

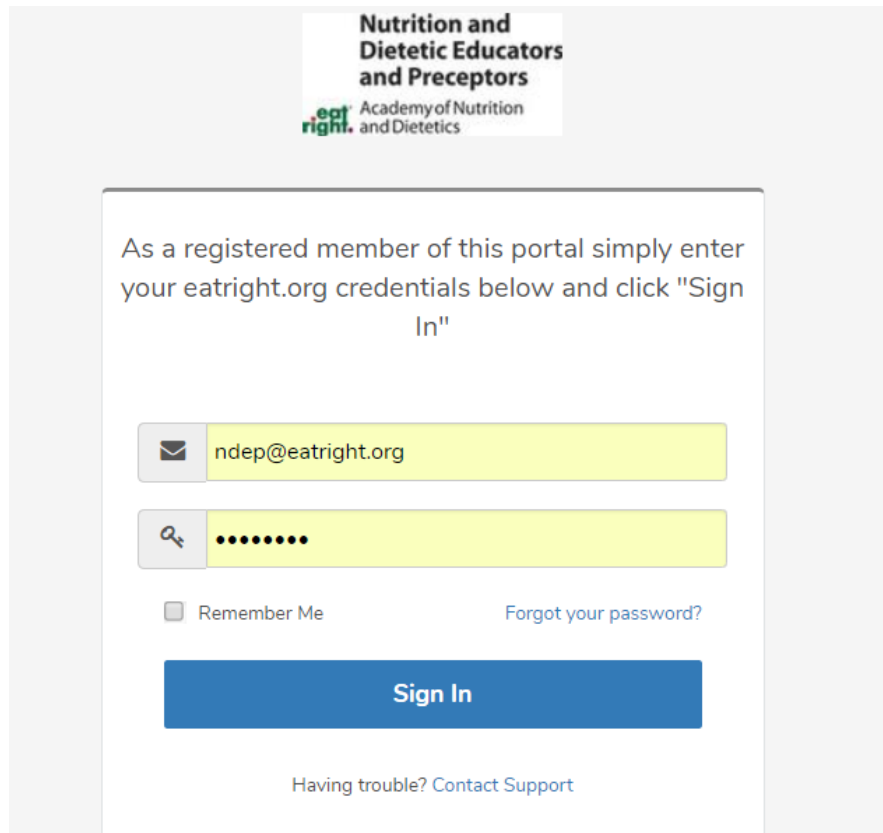
Nutrition and Dietetic Educators and Preceptors Portal Instructions

This online portal is a communication and networking tool for the members of the Nutrition and Dietetic Educators and Preceptors (NDEP) Group. The portal includes a message board, an electronic mailing list (EML), a resource library and calendars for all NDEP events. This document will help you familiarize yourself with the NDEP portal in a simple step-by-step format. Once becoming a member of the NDEP group, you are automatically a member of the portal. There is no need to sign up.

Getting Started:

To get to the portal, go to: <http://ndep.webauthor.com>

This is the log-in page for the portal.



- Your user name and password for the NDEP Portal is the same as your Academy member ID and password. The NDEP log in information is the same information as how you log into the Academy's Eatright.org website. If you do not know your username for the Academy's website please contact Member Services at Phone: 800-877-1600 extension 5000 OR 312-899-5000 **and reference you need your ACADEMY member log in information!**
- Click the Sign-In button.
- If you are experiencing other programs logging into the site, click the link under **"Having Trouble"** and explain the issue.
- If you forgot your password, click on the link to have a temporary password emailed to you.

Note: Passwords are case sensitive.




Here is a screen shot of the main page once you log in.

Communities


New Community


COMMUNITIES


New Community

View:   

NDEP
NDEP .

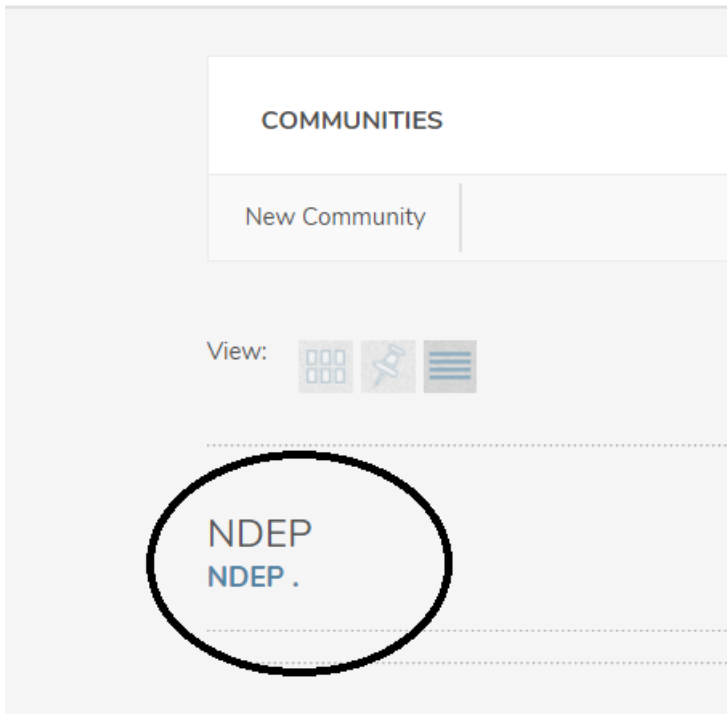
 5,304 Posts

 431 Files

 1,505 Members

Entering a Community:

When you log into the portal, you will have to click on the community you would like to enter. You do this by clicking the name of the community – shown below:



This is the NDEP Community Home Page which is also the NDEP EML service.

The screenshot shows the NDEP Community Home Page. At the top, there is a navigation bar with a dropdown menu labeled 'NDEP'. Below this, there are five main navigation buttons: 'HOME', 'Library', 'Discussions', 'Calendar', and 'Members'. Each button is highlighted with a red box and an arrow pointing to it from a label above. The labels are: 'Toolbar' (pointing to the navigation bar), 'Library/Resources' (pointing to the Library button), 'Listserv' (pointing to the Discussions button), 'Calendar' (pointing to the Calendar button), and 'Members' (pointing to the Members button).

The main content area is divided into two columns. The left column contains a welcome message, a disclaimer, a 'New Topic' button, and a table of discussion topics. The right column contains a 'RECENT DISCUSSIONS' section with two entries, each featuring a profile picture, a timestamp, a subject line, and a snippet of text. A red box with the text 'Most recent discussions in the EML' has an arrow pointing to the first discussion entry.

Welcome to the Nutrition and Dietetic Educators and Preceptors (NDEP) Portal.
 NDEP Website: <http://ndepnet.org/>

DISCLAIMER: By submitting materials, I certify that the submission is my original work, except where sources are acknowledged. I understand that the Academy of Nutrition and Dietetics and the Nutrition and Dietetic Educators and Preceptors group may post this work on this portal. I grant permission to use my original work in such a capacity

New Topic

You can also send an email to ndep@ndep.webauthor.com to start a discussion or reply to a message posted.

Discussion Topics - 250 Items

Topic	Started By	Last Post By	Last Update	Msgs	Views
Virtual Open House Information for Rutgers ...	Pinkin Panchal	Pinkin Panchal	02/21/19 11:31 ...	1	2

RECENT DISCUSSIONS

Most recent discussions in the EML

02/21/19 12:58 PM
 RE: NDEP - - Quality of Students or Trend?
 You are right, Ashlee. What was I eve the profession is both a program goal it's worked so far. We will just get more resources...

