



Tandem for accreditation

Training scenario #1

Generic course data and faculty information

Questions?

Please contact visits@engineerscanada.ca

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Glossary of terms

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. This enhancement to the accreditation process is designed to minimize redundant data entry by enabling the input of generic course information only once. Within Tandem, this information is entered into the “Course information” form.

Length of term factors

The length of term factors refers to the calculation that provides the average length of the academic term in weeks that is utilized by Tandem to calculate a course’s AUs per term.

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 specify which individual(s) from their program(s) should have access to the system. Institutions may have one or more trusted contacts. 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

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 provided.

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

About Tandem training scenarios

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** will focus on how to assign courses to a program, enter program-specific information, review a program dashboard, and complete and submit a *Questionnaire for the Evaluation of an Engineering Program* through Tandem.

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

As a result of completing training scenario #1, *Generic course data and faculty information*, you will be able to:

- Create a trusted contact.
- Enter and update faculty information.
- Set the length of term factors.
- Enter and update generic course data.

Need help?

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.

Getting started

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*.
4. The following training videos [accessible on YouTube](#):
 - How to create a trusted contact.
 - How to enter faculty information.

- How to set the length of term factors.
 - How to enter generic course information.
5. A former Excel 6C file to use as a reference for data entry.

Learning activity #1: Creating a trusted contact

To prevent confusion and safeguard privacy, we advise using **fictitious names and email addresses** when creating a contact in the training environment.

In this first learning activity, you will learn:

- How to create a trusted contact.

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”.

Create a trusted contact

1. Click on the “Faculty” tab.
2. Click on the “Plus” button located on the right of the screen.
3. Type any characters into the search bar and click “Find”.
4. Click on “Click here”. An empty form will appear in a new window.
5. Select “Person info”.
6. Only provide the first name, last name and email address of the contact. Select “User may login with this email”. This will grant the contact access to the system.
7. Select “Contact info”.
8. If applicable, provide the title of the individual.
9. Select the appropriate contact type(s) from the list.
10. Select “This contact may act on behalf of the organization”. This is how the system assigns trusted contact permissions. You can revoke this status by simply unchecking this box at any point during the visit cycle.
11. Click “Save”. A “New User Email Message” will be automatically generated.
12. Depending on the institution’s language, keep only the French or English version of the email.
13. Click “Send Email”.

For training purposes, please create at least **two (2)** trusted contacts.

In a real-world scenario, this new contact would receive an email notifying them that a Tandem user account has been created with their email address. They would then be required to click on the link provided in the email to set their initial password and access the system. However, since you entered a fictitious email address, the email will not be sent.

All trusted contacts on the “Faculty” page are identified by a green shield icon next to their names. To attribute the trusted contact status to an existing contact, the email address of that contact must have been entered when filling out the “Person info” profile of the user. Updated contacts will have the trusted contact icon displayed beside their names, but no system notifications will be sent to them. After creating the profile info for a contact, if any updates to their names or email address are needed, please send an email to Engineers Canada staff at visits@engineerscanada.ca.

Learning activity #2: Entering faculty information

Please note that all data entered in the training environment **cannot be transferred** to the Tandem production environment. To prevent confusion and safeguard privacy, we advise using **fictitious names** when creating a contact in the training environment.

In this second learning activity, you will learn:

- How to enter and update faculty information.

Enter Tandem’s training environment

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

Enter faculty member information

1. Click on the “Faculty” tab.
2. To add a new faculty member, click on the “Plus” button located on the right of the screen.
3. Type any characters into the search bar and click “Find”.
4. Click on “Click here”. An empty form will appear in a new window.
5. Select “Person info”. Only provide the **first name** and **last name** of the faculty member.
6. Select “Contact info”.
7. If applicable, provide the title of the individual.
8. Select the appropriate contact type(s) from the list.
9. Provide information in all relevant fields numbered 1 to 19 of the contact’s info.
10. Click “Save”.

For training purposes, please enter at least **three** (3) faculty members.

Update faculty member information

1. Click on the “Faculty” tab.
2. Click on the name of the faculty member whose information you wish to update.
3. Select “Contact info”.
4. Update the relevant fields.
5. Click “Save”.

In a real-world scenario, after creating the profile info for a contact, if any updates to their names or email address are needed, please send an email to Engineers Canada staff at visits@engineerscanada.ca.

