Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

# DPD Program Director

## ACEND Competency User Guide

December 20, 2024

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# Contents

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 ACEND 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 https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policies-and-procedures

## 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.

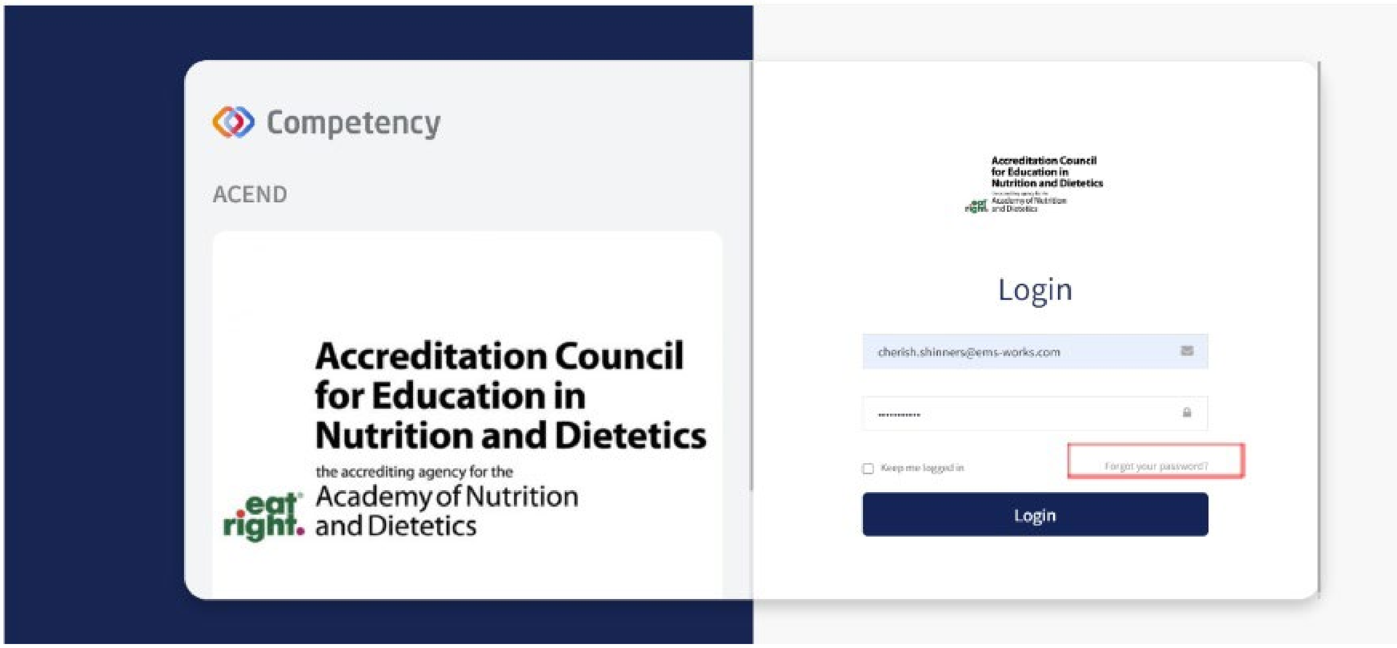
**1a. Program Director Login**

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**

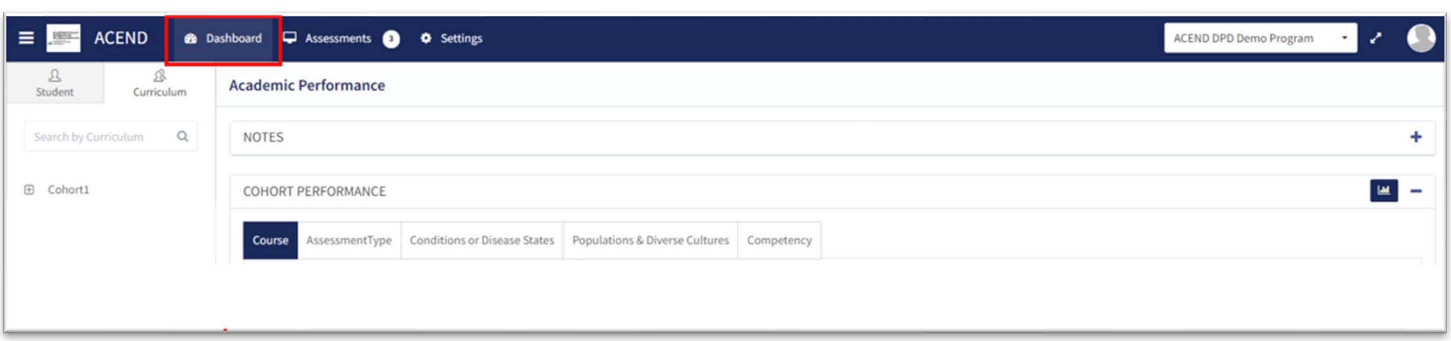
Log in to Competency with your email address and password. If you forgot your password, click **Forgot your password?** to reset.