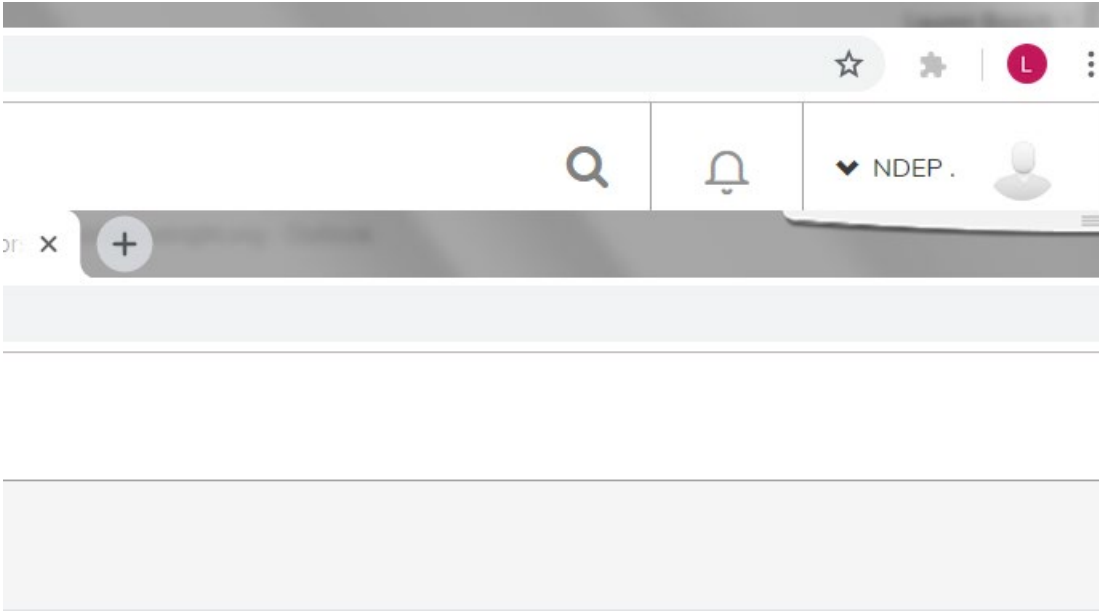
02/21/19 12:49 PM
 RE: Re: NDEP - Quality of Students or Trend? - Quality of Students or RD I
 Thank you for sharing these valuable

Toolbar Descriptions:

- Home: EML Service
- Library: Resources for all members
- Discussions: EML service (same as the home screen)
- Calendar: Calendar management tool to view upcoming meetings/webinars/conferences and details
- Members: List of members in the NDEP portal

My Profile:

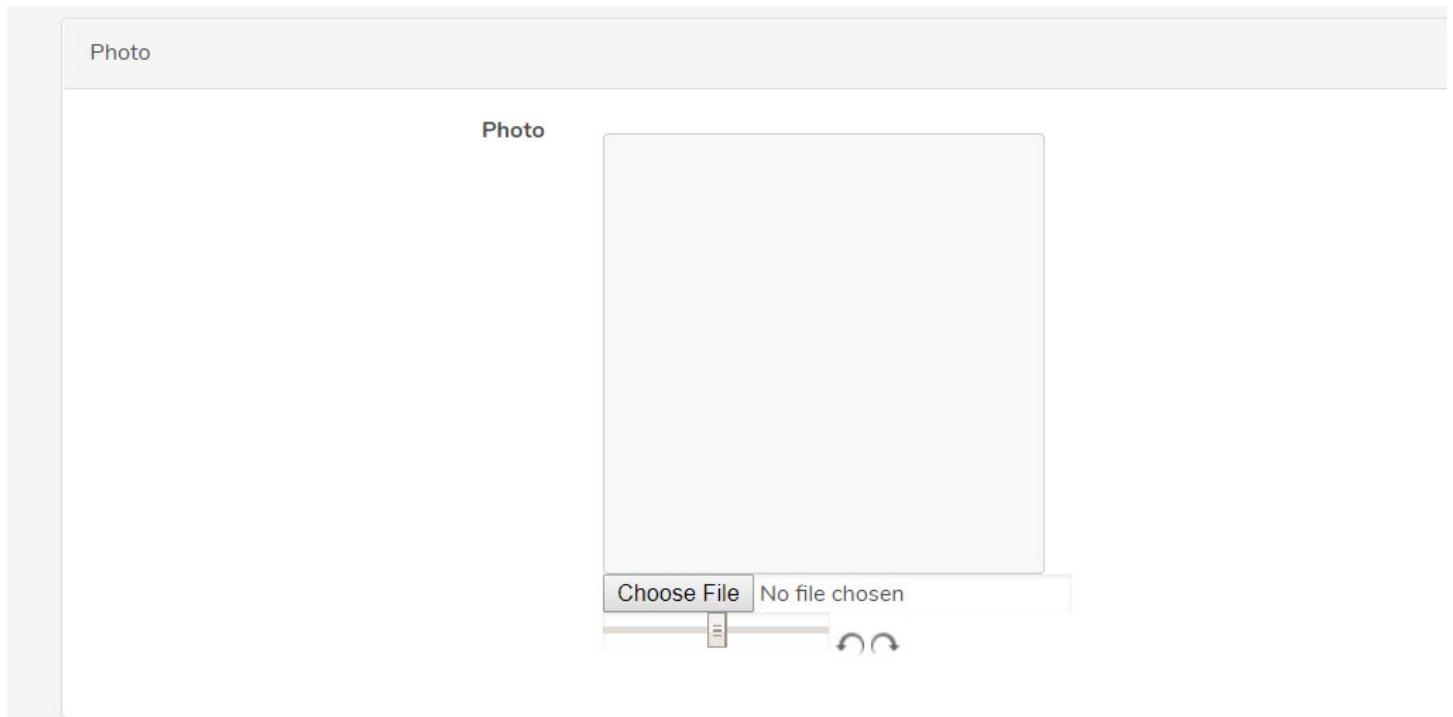
In the upper right hand corner of the portal, you will see your user name with a drop down menu. In the drop down menu, you will find **Update My Profile**. Your personal contact information is maintained in these fields.



- Here you can include in any additional profile information, bio and picture.
 1. Update the time zone information so that the calendar feature will work properly and be accurate time for you.
 2. Under preferences, you will update whether you would like to receive the EML messages real time, daily digest, or no messages at all. Real Time means that as soon as someone posts or replies to a discussion topic or question you will receive an email notification. Daily Digest means you will receive one email at the end of the day with all the discussion topics for that day. You can also turn this feature off entirely, by choosing None. This feature will work directly with the new EML service, which you will learn about later.
 3. Make sure you have clicked “opt-in” if you want to receive email blast messages from NDEP.

A screenshot of the 'Preferences' settings page. The page has a light grey header with the title 'Preferences'. Below the header, there are several settings sections. The 'Opt-In (E-mail)' section has two radio buttons: 'Yes' (selected) and 'No'. A red box with '#3' is next to the 'Yes' button. The 'Email Delivery Preferences' section has a dropdown menu with 'Real Time' selected. A red box with '#2' is next to the 'Real Time' option. The 'Time Zone *' section has a dropdown menu with 'USA (Central Time)' selected. A red box with '#1' is next to the 'USA (Central Time)' option. The 'DST' section has a checked checkbox labeled 'Automatically adjust for daylight savings'. The 'Date Format' section has a dropdown menu with 'Month/Day/Year' selected. The 'Time Format' section has a dropdown menu with '12 hour-AM/PM' selected. The 'Language' section has a dropdown menu with 'English' selected.

