

Tandem User Guide

Intended for

Canadian Engineering Programs that are Seeking CEAB Accreditation



Engineers Canada CEAB Accreditation

For questions, please contact visits@engineerscanada.ca

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About Engineers Canada’s accreditation process

In 1965, Engineers Canada established the Canadian Engineering Accreditation Board (CEAB) to accredit Canadian undergraduate engineering programs. The purpose of accreditation is to identify to the member engineering regulators of Engineers Canada those engineering programs whose graduates are academically qualified to begin the process to be licensed as professional engineers in Canada.

An accreditation visit is undertaken at the invitation of a particular institution and with the concurrence of the association having jurisdiction. A team of engineers is assembled under the direction of a current or recent Accreditation Board member. A detailed Questionnaire is completed by the institution and shared with the visiting team prior to the visit. During the visit, the team examines the quality of the students, the academic support and staff, the curriculum, and the educational facilities. The visiting team reports its findings to the Accreditation Board which then makes an accreditation decision. It may grant (or extend) accreditation of a program for a period of up to six years or it may deny accreditation altogether.

About Tandem

Welcome to Tandem, Engineers Canada’s new data management system, which supports engineering education program accreditation and the annual Enrolment and Degrees Awarded Survey. Tandem is a key element of the [Accreditation Improvement Program \(AIP\)](#), a coordinated effort to improve stakeholder consultation, communication, training, improvement processes, and the technical platforms involved with the accreditation system and the Enrolment and Degrees Awarded Survey.

Tandem has been developed to support the work of stakeholders within the accreditation system to facilitate document submission, review, and record-keeping of the materials required to complete an accreditation visit.

About this User Guide

This User Guide is intended for Higher Education Institution (HEI) representatives who are involved in the preparation and submission of materials for a CEAB accreditation visit.

About accessibility

Engineers Canada is committed to ensuring equal access and participation for all people. We are committed to treating people with disabilities in a way that ensures their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in

a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting or exceeding the accessibility requirements established under Ontario's accessibility laws.

If you have any questions, comments, or feedback regarding the accessibility or usability of Tandem, or need help accessing Tandem, please contact the Tandem system administrator at: accreditation@engineerscanada.ca.

About data storage and encryption

Data entered in Tandem is stored in an Amazon Web Services (AWS) data center located in Canada and is securely encrypted at rest.

Timeout of the system

For security purposes, the system will automatically log out users after a period of three days.

Glossary of terms

This glossary defines important terms that are used within Tandem.

Application

Once an institution has submitted a Request for Accreditation (RFA) to the CEAB Secretariat, the system administrator opens an “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. 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](#).

Certificate number (C/N)

A certificate number (C/N) serves as a tracking identifier for a program accreditation decision at the institutional level within Tandem. This will be primarily used by the CEAB Secretariat for tracking purposes.

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.

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. Once the CEAB Secretariat receives a Request for Accreditation on behalf of an institution, a Questionnaire will be accessible in Tandem for each program seeking accreditation.

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.

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.

Primary contact

A “primary contact” is a member of the program’s administrative team that acts as the main contact between the CEAB Secretariat and the program(s) during the accreditation visit process. When submitting a Request for Accreditation, HEIs are required to specify on the form the name of the designated official who will be the point of contact for the CEAB Secretariat. The [system administrator](#) at Engineers Canada, when preparing the [application](#) within Tandem, will assign the status of “primary contact” to this individual. The system allows **only one** “primary contact” per institution. If an institution has identified multiple designated officials on their RFA, the main contact must be specified. The name and email address of this contact will be displayed on the Tandem homepage as the organization’s “primary contact”. This status does not grant access to the system. If the “primary contact” requires access to Tandem, this contact can also be made a [trusted contact](#).

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.

System administrator

Tandem’s “system administrator” refers to the individual at Engineers Canada responsible for managing user access, configuring the system, and troubleshooting technical issues.

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.

Getting started

This section provides instructions about password management and access to Tandem.

Access to the system

Tandem 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. All data entered in Tandem’s training environment **cannot be transferred** to the production environment. If you would like to get a user account for this environment, please contact visits@engineerscanada.ca. To access the training environment, [click here](#).

Tandem production environment

In this environment, users submit their accreditation materials. Unlike the training environment, the production environment is the authentic space where finalized and validated data and submissions are processed for official use. To access the production environment, [click here](#).

What you need

Tandem is a web-based tool. If you have an internet connection and a web browser (for optimal results, we recommend using Google Chrome), you can access the system.

Set your password

You have received an email from accreditation@engineerscanada.ca confirming that a Tandem user account has been established with your email address. To set your password and access the system:

1. Open the email. If the email does not appear in your inbox, check your junk mail folder.
2. Click the link to set your initial password and access the system. You will then be redirected to the Tandem reset password screen. This link expires 30 days from the issue date.
3. Enter your password in the box “New password.” Your password must be at least 8 characters long and contain at least one lower case character, one upper case character, one number, and one symbol.
4. Enter your password in the box “Confirm new password”.
5. Click “Submit”.
6. Click “Return to the login screen” to log in for the first time.

Reset your password / Réinitialisez votre mot de passe



Please enter and confirm your new password. / Veuillez entrer et confirmer votre nouveau mot de passe.

New password / Nouveau mot de passe

Confirm new password / Confirmer le nouveau mot de passe

Submit

Return to the login screen. / Retour à l'écran de connexion.



7. After you are redirected to the Tandem login screen, enter the email address associated with your account.
8. Enter the password associated with your account.
9. Click on “Log in”.

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?



Password rules

Your password must be at least 8 characters long and contain at least one lower case character, one upper case character, one number, and one symbol.

End-user license agreement

The first time you log in to Tandem you will be asked to read and agree to the End-User License Agreement (EULA). Accepting the EULA is a one-time requirement unless the agreement changes. If the EULA changes, you will be asked to read and agree to the updated terms. If you do not agree to the terms of the EULA, you will not be granted access to Tandem.

1. Read the EULA.
2. If you agree to the terms of the EULA, click “I AGREE”. You will then be redirected to your Tandem dashboard.
3. If you do not agree to the terms of the EULA, click “I do not agree and wish to log out”.

Log in to Tandem

Once you have set your password:

1. Go to Tandem.
2. Enter the email address associated with your account.
3. Enter the password associated with your account.
4. Click “Log in”.

Log out of Tandem

1. Click the “Me” icon in the top, right-hand corner of your screen.
2. Select “Logout” from the dropdown list. You will then be redirected to the Tandem login screen.

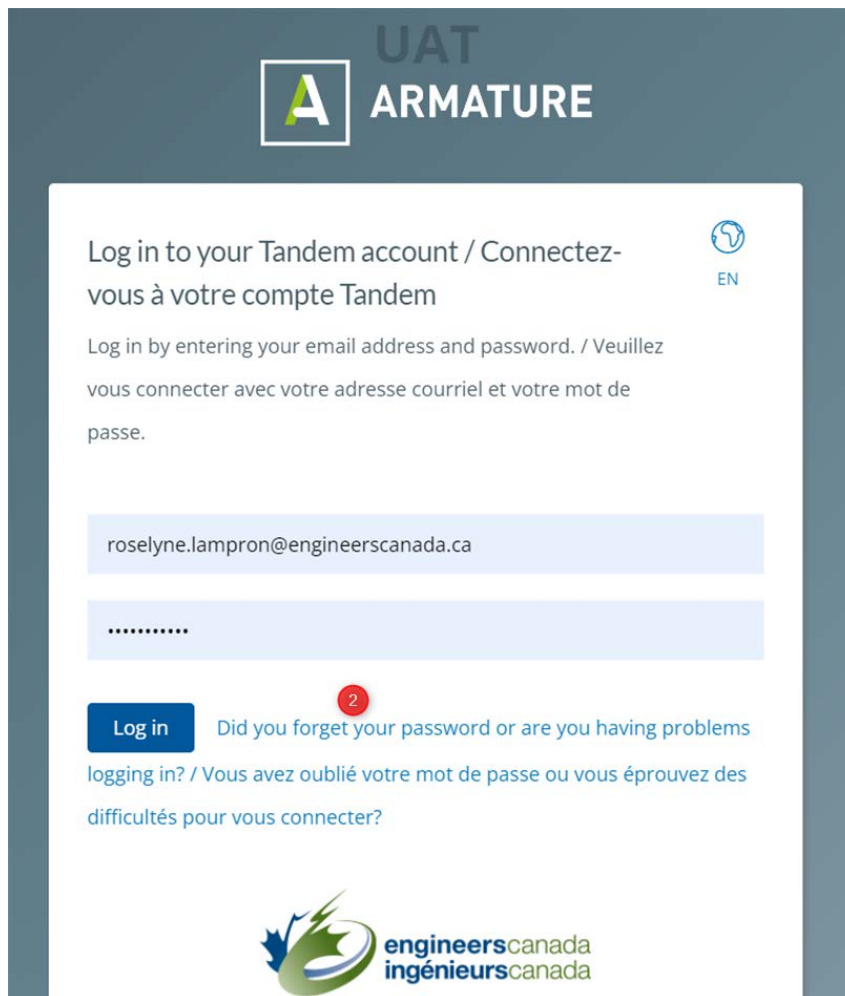


Reset your password


There are two areas where users can reset their password. Refer to the Tandem [password rules](#) to ensure your password complies with the security requirements.

Before logging into Tandem

1. Go to Tandem.
2. Click “Did you forget your password or are you having trouble logging in?”
3. Enter your email address and you will receive a “password reset confirmation” email with instructions to log in to your account. If the email does not appear in your inbox, check your junk mail.
4. Click the link to reset your password. You will then be redirected to the Tandem reset password screen. This link expires 30 days from the issue date.
5. Enter a new password.



UAT
ARMATURE


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

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

roselyne.lampron@engineerscanada.ca

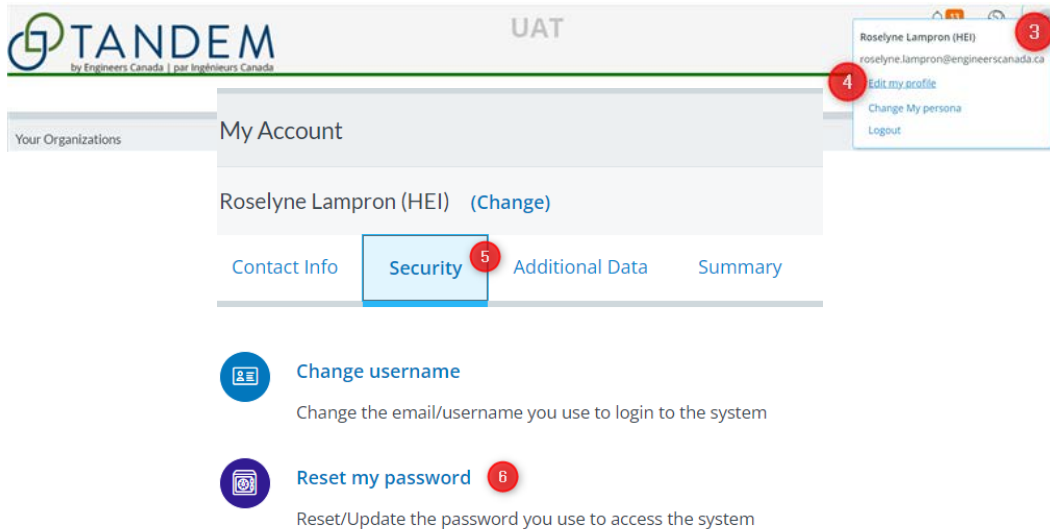
.....