## 1b. Program Director Dashboard

### <u>Dashboard Tab</u>

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.



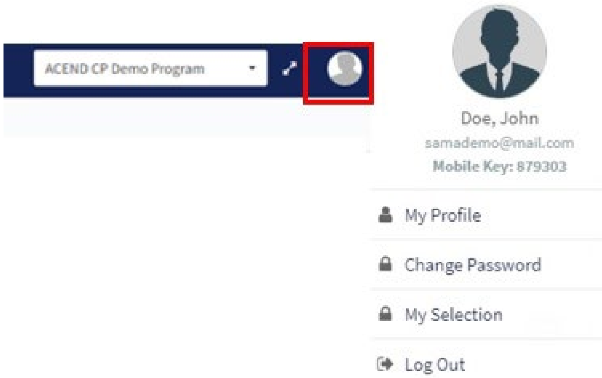

### Dashboard Navigation Tips

Click to show/hide:

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

## User Profile

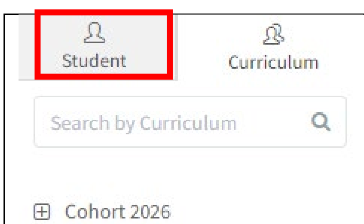
Click your **User Profile** in the upper right of the screen to:



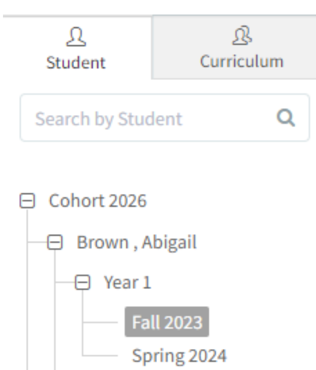

- Update your user profile
- Change your password
- The **My Selection** tab is disabled
- Log Out

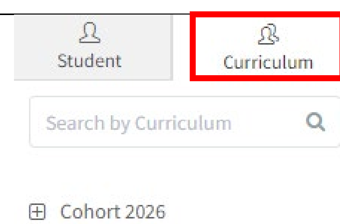
### Student/Curriculum Tabs

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

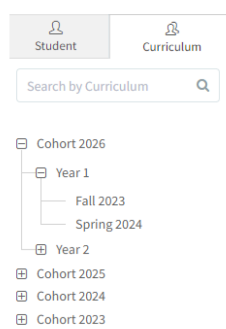



From the left navigation pane, click the **Student** tab and then select the **Cohort**, **Student**, **Year,** and **Term** to search for and view student data:



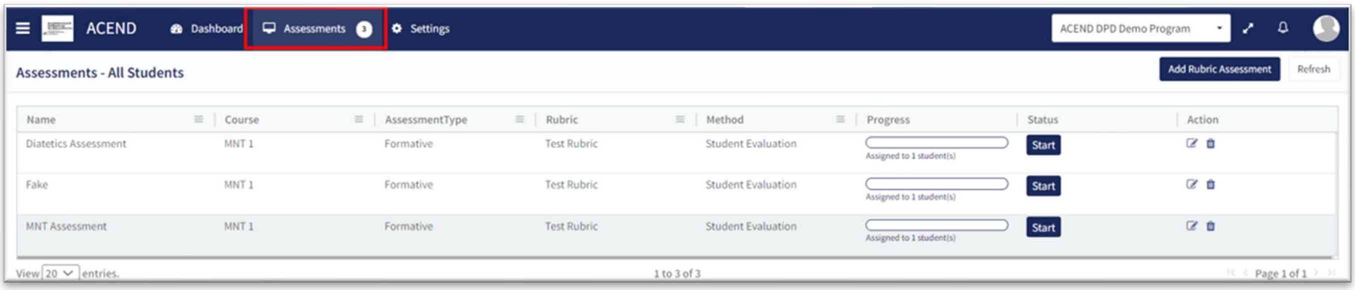




From the left navigation pane, click the **Curriculum** tab and then select the **Cohort**, **Year** and term to search for and view student data:



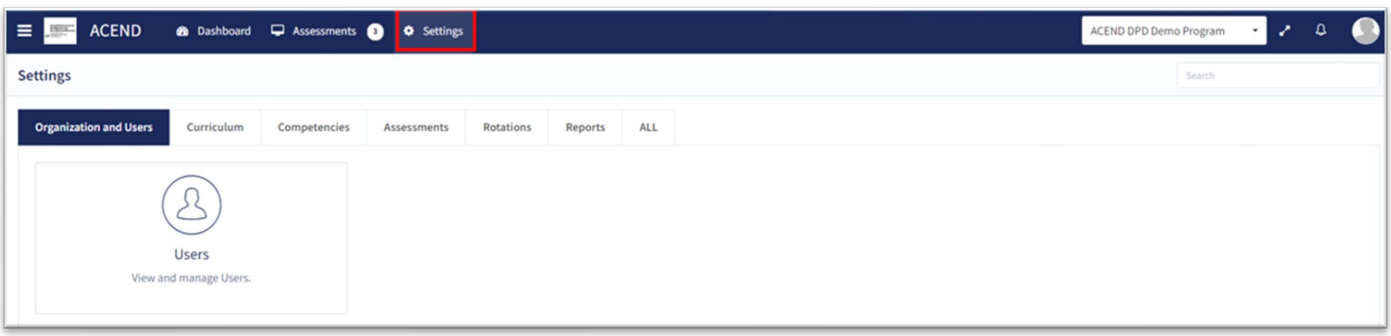
## 1c. Assessments Tab

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



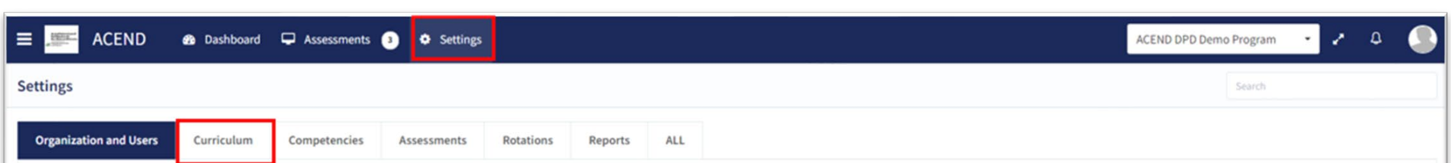

## 1d. Settings Tab

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**.

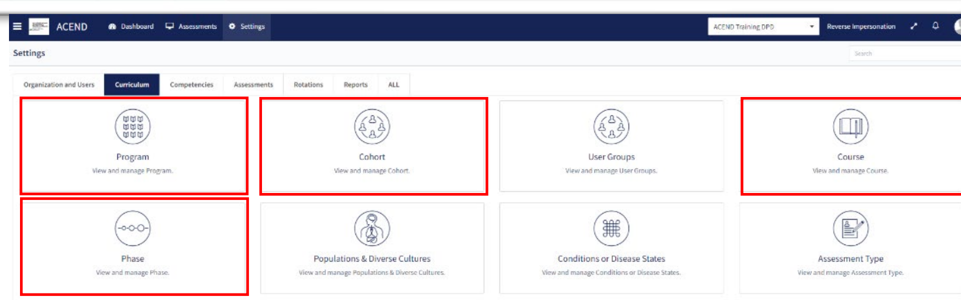



# 2. Build the Academic Program Schedule

Competency provides a framework for your progam to build an program schedule. Competency progression cannot be mapped until academic Cohorts (Ex: Class or 2026), Phases (Ex: Program Year 1), and Blocks (Ex: Fall Semester 2023) are built in the system. Your program's data will be organized by cohorts, phases, and blocks, so think of how you want the competency data to be organized and how you would like to view it (Ex: view by year, areas of focus, etc.)
Click **Settings** > **Curriculum**




You may or may not need to use all of the options available for creating your academic program schedules; however, the mandatory fields that MUST be completed to successfully map items in Competency are Program, Cohort,



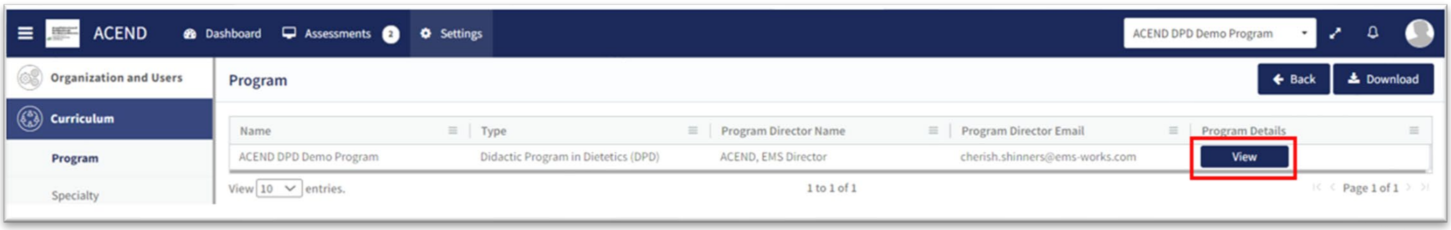
Course, Phase, and Block (falls under the Phase).

