

EDvera Guide Annual Report

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1.1 Log In to EDvera for the First Time

- 1. Go to https://tac.edvera.com/
- 2. Click "Forgot Your Password?"
- 3. Complete necessary steps to create your own password.
- 4. Enter new login information.
- 5. If there is an error or you do not receive the email to reset your password, please contact a Project Manager at TAC.

2.1 Submit Annual Report

1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



2. Open the "+Start Document" drop down menu and select Annual Report.

Documents		In I	Progress	Document Archive
Q Search by: Name or For	T C	۴ ~	<u>*</u> ~	+ Start Document ~
Name	⇔ For		‡ Status	Annual Report
Annual Report	Test University (2024-08-16)		Unsubmitt	Institution Response
Annual Report	Test University (2024-09-27)		Unsubmitt	Renewal Application Self-Assessment Form

Read the information about the Annual Report (shown below) and click Continue to advance or Cancel.

Annual Report

The purpose of the Annual Report is to inform Technology Accreditation Canada of any key changes to your accredited program in the past year as they relate to the National Accreditation Criteria, particularly if a change may affect compliance with a national accreditation criterion. Please complete the report and submit it to Technology Accreditation Canada on the anniversary date of your accreditation. Refer to the Annual Report Guide for support. You are starting a(n) Annual Report for Test University.

To get started, please click Continue.

To prevent session timeouts and losing unsaved work, click Save often, but at a minimum every 25 minutes. Note, clicking Save and Proceed will also prevent a session timeout.





4. Fill out the required information for Tab 1. Institution Information in the text boxes. *Please note, "Year" is the year that you are submitting this Annual Report for.*

	Annual Report	🔒 Print
	Submission Review Comments 0 Status Unsubmitted History	
A. Oters I: Progen Dutters I. Deters D: Present Instruction Information Instruction Information Information Information Instructin Information Info	1. Institution Information 2. Criteria A: Program Background Information 3. Criteria B: Student Policies 4. Criteria C: Program Policies 5. Criteria D: Program and Course Information	
	6. Criteria E: Program Outcomes 7. Criteria F: Faculty 8. Criteria G: Facilities, Resources and Other Student Support 9. Improvement Reporting	
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5. Once complete, click Save and Proceed to Next Section at the bottom of the form.

Save and Exit Save Save and Proceed to Next Section

6. For Tab 2. Criteria A, review each component and select if there has been a change within the past year, particularly if a change affects compliance of the National



Accreditation Component. If no, check off "No", as shown:

Criteria A: Program Background Information

Have there been any changes in the past year with respect to the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes. **A.1 Program History:** The program has a documented history of educational delivery in the designated technician and technologist fields. O Yes No

7. If yes, check off "Yes" and describe the change/update in the text box, as shown:

A.2	A.2 Program Option Names and Descriptions: The program has clear names and descriptions for all program options.												
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Exp	lanat	ion											
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8. Click Save and Proceed to Next Section.

Save and Exit	Save	Save and Proceed to Next Section

- 9. Repeat steps 6-8 for all remaining tabs.
- 10. Once all tabs have been completed, click Submit on Tab 9. Improvement Reporting.

I. Institution Information 2. Criteria A: Program Background Informati	a 3. Criteria B: Student Policies 4. Criteria C: Program Policies 5. Criteria D: Program and Course Information
. Criteria E: Program Outcomes 7. Criteria F: Faculty 8. Criteria (Facilities, Resources and Other Student Support 9. Improvement Reporting
portunities for Improvement Reporting	
ase indicate if any of the opportunities for improvement, listed lain why.	om the Audit Report, have been implemented in the past year. If an opportunity for improvement will not be implemented, pleas
oportunity for Improvement	Implementation Details

11. If there are any supporting documents you would like to attach to the Annual Report, click on the Comments tab, type the document name in the text box, attach documents here, and click Comment. This will ensure the attached documents remain connected to this Annual Report.



Annual Report

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12. If the Annual Report has been successfully submitted, you will see the green text box at the top and the Status will be "Initial Review".

Document has been submitted.					
Annual Report	🖨 Print				
Submission Review Comments 0 Status Initial Review History					

2.1.1 Edit Annual Report

- 1. If you have received a notification that the Annual Report has been "Reverted", this means there is something to edit/correct on the Annual Report.
- 2. Access the Annual Report directly by clicking the link in the email notification, or log in to EDvera and click the Documents tab from the navigation bar at the top of your screen.



3. In the Documents table, look for the Annual Report that has a status of "Reverted" and click on the document to open it.

Documents				In Progress	Document Archive
Q Search by: Name or For	τ α			∛ ∽ 👱 ∽	+ Start Document ~
⇒ Name		⇔For	+ Status		
Annual Report		gfd (2024-10-22)	Reverted		



4. Required changes will be listed in the Comments tab. If you require any clarity on the necessary changes, please contact a Project Manager at TAC.



5. To make necessary changes, click the Submission Tab and edit any text or option.

Annual Report

 Submission
 Review
 Comments
 Image: Comments
 Status
 Reverted
 History
 Actions

 1. Institution Information
 2. Criteria A: Program Background Information
 3. Criteria B: Student Policies
 4. Criteria C: Program Policies
 5. Criteria D: Program and Course Information

 6. Criteria E: Program Outcomes
 7. Criteria F: Faculty
 8. Criteria G: Facilities, Resources and Other Student Support
 9. Improvement Reporting

6. Make sure to save the changes by clicking Save or Save and Proceed to Next Section at the bottom of the screen.





7. Select Section 9. Improvement Reporting and then click Re-Submit.

mission Review Comments 0 Status Reverted Histo	ry Actions				
nstitution Information 2. Criteria A: Program Background Inform	nation 3. Criteria B: Student Policies 4. Criteria C	Program Policies 5. Crite	ria D: Program and Course Information		
Criteria E: Program Outcomes 7. Criteria F: Faculty 8. Criter	ria G: Facilities, Resources and Other Student Support	9. Improvement Reporting			
ortunities for Improvement Reporting se indicate if any of the opportunities for improvement, list ain why.	ed from the Audit Report, have been implemente	d in the past year. If an op	cortunity for improvement will not b	e implemented, p	lease
ortunity for Improvement	Implemento	ation Details			

8. If the Application has been successfully re-submitted, you will see the green text box at the top and the Status will go back to "Final Review".

Document has been submitted.								
Annual Report								
Submission Review Comments 0 Status Final Review History								
1. Institution Information 2. Criteria A: Program Background Information 3. Criteria B: Student Policies 4. Criteria C: Program Policies 5. Criteria D: Program and Course Information	nc							
6. Criteria E: Program Outcomes 7. Criteria F: Faculty 8. Criteria G: Facilities, Resources and Other Student Support 9. Improvement Reporting								



2.2 View Annual Report History

1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



2. If the Annual Report has been approved, select the Document Archive tab.

Documents		In Progress Document Archive
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Click on the Annu	al Report from the Document table to open it.	
Documents		In Progress Document Archive
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4. Click on the History tab to see the dates, users, and milestones of the Annual Report.

Annual Report								🛓 Download	🔒 Print
Submission R	eview Comments 1	Status Approved	History						
Date/Time	Ву	Event		From	То	Download			

2.3 Download Annual Report

- 1. Complete steps 1-3 from section 2.2.
- 2. Click on the Download button to download the Annual Report as a zip file, or click on the Print button to open the Annual Report as a pdf with working links.

Annual Report									🛓 Download	🕀 Print	
Submission	Review	Comments 1	Status Approved	History							
Date/Time	By		Event			From	То	Download			