[Log in](#) ² 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?

 **engineers**canada
ingénieurscanada

After logging into Tandem

1. Go to Tandem.
2. Log in to Tandem.
3. Click the “Me” icon from the top, right-hand corner of your screen.
4. Click “Edit my profile”.
5. Click “Security”.
6. Click “Reset My Password”.
7. Enter your current password and your new password, and then confirm your new password.



Enable multi-factor authentication

For enhanced security of your account, we recommend enabling the multi-factor authentication (MFA).

To enable the MFA:

1. Click the “Me” icon from the top, right-hand corner of your screen.
2. Click “Edit my profile”.
3. Click “Security”.
4. Click “Configure Authentication”.
5. Confirm your password.
6. Click “Confirm”.
7. The preferred method is the “Authenticator”.
8. Select “On”.
9. We recommend that you install the “Microsoft Authenticator” application on your mobile device.
10. Open your application on your device.
11. Click on the “plus” icon to add an account.
12. From Tandem, scan the QR code with your mobile device.

13. In Tandem, enter the authentication code generated by the “Microsoft Authenticator” application on your mobile device.
14. Click on “Verify”.
15. Close the configuration window.
16. From now on, every time you connect to Tandem, you'll need to enter a unique code generated by the application installed on your mobile device.

The screenshot displays the Tandem user interface. At the top, the Tandem logo is visible. The user profile for Roselyne Lampron TC is shown, with the email lampron.roselyne@gmail.com. The 'Security' tab is active, and the 'Configure Authentication (MFA)' option is highlighted. A dialog box titled 'Configure Authentication (MFA)' is open, showing a password confirmation field and 'Confirm' and 'Cancel' buttons. Below this, a table lists authentication methods:

Authentication Method	On	Off
Authenticator (recommended) 7 Use a smart phone authenticator application to generate a one time password Requires smart phone (iOS, Android, Windows 10 Mobile) Requires authenticator application 9	8	

A secondary dialog box titled 'Authenticator' is open, showing the 'Configure Authenticator based MFA' screen. It includes a list of authenticator applications: Google authenticator, LastPass authenticator, and Microsoft authenticator. A QR code is displayed for scanning, and an 'Authentication code' field is present with a 'Verify' button. A red circle with the number 12 is next to the QR code, and a red circle with the number 13 is next to the 'Verify' button. A red circle with the number 14 is next to the 'Verify' button. A red circle with the number 9 is next to the instruction: 'Install the application on your mobile device and follow instructions 10 to 11 above.'

Access to Tandem training materials

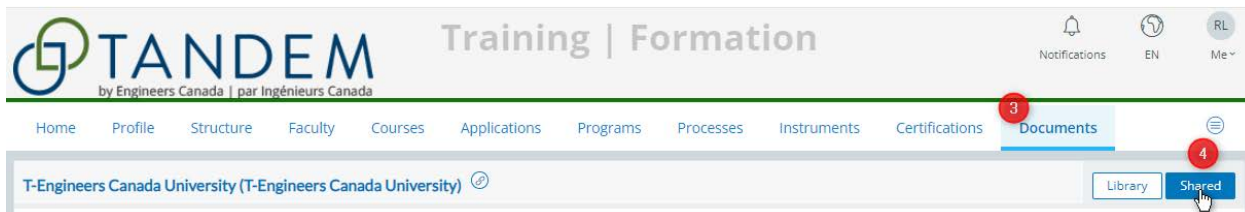
To assist users in becoming familiar with Tandem, we have developed training materials, such as tutorials and training scenarios. The tutorials cover themes aligned with the principal sections of the User Guide:

- How to create a trusted contact.
- How to enter faculty members' information.
- How to set the length of term factors.
- How to enter generic course information.
- 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.

To access the playlist of these tutorials on YouTube, [click here](#).

All training materials are available in the shared folder on Tandem, accessible in both the training and production environments. To access the training materials on Tandem:

1. Go to Tandem (training or production environment).
2. Log in to Tandem.
3. Click on the "Documents" tab.
4. Click on "Shared".



Tandem tips

- Tandem is compatible with all major web browsers, but for optimal performance we recommend using Google Chrome.
- Tandem relies on pop-up windows; be sure that pop-ups are enabled in your web browser.
- To facilitate navigation, it may help to have multiple tabs open and logged into Tandem.
 - Logging in on a second tab using "incognito mode" will allow you to navigate around Tandem without impacting your work on your primary tab. When you use incognito mode, your browser won't save your browsing history, cookies, site data, or any information entered in the forms.
 - To activate incognito mode with Google Chrome: click on the three-dot menu icon in the top-right corner and select "New Incognito Window" or use the keyboard shortcut Ctrl+Shift+N.

- If the email address associated with your Tandem account changes, provide your new email address to the Tandem system administrator at accreditation@engineerscanada.ca. You will be required to set your password for a new email address.
- If you experience difficulties accessing your account, contact the Tandem system administrator at accreditation@engineerscanada.ca.

Entering Tandem

This section provides information about the Tandem’s personae, the system’s main dashboard, language preferences, and the general menu.

Persona

One or two personae, “My Items” or “Organization Representative”, have been assigned to your account. The persona(e) available to you depends on your role in Tandem and on the type of activities you need to execute. These two personae help filter and personalize your Tandem experience.



My Items

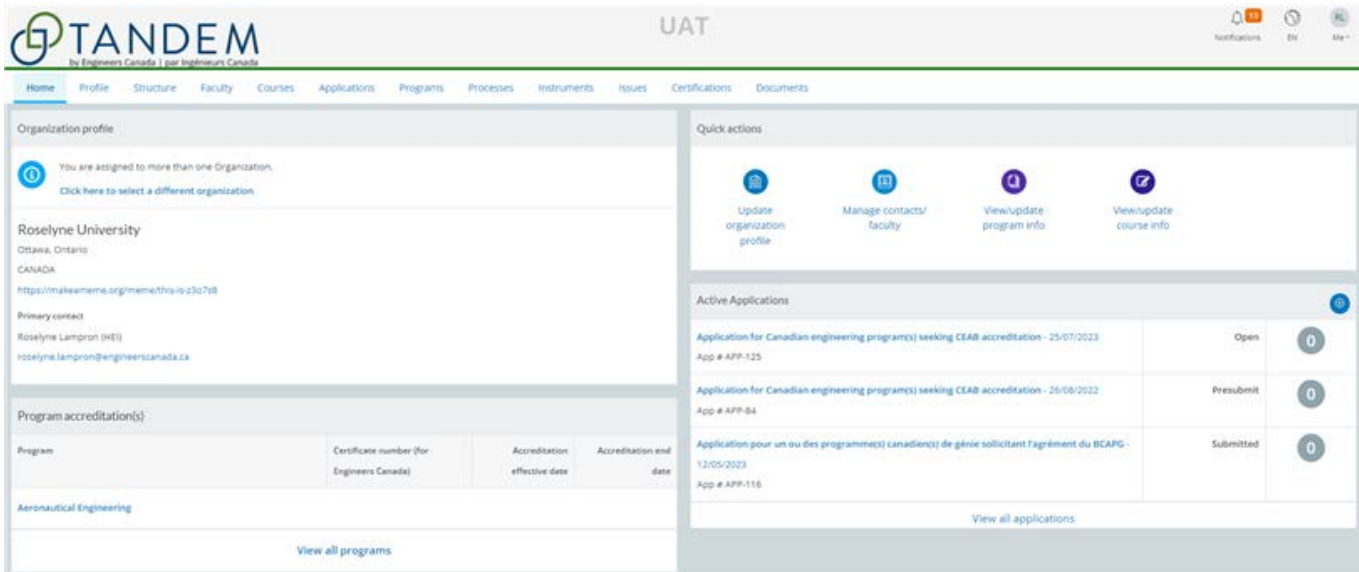
By entering Tandem under “My Items”, users will be able to access the functions that have been specifically assigned to them, when applicable. For example, if the completion of the Questionnaire has been assigned to a staff member directly, they will gain direct access to it via their “My Items” persona. As part of a visiting team, under “My Items” persona, a visitor will gain access to accreditation materials submitted by the HEI and made available by the CEAB Secretariat to review.

Organization Representative

By entering Tandem under the “Organization Representative” persona, user experience depends on the access level they have been granted. Some users may have limited access to view the read-only mode. Others may have more extensive access and act on behalf of the organization (i.e. submit visit materials) within Tandem. In the system, these users are referred to as “[trusted contacts](#)”.

Tandem dashboard

After you have selected your persona, your Tandem dashboard will display as below.



Language preferences

Tandem is a bilingual platform accessible in both English and French. Users have two options to select their preferred language—before entering Tandem or after accessing the platform.

- **Before entering Tandem**, when choosing your persona, you can select your preferred language.



- **After entering Tandem:**
 1. Navigate to the top, right-hand corner of your screen.
 2. Select your preferred language setting from the dropdown menu (English or French).



My Account

On the top, right-hand corner of your screen, click on the “Me” icon to edit your profile, change your persona (if applicable), or log out. If you click on “Edit my profile”, the “My Account” general menu will open. You may view your individual contact information (address, phone number, email) as well as other information.

The screenshot displays the Tandem UAT interface. At the top left is the Tandem logo with the text "by Engineers Canada | par Ingénieurs Canada". To the right is the "UAT" logo. A navigation bar contains links for Home, Profile, Structure, Faculty, Courses, Applications, and Programs. In the top right corner, a user profile dropdown menu is open, showing the name "Roselyne Lampron (HEI)", the email "roselyne.lampron@engineerscanada.ca", and options for "Edit my profile", "Change My persona", and "Logout". Below the navigation bar, the "My Account" section is highlighted. The user's name "Roselyne Lampron (HEI)" is shown with a "(Change)" link. A horizontal menu below includes "Contact Info", "Security", "Additional Data", "Summary", "Work history", "Education history", "Conflicts of interest", and "Training". Under "Contact Info", there are checkboxes for "Phones", "Emails", and "Addresses", all of which are checked. Below this, an email entry is shown: "roselyne.lampron@engineerscanada.ca" with an "Email" icon. To the right of the email entry, there is a column for "Is Primary" with a green "P" icon, and a blue circular icon with a plus sign.

