training environment

1. Log in to Tandem’s training environment: <https://tandemtraining.engineerscanada.ca/>
2. Enter your email address and password.
3. Select the persona “Organization Representative”.

### Assign the completion of the Questionnaire

You can assign the completion of the Questionnaire to a faculty member or a staff member of your institution **who is not a trusted contact**.

The profile of that individual must have been created under the “Faculty” tab previously, and the box “**User may login with this email**” must have been selected. To learn how to create a new contact in Tandem, please refer to learning activity #2 (Entering faculty information) from the first training scenario and follow the instructions.

1. Click on the “Instruments” tab.
2. Click on the “Engineers Canada Engineering” Questionnaire.
3. From the “Instrument overview” page, click on the “Assignees” tab.
4. Click on “Add assignee”.
5. In the “Assignee” text field, enter the name of the individual you are looking for. Note that no specific “role” needs to be assigned to an assignee.
6. Click “Save”. The assignee will be able to access the instrument through their “My Items” persona.
7. To add more assignees, repeat the steps above.
8. To remove an assignee, follow steps 1-3 above, then click on the minus icon.

For training purposes, please assign the completion of the Questionnaire to at least **one (1)** fictive colleague at your institution. Then, remove the assignee(s) you just added.

### Complete and submit a Questionnaire

Multiple people (trusted contacts) can work simultaneously on the Questionnaire, and any modifications made by an individual will be saved.

1. Click on the “Instruments” tab.
2. Click on the “Engineers Canada Engineering” Questionnaire.
3. To complete the Questionnaire, click on the names of the different sections and follow the instructions.
4. The progress of completion is displayed for each section. To be able to submit the Questionnaire, all sections must display 100%.
5. Note that the numbers referenced before each title match the numbering utilized in the former version of the Questionnaire.
6. To use the rich text editor in a response box:
  - Type your response.
  - Select the appropriate option you want to use from the upper ribbon.
  - Note that you can directly paste text, a table, or an image in a response box.
7. You can save the progress you make on your Questionnaire to exit the system and return at a later time. Click the “Save” button at the bottom or at the top of the page.
8. To exit a section of the Questionnaire, or to get back on the “Instrument overview” page, click on “Exit” at the top right-hand corner of the screen.
9. To export a specific section of the Questionnaire, click on the relevant section, and click on “Export” at the top right-hand corner of the screen.
10. To navigate between sections in the Questionnaire, you can either click on the titles or click the “Prev.” and “Next” arrows at the bottom of the page.
11. When you need to upload a document to the Questionnaire, for training purposes, you can upload any documentation you may have, not necessarily related to your accreditation submission.
12. When all sections of the Questionnaire are completed and finalized, and the progress completion of the Questionnaire displays 100%, you can click on “Submit”. However, as

you are multiple trusted contacts working on the same Questionnaire, **please make sure to coordinate with your colleagues before submitting the Questionnaire.**

In a real-world scenario, and for future visit cycles, it will be possible to import responses from Questionnaires submitted for past visits. To do this, navigate to the “Instrument overview” page, click on the gear icon, and select “Import previous responses”. However, if this is your institution’s first cycle using Tandem, this feature will not be available.