

# Tandem for accreditation

## 2024/2025 visit cycle

February 8, 2024

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**Webinar #2**



by Robert  
Burke



# Agenda

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

# FAQs

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



# FAQs

4. Is it possible to import our CSV file into Tandem?



5. Can we do a bulk upload of faculty members and course information with an Excel file?



6. Is there a log of all changes affecting an individual program?



# FAQs

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



# Glossary of terms



# Glossary of terms

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

# Glossary of terms

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

# Pending items

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

# Access to Tandem

# Access to Tandem

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

# Training

# Training

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





# Training

Webinar #1: January 17

- Training scenario #1
  - Generic course data and faculty information

Step 1!

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



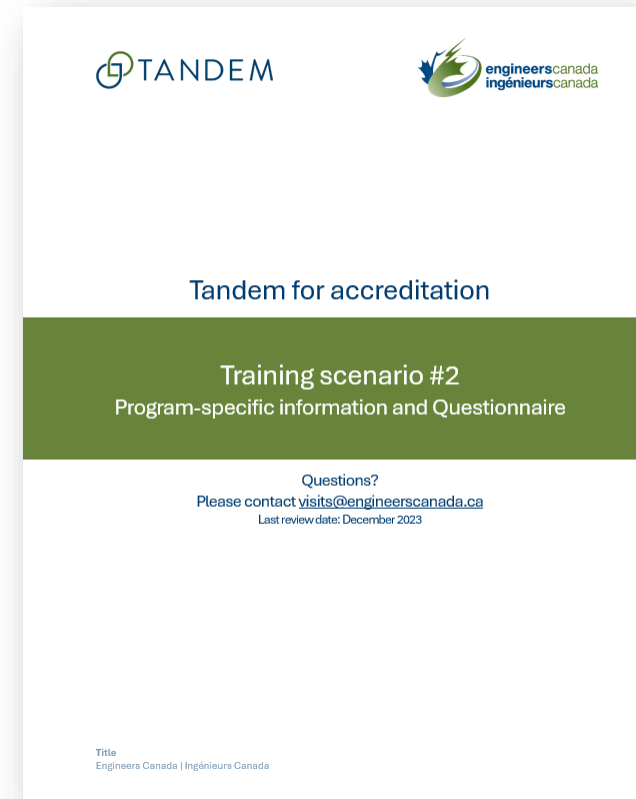
# Training

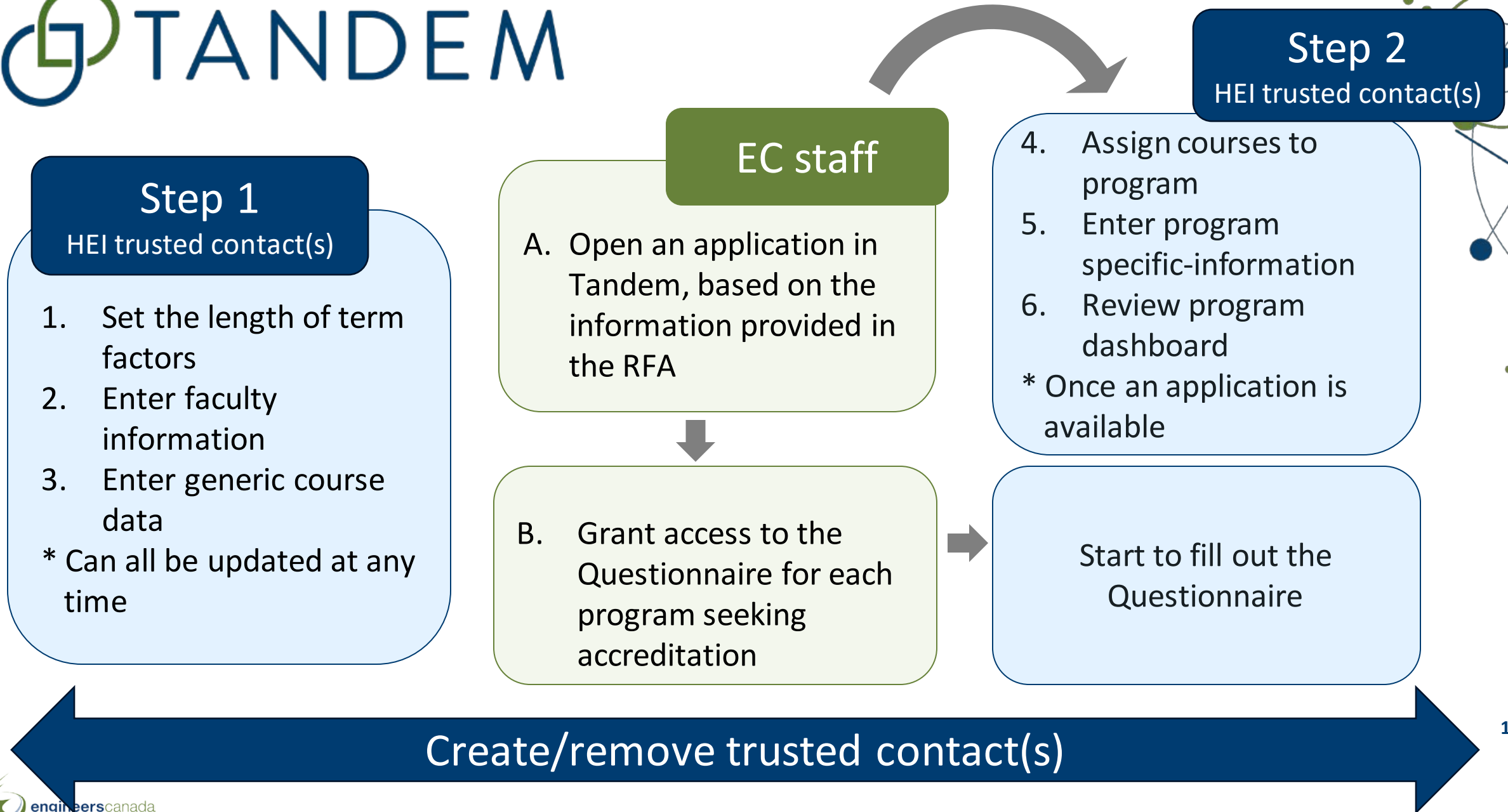
Webinar #2: February 8

- FAQs
- Training scenario #2
  - Program-specific information and Questionnaire

Step 2!

- › 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





# Demo

# Demo: Step 1

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

# Demo: Step 2

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

# Q&A