Tandem overview – Organization Representative

This section offers an initial overview of Tandem’s primary tabs for the “Organization Representative” persona. It defines only the tabs relevant to, and utilized during, the accreditation visit process. These tabs include home, profile, faculty, courses, programs, instruments, certifications and documents.

Home tab

The “Home” tab is the dashboard of your chosen persona and the default landing page when you log in to Tandem. Whenever you want to go back to the “Home” tab, you can click on the logo “Tandem” in the top left corner.

Profile tab

From the “Profile” tab, you can view the contact information (phone, email, address) of your HEI. The “Additional Info” link is where the HEI enters the information that will generate the calculation of the [length of term factors](#).

Faculty tab

The “Faculty” tab contains the HEI’s staff directory of faculty members and administrative users for accreditation purposes.

Courses tab

The “Courses” tab contains the list of all the courses offered by engineering programs at your HEI.

Programs tab

The program(s) and program option(s) for which your HEI is requesting accreditation are listed under the “Programs” tab. You can access the dashboard of a program and its artifacts from this tab.

Instruments tab

The “Instruments tab” contains the list of all instruments made available to your HEI within Tandem. In Tandem, a tool that collects data from institutions is called an “instrument”. The *Questionnaire for the Evaluation of an Engineering Program* is one such instrument. Once the CEAB Secretariat receives a Request for Accreditation on behalf of an institution, a Questionnaire will be made accessible in Tandem for each program seeking accreditation.

Certifications tab

This tab serves as a historical record documenting accreditation decisions granted to a program. Only the institution's dean has access to view the decision letters.

Documents tab

The "Documents" tab is a repository of documents. The "Shared" button gives access to Tandem training materials intended for HEI users.

Determining contact status

Within Tandem, there are two contact statuses: “primary contact” and “trusted contact”. When creating a Tandem user account, the Engineers Canada’s [system administrator](#) must determine which individual will be designated as the primary contact for the institution and which accounts will have access to the system's features.

When submitting their Request for Accreditation, institutions are required to specify on the form the name of the designated representative who will be the point of contact for the CEAB Secretariat. The [system administrator](#) at Engineers Canada, when preparing the [application](#) within Tandem, will assign the status of primary contact to this designated official. The system allows **only one** “primary contact” per institution. If an institution has identified multiple designated officials on their Request for Accreditation form, the main contact must be specified. The name and email address of that contact will be displayed on the Tandem homepage as the “primary contact”. This status does not grant access to the system.

Institutions, when submitting their Request for Accreditation, must also specify which individuals from their program(s) should have access to the system. Users who are granted access to the system's features will be designated as trusted contacts. A trusted contact is the main administrative user of the system that will interact with Tandem at the different stages of the accreditation process and act on behalf of the organization (i.e. submit visit materials). Institutions may have one or more trusted contact. A trusted contact can create, update, and delete contacts in Tandem, and they can assign the status of trusted contacts to others. This status can be added and removed at any point during the accreditation process. If the primary contact requires access to Tandem, this contact can also be granted the trusted contact status.

Create a trusted contact

This section provides information on how to create a trusted contact user. This user can either be a faculty member or a support staff member.

To create a trusted contact in Tandem:

1. Click on the “Faculty” tab.
2. Click on the “Plus” button located on the right of the screen.
3. To create a new entry, type any characters into the search bar and click “Find”.
 - If you are updating an existing contact, use the search bar to find them, or click on the contact's name on the “Faculty” page. Then, simply update the contact profile.
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 my 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”.

This new contact will receive an email informing them that a Tandem user account has been created with their email address. They will need to click on the link provided in the email to set their initial password and access the system. Instructions about Tandem password rules are provided in the section “[Password rules](#)” of the User Guide. All trusted contacts on the “Faculty” page are identified by a green shield icon next to their names. Updated contacts will have this icon displayed beside their names, but no system notifications will be sent to them.

The screenshot shows the Tandem UAT interface. At the top, there's a navigation bar with 'Home', 'Profile', 'Structure', 'Faculty', 'Courses', 'Applications', 'Programs', 'Processes', 'Instruments', 'Issues', 'Certifications', and 'Documents'. The 'Faculty' tab is selected. Below the navigation bar, there's a search bar with 'tyrtuy' entered. A 'Find' button is next to it. Below the search bar, there's a message: 'We found 0 matching records. Please select the matching person below. If the person is not listed, please [Click Here](#) to add a new person to the directory'. Below this, there's a form with the following fields:

- NAME**: Three input fields for 'First name', 'Middle', and 'Last name'. The 'First name' and 'Last name' fields have a red error message: 'A value is required'.
- ID**: An empty input field.
- POST-NOMINALS**: An empty input field.
- EMAIL ADDRESS**: An empty input field.
- PRIMARY PHONE**: Two input fields for 'Phone Number' and 'Extension', separated by 'ext'.
- User may login with this email**

The screenshot shows a web-based form for managing contact information. At the top, there are two tabs: 'Person Info' and 'Contact Info'. The 'Contact Info' tab is selected. The form is divided into several sections:

- TITLE:** A text input field with a red circle '8' next to it.
- START DATE:** A date picker field.
- END DATE:** A date picker field with a red circle '10' next to it.
- ACREDITATION PROCESSES CONTACT TYPES:** A list of checkboxes with a red circle '9' next to it. The options are:
 - Chief executive officer
 - Faculty
 - Visit organizer
 - Administrative support
 - Accreditation volunteer
- CONTACT STATUS:** A section with a red circle '7' next to it. It contains a sub-section 'CONTACT ACCESS' with two checkboxes:
 - This is the organization's Primary Contact
 - This contact may act on behalf of the organization (highlighted with a blue box and a red circle '10')
- ASSOCIATE CONTACT WITH CHILD ORGANIZATIONS:** A dropdown menu currently showing 'Not available'.

Assign the primary contact status

This section provides information on how to assign the primary contact status.

To assign the primary contact status in Tandem:

1. Click on the “Faculty” tab.
2. Click on the “Plus” button located on the right of the screen.
3. To create a new entry, type any characters into the search bar and click “Find”.
 - If you are updating an existing contact, use the search bar to find them, or click on the contact's name on the “Faculty” page. Then, simply update the contact profile.
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, email address and phone number of the contact. If this individual does not require access the system, do not select “User my login with this email”.
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 is the organization’s Primary Contact”.
11. Click “Save”.

Canadian University of Engineering

Faculty Listing

Search

Name Account Type Primary Trusted

tyrtuy

Find

We found 0 matching records. Please select the matching person below.

If the person is not listed, please [Click Here](#) to add a new person to the directory

Add Personnel

Person Info Contact Info

NAME

First name Middle Last name

ID

POST-NOMINALS

EMAIL ADDRESS

PRIMARY PHONE

Phone Number ext Extension

User may login with this email

Person Info Contact Info

TITLE

CONTACT STATUS

CONTACT ACCESS

This is the organization's Primary Contact

This contact may act on behalf of the organization

START DATE

END DATE

ACCREDITATION PROCESSES CONTACT TYPES

- Dean (or equivalent)
- Designated official
- Department head
- Program head
- President
- Chief executive officer

Clear

ASSOCIATE CONTACT WITH CHILD ORGANIZATIONS

Not available

Sync Faculty Information to Program forms

Save Cancel

Tandem tips

- When submitting their Request for Accreditation, institutions are required to specify on the form the name of the designated representative who will be the point of contact for the CEAB Secretariat. This designated official will be granted the “primary contact” status.
- The “primary contact” status does not grant access to the system.
- Only one person per institution can be listed as primary contact. If there is a change at the institution, it is possible to assign this status to another contact.
- Institutions, when submitting their Request for Accreditation, must also specify which individuals from their program(s) should have access to the system. Users who are granted access to the system's features will be designated as trusted contacts.
- Institutions may have one or more trusted contact.
- The system designates trusted contact as “This contact may act on behalf of the organization”.
- After creating 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.
- To learn how to create a trusted contact, you can watch the [tutorial](#).

Entering faculty members' information

This section provides instruction on how to enter and update faculty members' information in Tandem.

To enter or update faculty members' information:

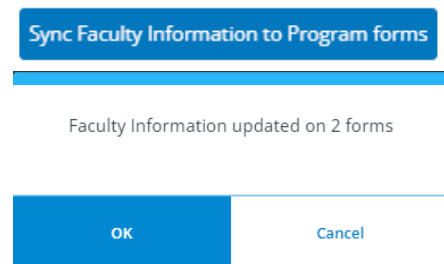
1. Click on the "Faculty" tab.
2. Click on the "Plus" button located on the right of the screen.
3. To create a new entry, type any characters into the search bar and click "Find".
 - If you are updating an existing contact, use the search bar to find them, or click on the contact's name on the "Faculty" page. Then update the contact profile as required.
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".

The screenshot shows the Tandem UAT interface. At the top, there is a navigation bar with the Tandem logo and the text "by Engineers Canada | par Ingénieurs Canada". The main navigation menu includes Home, Profile, Structure, Faculty, Courses, Applications, Programs, Processes, Instruments, Issues, Certifications, and Documents. The Faculty tab is highlighted. Below the navigation bar, there is a search bar with a magnifying glass icon and a "Search" button. A table header is visible with columns for Name, Account, Type, Primary, and Trusted. A search input field contains the text "tyrtuy" and a "Find" button. Below the search input, there is a message: "We found 0 matching records. Please select the matching person below. If the person is not listed, please [Click Here](#) to add a new person to the directory". At the bottom, there is a form for adding a new person. The form has two tabs: "Person Info" and "Contact Info". The "Person Info" tab is selected. The form has a "NAME" section with three input fields: "First name", "Middle", and "Last name". The "First name" and "Last name" fields are highlighted in yellow. Below the "First name" field, there is a red error message: "A value is required".

Synchronise faculty members’ information to program-specific information forms

Use the button "Sync Faculty Information to Program Forms" when you have already linked a faculty member to program-specific information forms, and you need to update details. By clicking the synchronization button, the faculty member’s information will be updated in all the courses associated with them.

- After clicking on the “Sync” button, a confirmation window will appear, displaying the number of forms updated with the new information.
- If you have edited the “hire date”, “licensure status”, “highest degree awarded”, or “academic rank” fields, make sure to update all program-specific information forms the faculty member has been assigned to.



- To do so, you must open the relevant program-specific information forms that were updated and save them again. Instructions for accessing these forms are provided in the section called “[Entering program-specific information](#)” of the User Guide.