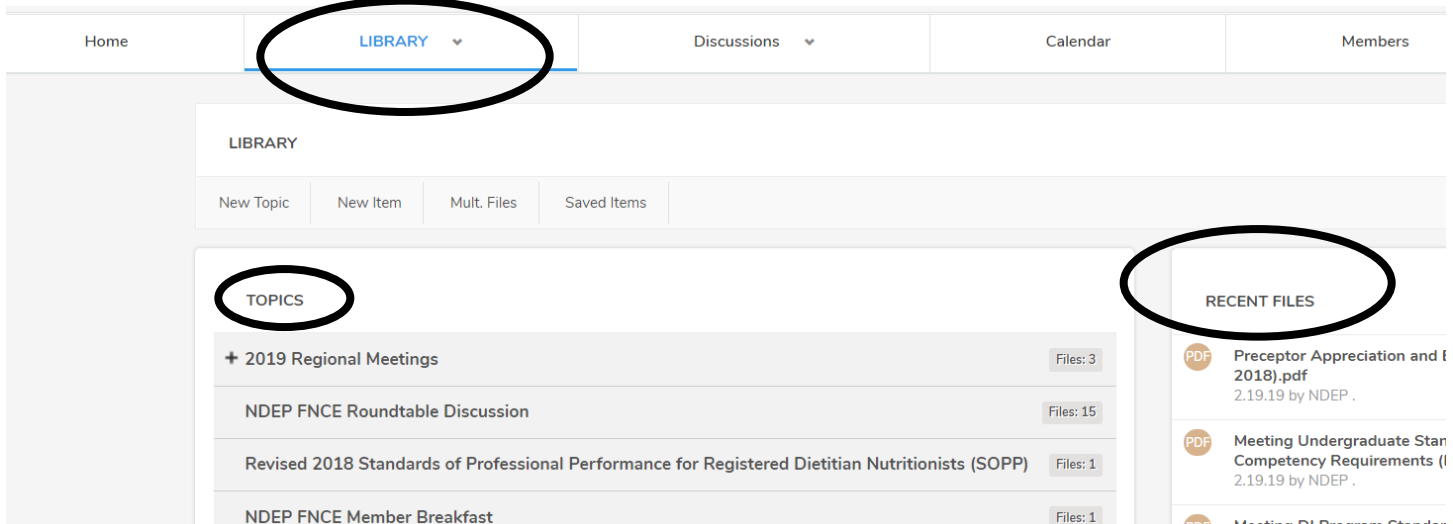
Next, you can upload a picture of yourself in your profile.



Library:

Educational resources and other documents related to the NDEP Group are uploaded by the portal leaders. Currently, the educational resources are uploaded based on the program type. The most recent uploaded documents are listed on the right hand side of the screen.

NOTE: At this time, only community leaders and admins are able to post to the library. When you have educational resources to post to the library, please email them to ndep@eatright.org.



- In the library, there are topics and subtopics listed.

The screenshot shows a library interface with a 'LIBRARY' header and navigation buttons: 'New Topic', 'New Item', 'Mult. Files', and 'Saved Items'. Below is a 'TOPICS' section with a list of items:

Topic	Files
+ 2019 Regional Meetings	Files: 3
Organizational Unit Panel Videos	
NDEP FNCE Roundtable Discussion	Files: 15
Revised 2018 Standards of Professional Performance for Registered Dietitian Nutritionists (SOPP)	Files: 1
NDEP FNCE Member Breakfast	Files: 1
NDEP Preceptor Survey Results 2017	Files: 1

Annotations: An arrow points to '+ 2019 Regional Meetings' with the label 'Topics'. Another arrow points to 'Organizational Unit Panel Videos' with the label 'Sub-topics'.

- If you would like to view one of the documents in the 2019 Regional Meetings folder, for example, click on the title of the topic “2019 Regional Meetings.” Then click on “Eastern Regional Meeting Agenda”

The screenshot shows a library interface with a 'LIBRARY' header and navigation buttons: 'List', 'Thumbnails', 'PDF', 'Zip', 'Comments', 'Modify', 'New Topic', 'New Item', 'Mult. Files', and 'Saved Items'. Below is a section for '2019 Regional Meetings - 3 Items' with a table of documents:

Title
Eastern Regional Meeting Agenda
Central Region Meeting Agenda
Western Regional Meeting Agenda

The 'Eastern Regional Meeting Agenda' document title is circled in black.

- Once you click on the document title, you may view the item in this screen or download/print right from this screen.

EASTERN REGIONAL MEETING AGENDA


Modify Item Download/Print

NDEP .	57 KB	● 4	● 0
Posted By	Size	Viewed	Comments

Webauthor.com

NDEP Eastern Region Spring Meeting
DATE: April 4th & 5th 2019
LOCATION: Westin Annapolis; Annapolis, Maryland
MEETING WEBSITE: Review videos at NDEP website

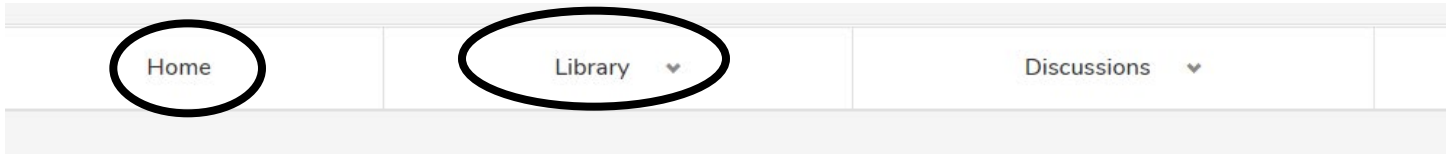
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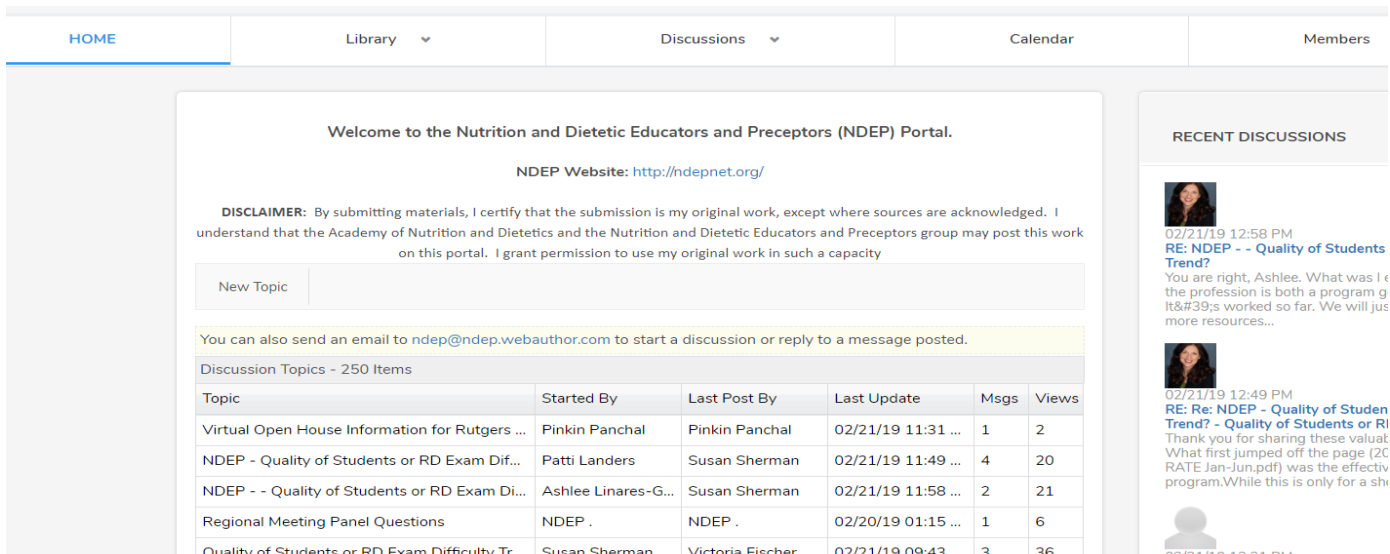
Discussions/EML:

You can access the Electronic Mailing List by clicking on the **Home** tab or by clicking on the **Discussions** tab. Make sure you have made the necessary updates under **My Profile** as to how you would like to receive messages from the EML. In the discussions or home tab, you can view recent EML messages, post an EML message or respond to a posted item. To get to the EML, click on the gray tab labeled **Home** or **Discussions**.

