



Accreditation Council for Education in Nutrition and Dietetics The accrediting agency for the Accademy of Nutrition and Dietetics

# DPD Program Director

**ACEND** Competency User Guide

March 8, 2024





#### Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

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## Ompetency

## Competency DPD Program Director User Guide

Welcome to Competency, a software product created by Education Management Solutions (EMS), LLC. This powerful platform assesses and tracks student performance across knowledge requirements and interactions with populations, disease states, and diverse cultures. ACEND program directors can centrally combine and analyze learning performance data from various assessment systems and obtain deliverable data for ACEND accreditation requirements such as ongoing review of the program's curriculum to help meet accreditation standards.

Competency allows preceptors and faculty (assigned in a preceptor role) to evaluate students with rubrics. Students can submit and track their performance on knowledge requirements throughout the program.

ACEND implemented this software based on requests from program directors for assistance with streamlining competency tracking. All accredited programs will have access to the system, and it is optional to implement. ACEND's expectation is that this software will help programs streamline competency tracking, assist in identifying at-risk learners, and help programs adhere to curriculum data collection requirements as noted in the ACEND Accreditation Standards. We hope you will find value in its many beneficial features; however, please be aware that Competency is not a Learning Management System (LMS).

Competency is intended for program directors' individual use related to program management. While contact information may be added within the software, ACEND records and internal database systems are separate from this software. For any programs that need to update their contact information such as program director changes or address updates, please follow the necessary procedures found on the ACEND website at <a href="https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policies-and-procedures">https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policies-and-procedures</a>

## 1. Program Director Role (Overview)

Competency allows for several roles within the solution. The ACEND Program Director role is assigned to a specific program and can create, edit, and manage program users and assessment data. Competency is pre-loaded with reporting items specific to ACEND. However, the Program Director may also add program specific reporting items for tracking within Competency. A Program Director may also have a secondary preceptor role that functions for both a faculty or preceptor.

#### 1a. Program Director Login

Program Director accounts are created by an ACEND Competency Administrator. Program Directors will receive an email from Competency with a prompt to create a unique password. *Note*: You may need to check your spam folder to ensure you receive this account information.

If you have not received an email inviting you to create a password, please contact your ACEND Program Administrator by emailing education@eatright.org. Be sure to include your first and last name, program name and the email address you would like to use for access to the site.

To access the website, use the following ACEND Competency URL: https://ACEND.Competency.ai/login





Log in to Competency with your email address and password. If you forgot your password, click **Forgot your password?** to reset.

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ACEND	for Education in Nutrition and Directics Parameters and Parameters Parameters and Parameters regist, and Densita
	Login
Accreditation Council	cherish.shinners@ems-works.com
for Education in Nutrition and Dietetics	A
the accrediting agency for the Academy of Nutrition and Dietetics	Keep me legged in     Forger your passwore?     Login

#### **1b. Program Director Dashboard**

#### **Dashboard Tab**

The interactive dashboard appears when the Program Director logs in to Competency. When your program starts collecting and mapping data, the information will display on the dashboard. Initially, the dashboard is blank.

🚍 📰 ACEND 📾 🛛	Dashboard 🖵 Assessments 🕘 🗢 Settings	ACEND DPD Demo Program 🔹 🧭 🔔
요 요 Student Curriculum	Academic Performance	
Search by Curriculum Q	NOTES	+
⊞ Cohort1	COHORT PERFORMANCE	- H
	Course         AssessmentType         Conditions or Disease States         Populations & Diverse Cultures         Competency	

#### **Dashboard Navigation Tips**

Click to show/hide:

- Student Tab: select, search for, or view all learners
- **Curriculum Tab:** select, search for, or view by curriculum type





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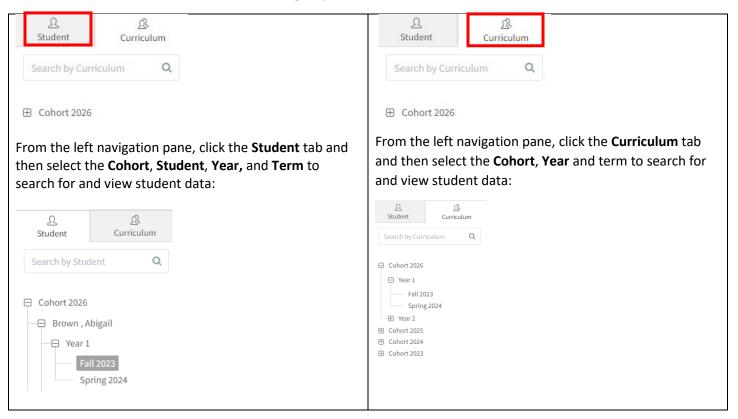
#### Click your **User Profile** in the upper right of the screen to:

ACEND CP Demo Program •	
	Doe, John samademo@mail.co
	Mobile Key: 87930
	Change Password
	A My Selection
	🕪 Log Out

- Update your user profile
- Change your password
- The My Selection tab is disabled
- Log Out

#### Student/Curriculum Tabs

You can view student data in one of the following ways:







The Assessments tab enables Program Directors to assign, score and review rubric assessments.

ACEND	🙆 Dashboard 🖵 Asses	sments 🗿 💠 Settings				ACEND DPD	D Demo Program 🔹 🦨 🚨
ssessments - All Stude	ents						Add Rubric Assessment Refres
Name	≡   Course		≡ Rubric	≡ Method	≡ Progress	Status	Action
Diatetics Assessment	MNT 1	Formative	Test Rubric	Student Evaluation	Assigned to 1 student(s)	Start	C2 B
ake	MNT 1	Formative	Test Rubric	Student Evaluation	Assigned to 1 student(s)	Start	8 B
MNT Assessment	MNT 1	Formative	Test Rubric	Student Evaluation	Assigned to 1 student(s)	Start	C D
w 20 🗸 entries.				1 to 3 of 3			IC ≤ Page 1 of 1 ⇒

#### 1d. Settings Tab

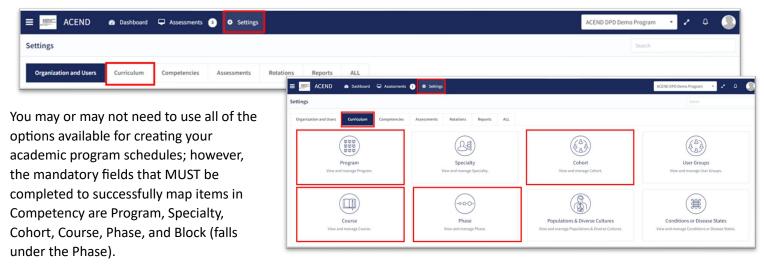
The **Settings** tab provides Program Directors access to multiple administrative functions. These functions allow the Program Director to create, edit and maintain the essential functions and features of Competency. Preceptor Roles (includes Faculty) and Student Roles DO NOT have access to **Settings**.

Ξ 🚟 ACEND 🐽 Dashboard 🖵 Assessments 🜖 Ο Settings	ACEND DPD Demo Program 🔹	r o 🌗
Settings	Search	
Organization and Users Curriculum Competencies Assessments Rotations Reports ALL		
Users View and manage Users.		

## 2. Build the Academic Program Schedule

Competency provides a framework for your progam to build an academic schedule. Competency progression cannot be mapped until academic Cohorts (Ex: Class of 2026), Phases (Ex: Program Year 1), and Blocks (Ex: Fall Semester 2023) are built in the system.

Click Settings > Curriculum







#### 2a. Program

#### Click Settings > Curriculum > Program > View.

The basic details of your program have been created by ACEND administrators. Please verify your Program Name and Program Type as well as the Program Director name and email. Click **View** to explore and edit program details.

