



Tandem for accreditation

Using Tandem to Conduct a Program Review: A Quick Start Guide

Questions?

Please contact visits@engineerscanada.ca

Last review date: November 2024

Table of Contents

Navigate to Tandem.....	3
Login to your Tandem account	3
Access a program dashboard page	4
Access a Questionnaire.....	5
Access an Issue Tracker from the Questionnaire page	6
Access an Issue Tracker from Tandem’s homepage.....	7
Open a course information form	8
Open an issue tracker rollup summary	9
Open the AU reallocation table	10
Open the Enrolment and Degree Data instrument.....	11

Navigate to Tandem

To access the training environment, please [click here](#)

To access the production environment, please [click here](#)

Log in to your Tandem account

Log in to your Tandem account / Connectez-vous à votre compte Tandem



Log in by entering your email address and password. / Veuillez vous connecter avec votre adresse courriel et votre mot de passe.

Email address / Adresse courriel

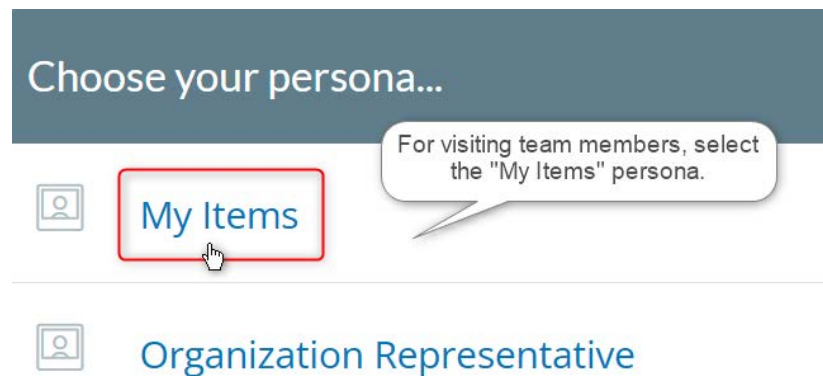
is required

Password / Mot de passe

is required

[Log in](#)

Did you forget your password or are you having problems logging in? / Vous avez oublié votre mot de passe ou vous éprouvez des difficultés pour vous connecter?



Access a program dashboard page

From Tandem's homepage, click on the name of the program you wish to review.

Programs / Program Options	Courses	Accreditation visit cycle
CEAB Engineering - C T-Engineers Canada University	11	2024 (APP-28)

Program dashboard page

T-Engineers Canada University
Program/program option: CEAB Engineering - C Accreditation cycle: 2024 (APP-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)										Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED		
Compulsory	27	22	74	372	60	42	102	24	106	140	246	0	106	140	246		
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16		
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0		
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262		
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600		

Course manifest

Course number	Course title	Course type
BIO3203	Bioelectrical Systems	Compulsory
BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Compulsory
BIOM1103	Foundations of Biology I	Compulsory
CEGEP100	Chemistry 1	Prior Studies
Civil 1111	Civil engineering	Compulsory

Instruments

- Questionnaire - CEAB Engineering - C

Program artifacts

- Summary graduate attribute map (3.1.1, 3.1.1.a)
- Graduate attribute learning-level (3.1.1b/c)
- Indicators and learning activities assessed (3.1.2)
- Instructors (4.1)
- Laboratory experience (4.2)
- Enrolment and degree data (4.3)
- Minimum path compulsory and elective courses (4.4a/b)
- Minimum path summary (4.4c)
- Curriculum committee members (4.5)
- Average grade and failure rate (4.5)
- Issue Tracker Rollup Summary

Program AU reallocation

- Open AU reallocation tool

Access a Questionnaire

TANDEM
by Engineers Canada | par Ingénieurs Canada

Training | Formation

Home Profile Affiliations Calendar Applications Processes Events Instruments Documents

T-Engineers Canada University
Program/program option: CEAB Engineering - C Accreditation cycle: 2024 (APP-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB course											
					Math	NS	M+NS	C								
Compulsory	27	22	74	372	60	42	102									
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16	
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0	
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262	
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600	

Instruments
Name
[Questionnaire - CEAB Engineering - C](#)

Program artifacts
[Summary graduate attribute map \(3.1.1, 3.1.1.a\)](#)
[Graduate attribute learning-level \(3.1.1b/c\)](#)
[Indicators and learning activities assessed \(3.1.2\)](#)
[Instructors \(4.1\)](#)

From the program dashboard page, click on the name of the Questionnaire.