Tandem tips

- When adding a new faculty member, ensure to avoid creating duplicates, as the system does not detect them.
- When completing a faculty member’s profile, do not forget to indicate the licensure status of the faculty member, as this field is utilized for AU calculation of courses in Engineering Science and/or Engineering Design that must be taught by a faculty member licensed to practice engineering in Canada.
- Click on the “Sync Faculty Information to Program Forms” button when you have already associated a faculty member with program-specific information forms and need to update details. If you have modified details like “hire date”, “licensure status”, “highest degree awarded”, or “academic rank” for a faculty member, ensure these updates are recorded in all program-specific information forms the faculty member has been assigned to.
- Use the “Faculty” tab to create support staff members’ accounts. To give them access to the system, you must provide their email address in the “Person info” section and click on “User may login with this email”.
- After creating 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.
- To learn how to enter faculty members’ information, you can watch the [tutorial](#).

Setting the 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. These factors can be entered into Tandem once and they will be auto-generated for any new course information forms created. Before entering course information, we recommend you set the length of term factors. If there are variations in the length of term factors across courses, you have the option to manually edit them within the “Course Information” form. These manual edits will only affect the specific course and will not impact the calculation for other courses. To manually adjust the length of term factors, please refer to the instructions provided in the “[Entering generic course information](#)” section of the User Guide.

To configure the automated feature of the system that calculates 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. The numbers provided here are examples; each institution should be entering its own numbers.
 - 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”.

The screenshot displays the Tandem UAT system interface for the Canadian University of Engineering - CUE. The top navigation bar includes 'Home', 'Profile', 'Structure', 'Faculty', 'Courses', 'Applications', 'Programs', 'Processes', 'Instruments', 'Issues', 'Certifications', and 'Documents'. The 'Profile' tab is selected, and the 'Additional Info' sub-tab is active. The 'Additional Info' form contains the following fields:

- Length of term instructions:** A text area with the instruction: "Provide a calculation of the length of the academic term obtained by the following procedure: count the actual number of instructional days, excluding holidays and the final examination period, in both academic terms; divide by 2, multiply X teaching days per week (for example, if there are 5 days per week for 2 terms the divisor is 10, if there are 6 days per week for two terms the divisor is 12)." A red box labeled 'A' highlights the 'Number of Instructional Days' input field, which contains the value '180'.
- Teaching days per week:** An input field containing the value '5', highlighted with a red box labeled 'B'.
- Number of terms of instruction:** An input field containing the value '3', highlighted with a red box labeled 'C'.

Red circles with numbers 1, 2, and 3 indicate the steps: 1. Click on the 'Profile' tab; 2. Click on 'Additional Info'; 3. Click on the pencil icon to edit the form.

Tandem tips

- Before entering course information, we recommend you set the length of term factors so that the calculation of this factor will be automatically generated for any new courses your institution will be creating.
- To learn how to set the length of term factors, you can watch the [tutorial](#).

Entering 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. These functionalities significantly contribute to maintaining data integrity and consistency while alleviating the data-entry workload for your institution. Later in the process, you will learn how to enter program-specific information unique to the course offered within a specific program.

Before entering course information, we recommend you set the length of term factors so that the calculation of this factor will be automatically generated for any new courses your institution will be creating. Instructions are provided in the section “[Setting the length of term factors](#)” of the User Guide.

To enter generic course information:

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. To create a new course, click on the plus button.

The screenshot shows the Tandem UAT interface. At the top, there is a navigation bar with the following items: Home, Profile, Structure, Faculty, **Courses** (highlighted with a red circle '1'), Applications, Programs, Processes, and Instruments. Below the navigation bar, the user is logged in as Roselyne University. The main content area is titled 'Course listing' and features a search bar with a funnel icon and a magnifying glass icon. Below the search bar is a table with the following columns: Course number, Title, Status, Last updated, and Last updated by. The table contains one row of data: CMPL1002, Complementary Studies, Inactive, 03/11/2023, and Roselyne Lampron. A red circle '2' highlights the course number 'CMPL1002'. In the top right corner of the course listing area, there is a plus button with a red circle '4' next to it.

Course number	Title	Status	Last updated	Last updated by
CMPL1002	Complementary Studies	Inactive	03/11/2023	Roselyne Lampron

- You will access the “Course information” form, which is based on the former Excel file 6C. When you open the form, you will need to provide the following highlighted information: course number, course title, link to course in the institution’s course catalogue, and explanatory notes on inconsistencies with calendar information (if applicable).

✕
Course Information

Course number

Title

B *i* U A: ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡

Note: Information entered in this “Course information form” **will not vary** depending on the program offering the course.

Later in the process, you will complete the “Program-specific information form” where you will enter information that is specific to the course offered in the program. This information **may vary** depending on the program offering the course.

Link to course in institution's course catalogue

Provide explanatory notes on inconsistencies with calendar information (if applicable)

AU calculation type

- Select the relevant AU calculation type.

AU calculation type

[Click here for help instructions](#)

Select an option... 1

Select an option...

Accreditation Units (AUs)

K Factor

Manual

Prior Studies

- For the Accreditation Units type, the calculation of the [length of term factors](#) is automatically populated based on the numbers you entered previously under the “Profile” tab if applicable.
- If needed, the length of term factors can be manually modified here. This will not change the calculation for any other courses.

Length of term factors 3

[Click here for help instructions](#)

Number of instructional days in the year	Teaching days per week	Number of terms in the year	Average length of academic term in weeks
<input style="width: 100%; height: 20px;" type="text"/> A value is required	<input style="width: 100%; height: 20px;" type="text"/> A value is required	<input style="width: 100%; height: 20px;" type="text"/> A value is required	<input style="width: 100%; height: 20px;" type="text"/>

For the other calculation methods (K factor, Manual, Prior studies), the AU calculation methodology must be described.

4. From the dropdown list, select the appropriate calculation type (K factor, Manual, Prior Studies).
5. Describe your AU calculation methodology in the comment box.

AU calculation type

[Click here for help instructions](#)

Manual ▼

Select an option...

Accreditation Units (AUs)

K Factor 4

Manual

Prior Studies

Describe your AU calculation methodology 5

Hours of instruction

Enter appropriate data in each field related to hours of instruction.

- A. The total lecture AUs per term will be automatically calculated based on the lecture hours **per week** multiplied by the average length of the academic term in weeks.
- B. The total of laboratory AUs per term will be automatically calculated based on the total laboratory hours **per term** multiplied by 0.5.
- C. The total of tutorial AUs per term will be automatically calculated based on the total tutorial hours **per term** multiplied by 0.5.
- D. 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.

Hours of instruction (calculated)

Lecture hours per week	Total laboratory hours per term	Total tutorial hours per term	Number of lecture sections	Number of lab /tutorial sections	Academic credits
3.0	12.0	12.0	2.0	2.0	3.0
Lecture AUs per term (lecture hours per week * average length of academic term in weeks)	Laboratory AUs per term (total laboratory hours per term *0.5)	Tutorial AUs per term (total tutorial hours per term *0.5)	Accreditation units for the course (lecture AUs per term + laboratory AUs per term + tutorial AUs per term)		
36.0 A	6.0 B	6.0 C	48.0 D		

Enter appropriate data in each field related to:

- E. The number of lecture sections.
- F. The number of lab/tutorial sections.
- G. The number of academic credits awarded to students for successful completion of the course.

Hours of instruction (calculated)

Lecture hours per week	Total laboratory hours per term	Total tutorial hours per term	Number of lecture sections	Number of lab/tutorial sections	Academic credits
3.0	12.0	12.0	E 2.0	F 2.0	G 3.0

Content category & elements

1. When applicable, select the appropriate elements of the listed content categories (mathematics, natural science, complementary studies) that are covered in the course.
2. Then, specify the percentage of AUs for each content category (including engineering science and engineering design).
3. The total of AUs per component will be automatically calculated.

Note: 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%.

Content category & elements (calculated)

	1 Mathematics	Natural science	Complementary studies	Engineering science	Engineering design
	<input checked="" type="checkbox"/> Differential calculus <input type="checkbox"/> Differential equations <input checked="" type="checkbox"/> Discrete mathematics <input checked="" type="checkbox"/> Integral calculus <input type="checkbox"/> Linear algebra <input type="checkbox"/> Numerical methods <input type="checkbox"/> Probability <input type="checkbox"/> Statistics	<input type="checkbox"/> Chemical <input type="checkbox"/> Earth and environmental sciences <input type="checkbox"/> Life sciences <input type="checkbox"/> Physics	<input type="checkbox"/> Humanities and social sciences <input type="checkbox"/> Communication <input type="checkbox"/> Professionalism, ethics, equity, and law <input type="checkbox"/> Impact of technology and/or engineering on society <input type="checkbox"/> Health and safety <input type="checkbox"/> Sustainable development and environment stewardship <input type="checkbox"/> Engineering economics and project management		
AU %	2 100.00%	50.00%		50.00%	
AU Total	3 48.0	24.0	0.0	24.0	0.0

Ensure that the percentages entered add up to 100%.

CEAB graduate attribute content

1. When applicable, select the most appropriate descriptor for each graduate attribute:
 - “I” = introduced/ introductory.
 - “D” = developed/ intermediate.
 - “A”= applied/ advanced.

CEAB graduate attribute content (content code)

[Click for help instructions](#)

1 A knowledge base for engineering	<input type="text" value="I"/>	7 Communication skills	<input type="text" value="I"/>
2 Problem analysis	<input type="text" value="I"/>	8 Professionalism	<input type="text" value="I"/>
3 Investigation	<input type="text" value="I"/>	9 Impact of engineering on society and the environment	<input type="text" value="Select an option..."/>
4 Design	<input type="text" value="I"/>	10 Ethics and equity	<input type="text" value="Select an option..."/>
5 Use of engineering tools	<input type="text" value="Select an option..."/>	11 Economics and project management	<input type="text" value="Select an option..."/>
6 Individual and team work	<input type="text" value="D"/>	12 Life-long learning	<input type="text" value="Select an option..."/>

Learning outcome expectation

1. List the learning outcome expectations for this course.
2. To add an entry, click on “Add row”.

Learning outcome expectation

<input type="checkbox"/>	Use a set of soft computing skills such as reasoning about algorithms, tracing programs, and test-driven development for programming applications
<input type="checkbox"/>	Explain and apply the fundamental constructs in procedural programming, including variables and expressions, control structures (conditionals/loops), and docume
<input type="checkbox"/>	Write simple programs using functions defined in m-files
<input type="checkbox"/>	Add row

Elective courses

For programs that offer many complementary studies, which may include courses offered in departments outside of the Faculty of Engineering, you can divide these courses into common groups from an AUs perspective. Create a generic “Course information” form for each group and only fill in the required data fields. Click “Save” initially to identify the required fields. For the calculation of the minimum path, please ensure that the AUs recorded are the lowest from any possible course.