#### **Review and edit your Program Details**

≡ 📰 ACEND 🐽 D	ashboard 🖵 Assessments 💈	Settings			ACEND DPD Demo Program	· / 4 🥥
Organization and Users	Program				🗲 В	ack 🛓 Download
🛞 Curriculum	Name	≡ Туре	Program Director Name	Program Director Email	Program Details	=
Program	ACEND DPD Demo Program	Didactic Program in Dietetics (DPD)	ACEND, EMS Director	cherish.shinners@ems-works.com	m View	
Specialty	View 10 v entries.		1 to 1 of 1			<pre>&gt;&gt; Page1of1 &gt;&gt; &gt;</pre>

Some items may not be updated or changed by a program director. If the Program Name, Program Type or Program Director information is *incorrect* for your program, please contact ACEND by emailing <u>education@eatright.org</u>. While contact information such as address and phone number may be added within the software, ACEND records and internal database systems are separate from this software. For any programs that need to update their contact information such as program director changes or address updates, please follow the necessary procedures found on the ACEND website at <a href="https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policies-and-procedures.">https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policies-and-procedures.</a>

Complete the remaining program information fields and **Save** your program information.

≡ acend ∞ a	Dashboard 🖵 Assessments 👔 🌣 Settings		ACEND DPD Demo Program 💦 👻 🥜	۵ 🌑
Organization and Users	Program - ACEND DPD Demo Program			🗲 Back
Curriculum	Basic Details			•
Program	Program ID	Program name *	Program Type	
Specialty	ACEND6	ACEND DPD Demo Program	Didactic Program in Dietetics (DPD)	-
Cohort	Program Director	Email	Phone	
User Groups	ACEND, EMS Director	cherish.shinners@ems-works.com	800-555-1212	
Course	Address	Country	State	
Phase	123 Universtiy Blvd.	United States	PA	
Populations & Diverse		4		
Cultures	City	Zip		
Conditions or Disease States	University City	12345		
Assessment				Save
· · · · · · · · · · · · · · · · · · ·	1			





#### Click Settings > Curriculum > Course > Create

The course names created under the **Course** tab will populate the dropdown menus used to assign rubrics, and imported grade results to a specific course. Course names can be reused for different cohorts, phases and blocks. For example: Nutrition Science 101 can be assigned to Cohort 2025, Program Year 1, Fall 2023 and also Cohort 2026, Program Year 1, Fall 2024.

≡ ﷺ ACEND 🚓 🛛	Dashboard 🖵 Assessments 🗢 Settings			ACEND DPD Demo Program 🔹 🧭 🚨
Organization and Users	Course	1.		← Back ▲ Download • Create
Curriculum	- Marme	≡   Title	≡   Program	= Delete
Program	2. JTR 119 Medical Nutrition Therapy	NUTR 119 Medical Nutrition Therapy	ACEND DPD Demo Program	0
Specialty	View 10 ventries.	1	to 1 of 1	<pre>&gt;</pre>
Cohort				
User Groups				
Course	3.			

	How to Create a Course
Name	Displays on the dashboard and all course
	dropdown menus. This is the only field
	required to create a course.
Title	Displays on a scroll over text menu when on
	the dashboard.
Source	Optional advanced feature. Use the field to
Course ID	identify a course number from an outside
	LMS such as Canvas or D2L.
Custom	Optional feature. Label courses as selective
Label	or track. For example, an elective course
	may be labeled as <i>selective</i> and a
	professional course may be labeled as track.
Description	Only available for viewing to the Program
	Director from the <b>Course</b> tab on the
	Curriculum page.
Start	Advanced feature to be used ONLY when
Date/End	retiring or creating a new version of a
Date	course. DO NOT add start/end dates when
	creating a new course. Actual course dates
	will be determined when the course is
	added to a Phase and Block.
Save	Click Save to create the Course.

Create Course 🍯	×
Name*	
NUTR 124 Nutritional Biochemistry	
Title	
NUTR 124 Nutritional Biochemistry	
Source Course ID	
Custom Label	
Select Custom Label	•
Description	
Start Date	11
Select start date	
End Date	
Select end date	
Cancel	Save



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#### 2c. Cohort

Click Settings > Curriculum > Cohort > Create.

≡ 📰 ACEND 🐽 t	Dashboard 🖵 Assessments 💠 Settings			ACEND DPD Demo Program 👻 🧭 🚨
Organization and Users	Cohort	1.		🗲 Back 🛓 Download 🗢 Create
🛞 Curriculum	Name	≡   Title	≡   Description	a d. □
Program	Z. Cohort1			Û
Specialty	View 10 🗸 entries.		1 to 1 of 1	IC < Page 1 of 1 > >I
Cohort 3.				

#### **Create Cohort Details**

	How to Create a Cohort	Settings
Name	Displays on the dashboard and all cohort dropdown menus. This is the only mandatory field when creating a cohort. <b>IMPORTANT!</b> Every cohort must have a unique name.	Create Cohort Name* Cohort 2026 Title
Title	Displays on a scroll-over text menu when on the dashboard.	Cohort 2026
Description	Only available for viewing to the Program Director from the <b>Cohort</b> tab on the <b>Curriculum</b> page	Description Those students expected to complete coursework in June 2026
Save	Click Save to create the Cohort.	

#### 2d. Phase

<u>Click Curriculum > Phase > Create.</u> A Phase is equivalent to a program year.

🚍 📰 ACEND 🏼 🌚 🛛	ashboard 🖵 Assessments	Settings				ACEND DPD Demo Progra	am 🔸 🔺 🐥
Organization and Users	Phase	1.				🗲 Back	≛ Download
Curriculum	ame ↑	≡   Title	≡   Description	=   Cohort	≡   Start Date	=   End Date	4.
Program	Year 1	Class of 2026 Year 1		Cohort 2026	08/21/2023	08/16/2024	Û
Specialty	🕀 Year 2	Class of 2026 year 2		Cohort 2026	08/19/2024	06/12/2025	Û
Cohort	View 20 🗸 entries.			1 to 2 of 2			<pre>Section 1 ≥ &gt;</pre>
User Groups							
Course							
Phase 3.							





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Name	Displays on the dashboard and all phase dropdown menus.	Create Phase X
Title	Displays on a scroll over text menu when on the dashboard.	Name* Year 3
Description	Only available for viewing to the Program Director on the <b>Curriculum</b> page	Title Year 3 Description
Cohort	Mandatory field. Use the dropdown menu to select the cohort associated with this phase.	Year 3 of 3 year Dietetics program
Start/End Date	Mandatory field. Add a <b>Start Date</b> and <b>End Date</b> for this phase. This is usually one academic year, however this may vary.	Cohort* Cohort 2024 ~ Start Date*
Save	Click <b>Save</b> to create the <b>Phase</b> .	08/28/2023 End Date* 05/27/2024 Cancel Save

#### 2e. Blocks

**Phases** are broken into time periods called **Blocks**. These may be semesters, trimesters, rotation cycles or any blocks of time which make up a full phase (program year). These are mandatory to create in order for the system to appropriately capture data. To create Blocks, click the **+** next to the **Phase** you wish to modify. Then, click the internal **Create** button in the **Block** tile, which is now available below the **Phase** when expanding the tile.

hase						🗲 Back	📥 Download	Creating
Name ↑	≡   Title	$\equiv$   Description	≡   Cohort	≡ Start Date	=	End Date	=	Delete
🖯 Year 1	Year 1	Year 1 of 3 year Dieteti	ics Cohort 2023	08/19/2020		05/24/2021		Û
Block							Create	🛓 Download
Name	=   Title	=	Description	≡   Start Date ≡	End Date		≡   D	elete
Fall 2020	Fall 2020		Fall Semester Year 1 Cohort 2023	08/19/2020	12/21/2020		Ô	
Spring 2021	Spring 2021		Spring semester Year 1 Cohort 2023	01/05/2021	05/24/2021		Ê	
Year 1	Year 1	Year 1 of 3 year Dieteti	ics Cohort 2024	08/23/2021		05/22/2022		Û
🕀 Year 1	Year 1	Year 1 of 3 year Dieteti	ics Cohort 2025	08/20/2022		05/25/2023		Û
🕀 Year 1	Year 1	Year 1 of 3 year Dieteti	ics Cohort 2026	08/21/2023		05/24/2024		Û
E Year 2	Year 2	Year 2 of 3 year Dieteti	ics Cohort 2023	08/23/2021		05/23/2022		Û





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Name	Displays on the dashboard and all
	cohort dropdown menus.
Title	Displays on a scroll over text menu
	when on the dashboard.
Description	Only available for viewing to the
	Program Director from the Cohort tab
	on the <b>Curriculum</b> page.
Start/End	Start Date and End Date for this Phase.
Dae	This is usually one semester, however
	this may vary from program to
	program.
Create	Click <b>Create</b> to create the <b>Block</b> .