NOTE: If you choose the Daily Digest method, you will not receive attachments to any messages when you receive your daily email of messages.

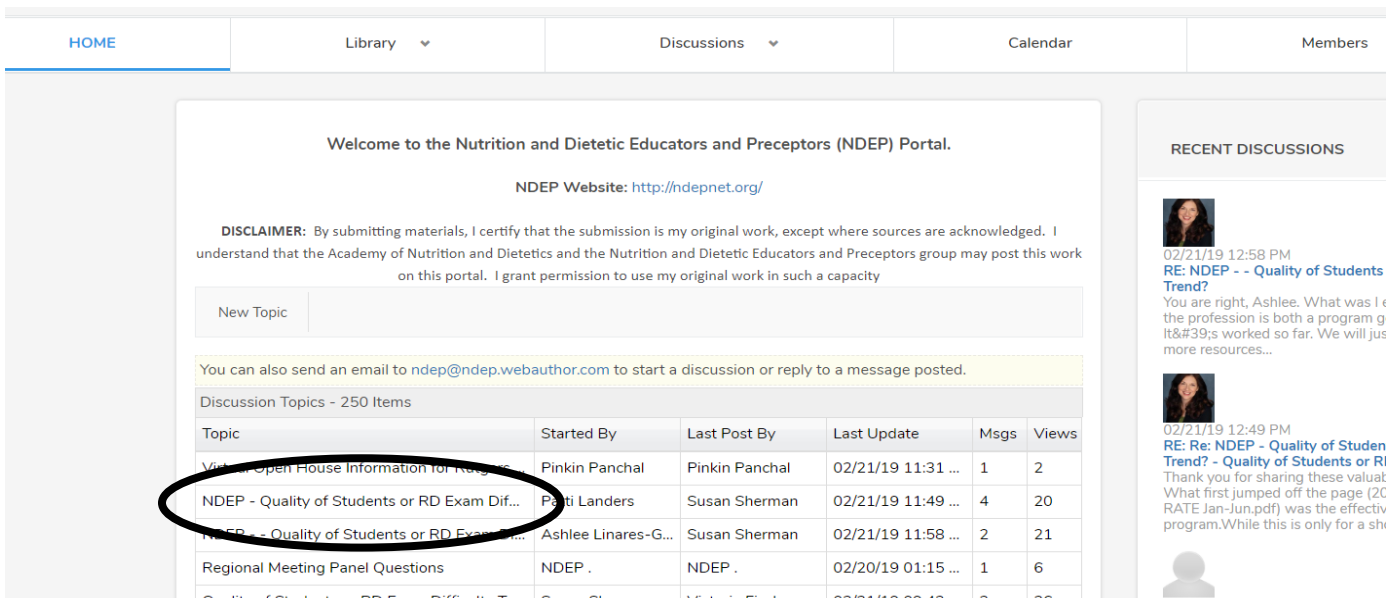


- Once you have clicked on the **Home** or **Discussions** tab, you can see all the latest messages on the EML. The most recent message will be posted at the top.

A screenshot of the NDEP Portal home page. The 'HOME' tab is selected. The main content area displays a welcome message, a disclaimer, and a table of discussion topics. The table has columns for Topic, Started By, Last Post By, Last Update, Msgs, and Views. The 'NDEP - Quality of Students or RD Exam Dif...' topic is circled in black.

Topic	Started By	Last Post By	Last Update	Msgs	Views
Virtual Open House Information for Rutgers ...	Pinkin Panchal	Pinkin Panchal	02/21/19 11:31 ...	1	2
NDEP - Quality of Students or RD Exam Dif...	Patti Landers	Susan Sherman	02/21/19 11:49 ...	4	20
NDEP - - Quality of Students or RD Exam Di...	Ashlee Linares-G...	Susan Sherman	02/21/19 11:58 ...	2	21
Regional Meeting Panel Questions	NDEP .	NDEP .	02/20/19 01:15 ...	1	6
Quality of Students or RD Exam Difficulty Tr...	Susan Sherman	Victoria Fischer	02/21/19 09:43 ...	3	36

- To view a message click on the topic name you would like to read.

A screenshot of the NDEP Portal home page, identical to the previous one, but with the 'NDEP - Quality of Students or RD Exam Dif...' topic name in the table circled in black.

- For Example, once you click on the message “NDEP- Quality of Students on RD Exam...” you can see the string of messages. The latest message will always appear on top.

DISCUSSIONS

New Message Threaded View Chronological View Download Modify Topic

#4 - 02/21/2019 11:49AM

Susan Sherman

RE: Re: NDEP - Quality of Students or RD Exam Difficulty Trend? - Quality of Students or RD Exam Difficulty Trend?

Thank you for sharing these valuable references, Phyllis. What first jumped off the page (2018-RD EXAM PASS RATE Jan-Jun.pdf) was the effectiveness of

While this is only for a short timeframe (n=small), here's what was noticed:

First time fail rates:
 Dietetic Internship: 25.1%
 Coordinated program: 31 %

Perhaps this held true for past years; I will have to go to the website.
 The RD Exam a valid indicator of preparedness and performance.
 The majority of Coordinated Programs offer an MS (instead of BS)? (I might be wrong on this quick assumption made from their notices of availability on this

- To reply to a message related to this topic or subject, you can click on the **blue Reply button** on the actual message you would like to respond to.

2nd Attempt 62.2%
 3rd Attempt 61.3%
 4 or more attempts 76.1%

With this information, our program will be sure to continue our practice and instill in graduates that they need to pass the first time, and not be relaxed about it or use the first attempt as practice.

Modify Message Delete Message

Reply Button

Reply

- If you click the **black Reply button**- you will see this screen.

The screenshot shows the 'Post New Message' interface. At the top, there is a 'Post New Message' header. Below it, the 'Email Members' section has a checked checkbox for 'Send an email to members notifying them of this post'. The 'In Response To' section shows a message snippet: 'Thank you for sharing these valuable references, Phyllis. What first jumped off the page (2018-RD EXAM PASS F effectiveness of a DI program. While this is only for a short timeframe (n=small), here's what was noticed: First time fail rates: Dietetic Internship: 25.1% Coordinated program: 31 % Perhaps this held true for past years; I will have to go to the website. The RD Exam a valid indicator of preparedness and performance.'