Tandem tips

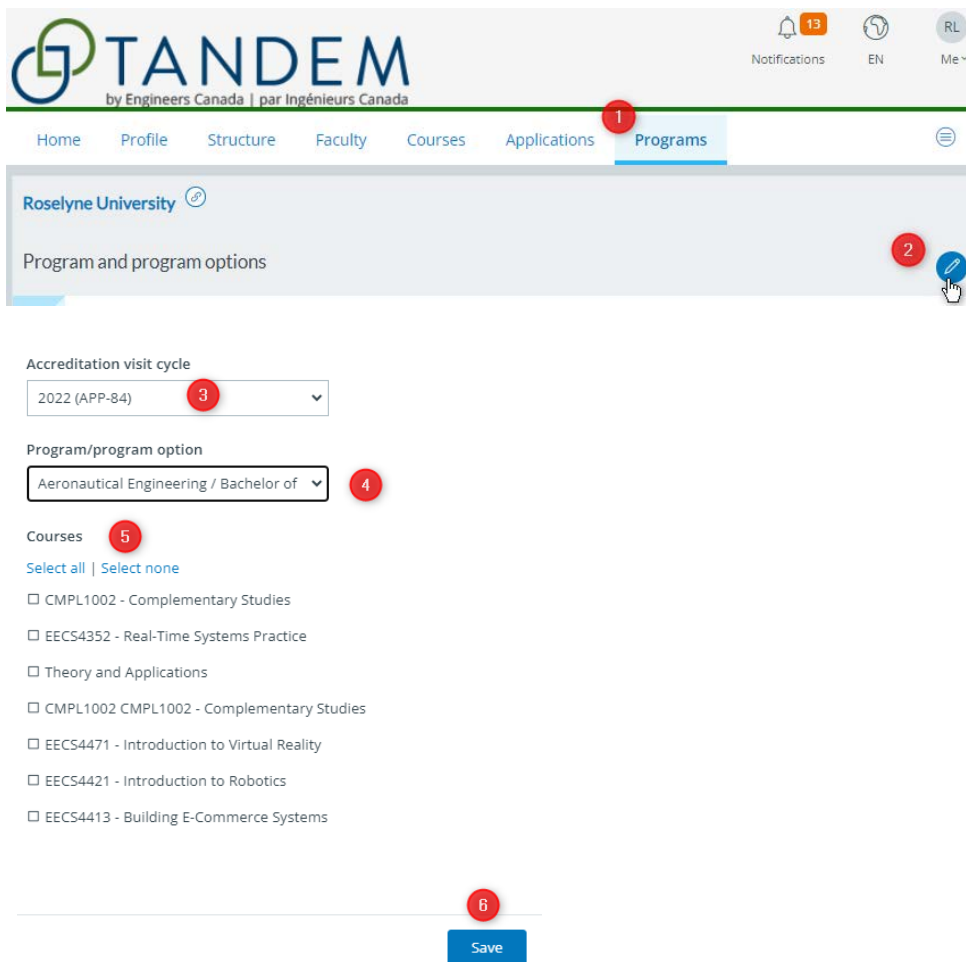
- You can remove a course by clicking on the menu next to the course number, except when the course has been assigned to a program. In such cases, you must archive it instead.
- When a value is required in a specific field, it will not be possible to save the form if those fields have not been populated. Please make sure that all required information has been entered and then click “Save”.
- In the “Content category & elements” section of the “Course information” form, 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%.
- To learn how to enter generic course information, you can watch the [tutorial](#).

Assigning courses to a program


Previously, you entered generic course information through the “Course information” form. This form allows you to enter generic data only once and assign it across multiple programs, as necessary. Subsequently, for each course within a specific program, you will add additional information using the “Program-specific information” form, which pertains exclusively to the course within the program that is seeking CEAB accreditation.

To assign courses to a program:

1. Click on the “Programs” tab.
2. Click on the pencil icon.
3. Select the relevant application from the dropdown list titled “Accreditation visit cycle”.
4. Select the program assigned to the specific application that you wish to assign courses to.
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.



7. To access the program dashboard, click on the name of the program you have just assigned at least one course to. The program dashboard is where you will input details of the courses offered in this specific program, such as the names of the instructors.

Program	Program option	Accreditation cycle	Courses
Aeronautical Engineering 	--	2023 (APP-143)	7

Entering program-specific information

Information entered in the “Program-specific information” form is information unique to a course offered in a specific program. For each course in a program, you must fill out this form as it complements the information you previously entered in the “Course information” form.

Information entered in the “Course information” form and the “Program-specific information” form serves to populate the “Program artifacts”, which are accessible via the program’s dashboard. “Program artifacts” are summary views of different program elements that will be reviewed by the visiting team. Leaving blank fields in these forms will generate incomplete summaries for the visiting team to review.

To enter program-specific information:

1. Click on the “Programs” tab.
2. Click on the appropriate program name. For a program name to be selectable, at least one course must have been assigned to it. (Detailed instructions are provided in the section “[Assigning courses to a program](#)” of the User Guide.)
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. You can also use the search bar to look for a specific course.
 - Information entered in the “Course information” form can be viewed here, but not edited. If you wish to make any changes to the “Course information” form, you must return to the “Courses” tab. (Detailed instructions are provided in the section “[Entering generic course information](#)” of the User Guide).



The screenshot shows the 'Course manifest' for the Aeronautical Engineering program. The title is 'Program/program option: Aeronautical Engineering Accreditation cycle: 2023 (APP-143)'. Below the title is a table with columns: Academic credit, Lecture hours per week, Lab/tutorial hours per term, AU total, and Math. The table contains rows for 'Compulsory', 'Elective courses', 'Prior studies', 'Program totals', and 'Minimum AU requirement'. Below the table is a section titled 'Course manifest' with a search bar and a table of courses. The course 'CMPL1002' is highlighted with a red circle '5'.

Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	Math
3	3	0	36	(
0	0	0	0	(
0	0	0	0	(
3	3	0	36	(
0	0	0	1850	195

Course number	Course title
CMPL1002	Complementary Studies
CMPL1002 CMPL1002	Complementary Studies

6. For elective courses, you need to specify the group (A, B, C, etc.), and select the number of electives students can 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. Click on the **pencil icon** to update and 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.

Summary graduate attribute curriculum map

Graduate attribute	Term of instruction	Learning level	Student achievement
Communication		Introductory	<input type="checkbox"/> Assessed
List graduate attribute indicator(s) for the course			
+ ADD ROW			

9. Click “Done” to return to the “Program-specific information” form.

10. Under the “Instructors” section, you can import faculty information including hire date, licensure status, highest degree, and academic rank. This information would have been entered for each instructor earlier through the “Faculty” tab. **We recommend you complete this section of the form when the faculty members' information has been entered under the “Faculty” tab and the instructors have been appointed to teach the course.** (Detailed instructions are provided in the section “[Entering faculty members' information](#)” of the User Guide). To import this information:

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


- **If you have multiple instructors for that course, we recommend you list all faculty members first and then click on the “Import Faculty Details” button.**

It is important to note that the “Curriculum committee member” field is a **manual entry**. This information will populate the list of curriculum committee members in the “Program artifacts”.

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.

Instructors 10

Faculty member	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
Roselyne Lampron (HEI)	Yes	2019	ingjr	DPhil	Associate

Roselyne Lampron (HEI) 
roselyne.lampron@engineerscanada.ca

Manual entry!

11. Under the “Course delivery and outcomes” section, enter the relevant information in relation to:

- The number of students per supervisor in laboratory sections.
- The number of students per supervisor in tutorials.
- The average grade for the course, as a percentage.
- The average grade for the course, as a letter grade.
- The failure rate for the course.

Course delivery and outcomes 11

Number of students per supervisor in:		Average grade for the course		Failure rate for the course
Laboratory	Tutorial	%	Letter	%
Select an option...	Select an option...	Select an option...	Select an option...	Select an option...

Does this course include a lab experience? 12

Yes No [Clear](#)

12. Indicate if the course includes a laboratory component. If so, provide the appropriate details.

13. In the table under the “Required Text(s)” header, enter relevant information.

- Any style guide can be used for citations, but you are asked to ensure consistency within a course and, preferably, across all courses in a program.
- To add an entry, click on “Add row”.

Required text(s) only; not a reading list

13

<i>Author: Title : Publisher: Year:</i>
+ ADD ROW

14. For each course, you should provide:

- Detailed syllabi and additional information.
- Documentation of assigned work and assessments.
- Examples of evaluated student work.

Do you want to submit **detailed syllabi and additional information** for this course (Criteria 3.1, 3.4)?

14

[Click here for help instructions](#)

Yes No [Clear](#)

Do you want to submit **documentation of assigned work and assessments** for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7)?

[Click here for help instructions](#)

Yes No [Clear](#)

Do you want to submit **evaluated student work** for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7)?

[Click here for help instructions](#)

Yes No [Clear](#)

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). Providing the link to the exact folder where a course’s information is stored is crucial to ensure the accuracy of your submission. If you wish to provide a link for the visiting team to access your institution’s platform:

15. Click on “Yes” and enter the appropriate link.

16. To add an entry, click on “Add row”.

Do you want to submit evaluated student work for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7)?

[Click here for help instructions](#)

15

Yes No [Clear](#)

1. For culminating design experiences, provide all student deliverables from ten evaluated projects, including, but not limited to, written reports, physical models, or mathematical models as appropriate. If less than ten projects were completed in the course, include all projects. These samples must include at a minimum, three examples of work that in the opinion of the instructor marginally meet expectations at the time of assessment. If all work meets expectations, provide at least three works that, in the opinion of the instructor(s), are the lowest quality products.		
Description	Upload	Hyperlink if needed
<input type="text"/>	<input type="button" value="Upload"/> -or- Choose Existing	<input type="text"/>
+ ADD ROW		

16

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

Tandem tips

- Information entered in the “Course information” form and the “Program-specific information” form serves to populate the “Program artifacts”, accessible via the program’s dashboard. “Program artifacts” are summary views of different program elements that will be reviewed by the visiting team. Leaving blank fields will generate incomplete summaries for the visiting team to review.
- Under the “Instructors” section, the “Curriculum committee member” field is a **manual entry** field. This information will populate the curriculum committee composition program artifact.
- 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 specified AUs) is based on the information provided for the faculty member listed under the first “Instructors” section on the “Program-specific information” form.
- 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). Providing the link to the exact folder where a course’s information is stored is crucial to ensure the accuracy of your submission.
- To learn how to enter program-specific information, you can watch the [tutorial](#).

Reviewing a program dashboard

The program dashboard is 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. 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.

To access the dashboard of a program:

1. Click on the “Programs” tab.
2. Click on the name of the program you wish to view. To be able to select a program, at least one course must have been assigned to it. (Detailed instructions are provided in the section “[Assigning courses to a program](#)” of the User Guide.)
3. You are now in the program dashboard.