Create Block	×
Name* Spring 2022	
Title Spring 2022	
Description Spring 2022 Year 2 for Cohort 2024	li
Start Date* 01/03/2022	
End Date* 05/24/2024	
	Cancel 🖺 Create

## 3. Add Users

From the **Settings** tab, click **Users** to view and manage users within your program. Competency allows the flexibility of creating a single user at a time or uploading a bulk import of users.

E ACEND & Dashboard 🖵 Assessments	• Settings	ACEND DPD Demo Program 🔹 🥜 \\ 🖉
Settings		Search
Organization and Users Curriculum Competencies	Assessments Rotations Reports ALL	
(R)		
Users		
View and manage Users.		

#### 3a. Single User Creation

Click Settings > Users > Create Users to create a single new user within your program.

≡ ACEND	🏚 Dashboard 🖵 Assessments 💠 Settings		ACEND DPD Demo Program 🔹 🥐 🔱 🧕
Organization and Users	Users 1.	← Back	O Create Users ▲ Download Mobile Key ▲ Bulk Upload Picture
Users	ame = Role	≡   Program ≡   Cohort ≡   Email	3.       ≡   Last Logn       ≡   Action
Curriculum	ACEND, EMS Directo r Program Director	ACEND DPD Demo Program cherish.shinners@ems-w	orks.com 03/05/2024 6:12 Active Inactive Active

**IMPORTANT!** Currently, there is no faculty role within Comptency. All faculty must be assigned under a **Preceptor Role** in order to be assigned to specific courses and to evaluate students. One way to easily identify faculty in the Preceptor Role





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profile is to add "faculty" to their user profile. For example, Dr. Jane Smith, may be noted as "Dr. Jane Smith (Faculty)" when creating the user profile.

×
Status*
Select Status 🗸
Last Name*
Student Id*
Cancel 🖺 Save

Role	When creating	a new user it is important to select the correct role:	
	Program	Primary administrator. The program director has broad permissions to update	
	Director	settings, add new users, manage rotations, import data, and view all learner	
		activities. Program Directors can also create assessments, complete evaluations,	
		and view all Competency dashboards. Program Directors may also be assigned a	
		secondary role as a preceptor (includes faculty role) if necessary.	
	Preceptor	The preceptor role is used to identify a program preceptor or faculty. Since faculty	
	(includes	do not have their own role in the system, they must be categorized as <b>Preceptors</b> in	
	Faculty)	order to complete student assessments. The preceptor role does not have access to	
		Settings and can only view dashboards related to rotations and/or courses they	
		have been associated with. Preceptors can also complete evaluations and confirm	
		student hour submissions.	
	Student	The student role does not have access to <b>Settings</b> . Students can only see their own	
		personal student dashboard with cohort mean information. Students can never see	
		specific student scores or data beyond a cohort mean. Students cannot have a	
		secondary role.	
Status	Users may be Active or Inactive. Creating an Active role with an active email address will send an		
	email invitation	n to the user. If you are not ready to send an email notification, create your users in	
	Inactive status		
Circle Manage	NA	late for all values. For all addresses also del becominente esclusiones and will be used as a	
First Name,	Mandatory fields for all roles. Email addresses should be unique to each user and will be used as a unique identifier for all non-student roles.		
Last Name and Email	unique identifi	er for all non-student roles.	
Address			
Student	Mandatory fiel	d for <b>Student Role</b> . This is a unique identifier for all student data import and should	
ID/Campus		ent numbers in your LMS if you are importing student data. If students do not have a	
Key	-	a can number them 1, 2, 3, etc. depending on program preferences. Student ID is	
1		tings, however the template for bulk upload refers to "Campus Key" and this is	
		or "Student ID".	
Cohort		d for students. IMPORTANT! Cohorts must be created BEFORE students can be created	
		ee <b>Cohorts</b> on page 9 for more information.	
Save		reate a new user.	





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Sort Columns	When clicking the <b>Users</b> block above, you can click the <b>column headers</b> to sort the column in ascending/descending alphabetical order.	
	Role ↓	
Search/ Filter	1. Click the <b>hamburger icon</b> at t	the top of the desired column you would like to filter/sort.
	Name	
	Preceptor, Duplicate Preceptor	Search  Select All)
	ACEND, EMS Director Program Director	Faculty  Feceptor

Click the column header to expand/contract the column.
Preceptor, Duplicate View this profile
Mouse-over/click blue links for more information about the profile such as role and email address.
Name       E       Role         Preceptor       Dublicate.         Copy       Ctrl+C         Copy with Headers       Paste         Paste       Ctrl+V         Tool Panel         Export       CSV Export         Excel Export         Right-click anywhere in the grid to export to CSV/Excel.
View 10 ventries On the bottom left, click to view more entries on the page. I< < Page 1 of 2 > >I On the bottom right, click the arrows to view other pages.



Click Settings > Users > Import Users to import users directly into Competency using a template file.

≡ 📰 ACEND 🏚 D	ashboard 🖵 Assessments	Settings			ACEND DPD Demo Program 🔹 🧭 🔱
Organization and Users	Users	1.		← Back ● Import Users ● Create Users	🛓 Download Mobile Key 🔹 Bulk Upload Picture
Users	Name =	Role =	Program	≡   Cohort ≡   Email ≡	Last Login =   Status =   Action
Curriculum Z.	ACEND, EMS Directo	Program Director	ACEND DPD Demo Program	cherish.shinners@ems-works.com	03/05/2024 7:03 Active Inactive Active

Use the template highlighted below to add this information.

≡ 📰 ACEND 🏤 D	ashboard 🖵 Assessments 🗢 Settings	ACEND DPD Demo Program	· / 4 🕓
Organization and Users	Import Users		+ Back To Users
Users	Role" Status"		
Curriculum	Student		
	Cohort*		
Assessments	Cohort 2026 •		
Rotations	Import Users*		
Reports	Browse         Import           Note :- Please use his Template to create a CSV file with all your Users information and upload it below.         Import		

- 1. Click the **Template** link to download the Excel template. You must complete *separate templates* for each role and cohort you plan to import.
- 2. Select the **Role**, **Status** and **Cohort (Students only)**. **IMPORTANT!** In the **Status** field, select **Inactive** <u>if you do not</u> <u>want users to receive an automatic email that their Competency accounts have been activated</u>. Users will receive invites when their accounts have been activated.