Callout boxes provide the following instructions:

- Top right:** This is automatically checked. Please leave it checked so everyone can receive your message
- Right side:** This is the previous message you are replying to
- Left side:** The subject of the email should stay the same in order to keep the message under the same thread.
- Bottom left:** Write your message here
- Bottom right:** By clicking this, you will receive a separate email message when someone responds to your message directly
- Bottom center:** Click to save message and send

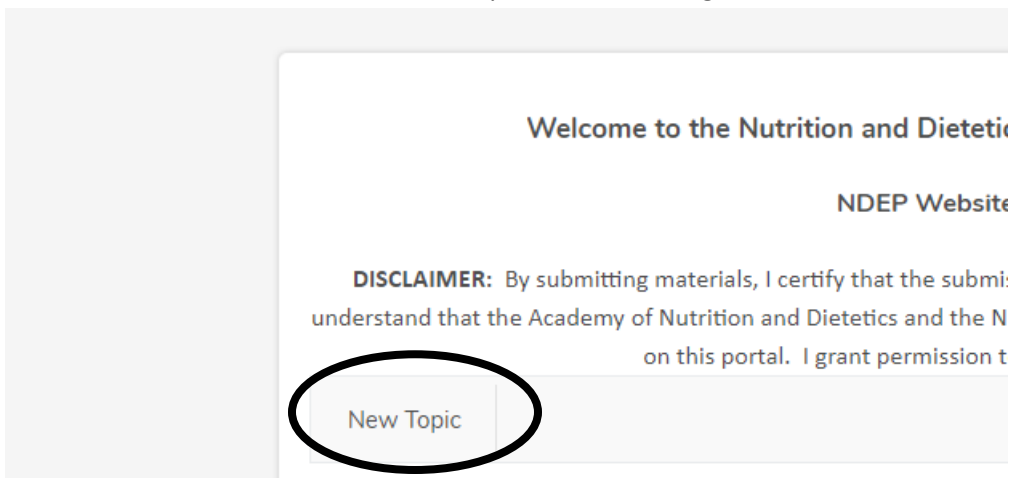
The 'Subject' field contains: RE: Re: NDEP - Quality of Students or RD Exam Difficulty Trend? - Quality of Students or RD Exam Difficulty Trend?

The 'Notify' section has a checkbox for 'Yes - I would like to be notified when users respond to this message?' which is currently unchecked.

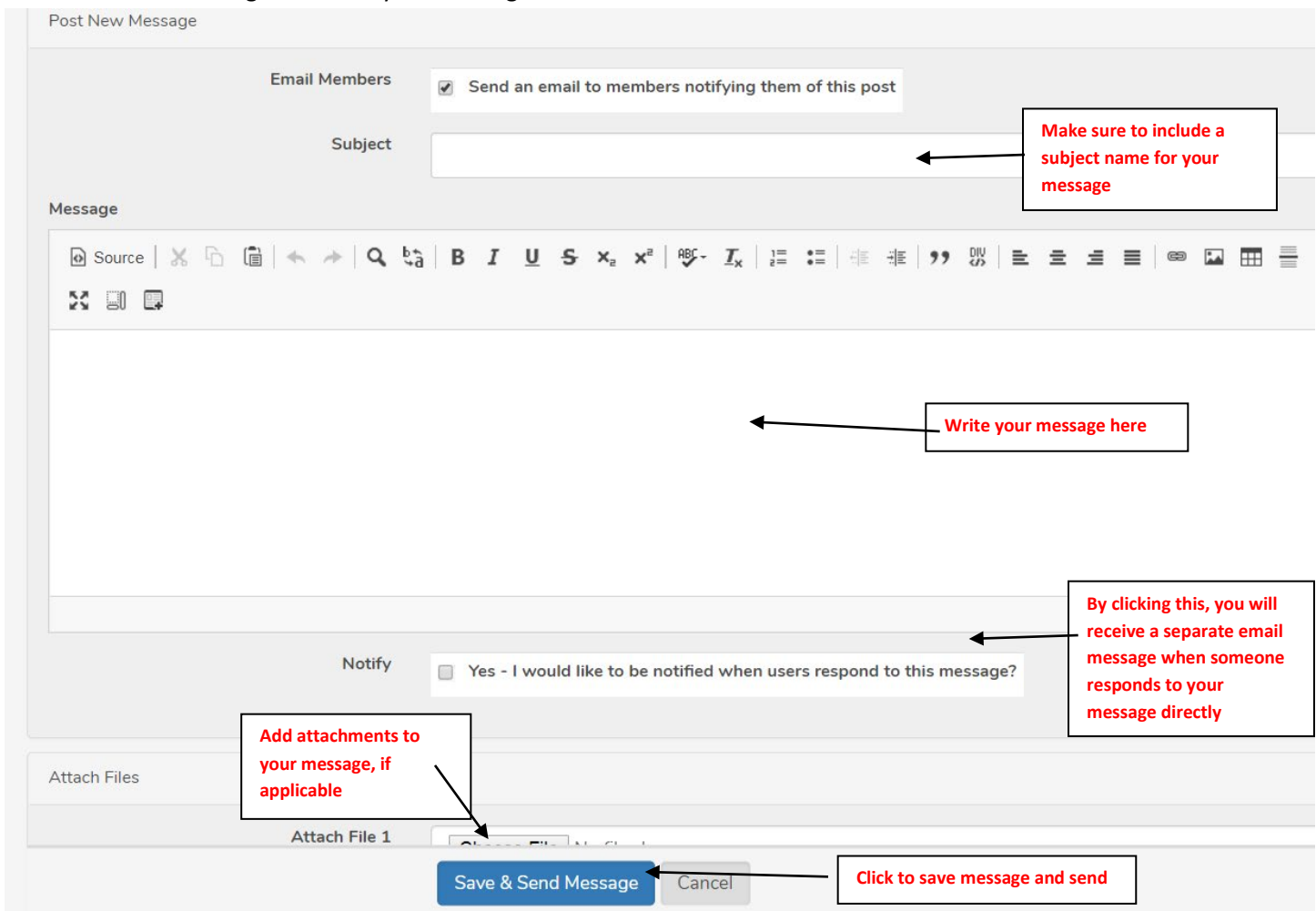
At the bottom, there are 'Save & Send Message' and 'Cancel' buttons.

NOTE: If you are posting a message within the portal and adding attachments, the attachments will **NOT** be sent within the body of the email message to all members of the EML. **Attachments are only sent within the body of a message when sent through a personal email to ndep@ndep.webauthor.com which you will learn about in the next section. All messages and attachments will be saved to the portal.**

- In order to start a new discussion or post a new message to the EML, click the **New Topic** button.



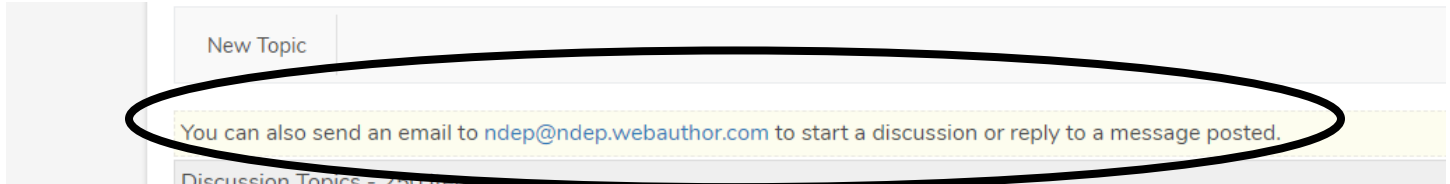
- This will create a new message box to start a new EML topic or message thread.
- Below is the new message box. By doing this, you are starting a new EML message. Follow the instructions below to start a new message and send your message.