Access an Issue Tracker from the Questionnaire page

The screenshot displays the Tandem web application interface. At the top left is the Tandem logo with the text "by Engineers Canada | par Ingénieurs Canada". To the right is the word "Training |". Below the logo is a navigation menu with links: Home, Profile, Affiliations, Calendar, Applications, Processes, Events, Instruments, and Documents.

The main content area is titled "Questionnaire - CEAB Engineering - C". Below this title are four tabs: Summary (selected), Documents, Assignees, and Reports.

The "Overview" section contains the following information:

Opens	Closes	Status
04/23/2024		Submitted

The "Instrument Workflows" section shows a list of items:

- Opened on April 23rd, 2024
- Submitted on May 13th, 2024
- Issue Tracker - CEAB Engineering - C** (highlighted with a red box) In Progress

A callout box with the text "From the Questionnaire page, click on the Issue Tracker's link." points to the highlighted "Issue Tracker - CEAB Engineering - C" link.

Access an Issue Tracker from Tandem's homepage

The screenshot displays the Tandem user interface. At the top left is the Tandem logo with the text "by Engineers Canada | par Ingénieurs Canada". To the right of the logo is the word "Formation". Below this is a navigation bar with links for "Home", "Profile", "Affiliations", "Calendar", and "Applications".

The main content area is divided into several sections:

- My Profile:** Shows the user's name "Team chair Tandem User", email "tandem_user@yahoo.com", and address information. A callout box points to this section with the text: "From Tandem's homepage, click on the Issue Tracker's link of the program you wish to review."
- Quick actions:** Contains three buttons: "Update my profile", "Upload/Access Documents", and "View/Update Forms".
- My Work:** Shows progress indicators for "Not started - 0%" and "In progress - 0%". Below this is a message: "All clear! There are no items assigned to you."
- Scheduled Items:** A table with the following content:

Item	
Issue Tracker - CEAB Engineering - C	T-Engineers Canada University (T-Engineers Canada University) Questionnaire - CEAB Engineering - C

A red box highlights the "Issue Tracker - CEAB Engineering - C" entry, and a mouse cursor is pointing at it. A callout box points to the table with the text: "To view all issue trackers, click on 'Total Reviews', and search by HEI name."
- Summary:** At the bottom, there are two boxes: "6 Total Events" and "63 Total Reviews" (the latter is highlighted with a red box).

Open a course information form


Training | Formation

Home
Profile
Affiliations
Calendar
Applications
Processes
Events
Instruments
Documents

T-Engineers Canada University
 Program/program option: CEAB Engineering - C Accreditation cycle: 2024 (APP-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	27	22	74	372	60	42	102	24	106	140	246	0	106	140	246
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262
Minimum AU requirement				1850	195	195	420	225	225	225	900	0	225	225	600


Course manifest

Search 🔍 A-Z

	Course number	Course title	Course type
☰	BIO3203	Bioelectrical Systems	Compulsory
☰	BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Compulsory

From the program dashboard page, click on the course number.

Open an issue tracker rollup summary


Training | Formation

Home
Profile
Affiliations
Calendar
Applications
Processes
Events
Instruments
Documents

T-Engineers Canada University

Program/program option: CEAB Engineering - C Accreditation cycle: 2024 (APP-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
					Compulsory	27	22	74	372	60	42	102	24	106	140
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Course manifest

🔍 Search

Course number	Course title	
BIO3203	Bioelectrical Systems	Compulsory
BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Compulsory
BIO41103	Foundations of Biobios	Compulsory

From the program dashboard page, click on the issue tracker rollup summary link.