From the program dashboard, you can see:

- A. The number of academic credits.
- B. The number of hours of lecture per week.
- C. The number of hours of laboratory/tutorial sessions per term.
- D. The summary AU count, based on the courses assigned to the program. (The AU count will only be displayed once the “Course information” and the “Program-specific information” forms are complete and saved.)
- E. The list of courses assigned to the program in the “Course manifest” table, which gives you access to the program-specific information form associated with each course.

The screenshot shows the TANDEM UAT interface for Roselyne University. The top navigation bar includes Home, Profile, Structure, Faculty, Courses, Applications, and Programs. Below the navigation bar, the program name 'Roselyne University' is displayed. The main content area shows the program option: 'Aeronautical Engineering / Bachelor of Engineering and Manufacturing'. Below this, a table displays the summary of the program. The table has columns for Academic credit, Lecture hours per week, Lab/tutorial hours per term, and AU total. The data is as follows:

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total
Compulsory	0	0	0	0
Elective courses	0	0	0	0
Prior studies	0	0	0	0
Program totals	0	0	0	0
Minimum AU requirement	0	0	0	1850

Below the table, the 'Course manifest' section is visible. It includes a search bar and a table with columns for Course number and Course title. The first row shows 'CMPL1002' and 'Complementary Studies'. Red circles A, B, C, D, and E highlight the program name, the table headers, the table data, the search bar, and the course number, respectively.

On the right-hand side of the page, you can see:

- F. The program’s Questionnaire, which is also called an “instrument” in Tandem. To access the Questionnaire, click on the “Questionnaire – [Program name].”
- G. Under the “Program artifacts”, you will have access to different views of program elements entered in the “Course information” and the “Program-specific information” forms. The numbers referenced in brackets beside each title match the numbering utilized in the Excel 6C file previously made available on the “Accreditation resources” page of the Engineers Canada website.

The screenshot shows two main sections in a light blue header. The first section is titled 'Instruments' with a red circle containing the letter 'F'. Below it is a table with a 'Name' column. One entry is 'Questionnaire - Architectural Conservation and Sustainability Engineering'. The second section is titled 'Program artifacts' with a red circle containing the letter 'G'. Below it is a list of links: '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)', and 'Average grade and failure rate (4.6)'.

Program artifacts overview

The “Program artifacts” links to summary views of your program’s components detailed in the “Course information” form and the “Program-specific information” form¹. Program artifacts can only be updated through these two forms.

Leaving blank fields will generate incomplete summaries for the visiting team to review. For instance, in the “Program-specific information” form, it is important to specify the term of instruction for each graduate attribute, indicate whether it is assessed, and detail its indicators. This information enables the system to accurately populate the following three program artifacts:

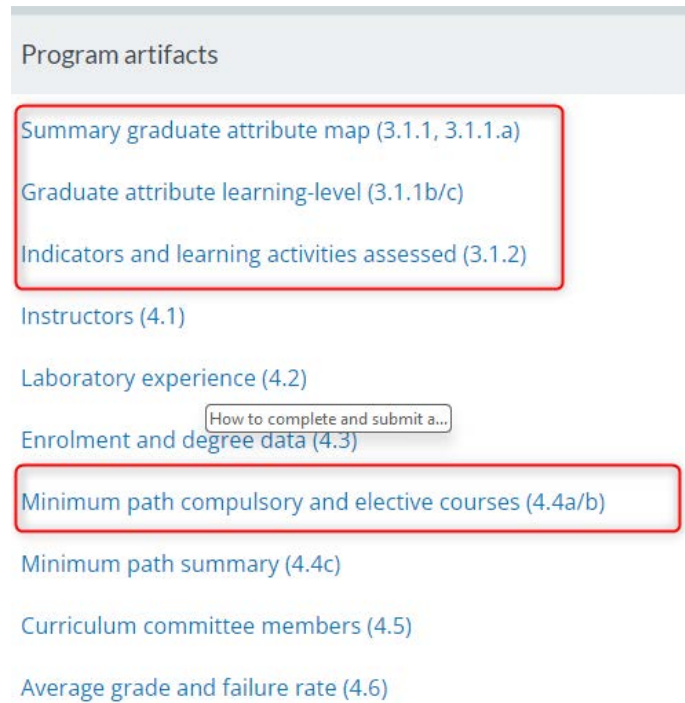
1. Summary graduate attribute map.
2. Graduate attribute learning level.
3. Indicators and learning activities assessed.

To access the “Course information” form, click on the “Courses” tab and select the appropriate course you wish to update. To access the “Program-specific information” form, click on the “Programs” tab, select the appropriate program you have assigned courses to, and click on the relevant course number under the “Course manifest” header.

Similar to the previous Excel 6C file, the summary views generated in the “Program artifacts” section also display colour-coded cells.

¹ The “Enrolment and degree data” artifact is populated based on the most recently completed Enrolment and Degrees Awarded Survey (EDAS).

- 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) are 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.



Tandem tips

- In the “Course manifest” table of a program:
 - You can filter the listed courses for status (active, archived) and course type (compulsory, elective, prior studies) using the filter function.
 - You can search courses using the search bar.
 - You can organize the list of courses using the sorting function; this will allow you to sort by the date the courses’ entries were created (either earliest or latest). To return to an alpha-numerically organized list, click the minus sign in the “Created date” widget.
- Similar to the previous Excel 6C file, the summary views generated in the “Program artifacts” section also display colour-coded cells.
- The numbers referenced in brackets next to each program artifact’s title corresponds to the numbering utilized in the Excel 6C file previously made available on the “Accreditation resources” page of the Engineers Canada website.
- Program artifacts can only be updated through the “Course information” form and the “Program-specific information” form. Leaving blank fields in those forms will generate incomplete summaries for the visiting team to review.
- To learn how to review a program dashboard, you can watch the [tutorial](#).

Completing and submitting a *Questionnaire for the Evaluation of an Engineering Program*

Once the CEAB Secretariat has received your Request for Accreditation, a Questionnaire for each program seeking accreditation will be made available for you to complete in Tandem. You can access the Questionnaire from the “Instruments” tab or from the dashboard of the appropriate program.

To access the Questionnaire directly from the “Instruments” tab:

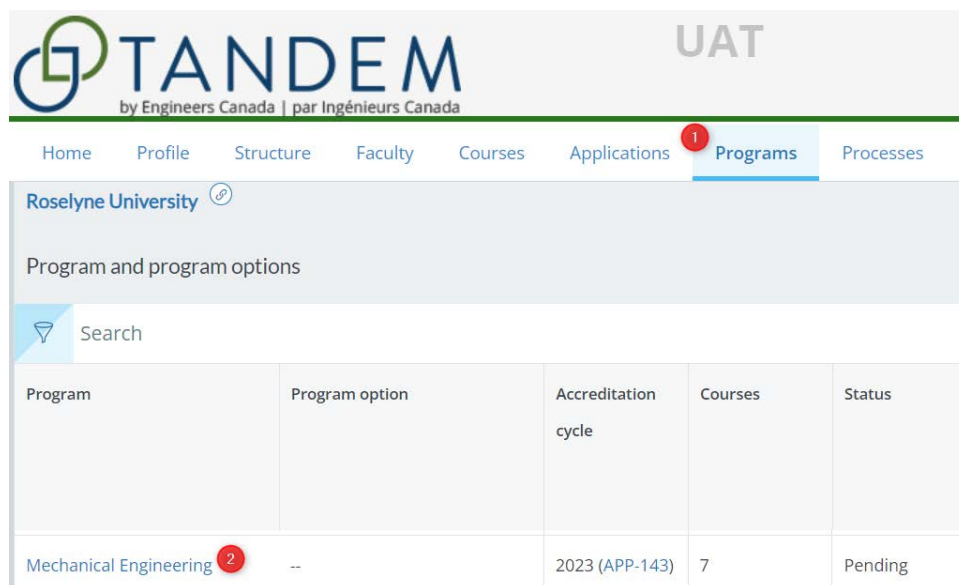
1. Click on the “Instruments” tab.
2. Click on the name of the Questionnaire of the appropriate program.



To be able to access the Questionnaire from the dashboard of your program, at least one course must have been assigned to the program. (Detailed instructions are provided in the section “[Assigning courses to a program](#)” of the User Guide.)

To access the Questionnaire from the “Programs” tab:

1. Click on the “Programs” tab.
2. Click on the name of the program you wish to view.



- You are now on the dashboard page of the program. Under the “Instruments” header on the upper right-hand corner of the screen, click on the name of the Questionnaire.

The screenshot shows the Roselyne University dashboard. At the top, there is a navigation bar with links: Home, Profile, Structure, Faculty, Courses, Applications, Programs (highlighted), Processes, Instruments, Issues, Certifications, and Documents. Below this, the Roselyne University logo is on the left, and the 'Instruments' header is on the right. Under 'Instruments', there is a list with a 'Name' column. One item is visible: 'Questionnaire - Mechanical Engineering', which is highlighted with a red box and a red circle containing the number 3. Below the navigation bar, there is a header for the program: 'Program/program option: Mechanical Engineering Accreditation cycle: 2023 (APP-143)'. Below this, there is a table with columns: 'Academ ic credit', 'Lecture hours', 'Lab/tut orial', 'AU total', 'CEAB content category (AU)', and 'Specific AUs'.

To complete a Questionnaire:

- Click on the different sections and follow the instructions.
- The progress of completion is displayed for each section. To be able to submit the Questionnaire, all sections must display 100%.
- Note that the numbers referenced before each title match the numbering utilized in the former version of the Questionnaire.
- 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.

The screenshot shows the 'Progress' section of the questionnaire. It is a table with three columns: a dropdown arrow, a progress percentage, and the section title. The rows are: 'Glossary of terms' (0% progress), 'General instructions' (0% progress), '1.3 Program objectives and plans' (0% progress, with a red circle 2 next to the dropdown and a red arrow 3 pointing to the title), '1.4 Resolution of previous issues' (0% progress, with a red circle 3 next to the dropdown), '2. Self-appraisal' (0% progress), and '3.1 Graduate attributes - Overall GA/CI process' (0% progress). Below the table is a rich text editor with a red box around it and a red circle 4 next to it. The editor has two rows of icons: the first row includes Bold (B), Italic (i), Underline (U), Text color (A:), Background color (F), Bulleted list (≡), Numbered list (≡), Link (🔗), Image (🖼️), Table (📊), and Unlink (🔗); the second row includes Undo (↶), subscript (x₂), superscript (x²), Font size (A), Font color (AA), Text color (A), and Bold (B).

Overall graduate attribute/continual improvement process:

Under this heading, discuss how often a complete data set is collected and analyzed f

- This is an example.**

- 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.
- 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.
- 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.