/	AutoSave 💽		? • ে ऱ	Student upload	Cohort	A	utoSave Off	の回っ		⊽ New	Faculty upload.	
F	ile Hom	e Insert	Draw Page Lay	yout Formul	las Dat	Fi	le Home	Insert	Draw F	Page Layout	Formulas	
F9		• : ×	√ fx			A1	*	i X	√ fx	FirstName	9	
1		B LastName	Email	D Campuskey	E		А	В		с	D	
1				campusicy				_			Communitory	-
·		Brown	Abrown@mail.edu	AB1234		1	FirstName	LastName	Email		Campuskev	
1 2 3	Abigail Shahar	Brown Fawaz	Abrown@mail.edu Sfawaz@mail.edu	AB1234 SF2345	_		FirstName Dr. Simon	LastName Yates		nail.edu	Campuskey	
2	Abigail		-	SF2345		2	Dr. Simon	Yates	Syates@m		Campuskey	
23	Abigail Shahar	Fawaz	Sfawaz@mail.edu	SF2345		2 3	Dr. Simon	Yates Gold	Syates@m Rgold@m	ail.edu		

First Name, Last Name and Email address	All users MUST have a First Name, Last Name, and Email.
Student ID/Campus Key	<ul> <li>Students MUST also have a Student ID/Campus Key as a unique identifier.</li> <li>Student IDs cannot be repeated. For example, if you already created the following student ID (1, 2, 3), you cannot reuse these for subsequent cohorts unless the students are removed. If your program does not have student IDs, you may need to consider alternatives such as YEAR-# (20241, 20242, etc.).</li> </ul>





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- This can be left blank for Preceptor imports. **Note:** Program Directors are created by ACEND.
- 3. Save the file as CSV.

Desktop	> Upload Templates	
Name	^	Status
🍋 2024 Pre	ceptor and Faculty Opload	0
Sec. 1	Upload Cohort 2024	Ø

4. Click **Browse** > to select the completed template file and then click **Import**.

	1 Bulk U	Upload	d Pic
Name     Image: Role 97     Image: Program     Image: Cohort     Image: Email     Image: Role 100 million       Curriculum     Brown, Abigall     Student     ACEND CP Demo Program     Cohort 2006     Abrown@mail.edu       Ab1234     Student     ACEND CP Demo Program     Cohort 2006     Beared artivation email     Active inst	-		
AB1234 Student Access of being Program Conditionerall		Acti	ion
	tivé	*	
Competencies         Stawaz@mail.edu           Assessments         Student         ACEND CP Demo Program         Cohort 2025         Sfawaz@mail.edu Resend activation email         Active Ina	tive	*	

5. Competency validates mandatory fields prior to import. If an item on the completed .csv file fails validation you will receive an invalid status notification in red.

acend 🐽	Dashboard 🖵 Assessn	nents • Settings					ACEND DPD Demo Program	• 2 Q	
Organization and Users	Import Users							+ Back To	Users
Users									
Curriculum	Role*			Status*					
	Student			Active					
(E) Competencies	Cohort*								
Assessments	Cohort 2026				•				
Rotations	Import Users*			_					
( and	Student upload Col	hort 2026.csv	Browse		Import				
Reports	Note > Please use this Te	mplate to create a CSV file with	all your Users information and u	pload it below.					
	First Name	Last Name	Email		Campus key	Status			
	Abigail	Brown	Abrown@mail.ed	u .	AB1234	Valid			
	Shahar	Fawaz	Sfawaz@mail.edu	2	SF2345	Valid			
	Charles	Scruggs	Cscruggs@mail.e	du	C\$3456	Valid			
	Lin	Ma	Lma@ mailedu		LM4567	Invalid (Email Id is no	t valid)		
	Miguel	Ruiz	Mruiz@mail.edu		MR5678	Valid			
					1 to 5 of 5			Page 1 of 1	1.31
	Skip Invalid Record	ds						ancel Send Im	vite
	Copyright ©2024 Educat	tion Management Solutions.	All rights reserved. Applicat	tion Version : 2.2.240	1.195			0	EMS

6. If all records are Valid, click Send Invite (for active user imports) or Add Users (for inactive user imports).





. Invalid records: If any items in your import file are incorrect, the Status appears as

Invalid with the reason included (i.e., email is not valid, student ID already in use, duplicate email address, etc). To manage Invalid records:

- a. **Skip Invalid Records**: Click the checkbox to skip over the invalid records and continue importing the rest of your users. Once you make this selection, the **Send Invite** or **Add Users** button is active. *You will still need to upload your invalid users in a separate template at another time*.
- b. **Cancel**: Click **Cancel**, correct the invalid information in the .csv file, and then upload and import the corrected .csv file.
- 8. Click **Settings** > **Users** to confirm imported users.

*Note*: Only Active users appear in dropdown fields when adding users to Rotations or Evaluations. Be sure to make the users Active once you are ready to assign them to a rotation/course.

#### **User Profile Updates**

Click **Settings** > **Users** > **User Name** to update user profiles.

≡	ACEND 🚳 Da	ashboard	Assessments	Settings							ACEND DPD De	mo Program	• Z	۵
68	Organization and Users	Users						🔶 Bac	k 🕒 Import Users	Create User	s 🕹 Download	Mobile Key	🍰 Bulk U	pload Picture
	Users	Name	=	Role	=	Program	=   (	Cohort ≡	Email	=	Last Login 🛛 🗏	Status	≡	Action
		3	ACEND, EMS Directo r	Program Director		ACEND DPD Demo Program			cherish.shinners@ems	-works.com	03/05/2024 7:03 PM	Active Inact	ve	e =
	Competencies		Doe, John 1001	Student		ACEND DPD Demo Program	C	ohort 2026	JohnDoe@gmail.com			Active Inact	ve	Û
P	Assessments		Smith, Jane			0								-
	Rotations	3	1002	Student		ACEND DPD Demo Program	C	ohort 2026	JaneSmith@student.c	om		Active Inact	ive	Û
P	Reports	3	Smith, John	Preceptor		ACEND DPD Demo Program			JohnSmithPreceptor@	gmail.com		Active Inact	ive	Û

Provide additional user data such as contact information, GPA, Education and Training, etc., or add Secondary Roles to Program Directors.

Profile - ACEND, I	EMS Director		×
Basic Information	Personal Info Education & Training Admission		
	Email*	Phone	
	cherish.shinners@ems-works.com		
	First Name*	Last Name*	
	EMS Director	ACEND	
Primary Role*	м •	Program* ACEND DPD Demo Program X	
Secondary Role		Program	
Select Role			
		Cance	Save





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## 4. View/Edit/Create Program Specific Items to be Mapped and

### Measured

Competency provides a framework for your program to chart student progression through ACEND domains and competencies. This framework has been provided by ACEND and created by EMS in Competency. ACEND Competencies cannot be edited, however, programs may add program specific domains and competencies outside of those provided by ACEND. Use the steps below to review ACEND specific domains and competencies and add program specific domains and competencies.

Competency also allows the flexibility to create and edit program-specific conditions or disease states, populations and diverse cultures. Items created and edited in these fields will populate the Dashboard and dropdown menus to be used for future mapping.

#### 4a. Review and Create Domains

Domains are a way to group competencies. When you create a NEW competency, you will add that competency to a domain. *If your program has additional competencies to track outside of the ACEND-required competencies, create a new domain(s) for any additional competencies*.

#### Click Settings > Competencies > Domain

≡ 📰 ACEND 🐽	Dashboard 🖵 Assessments 🕏 Se	tings		A	CEND DPD Demo Program 🔹 🧎 🖉
Organization and Users	Domain				← Back 📥 Download 🖸 Create
Curriculum	Filter by Program Type	Didactic Program in Dietetics (DPD)	×-		
Competencies	Name	≡ Program Type ♡	=	Description	≡ Delete
Competency	Domain 1-DPD	Didactic Program in Dietetics (DPD)		Scientific and Evidence Base of Pract	tice: Integration of scientific
Domain	Domain 2-DPD	Didactic Program in Dietetics (DPD)		information <b>show more</b> Professional Practice Expectations: B	Beliefs, values, attitudes and

Review provided Domains to make sure they are appropriate for your program. To create additional Domains:

• Click **Create.** Name the new domain, add a title, and details. This new domain will now be available to select when creating new competencies. Click **Save.** 

#### 4b. Review and Create Competencies

Organization and Users	Competency				🗲 Back 📥 Download 🔮 Ci
Curriculum	Filter by Program Type	Didactic Program in Dietetics (DPD)	×-		2
) Competencies	Name	≡ Program	≡   Program Type ♡	≡ Domain	≡   Delete
Competency	KRDN 1	ALL	Didactic Program in Dietetics (DP	D) Domain 1-DPD	
Domain	Sub-Competency				ᆂ Downl
Assessments	Name		≡   Description		=   Delete
Rotations	KRDN 1.1		Demonstrate how to locate, interpret, eva ethical, evidence-based practice decision:		ake
Reports			etnical, evidence-based practice decision:	5.	
	E KRDN 2	ALL	Didactic Program in Dietetics (DPI	D) Domain 2-DPD	
	E KRDN 3	ALL	Didactic Program in Dietetics (DPI	D) Domain 3-DPD	
	E KRDN 4	ALL	Didactic Program in Dietetics (DPI	D) Domain 4-DPD	
	E KRDN 5	ALL	Didactic Program in Dietetics (DPI	D) Domain 5-DPD	





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#### Click Settings > Competencies > Competency

Review the ACEND-required Competencies and Sub Competencies for accuracy.