Instruments


Name

Questionnaire - CEAB Engineering - C

Program artifacts

- Summary graduate attribute map (3.1.1, 3.1.1.a)
- Graduate attribute learning-level (3.1.1b/c)
- Indicators and learning activities assessed (3.1.2)
- Instructors (4.1)
- Laboratory experience (4.2)
- Enrolment and degree data (4.3)
- Minimum path compulsory and elective courses (4.4a/b)
- Minimum path summary (4.4c)
- Curriculum committee members (4.5)
- Average grade and failure rate (4.6)
- Issue Tracker Rollup Summary

Open the AU reallocation table


Training | Formation

Home
Profile
Affiliations
Calendar
Applications
Processes
Events
Instruments
Documents

T-Engineers Canada University
 Program/program option: CEAB Engineering - C Accreditation cycle: 2024 (APP-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	27	22	74	372	60	42	102	24	106	140	246	0	106	140	246
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Course manifest

🔍 Search

Course number	Course title	
BIO3203	Bioelectrical Systems	
BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Compulsory
BIOM1103	Foundations of Biology I	Compulsory
CEGEP100	Chemistry 1	Prior Studies
Civil 1111	Civil engineering	Compulsory

From the program dashboard page, click on the "Open AU reallocation tool" link.

Instruments

Name

Questionnaire - CEAB Engineering - C

Program artifacts

- Summary graduate attribute map (3.1.1, 3.1.1.a)
- Graduate attribute learning-level (3.1.1b/c)
- Indicators and learning activities assessed (3.1.2)
- Instructors (4.1)
- Laboratory experience (4.2)
- Enrolment and degree data (4.3)
- Minimum path compulsory and elective courses (4.4a/b)
- Minimum path summary (4.4c)
- Curriculum committee members (4.5)
- Average grade and failure rate (4.6)
- Issue Tracker Rollup Summary

Program AU reallocation

Open AU reallocation tool

Open the Enrolment and Degree Data instrument

The screenshot shows the Tandem Training portal interface. The top navigation bar includes 'Home', 'Profile', 'Affiliations', 'Calendar', 'Applications', 'Processes', 'Events', and 'Instruments'. The 'Instruments' tab is highlighted with a red box and a red circle labeled '1'. A callout bubble points to it with the text: "From Tandem's homepage, click on the 'Instruments' tab." Below the navigation bar is a 'My Profile' section with user details. To the right, the 'Instrument Listing' section is shown with a search bar containing 'Enrolment and Degree Data' (marked with a red circle '2'). A callout bubble says: "Type 'Enrolment and Degree Data' into the search bar." Below the search bar, the 'Enrolment and Degree data (4.3)' instrument is listed (marked with a red circle '3'). Below this, a 'Progress' section (marked with a red circle '4') shows a 100% completion status for 'Table 4.3 Enrolment and Degree Data/Tableau 4.3 Effectif étudia'. The bottom part of the screenshot shows the details of the 'Enrolment and Degree data (4.3)' instrument, including the program title 'Civil engineering' and 'Electrical Engineering'. A callout bubble (marked with a red circle '5') points to an eye icon next to the program name, with the text: "Click the eye icon next to the program name you are reviewing."

From Tandem's homepage, click on the "Instruments" tab.

Instrument Listing

Enrolment and Degree Data

Type "Enrolment and Degree Data" into the search bar.

Instrument

Enrolment and Degree data (4.3)
Engineers Canada (EC-Test)

Progress

100% Table 4.3 Enrolment and Degree Data/Tableau 4.3 Effectif étudia

Enrolment and Degree data (4.3)
Engineers Canada

Table 4.3 Enrolment and Degree Data/Tableau 4.3

Table 4.3 Enrolment and Degree Data/Tableau 4.3 E

Regular program title

Civil engineering

Electrical Engineering

Click the eye icon next to the program name you are reviewing.