Tandem for accreditation 2024/2025 visit cycle

February 8, 2024

Adam Rodrigues and Roselyne Lampron

Webinar #2





by Robert Burke



Agenda

- FAQs
- Glossary of terms
- Pending items
- Access to Tandem
- Training
- Demo
- Q&A



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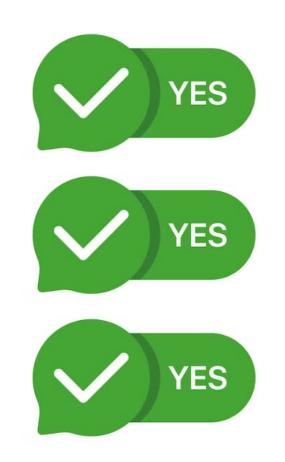






FAQs

- Is there a best/most compatible browser to use with the software?
- 2. Can people be both a "primary" and a "trusted contact"?
- 3. Can we delete or archive employees as they move on from the HEI?





FAQs

- 4. Is it possible to import our CSV file into Tandem?
- 5. Can we do a bulk upload of faculty members and course information with an Excel file?
- 6. Is there a log of all changes affecting an individual program?





FAQs

7. If we input information for a course that is applicable to multiple programs, can we enter the details once and link that course to multiple programs?





Glossary of terms





Glossary of terms

Persona

- Organization Representative
- My Items
- Application
- Instrument
- Trusted contact
- Assignee



Glossary of terms

- Generic course information
- Program-specific information
- Program dashboard
- Program artifacts





Pending items





Pending items

- Items still pending resolution
 - Minimum AU for specified ES (program dashboard)
 - Curriculum committee member (program artifact 4.1)
 - Enrolment and Degrees Awarded data (program artifact 4.3)
 - PDF exports



Access to Tandem





Access to Tandem

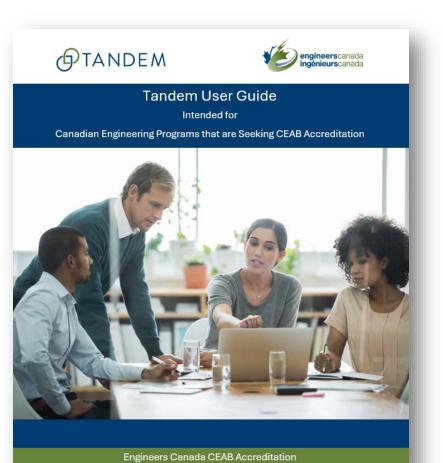
- Access to Tandem's production environment
 - February 8, 2024
- Step 1
 - Validate course and faculty information
 - Enter data
 - > Start with setting the length of term factors
- Step 2
 - Enter program-specific information
 - Complete the Questionnaire







- Two webinars
 - 1. January 17, 2024
 - 2. February 8, 2024
- Training materials and support
 - Tandem's training environment
 - Two training scenarios
 - User guide
 - <u>Tutorials</u>
 - Meeting as needed
 - Drop-in sessions (March, April, May)
- Training is optional, but highly recommended



For questions, please contact <u>visits@engineerscanada.ca</u> Last review date: December 2023



Webinar #1: January 17

- Training scenario #1
 - Generic course data and

faculty information

- How to create a trusted contact
- > How to enter faculty information
- > How to set the length of term factors
- > How to enter generic course data

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Step 1!



Webinar #2: February 8

• FAQs

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- Training scenario #2
 - Program-specific information

and Questionnaire

How to assign courses to a program

Step 2!

- How to enter program-specific information
- > How to review a program dashboard
- > How to complete and submit a
 - Questionnaire

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Tandem for accreditation		
Training scenario #2 Program-specific information and Questionnaire		
Questions? Please contact <u>visits@engineerscanada.ca</u> Last review date: December 2023		
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Step 1 HEI trusted contact(s)

- 1. Set the length of term factors
- 2. Enter faculty information
- 3. Enter generic course data
- * Can all be updated at any time

EC staff

 A. Open an application in Tandem, based on the information provided in the RFA

 B. Grant access to the Questionnaire for each program seeking accreditation

Step 2 HEI trusted contact(s)

- 4. Assign courses to program
- 5. Enter program specific-information
- 6. Review program dashboard
- * Once an application is available

Start to fill out the Questionnaire

Create/remove trusted contact(s)



Demo





Demo: Step 1

- 1. How to set the length of term factors
- 2. How to create a trusted contact
- 3. How to enter faculty information
- 4. How to enter generic course data





Demo: Step 2

- 1. How to access training materials
- 2. How to assign courses to a program
- 3. How to enter program-specific information
- 4. How to review a program dashboard
- 5. How to complete and submit a Questionnaire