#### **Create additional Competencies**

#### Click Settings > Competencies > Competency > Create

Domain	Associate the competency to the
	appropriate domain in the dropdown menu.
	If the correct domain is not available, see 4a.
	Review and Create Domains prior to this
	section.
Name	Mandatory field. Create the competency
	name to display in all dropdown menus and
	the dashboard.
Title	Displays on a scroll over text menu when on
	the dashboard.
Description	Only available for viewing to the Program
	Director.
Save	Click Save to create the competency.

Settings	🗆 Access Key for Mobile Apps 👻 👘
Create Competency	×
Domain	
Local Program Domain	×·
Name*	
Local Program Competency 1	
Title	
Local Program Competency 1	
Description	
Competency to be tracked beyond those associated with A	CEND requirements
	li
	Cancel Save

#### **Create additional Sub-Competencies**

Within the competency, click the + next to the competency, and then click Create.

Name	Mandatory field.	≡ 💻 ACEND 🚓	Dashboard 🖵 Assessments 🗢 Se	ttings		ACEND DPD Demo Program 🔹 🧭
Title	Displays on a scroll	Organization and Users	Competency			← Back 📥 Download ♥ Cree
	over text menu	Curriculum	Filter by Program Type	Didactic Program	Settings	🗋 Access Key for Mobile Apps 👻 🔩
		Competencies	Name	≡ Pro	Currente Curle Communitier and	× =   Delete
	when on the	Competency	Hame KRDN 1	ALL 10	Create Sub-Competency	
	dashboard.	Domain	KRDN 2     KRDN 3	ALL	Name*	
Description		Assessments	E KRDN 4	ALL		
Description	Only available for	(Rotations	E KRDN 5	ALL		
	viewing to the	Reports	Local Program Competency 1 View 10 ventries.	ACE	Title	C Page 1 of 1
	Program Director.		view 10 view entries.			C × Pagelori
Create	Click to create sub-	-		-	Description	
	competency.					1
						Cancel Create

#### 4c. Review and Create Conditions or Disease States, Populations and Diverse Cultures

Click Settings > Curriculum > Populations and Diverse Cultures (Follow the same steps for Conditions or Disease States

E 📰 ACEND 🛛 📾 🛛	Dashboard 🖵 Rotations & Assessments	Settings		ACEND GP Demo Program 🔹 🥜 🚨
Organization and Users	Populations & Diverse Cultures			← Back ▲ Download • Create
Curriculum	Name	III ] Title	≡   Desc	
Program Specialty Click the	e item name to <i>revie</i> r	w current ACEND content	Infan Child	dren content
Cohort	Adults	Adults	Adult	
User Groups	Pregnant & Lactating Females	Pregnant & Lactating Females Older Adults		nant & Lactating Females er Adults
Course	People with Disabilities Immigrant Families	People with Disabilities Immigrant Families	Peop	ple with Disabilities
Populations & Diverse Cultures GP Skills	View 10 v entries.	he item name to <i>edit</i> program cont		Use trashcan to remove
Conditions or Disease States Competencies		ditions or Disease States & iill (if applicable)		program created content



Save

Click Save to create the rubric.



Rubric assessments can be assigned to a rotation or a course. **Note:** Rubrics can only be assessed on a desktop and are not available for completion in the Competency app.

#### Click Settings > Assessments > Rubrics > Create.

Organization and Users	Rubric	1.			🗲 Back 🛛 🔿 Cre
Curriculum	Name	= Criteria		≡   Status	Action 4.
Competencies	Test Rubric	Manage	Formative	Active	✓ 16 0
Assessments Checklist	View 10 v entries.		1 to 1 of 1		i< ≤ Pagelofl
Rubric	1				

Name	Name the rubric. Think of this rubric as your original copy. This rubric may be assigned for multiple assessments. At the time of assessment, this rubric can be given a specific assignment name. For example: the Nutrition Literacy Rubric Assessment may be renamed Nutrition Literary Rubric Assessment 2024 when assigned.	Create Rubric × Name* Nutrition Literacy Rubric Assessment AssessmentType*
Assessment Type	Select an assessment type from the dropdown menu provided. ACEND <b>Assessment Types</b> may be formative or summative. Once you begin <i>assigning</i> rubric assessements, you will select the <b>Assessment Type</b> to get a list of avaialble rubrics that fall under that category.	Formative Summative Instructions Cancel Save
Description	Add a brief description of rubric contents. This is only seen by the Program Director.	
Instructions	Add instructions for the preceptor (includes faculty role) completing the rubric.	





The Rubric is now available to edit and map:

#### Formatting the Rubric:

- Create and edit scoring levels, standards labels, and point values depending on your program's method for evaluation.
- Click Add Level to create additional scoring levels.
- Select **N/A** to create a "Not Applicable" option.
- Enter **Description** to define the scoring criteria. For example:
  - Not Obsesrved, Beginning, Emergent, Proficient, Advanced
    - Not Applicable, Level 1, Level 2, Level 3, Level 4
- Click Criteria to create additional scoring criteria
- Competency offers the option to apply the same mapping to the entire rubric (Rubric Level Mapping) or individual criteria (Criteria Level Mapping).

bric - Nutrition Literac														_		
ubric Details																
								Performa	ance Standards 🛛 🖉	1					1	5
Criteria	+ Add Level	Not Observed	□ N/A 0		Level 4	□ N/A 4		Level 3	🗆 N/A 3		Level 2	□ N/A 2	Level 1	□ N/A 1		Actio
Knowledge and understanding of content		Not Observed		1,	- Demonstrates strong understa proposal forma sections include	inding of t (all		- Demonstrate understanding format (all sec included, corr	g of proposal tions		- Demonstrates understanding o format (all secti included, incorr	of proposal ons	Enter Descriptic	_	_//	•
Use of planning, processing and critical	2.	Enter Description			Enter Descriptio	n	//	Enter Descript	ion	,	Enter Descriptio	n	Enter Descriptio	3	·	00

**Rubric-Level Mapping:** 

- Click the competency, populations and/or conditions or disease states checkbox.
- Select **sub-competencies**, **populations** and/or **conditions** or **disease** states from the dropdown menu.
- All criteria in this rubric have now been mapped to these **competencies**, **populations** and/or **conditions or disease states** Click **Save**.

		Settings		ACEND DPD Demo Program	· / 0
	Rubric - Nutrition Literacy Rubric Assessment				🗲 Back 🛛 🖺
teria + Add Level	Rubric Details				
Knowledge and understanding of	Name Nutrition Literacy Rubric Assessment	AssessmentType Description Summative	Instructions		
content	Competency	Populations & Diverse Cultures Condition	ons or Disease States		
mpetency	KRDN 1.1 *	People with Disabilities    Behavioral	Health Disorders •		
KRDN 1.1 ×					
pulations & Diverse Cultures					
opulations & Diverse Cultures People with Disabilities X onditions or Disease States					





#### **Criteria-level mapping:**

Cick the competency, populations and/or conditions or disease states checkbox. Selecting the checkbox enables selection boxes for EACH criteria (rather than the entire rubric). Click within the newly opened competency, populations and/or conditions or disease states box for each criteria to select the appropriate mapping for each item. Repeat this process for each criteria item. Click Save.