NOTE: If you are posting a message within the portal and adding attachments, the attachments will **NOT** be sent within the body of the email message to all members of the EML. **Attachments are only sent within the body of a message when sent through a personal email to ndep@ndep.webauthor.com which you will learn about in the next section. All messages and attachments will be saved to the portal.**

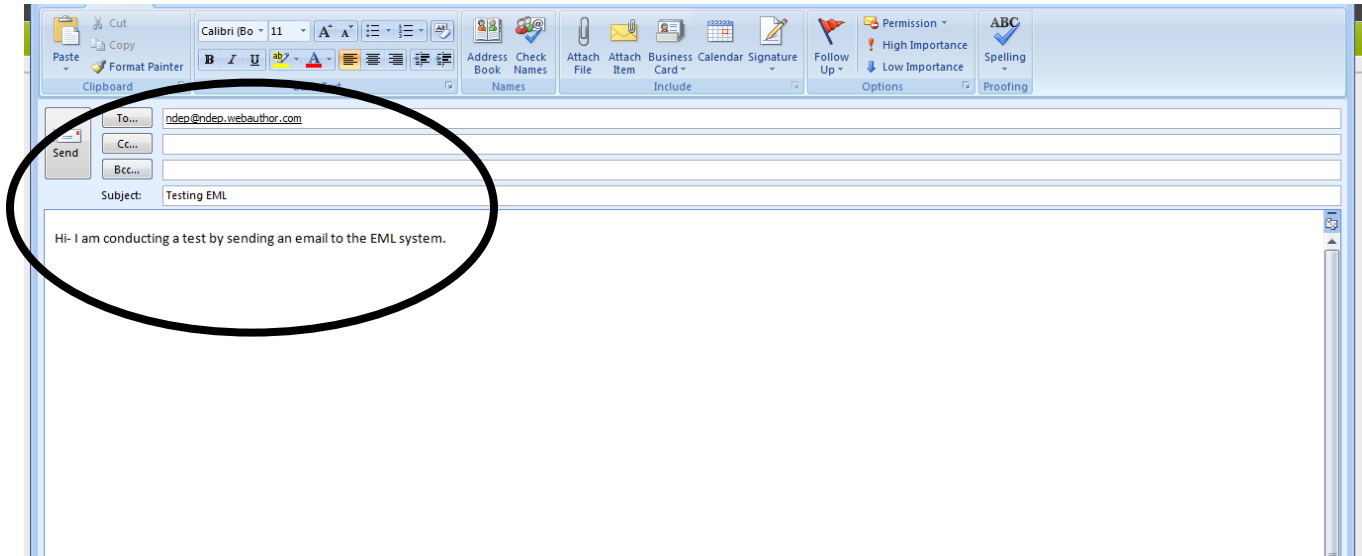
Sending EML messages through Email only:

You can also send an EML message directly through your email without having to log into the portal system. You can do this by sending an email message to - ndep@ndep.webauthor.com. This will send the message directly to all members and also place the message on the portal under the **Discussions tab**. The email address is posted on the portal- see image below. This way to use the EML is similar to the old EML system.

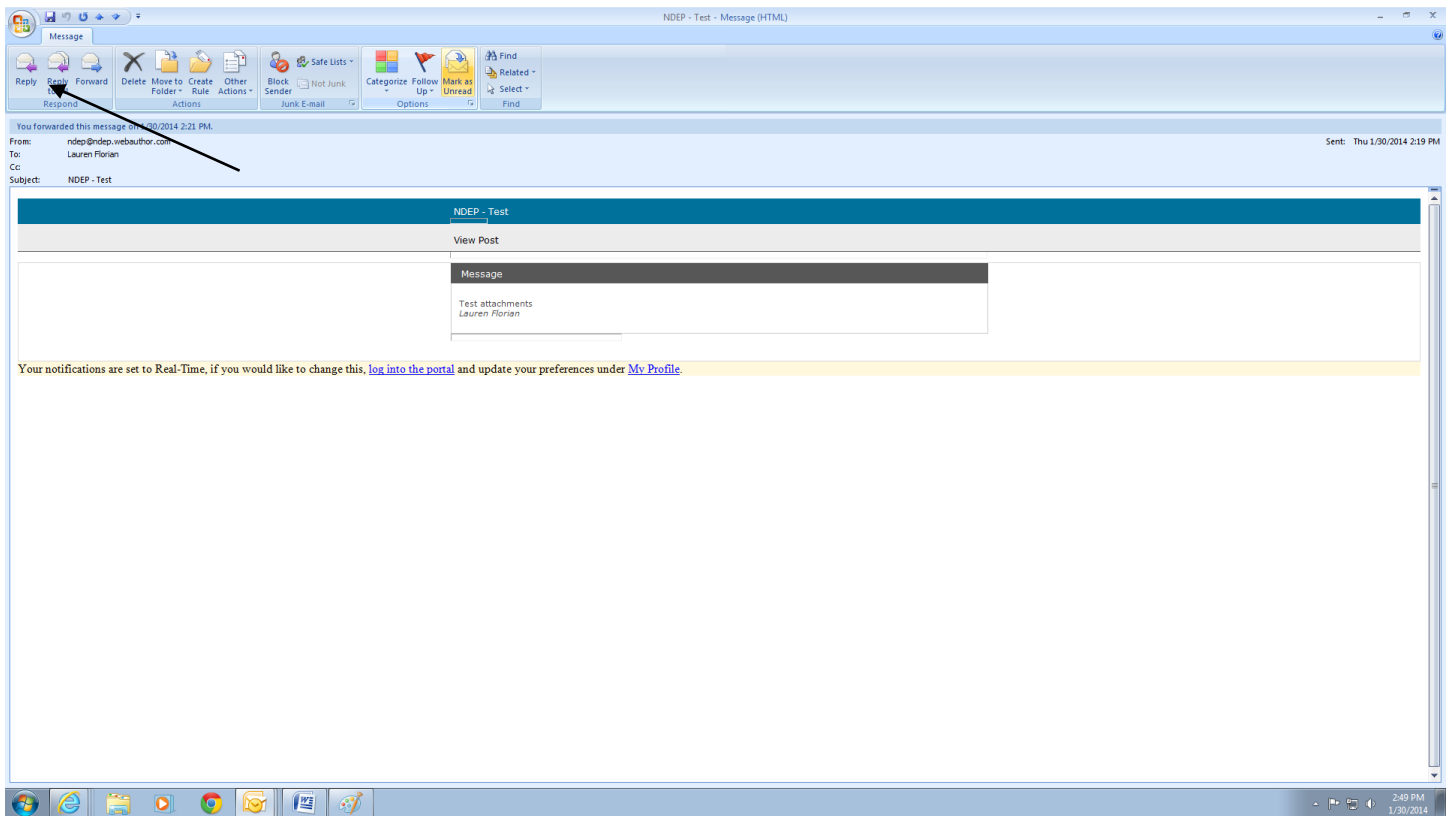


Directions on how to send an EML message using your email only:

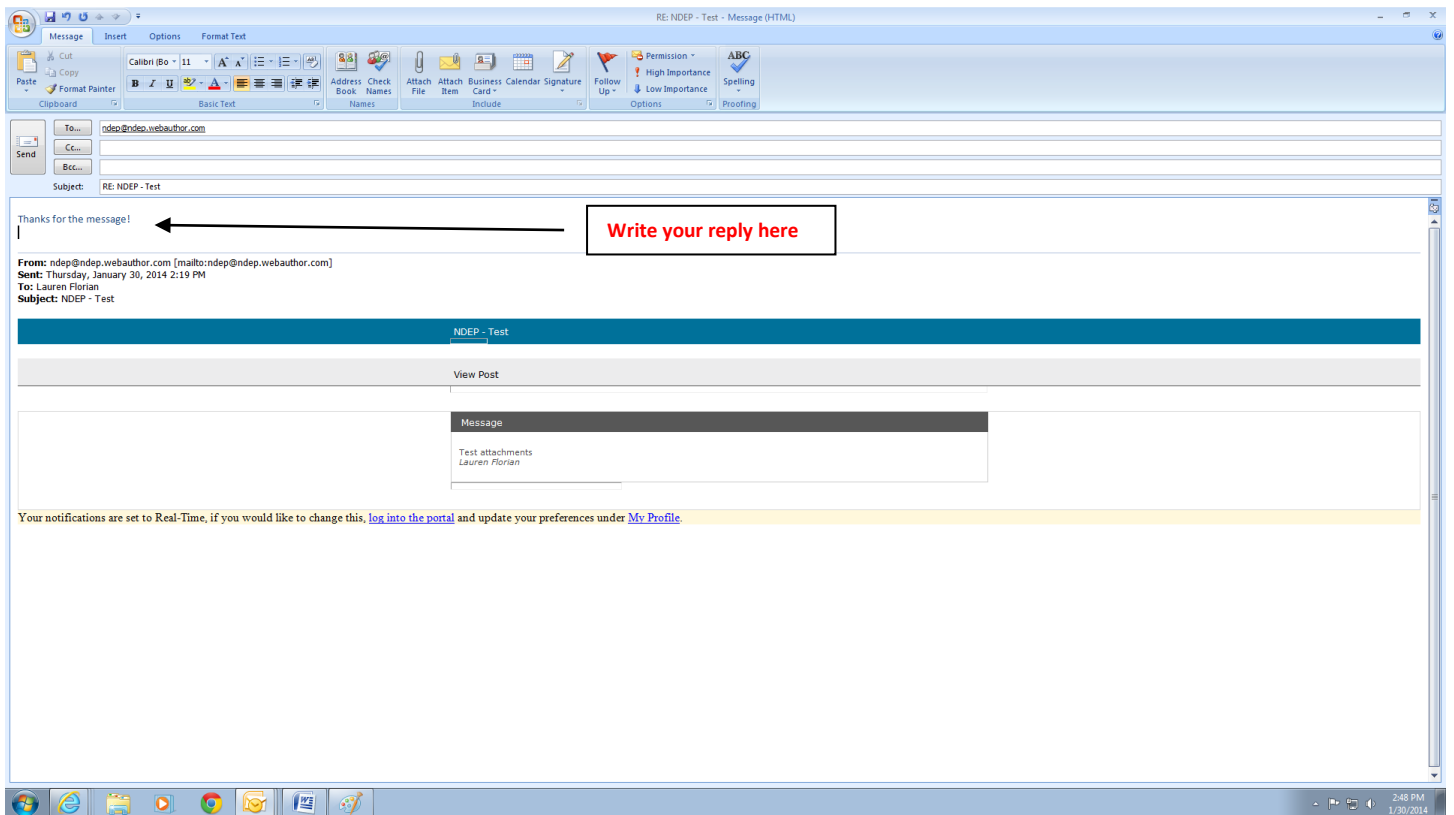
In order to send a message using your email and not going through the portal to post, you must open a new message in your email, enter the following email address- ndep@ndep.webauthor.com and include a subject and the body of the email. Then, send the message. If you are including attachments to your email- they WILL BE sent to all members within the body of the email message.



- This message will get sent to the portal and be posted there as a new message and also be sent to all members as a new message. You can check the portal to see if your message is posted after sending the email. As with any EML system, this may take a moment to post.
- You can also reply to a message directly from your email. Below is the email message of a recent post to the EML. Simply click reply in your email message to post a response.



- Write the message as if you are sending a reply to an email and click send.



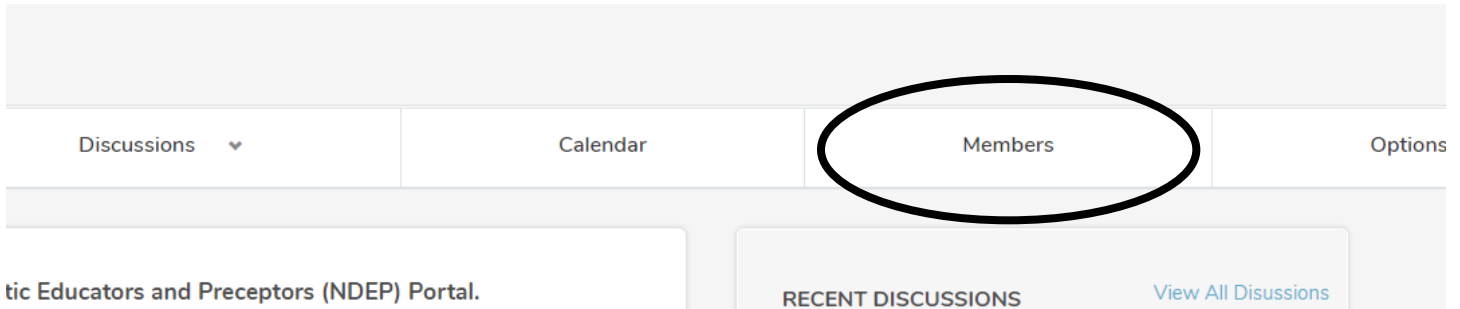
Your message will appear on the portal and also be sent to all EML members to read!

REMINDER: If you are looking to send attachments, send the EML message from your own email system and send to ndep@ndep.webauthor.com as they will be attached to the message sent to all members. **A message sent via the**

portal, will not include attachments when sending the message to all members. The attachments will still be present to view on the portal. All messages and attachments will be saved to the portal.

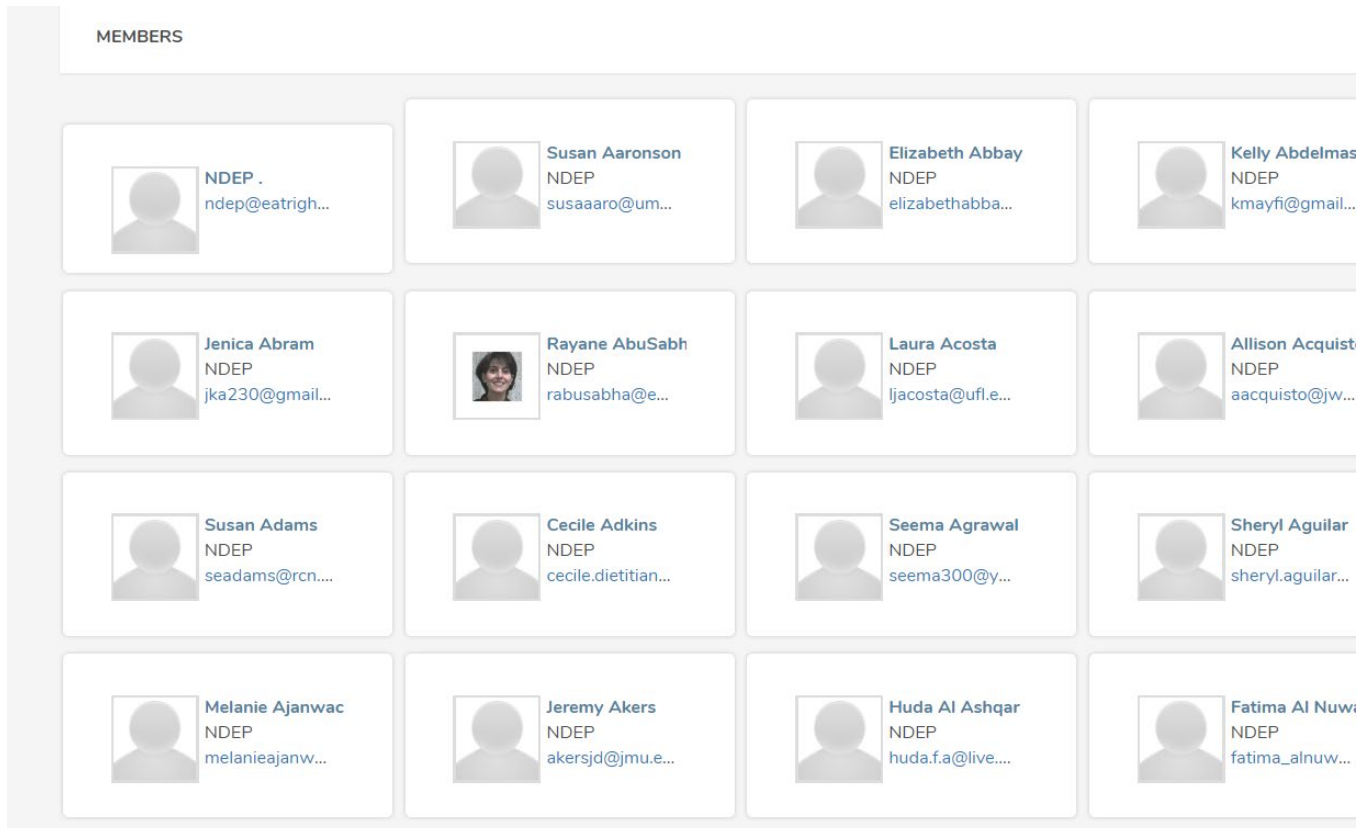
Members:

Click on the members tab to view a listing of all members of the community.



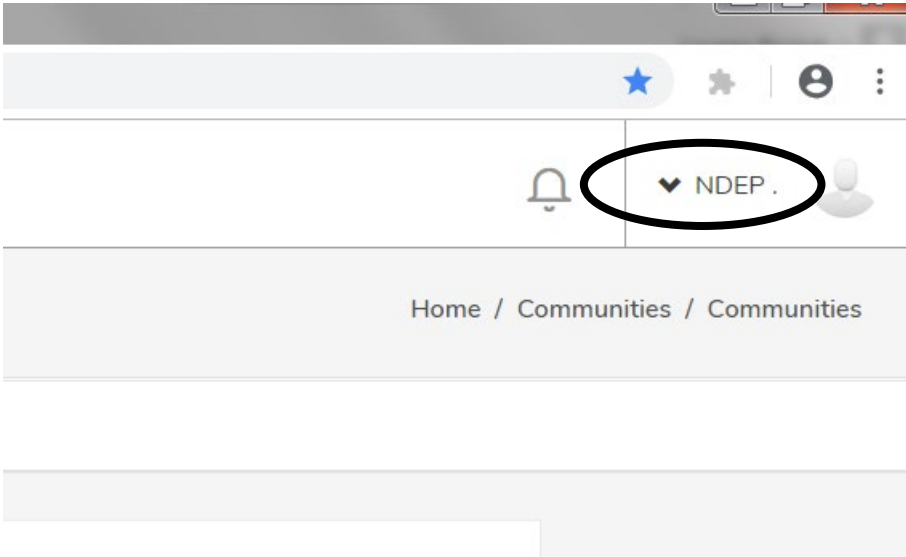
tic Educators and Preceptors (NDEP) Portal.

- Click on the name of a member to view their contact information. The only thing that is visible for others to see is your name and email address. If you include additional information such as a bio or picture, those will also be visible to all members then. Personal phone numbers and mailing addresses are not visible on the members tab.

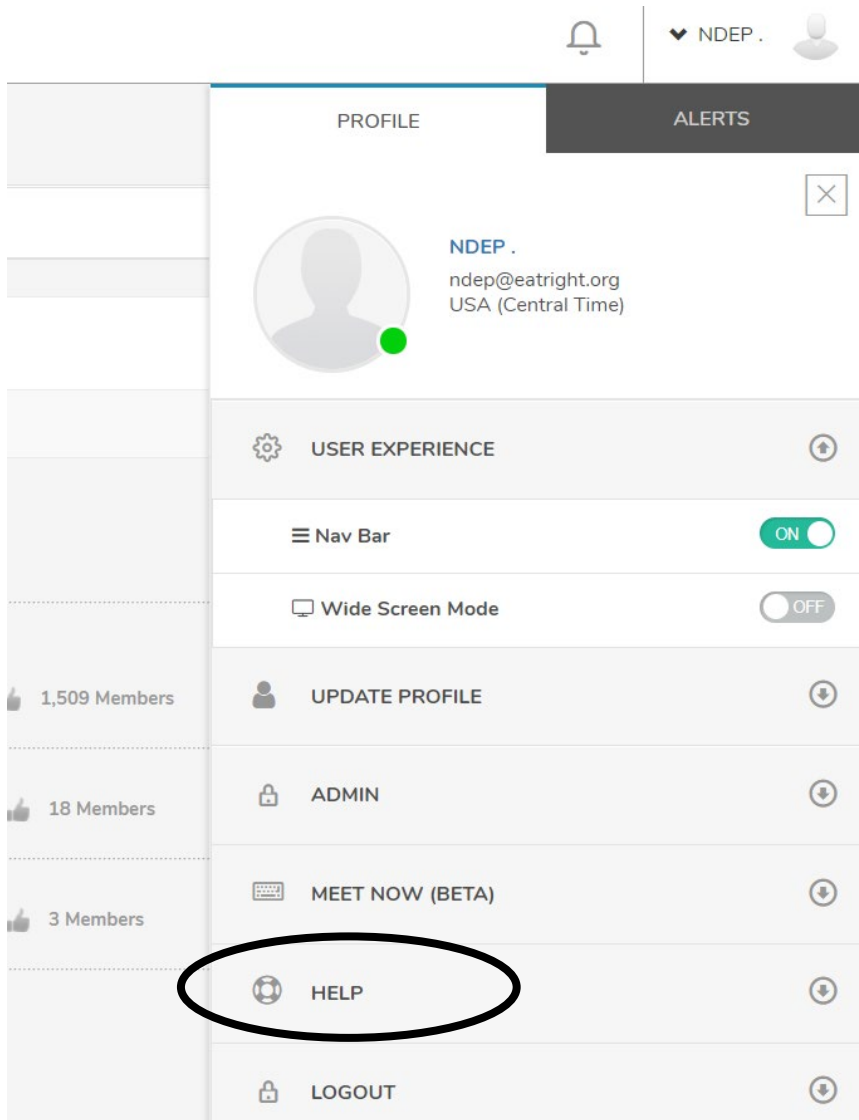


Help:

Within the portal, there is a help button located on the top right hand side of your screen in your profile.



- In the drop down menu, click on the word Help.



Tips about the Portal/EML:

- If you are experiencing difficulty in posting a message to the EML (some people have firewalls and do not get the reply from the EML), send the message to ndep@eatright.org
- Be sure to include your name, personal email address, affiliation and/or phone number to allow someone to look for you in the members section and make a private or confidential email to you.
- Remember that not all EML members have large mailboxes. Any type of graphic files (including PowerPoint presentations) may overwhelm availability. Do not attach graphics or PowerPoint files to go to all members of the EML. These types of files can be sent to ndep@eatright.org to be placed in the library.
- Note that if you activate your “Out of Office Assistant” your EML messages may bounce back to the list and your subscription may be suspended and your profile will be marked as “opt-out” of future emails. You must log into your profile and opt back into the emails.
- If you do not want to receive messages for a specific period of time (like the summer term), go to your profile and update your email preferences to “None” or email ndep@eatright.org
- Refer to the Portal “Net-etiquette” in the library for etiquette when using the portal and EML.
- For other questions, email ndep@eatright.org.
- ***Note: Technology can be frustrating at times and often has glitches, please be patient and use the portal often to feel more comfortable and at ease while using all the features.***