The screenshot displays the 'Questionnaire - Bioengineering' interface. At the top, there are icons for 'EN', 'Export' (with a red '7' notification), and 'Exit' (with a red '8' notification). Below these are three tabs: 'Progress' (selected), 'Documents', and 'Filters'. A table lists various sections with their completion status:

Progress	Documents	Filters
☺	---	Glossary of terms
☺	---	General instructions
🔄	50%	1.3 Program objectives and plans
☺	0%	1.4 Resolution of previous issues
☺	0%	2. Self-appraisal
☺	0%	3.1 Graduate attributes - Overall GA/CI process
☺	0%	3.1 Graduate attributes - Organization and engagement
☺	0%	3.1 Graduate attribute #1 - A knowledge base for engineering

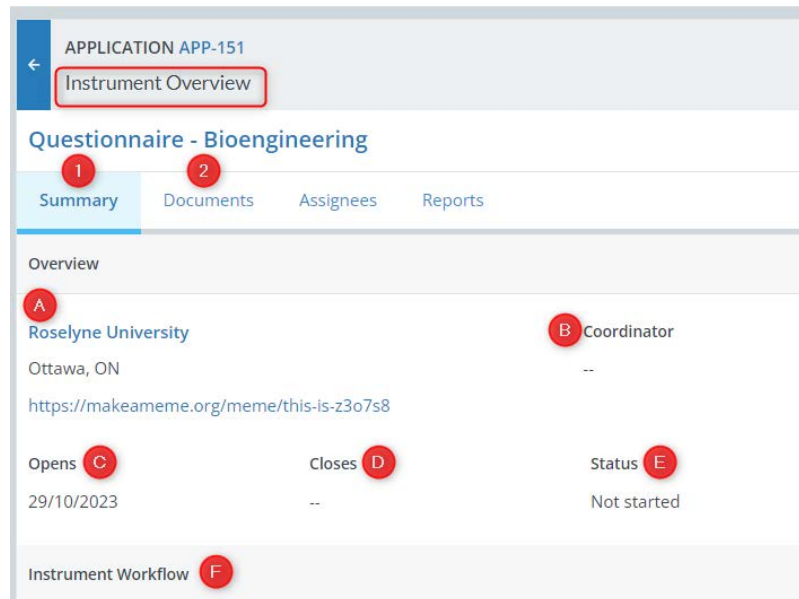
At the bottom of the table, there are 'Save' and 'Submit' buttons, with a red '5' notification above the 'Save' button. The main content area shows the '1.3 Program objectives and plans' section, which is currently active. It includes a rich text editor with the text 'rich text' and a '1.3 Program future plans' section. At the bottom of the page, there are navigation arrows labeled 'PREV.' and 'NEXT', and another set of 'Save' and 'Submit' buttons, with a red '9' notification above the 'Submit' button.

- 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.
- When all sections of the Questionnaire are completed and finalized, and the progress completion of the Questionnaire displays 100%, click on “Submit”.

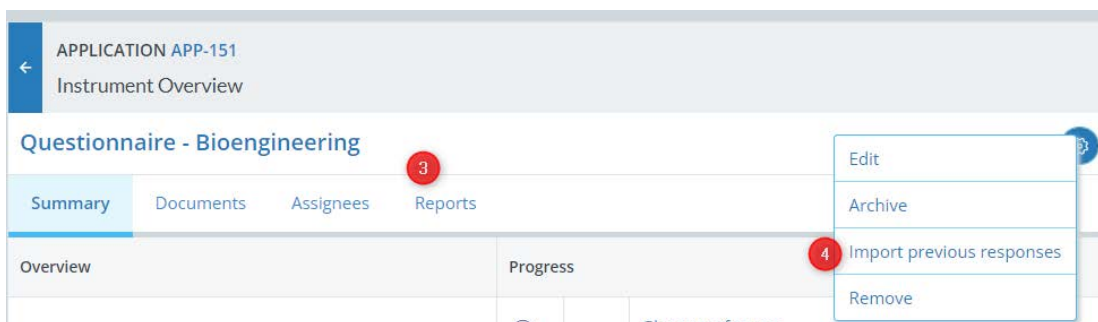
Questionnaire overview

To get to the “Instrument overview” page of the Questionnaire, if you are on a page of the Questionnaire, click on “Exit”.

1. On the left-hand side of the page, under the “Summary” tab, are listed the following:
 - A. Your institution information.
 - B. The name of your visit coordinator.
 - C. The date the instrument response window will/was open(ed).
 - D. The date the instrument response window will/was close(d).
 - E. The status of the Questionnaire’s completion.
 - F. The “Instrument workflow”, which indicates the different steps of the process associated with the completion of the Questionnaire until its revision by the visiting team.
2. Under the “Documents” tab, you can find all documents uploaded in the Questionnaire by your institution.



3. Under the “Reports” tab, you can export a printable PDF copy of the Questionnaire.
4. It is possible to import responses from questionnaires previously submitted during past visits by clicking on the gear icon and selecting “Import previous responses.”



Assign the completion of the Questionnaire

Multiple people (trusted contacts) can work simultaneously on the Questionnaire, and any modifications made by an individual will be saved. Under the “Assignees” tab, you can assign the completion of the Questionnaire to a faculty or 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. For more details, read the [Tandem tips](#) of the “Entering faculty members’ information” section.

To assign the completion of a Questionnaire to a member of your institution who is not a trusted contact:

1. From the “Instrument overview”, click on the “Assignees” tab.
2. Click on “Add assignee”.
3. 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.
4. Click “Save”. The assignee will be able to access the instrument through their “My Items” persona.
5. To add more assignees, repeat the steps above.
6. To remove an assignee, follow steps 1-3 above, then click on the minus icon.

APPLICATION APP-155
Instrument Overview

Questionnaire - Génie électrique

Summary Documents **1** Assignees Reports

+ Add assignee **2**

Edit Assignee(s)

Assignee	Role
Jane Doe 3	

Jane Doe
fake@email.com **4**

6

Save Cancel

Tandem tips

- You can directly paste text, a table, or an image in a response box in the Questionnaire.
- If certain sections of the Questionnaire do not apply to your situation, please indicate N/A in the appropriate answer boxes.
- Multiple people (trusted contacts) can work simultaneously on the Questionnaire, and any modifications made by any individual will be saved.
- You can assign the completion of the Questionnaire to a faculty or staff member of your institution who is not a trusted contact.
- To learn how to complete and submit a Questionnaire, you can watch the [tutorial](#).

Appendix A: Quick reference

Getting started

To log in to Tandem's training environment, click [here](#).

To log in to Tandem's production environment, click [here](#).

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?



Choose your persona...  EN

 My Items

 **Organization Representative**

For HEI users, select the "Organization Representative" persona.

Enable multi-factor authentication

The screenshot shows the Tandem user profile page for Roselyne Lampron (HEI). The user's name and email (roselyne.lampron@engineerscanada.ca) are displayed at the top right. The 'Security' tab is selected, showing options to change the username, reset the password, and configure authentication (MFA). The 'Configure Authentication (MFA)' option is highlighted with a red box. A callout bubble points to the 'Microsoft Authenticator' application, stating: "Install the 'Microsoft Authenticator' application on your mobile device."

The screenshot shows the Microsoft Authenticator app interface. A callout bubble instructs the user: "Scan the QR code with your mobile device. In Tandem, enter the authentication code generated by the 'Microsoft Authenticator' application on your mobile device. Click on 'Verify'." Below the QR code, there is an input field for the authentication code and a 'Verify' button. A red error message below the input field reads: "A value is required".

Entering Tandem

TANDEM
by Engineers Canada | par Ingénieurs Canada

UAT

Home Profile Structure Faculty Courses Applications Programs Processes Instruments Iss

My Account

Roselyne Lampron

Reset your password

Contact Info Security Additional Data Summary Work history Education history Conflicts of interest Training

View/edit your individual contact information

Phones Emails Addresses

Is Primary

Email	roselyne.lampron@engineerscanada.ca	P	☰
-------	-------------------------------------	---	---

Log out when you are done your work / leave your work station

Roselyne Lampron (HEI)
roselyne.lampron@engineerscanada.ca

Edit my profile

Change My persona

Logout

Toggle between persona (if applicable)

Creating a trusted contact

The screenshot shows the Tandem system interface for Roselyne University. The top navigation bar includes Home, Profile, Structure, Faculty (highlighted), Courses, Applications, Programs, Processes, Instruments, Issues, and Certification. The user is logged in as RL. A search bar is present, and a table with columns Name, Account, Type, Primary, and Trusted is visible. A blue 'Add Personnel' button is highlighted, leading to a form with two tabs: Person Info (selected) and Contact Info. The form includes fields for Name (First name, Middle, Last name), ID, Email Address, and Primary Phone (Phone Number, ext, Extension). A checkbox 'User may login with this email' is checked. A search bar on the left contains 'dfgh' and shows 'We found 0 matching records. Please select the person you wish to add. If the person is not listed, please [Click Here](#).' Annotations include: 'Go to the "Faculty" tab.' pointing to the Faculty tab; 'Click on the "Plus" button.' pointing to a plus icon in the table; 'Type any characters into the search bar and click "Find".' pointing to the search bar; 'Select "Person info". Only provide the first name, last name and email address of the contact. Select "User my login with this email". This will grant the contact access to the system.' pointing to the Person Info tab and the login checkbox; and 'A value is required' pointing to the First name and Last name fields.

Go to the "Faculty" tab.

Click on the "Plus" button.

Type any characters into the search bar and click "Find".

Select "Person info". Only provide the first name, last name and email address of the contact. Select "User my login with this email". This will grant the contact access to the system.

A value is required

A value is required

dfgh

We found 0 matching records. Please select the person you wish to add. If the person is not listed, please [Click Here](#).

Person Info

Contact Info

NAME

First name Middle Last name

ID

EMAIL ADDRESS

PRIMARY PHONE

Phone Number ext Extension

User may login with this email

←
 Person Info
Contact Info

TITLE

If applicable, provide the title of the individual.

START DATE **END DATE**

CONTACT STATUS

CONTACT ACCESS

This is the organization's Primary Contact

This contact may act on behalf of the organization

ACCREDITATION PROCESSES CONTACT TYPES

President

- Chief executive officer
- Faculty
- Visit organizer
- Administrative support
- Accreditation volunteer

Select "Contact Info".

If applicable, provide the title of the individual.

Select the appropriate contact type(s) from the list.

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. Click "Save". A "New User Email Message" will be automatically generated.

Entering faculty members' information

The screenshot shows the Tandem system interface for Roselyne University. At the top, the Tandem logo is displayed with the text "by Engineers Canada | par Ingénieurs Canada". Navigation tabs include Home, Profile, Structure, Faculty (highlighted with a red box), Courses, Applications, Programs, Processes, Instruments, Issues, and Certification. A callout bubble points to the Faculty tab with the text: "Go to the 'Faculty' tab."