E ACEND 🐽 Dashboard 🖵 Assessments	Settings				AC	END DPD Demo Program •	· • 🥥
Rubric - Nutrition Literacy Rubric Assessment						. + 1	Back 🛐 Save
Rubric Details							4.
Name Nutrition Literacy Rubric Assessment	AssessmentType Summative	Description	Instructions				
Competency Select Competency	Populations & Diverse Cultures     Select Populations & Diverse Culture	۶.      •	Conditions or Disease States Select				
1.		3.	Performance Standards 3				
Criteria     Add	Level Not Observed 🗆 N/A 0	Level 4 🗌 N/A 4	tevel3 O N/A 3	E Level 2 D N/A 2	E Level 1	□ N/A 1	Action
Knowledge and understanding of contore     Competency     Z.	Net Observed	Opmonitrates very strong understanding of proposal format (all sections included, connect order, transitions)	Demonstrates good understanding of proposal format (bil sections included, correct order)	Demonstrates some understanding of proposal format (all sections included, incorrect order)	understand format (not	ates limited ling of proposal all sections correct order)	٥
Select Competency Populations & Diverse Cultures Select Populations & Diverse Cultures							
Conditions or Disease States	- h		6	h	11		11

When all mapping is complete, return to the rubric list and make the rubric **ACTIVE**. The rubric cannot be assigned in a **Draft** or **Inactive** status. From this page you may also **Copy** or **Delete**. The rubric is now ready to be assigned. See **Assign Assessments** on page 22.

E ACEND 🐽	Dashboard 🖵 Rotations & Assessments 🕚	Settings					ACEND CP D	emo Program	•	2 A (
Organization and Users	Rubric								🗲 Ba	ck 🛛 🕹 Creat
Curriculum	Name	=	Criteria	=	AssessmentType	=	Status		Action	
Competencies	Eating Nutrition Care Process and Charting		Manage		Summative		Active	~	6.0	
	Geriatric Diabetes Nutrition Care Process and C	harting	Manage		Summative		Active	~	6 0	
Assessments	Nutritian Literacy Rubic Assessment		Manage		Formative		Active	~	6 0	
Checklist	WIC Nutrition Literacy Rubic Assessment		Manage		Formative		Active	~	60	]
Rubric	View 10 v entries.				1 to 4 of 4		Inactive Active Draft		14	< Page 1 of 1





## 5. Assign Rubric Assessments

Assessments are assigned by the Program Director and completed by Precoptors (includes Faculty) through the Competency Website. Self and Peer evaluations are also available and these are completed by the Students.

#### Click Assessments > Add Rubric Assessment.

ACEND	🏟 Dashboard 🖵 Assessm	ents 主 🗢 Setting	5			ACEND DP	D Demo Program 🔹 🥜 🖇	۵
Assessments - All Stude	ents						Add Rubric Assessment	Refresh
Name	≡   Course	= Assessment	Type =   Rubric	=   Method	≡   Progress	Status	Action	
Diatetics Assessment	NUTR 119 Medical Nu	tritio Formative	Test Rubric	Student Evaluation	Assigned to 1 student(s	1/D View	C2 🗎	
MNT Assessment	NUTR 119 Medical Nu	tritio Formative	Test Rubric	Student Evaluation	1 CASsigned to 1 student(s	Start	C2 🖬	
iew 20 🗸 entries.				1 to 2 of 2			is is page	1 of 1 🤇

**Competency** 

Name	Name the assessment. Every assessment must		u l
	be given a unique name.	Add Rubric Assessment	×
Description	Add a brief description of the assessment.	Name*	
Course	Assign this assessment to course. This	Nurtition for Behavioral Health Close Read Rubric- Spri	ing 2024
	determines how the assessment will be	Description	
	displayed under the "Course" tab on the		
	Competency dashboard.	Course* Asse	ssmentType*
Assessment	Select an assessment type from the dropdown		mmative *
Туре	menu provided. Note: This determines the	Cohort* Phas	
	rubrics available in the dropdown menu below	Cohort 2026 • Yes	
	and how the assessment will be displayed	Block*	/ (
	under the "Assessment Type" tab on the	Spring •	
	Competency dashboard.	Rubric*	
Cohort	Select the cohort this rubric will be assigned to.	Nutrition Literacy Rubric Assessment	•
	Students from this cohort will be available for	Assessment Method*	
	selection in the Student(s) section below.	Student Evaluation	•
Phase	Select the phase in which this assessment will	Share Assessed Rubric with Student(s)	
	take place.	Student(s)*	
Block	Select the block in which this assessment will	Select Student(s)	
	take place. Note: Cohort, Phase and Block	Select All	
	selected here affects where completed rubric		
	results display on the dashboard.	Search	
Rubric	Select a pre-created rubric from the dropdown	Doe, John	
	menu. Competency is only showing rubrics		
	created under the Assessment Type selected		
	above.		





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Assessment	Student Evaluations are performed by a preceptor, including faculty members assigned in a
Method	preceptor role. Self and peer evaluations are performed by students.
Share Assessed	Share the full rubric details including comments with students upon completion. Note:
Rubric with	Selecting to share assessed rubrics with learners turns off the "Reassess Learner" function.
Students	Deselect this option if learners need to be reassessed or rubrics need to be updated.
Students	Select students assigned to this course. You may include all students OR just a select few. If
	you do not see the expected students, make sure you have selected the correct course.
Save	Click Save to add the assessment.

## 6. Complete Rubric Assessments/Reassess Learners

At this time, rubric assessments can only be completed on the ACEND Competency website; they cannot be completed through the Competency app.

To complete a rubric, click Assessments > Rubric > Start.

≡ 📰 ACEND 💩 Dashboard 🖵 Assessm	nents 2 🗢 Settings				ACEND DPD De	emo Program 🔹 🧭 😃
Assessments - All Students						Add Rubric Assessment Refresh
Name		≡ Rubric ≡	Method	≡ Progress	Status	Action
Diatetics Assessment NUTR 119 Medical No	utritio Formative	Test Rubric	Student Evaluation	Assigned to 1 student(s)	View	C2 🗎
MNT Assessment NUTR 119 Medical Nu	utritio Formative	Test Rubric	Student Evaluation	Assigned to 1 student(s)	Start	C2 🗎
Nurtition for Behavioral Health Close NUTR 119 Medical Nu Read Rubric- Spring 2024	utritio Summative	Nutrition Literacy Rubric As	Student Evaluation	Assigned to 2 student(s)	Start	C2 🖬
View 20 V entries.		1 to 3 of 3	3			<pre>(&lt; &lt; Page 1 of 1 &gt; &gt;)</pre>

The rubric assessment is now open in a pop-up window and the student being evaluated is highlighted in yellow. The student name is also displayed at the top of the rubric pop up screen.

dent	💄 Doe, John	Add Narrative	×	
rch Q		Add Nairalive		
Doe, John		Good understanding of text but needs to be more closely linked to the context of		
Smith, Jane	Criteria	Nutritional Effects on Behavioral Health	Level 2	Level 1
	Knowledge and Na understanding of content	Cancel Save	- Demonstrates some understanding of proposal format (all sections included, incorrect order)	- Demonstrates limited understanding of proposal format (not all sections included, incorrect order)
	Overall Narrative			
	Work on making contextual connections			

Evaluate the student by clicking on a performance standard for each criteria on the Rubric Assessment. Performance standards highlight in green as they are selected. Add criteria-level line item narratives by clicking the comment bubble. Then click the **SAVE** button in the Add Narrative pop-up to save the criteria level line item narrative in the rubric.