For training purposes, please update at least **two** (2) faculty members' information.

Learning activity #3: Setting the length of term factors

Before entering course information, we recommend you set the length of term factors so that the AU calculations will be automatically generated for any new generic course information forms created. If the length of term factors varies between courses, it can also be manually edited directly in the “Course information” form. These manual edits will not change the calculation for any other courses.

In this third learning activity, you will learn:

- How to configure Tandem to automatically generate length of term factors for any new generic course information form your institution creates.

Enter Tandem's training environment

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

Set the length of term factors

1. Click on the “Profile” tab.
2. Click on “Additional info”.
3. Click on the pencil icon to enter the numbers that will allow the system to calculate the length of the term factors:
 - A. Enter the number of instructional days per academic year, including all academic terms, but excluding holidays and the final examination period.
 - B. Enter the number of teaching days per week.
 - C. Enter the number of terms of instruction in an academic year.
4. Click “Save”.

Learning activity #4: Entering generic course data

Please note that data entered in the “Course information” form **cannot be transferred** to the Tandem production environment.

In this fourth activity, you will learn:

- How to enter and update generic course data.
- How to manually edit the length of term factors.

Enter Tandem’s training environment

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

Enter generic course data

1. Click on the “Courses” tab.
2. To create a new course, click on the plus button.
3. You will access the “Course information” form, which is based on the former Excel file 6C. To assist with data entry for this learning activity, we suggest using an older Excel 6C file as a reference.
4. Provide the following information:
 - o Course number, course title, link to course in the institution’s course catalogue, and explanatory notes on inconsistencies with calendar information (if applicable).
5. Select the relevant AU calculation type.

For training purposes, we recommend you create a course form **for each AU calculation type:** Accreditation Units, K-factor, Manual, and Prior Studies.

6. For the “Accreditation Units” calculation type, the calculation of the length of term factors is automatically populated based on the numbers you entered previously under the “Profile” tab ([learning activity #3](#)).
7. The length of term factors can be manually edited here. This will not change the calculation for any other courses.

For training purposes, we recommend you manually edit the length of term factors.

8. For each other calculation methods (K-factor, Manual, Prior Studies), the AU calculation methodology must be described.
9. From the dropdown list, select the appropriate calculation type (K factor, Manual, or Prior Studies).
10. Describe your AU calculation methodology in the comment box.
11. Enter appropriate data in each field related to hours of instruction. Once all fields are completed, the accreditation units for the course (lecture AUs per term + laboratory AUs per term + tutorial AUs per term) are automatically calculated.
12. Enter appropriate data in each field related to:
 - A. The number of lecture sections.
 - B. The number of lab/tutorial sections.
 - C. The number of academic credits awarded to students for successful completion of the course.
13. Select the appropriate elements of the listed content categories (mathematics, natural science, complementary studies) that are covered in the course.

14. Specify the percentage of AUs for each content category (including engineering science and engineering design).
15. The total of AUs per content category will be automatically calculated. It is important to verify that the percentages entered add up to 100%. For this specific calculation, the system does not identify when the total exceeds or fails to meet 100%.
16. When applicable, select the most appropriate descriptor for each graduate attribute:
 - “I” = introduced/ introductory.
 - “D” = developed/ intermediate.
 - “A” = applied/ advanced.
17. List the learning outcome expectations for this course.

For training purposes, we recommend you create at least **four** (4) different course forms.

Update generic course data

1. Click on the “Courses” tab.
2. To update an existing course, select the course number.
3. You can also:
 - Use the search bar to find the course you are looking for;
 - Sort the list by creation dates; or
 - Use the filter option to display all courses.
4. When HEIs review the data imported into Tandem on their behalf (if applicable), they will need to input the following information into each “Course information” form:
 - A. The number of instructional days per year, including all academic terms, but excluding holidays and the final examination period.
 - B. The number of teaching days per week.
 - C. The number of terms of instruction in an academic year.
 - D. The number of laboratory hours per term.
 - E. The number of tutorial hours per term.

For training purposes, we recommend that you edit all the fields listed above (#4) within the course forms you just created.

5. If you wish to delete a course, go to the “Courses” tab, click on the “Menu” icon next to the course number and select “remove”.