Below the navigation, the user is logged in as "RL" with a "Me" dropdown. A "Notifications" bell icon and a language selector "EN" are also visible. The main content area is titled "Roselyne University" and features a search bar. A callout bubble points to the search bar with the text: "Type any characters into the search bar and click 'Find'".

The "Add Personnel" section is highlighted with a blue bar. A callout bubble points to a plus sign button in the top right corner of this section with the text: "Click on the 'Plus' button." Below this, there is a "Check for existing records" section with a "Find" button. The search results show "We found 0 matching records. Please select the match..." and a "Click Here" button. A callout bubble points to the "Click Here" button with the text: "Click Here to add..."

The "Person Info" tab is selected, showing a form for entering the faculty member's name. The form has fields for "First name" and "Last name", both highlighted in yellow. A callout bubble points to the "Person Info" tab with the text: "Select 'Person info'. Only provide the first name and last name of the faculty member."

←
Person Info
Contact Info

TITLE

END DATE

ACCREDITATION PROCESSES CONTACT TYPES

Chief executive officer
 Faculty
 Visit organizer
 Administrative support
 Accreditation volunteer

[Clear](#)

1.PRONOUNS

2.IF OTHER PRONOUNS, PLEASE SPECIFY

Select "Contact info".

If applicable, provide the title of the individual.

Select the appropriate contact type(s) from the list.

Provide information in all relevant fields numbered 1 to 19 of the contact's info. Click "Save".

Setting the length of term factors

TANDEM
by Engineers Canada | par Ingénieurs Canada

Notifications EN Me

Home Profile Structure Faculty Courses Applications Programs Processes Instruments Issues Certification

Contacts Additional Info Public Profile

Additional Info

LENGTH OF TERM INSTRUCTIONS

Instructions and response for criterion 3.4.1.1:

Provide a calculation of the length of the academic term obtained by the following procedure: count the actual number of instructional days, excluding holidays and the final examination period, in all academic terms; divide by the number of terms X teaching days per week (for example, if there are 5 days per week for 3 terms the divisor is 15, if there are 6 days per week for three terms the divisor is 18).

Instructions et réponse pour la norme 3.4.1.1 :

Fournissez un calcul de la durée de l'année universitaire, en utilisant la procédure suivante : comptez le nombre réel de jours d'enseignement, à l'exclusion des congés et de la période des examens finaux, pour toutes les sessions; divisez par le nombre de sessions X le nombre de jours d'enseignement par semaine (par exemple, s'il y a 5 jours par semaine pendant trois sessions, le diviseur est 15; s'il y a 6 jours par semaine pendant trois sessions, le diviseur est 18).

NUMBER OF INSTRUCTIONAL DAYS

180

TEACHING DAYS PER WEEK

5

NUMBER OF TERMS

3

Click on the pencil icon to enter the numbers that will allow the system to calculate the length of the term factor.

Entering generic course information

TANDEM
by Engineers Canada | par Ingénieurs Canada

Notifications EN Me

Home Profile Structure Faculty **Courses** Applications Programs Processes Instruments Issues Certification

Canadian University of Engineering (CUE)

Course listing

Search

To create a new course, click on the "Plus" button.

To update an existing course, click on the course number.

Course number	Title	Status	Last updated	Last updated by
10001	Test 1	Active	03/08/2023	Roselyne Lampron (HEI)

Course Information
✕

Course number Title

This "Course information" form allows you to enter basic information about a course that should be applicable to that course regardless of the program(s) offering it.

Note: Information entered in this "course information form" **will not vary** depending on the program offering the course.

Later in the process, you will complete the "Program-specific information form" where you will enter information that is specific to the course offered in the program. This information **may vary** depending on the program offering the course.

Link to course in institution's course catalogue

Provide explanatory notes on inconsistencies with calendar information (if applicable)

Select the appropriate AU calculation type and fill out the sections. You can manually edit the length of term factors here.

AU calculation type

[Click here for help instructions](#)

Select an option...

CCAB graduate attribute content (content code)

[Click for help instructions](#)

When applicable, select the most appropriate descriptor (I, D, A) for each graduate attribute (GA).

1 A knowledge base for engineering	Select an option... ▾	7 Communication skills	Select an option... ▾
2 Problem analysis	Select an option... ▾	8 Professionalism	Select an option... ▾
3 Investigation	Select an option... ▾	9 Impact of engineering on society and the environment	Select an option... ▾
4 Design	Select an option... ▾	10 Ethics and equity	Select an option... ▾
5 Use of engineering tools	Select an option... ▾	11 Economics and project management	Select an option... ▾
6 Individual and team work	Select an option... ▾	12 Life-long learning	Select an option... ▾

Learning outcome expectation

List the learning outcome expectations for this course.

[+ ADD ROW](#)

Save
Cancel

Assigning courses to a program

TANDEM
by Engineers Canada | par Ingénieurs Canada

Notifications EN Me

Home Profile Structure Faculty Courses Applications **Programs** Processes Instruments Issues Certification

Canadian University of Engineering (CUE)

Program and program options

Go to the "Programs" tab and click on the pencil icon.

Accreditation visit cycle

2023 (APP-90)

Select the relevant application from the dropdown list titled "Accreditation visit cycle".

Program/program option

Computer Engineering

Select the program assigned to the specific application that you wish to assign courses to.

Courses

Select all | Select none

Select all the courses you wish to assign to that program.

- 10001 - Test 1
- CHEM1100 - Introduction to Chemistry for Engineers
- CMPL1000 - Complementary Studies
- EECS4413 - Building E-Commerce Systems
- EESC1101 - Computational Thinking Through Mechatronics
- ENG4000 - Engineering Project
- PSIS - CEGEP

Click "Save".
The name of the program will appear in blue, which indicates it is now a selectable link.

Save Cancel

Entering program-specific information

The screenshot shows the TANDEM web application interface. At the top, the logo for TANDEM by Engineers Canada | par Ingénieurs Canada is displayed. Below the logo is a navigation menu with tabs: Home, Profile, Structure, Faculty, Courses, Applications, Programs (highlighted with a red box), and Processes. A callout bubble points to the 'Programs' tab with the text: "Go to the 'Programs' tab and select the program you have assigned courses to." Below the navigation menu, there is a header for the 'Computer Engineering' program, with a dropdown arrow and the text '2023 (APP-90)'. Below this is a 'Course manifest' section, also highlighted with a red box. It contains a search bar and a table of courses. A callout bubble points to the table with the text: "For each course, click on the course number and enter the appropriate information in the 'Program-specific information' form." The table has four columns: Course number, Course title, and Course type. The course numbers CMPL1000, EESC1101, ENG4000, and PSIS are highlighted with a red box.

Go to the "Programs" tab and select the program you have assigned courses to.

Computer Engineering -- 2023 (APP-90)

Course manifest

Search

	Course number	Course title	Course type
☰	CMPL1000	Complementary Studies	Elective
☰	EESC1101	Computational Thinking Through Mechatronics	Compulsory
☰	ENG4000	Engineering Project	Compulsory
☰	PSIS	CEGEP	Prior Studies



Course Information Form Program-Specific Information Form

Course
 Course Information Form

Information entered in the "Course information" form can be viewed but not edited. To make changes to this form, go to the "Courses" tab.

Fill out each section of this form. The information entered here is specific to the course offered in the program.

Note: The "Program-Specific Information Form" is specific to the course offered in the program. This information **may vary** depending on the program offering the course.

Early you entered information in the "Course information form" which can be viewed but not edited by selecting the tab "Course information form". If you wish to make any changes to the "Course information form", please return to the "Courses" tab.

Type of AU Calculation

K Factor

Accreditation Units (Calculated)

Accreditation Units (K Factor/Manual)

80.0

Click on the pencil icon to update and review the following information:

- Term of instruction.
- Learning level (which can only be edited from the "Course information" form).
- Student achievement assessment.
- Graduate attribute indicator(s) for the course.

Summary graduate attribute curriculum map

	Graduate attribute	Learning level	Term of instruction	
⊖	Communication	Advanced	9	
⊖	Professionalism	Advanced	9	

Reviewing a program dashboard

TANDEM
by Engineers Canada | par Ingénieurs Canada

Home Profile Structure Faculty Courses Applications **Programs**

Program Name: **Aeronautical Engineering**

Roselyne University

Program/program option: Mechanical Engineering Accreditation cycle: 2023 (APP-143)

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	3	15	150	330	0	0	0	0	0	0	0	0	0	0	0	0	0
Elective courses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program totals	3	15	150	330	0	0	0	0	0	0	0	0	0	0	0	0	0
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600		

Course manifest

Course title	Course type
CMPL1002	Complementary Studies
	Compulsory

Program artifacts

- Questionnaire - Mechanical Engineering
- 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
- Laboratory
- Enrolment
- 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)

Completing and submitting a Questionnaire

Once your Request for Accreditation has been acknowledged by the CEAB Secretariat, a Questionnaire for each program will be made available for you to complete. You can access the Questionnaire directly from the "Instruments" tab.

Instrument	Open date	Close date
Questionnaire - Aeronautical Engineering	02/11/2023	

You can also access the Questionnaire from the program's dashboard. Note that at least one course must have been assigned to the program to be able to access its dashboard.

Name
Questionnaire - Aeronautical Engineering

Questionnaire - Aeronautical Engineering

Summary Documents Assignees Reports

Overview

Roselyne University
Ottawa, ON
<https://makeameme.org/meme/this-is-z3o7s8>

Opens: 02/11/2023
Closes: --
Status: In progress

Coordinator: --

Instrument Workflow

Progress

☰	---	Glossary of terms
☰	---	Gene
☰	0%	1.3 Program objectives and plans
☰	0%	1.4 Resolution of previous issues
☰	0%	2. Self-appraisal
☑	100%	3.1 Graduate attributes - Overall GA/CI process
☰	0%	3.1 Graduate attributes - Organization and engagement
☰	0%	3.1 Graduate attribute #1 - A knowledge base for engineering

Opened on November 2nd, 2023 - In progress

You can access all documents uploaded in the Questionnaire by your institution.

You can export a printable PDF copy of the Questionnaire.

The progress of completion is displayed for each section. To be able to submit the Questionnaire, all sections must display 100%.

To import responses from previous questionnaires submitted during past visit cycles, click on the gear icon.

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

The numbers referenced before each title match the numbering utilized in the former version of the Questionnaire.

Appendix B: Tandem tutorials for HEI users

To assist users in becoming familiar with Tandem, we have developed tutorials that cover themes aligned with the principal sections of the User Guide:

- How to create a trusted contact.
- How to enter faculty members' information.
- How to set the length of term factors.
- How to enter generic course information.
- 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.

To access the playlist of these tutorials on YouTube, [click here](#).