- Click the **SAVE** button to save the rubric evaluation.
- **SAVE** allows the evaluator to return to the evaluation for edits and updates at a later time.
- Click Save & Submit to submit the rubric evaluation. The Save & Submit button DOES NOT allow for reassessment or edits to the rubric evaluation. If an error was made on the evaluation, a new rubric assessment will need to be completed.
- Completed student evaluations are now highlighted in green and the evaluator is now able to evaluate another student on the list of students assigned to this rubric evaluation.

tudent	💄 Learner, Amanda 🛛 🖻 🛝						
Search Q				performance			
Learner, Amanda	Goals are measurable to determine desired outcomes.	Consistently does well; often exceeds expectations	Satisfactory; overall acceptable performance	Performance adequate some of the time; somewhat inconsistent; improvement desired to reach expected performance	Occasionally unacceptable; much improvement needed to meet minimum standards	No rating possible; inadequate opportunity to observe, not able to judge, not applicable	•
	Plans are thorough and coincide with patient goals.	Consistently does well; often exceeds expectations	Satisfactory; overall acceptable 🕈 performance	Performance adequate some of the time; somewhat inconsistent; improvement desired to reach expected performance	Occasionally unacceptable; much improvement needed to meet minimum standards	No rating possible; inadequate opportunity to observe, not able to judge, not applicable	
	Overall Narrative						
	Nice Job, Amanda. Please see me wh	en you have reassesed your nutritio	on goals for this client.		<i>h</i>		

The **Assessments** tab now shows the rubric assessment in progress for students in this rotation. Click **Continue** to continue the rubric evaluations for this rotation.

To review completed Rubrics, click **Assessments** > Find the Rubric > **View** 

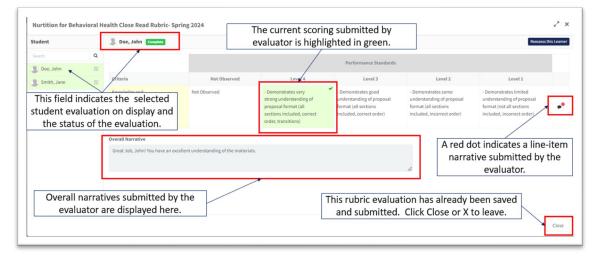
E ACEND & D	ashboard 🖵 Assessmer	nts 🗢 Settings					ACEND DPD Demo Program	•	Reverse II	mpersonation 🥜 🤱	a 🌑
Assessments - All Students		1.								Add Rubric Assessment	Refresh
Name =	Course =	AssessmentType	≡   Rubric	=	Method	=	Progress	Status		Action	
Diatetics Assessment	NUTR 119 Medical Nutr	Formative	Test Rubric		Student Evaluation		Assigned to 1 student(s)	View		6	
	NUTR 119 Medical Nutr	Formative	Test Rubric		Student Evaluation		Assigned to 1 student(s)	View	3.	6 8	
Nurtition for Behavioral Health Close Read Rubric- Spring 2024		Summative	Nutrition Literac	y Rubri	Student Evaluation		Assigned to 2 student(s)	View		6	
View 20 🗸 entries.				1 to 3 of	3					IS IS Page	Lof 1 2 21



Competency

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#### **Reassess a Learner**

Selecting to reassess a learner means the Program Director is choosing to eliminate the current **Rubric Assessment** for a learner and replace it with a new **Rubric Assessment**. Once the Program Director selects "Reassess This Learner" the previous **Rubric Assessment** (including all comments or narratives created by the original evaluator) are <u>eliminated and</u> <u>replaced</u> by the new **Rubric Assessment**.

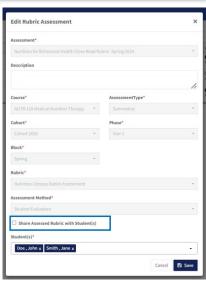
To reassess a learner, click Assessments > Find the rubric you would like to reassess> click the Edit icon

ACEND	Dashboard	🖵 Assessmer	nts 🔅 Settings					ACEND DPD Demo Program	•	Reverse Impersonation 🦨 🕻	
Assessments - All Stud	ents		1.							Add Rubric Assessment	Refre
Name	≡   Course	≡	AssessmentType	=   Rubric	=	Method	=	Progress	Status	Action	
Diatetics Assessment	NUTR 119	Medical Nutr	Formative	Test Rubr	ic	Student Evaluation		Assigned to 1 student(s)	View	C 🗎	
MNT Assessment	NUTR 119	Medical Nutr	Formative	Test Rubr	ic	Student Evaluation		Assigned to 1 student(s)	View	3.	
Nurtition for Behavioral He Close Read Rubric- Spring 2	alth Z. TR 119	Medical Nutr	Summative	Nutrition	Literacy Rubri	Student Evaluation		Assigned to 2 student(s)	View	C 🕯	
iew 20 🗸 entries.					1 to 3 of 3					IC C Page 1	l of 1

Verify that the rubric is NOT shared with students. Deselect "Share Assessed Rubric with Students" if it is selected. *Students cannot be reassessed while the rubric is shared*. Program Directors can re-share with students once reassessment is completed. Click **SAVE**.

Then, select the rubric to be reassessed. Follow the same steps taken to view a completed rubric.

essments - All Students		1.						Add Rubric Assessment Refresh
me	Course =	AssessmentType =	Rubric =	Method	=	Progress	Status	Action
tetics Assessment	NUTR 119 Medical Nutr	Formative	Test Rubric	Student Evaluation		Assigned to 1 student(s)	View	C 8
T Assessment	NUTR 119 Medical Nutr	Formative	Test Rubric	Student Evaluation		1/) Assigned to 1 student(s)	View 3.	C D
tition for Behavioral Health	2. IR 119 Medical Nutr	Summative	Nutrition Literacy Rubri	Student Evaluation		Assigned to 2 student(s)	View	88







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If the Rubric assessment is NOT shared with students, the **Reassess This Learner** button appears in the upper right corner. Click **Reassess This Learner** to complete a new rubric for this learner. Then click **Proceed** to confirm that you want to delete all previous selections and reassess this learner. Reassess the learner, add comments, then **Save & Submit**.

ACEND @ Dashb	oard 🔲 Assessments 🖬 Ó S	ettings				ACENDIDOR	Domo Proeram • Reverse Impersor	vetion 🗡 🗸
Nurtition for Behavioral H	ealth Close Read Rubric- Sprin	g 2024						~ ×
Student	S Doe, John Complete		rs.	L.C.V.C.C. 7				Reassess this Learner
Search Q					ate			
Smith, Jane	Criteria Knowledge and	Not Observed		(1)		Level 2	Demonstrates limited	
	orderstanding of content				rmat	tanding of proposal (all sections	understanding of proposal format (not all sections	
I	V			Confirmation	iclude	rd, incorrect order)	included, incorrect order)	
This fie	ld indicates the	e selected		Are you sure you want to reassess this learner?				
student	evaluation on	display and		Doing this will delete previous selections.				
the s	tatus of the eva	aluation.			11			
			nat	Cancel Proceed				





## 7. Reports

Reports are found in Settings and only available to Program Directors. Preceptors (including Faculty) complete rubrics on learners as they progress through courses or rotations. Students and Preceptors can only view these completed rubrics on their Competency dashboards on the website via desktop (this cannot be viewed in the app). The **Rubric Report** provides a comprehensive list of all rubrics completed on learners during a course and the grade received.

#### Click Settings > Reports > Rubric Assessment

- Use the dropdown menus to select available options.
  - Check "Include Narrative" to view criteria and assessment level comments
  - Criteria level scoring defaults to a percentage (ex: 0-100%). To view the rubric levels (ex: 1-4) select "Show Raw Score."
  - Use the radio buttons for criteria (Assessment Questions) or mapped items (Competencies, Diverse Cultures, etc.) to sort the report view.
- Click **Apply** to view the report.

E E ACEND 🐽 D	ashboard 🖵 Assessments 🗢 Settings						ACEND DPD Demo Program 🔹	, o	
Organization and Users	Filters								•
Curriculum	Saved Filters								
Competencies	Select		•						
Research Assessments	Cohort		Phase		Block		Course		
Checklist	All	•	All	•	All	•	All		•
Rubric	Rubric		Assessments		Competency		Conditions or Disease States		
Rotations	All	•	Select Assessments	•	Select Competency	•	Select		•
Reports	Populations and Diverse Culture		Student		Faculty				
Reports	Select	•	All	•	All	•			
	Include Narratives		Show Report By © Criteria O Competency / Conditions or Disease States / Populations and Diverse Culture /	1	Apply Save				

This is what the **Rubric Assessments Report** looks like. It displays the student name, the evaluator who completed the rubric, and the ratings for each student.

Organization and Users	Rubric Assessments Re	port					€ Back
Curriculum	Care and Process Charti	ing Spring 2024					A Download
Competencies		-9 -9 - 19 - 19 - 19 - 19 - 19 - 19 - 1					
	Student	= Faculty/Evaluator name	□ Goals are measurable to =	Nutrition Assessment in =	Nutrition Assessment in, =	Nutrition Assessment in, =	Nutrition Assessmen
Assessments	Learner, Amanda	ACEND, EMS Director	2	3	3	4	3
Checklist	Student, Beth	ACEND, EMS Director	4	4	3	4	3
Rubric				1 to 2 of 2			○ Pagelof1 > 3
Rotations	Disordered Eating Nutri	tion Care Process and Charting	Fall 2023				A Download
Reports	Student	E Faculty/Evaluator name	■ Goals are measurable to ■	Nutrition Assessment in	Nutrition Assessment in	Nutrition Assessment in	Nutrition Assessmen
	Learner, Amanda	ACEND, EMS Director	3	3	2	4	3
	Student, Beth	ACEND, EM5 Director	3	3	1	1	3
				1 to 2 of 2			Page 1 of 1

- The **Rubric Report** is now avaiable to view and download.
- Click Download for an Excel Rubric Assessment Report.





## 8. Program Director Dashboard Navigation

When assessments have been created, mapped, assigned and completed, the assessment results are available on the Program Director dashboard. When you login to Competency with your Program Director credentials, cohort and individual student results will be available on your dashboard.

**IMPORTANT! Mean Cohort Data displays on the student dashboard via the Competency app and website.** While this is aggregate data, programs with few students (e.g. cohorts of 2-3) may be able to easily calculate student specific results from the data provided. While this cannot be hidden from the student dashboard, programs with small cohorts may choose not to give student access to Comptency so the mean cohort data cannot be viewed by students.

#### 8a. Initial Navigation

E ACEND 🐽 D	shboard 🖵 Assessments 🗢 Settings	ACEND DPD Demo Program 🔹 🧭 🔱 🕓
ي Student Curriculum	Academic Performance	
Search by Curriculum Q	NOTES	+
<ul> <li></li></ul>	COHORT PERFORMANCE	<b>u</b> -
Cohort 2024  Tear 1	Course AssessmentType Conditions or Disease States Populations & Diverse Cultures Competency	
Year 2     Year 3     Rotation 1	0 40 No data available 80	120
Rotation 2 Rotation 3 Rotation 4		
Cohort 2023	STUDENT PERFORMANCE	At Risk All 🗸 🚽 🗕
	No data available	
	View 20 → entries. 0 to 0 of 0	<pre>&gt;</pre>

- Use the left-hand navigation tree to open the **Cohort, Phase** and **Block** you would like to view.
- Click the + to open the items on the navigation tree.
- Select the level you wish to view.

\*No Data Available will display until you select a Cohort, Phase or Block.



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ent Curriculum	Academic Performance			
h by Curriculum Q	NOTES			
ort 2026 ort 2025	COHORT PERFORMANCE		Scroll Overs display	
ort 2024 Year 1	Course AssessmentType Conditions of	r Disease States Bar Graphs display	the Cohort Minimum	
/ear 2 /ear 3	Course	the Cohort Mean	and Maximum scores	
Rotation 1	All	~		
Rotation 2 Rotation 3	Clinical Rotations (72)	70.83%	Clinical Rotations (72)	
Rotation 4 t 2023	MNT 101 (36)	77.78%	Cohort Minimum: 63.33	
	NUTR 100 (72)	77.78%		

**Competency** 

#### 1. Cohort View

The cohort mean for all assessments completed in the course or rotation are displayed on the bar graph. Scroll-overs at the end of the bar provide the cohort minimum and maximum percentage for all assessments completed within the course.

Learner		=	MNT 100	=
Earner, Amanda AL001	77.78		72.22	

#### 2. Individual Percentages

- The grid below the bar graph displays the calculated percentage grade for individual learners within each course.
- Rubric assessments are converted to percentages.
- Pink boxes indicate a percentage between 70-75% for the rotation or course.
- Red numbers indicate a percentage of 69% or lower.
- Click the student name to access the student dashboard view.

#### 8c. Assessment Types Tab

ACEND 🛭 🕫 🗈	ashboard 📮 Rotations & Assessments	Settings				ACEND CP Demo Program	1 2	
D. B. Student Curriculum	Academic Performance							
iearch by Curriculum Q	NOTES							+
) Cohort 2026 ) Cohort 2025 ) Cohort 2024 ⊕ Year 1 ⊕ Year 2 ⊷ Year 3	COHORT PERFORMANCE							-
	Course AssessmentType Cone	litions or Disease States P	Populations & Diverse Cultures	Competency				
	AssessmentType			Courses				
Rotation 1 Rotation 2	M	~		All	✓ Alt	~		
Rotation 3 Rotation 4	Formative	77.28%	1	Nutrition Care & Process Rubric	75%			
Cohort 2023	Summative	74 April		WIC Rotation Checklist	80%			
	0	-40	80	Juvenile Diabetes Presentation	100%			





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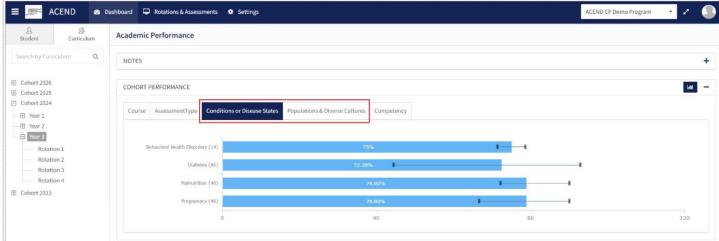
As a Program Director, you have assigned an **Assessment Type** (formative or summative) to each rubric you have created. The **Assessment Types** tab provides a visualization of both formative and summative assessments together, individually or sorted by assessment type.

Sort by:

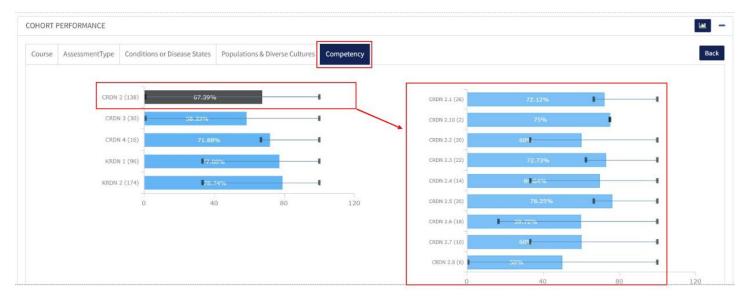
- Assessment Type
- Course
- Individual Assessments

#### 8d. Conditions or Disease States / Populations & Diverse Cultures

If you have mapped questions to **Conditions or Disease States, Populations** and **Diverse Cultures** the assessment percentages are available under the selected tab for viewing.



#### 8e. Competency



- Rubrics and imported questions mapped to ACEND sub-competencies in **Settings** are displayed under the **Competency** tab.
- Every sub-competency maps to a parent competency.
- Click the competency bar to view the mapped sub-competencies.