**2a. Program**

Click **Settings > Curriculum > Program > View.**

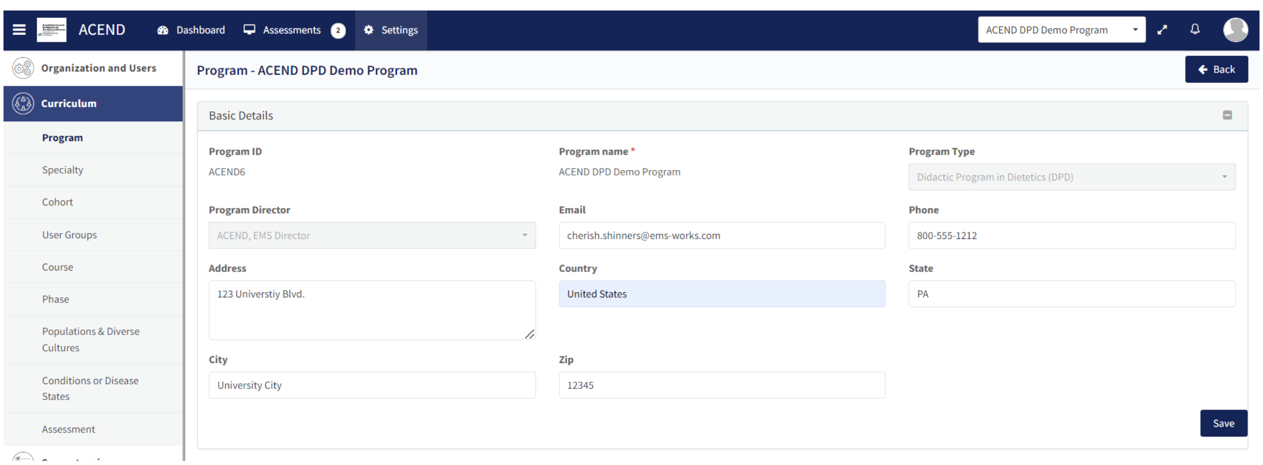
The basic details of your program have been created by ACEND administrators. Please verify your Program Name and Program Type as well as the Program Director name and email. Click **View** to explore and edit program details.

**<u>Review and edit your Program Details</u>**




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 education@eatright.org. 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 https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policies-and-procedures.

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



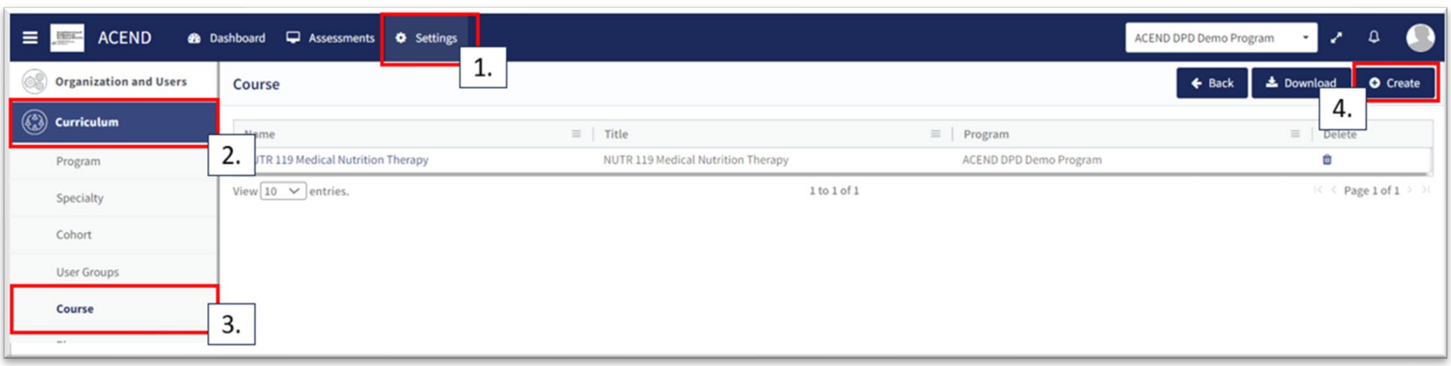

Below the program information is a section for **Learning Management System (LMS) Integration**. If your program uses one of the following LMSs and you would like to integrate it with Competency (for example, bring over completed rubric and quiz data into Competency), please visit our Competency Software for Program Director webpage for more information.

**Compatible LMS for Integration:**
Canvas, D2L/Brightspace, Blackboard, Moodle, Exxat, Google Classroom, Trajecsys, Typhon Group, TRAIN, Examsoft

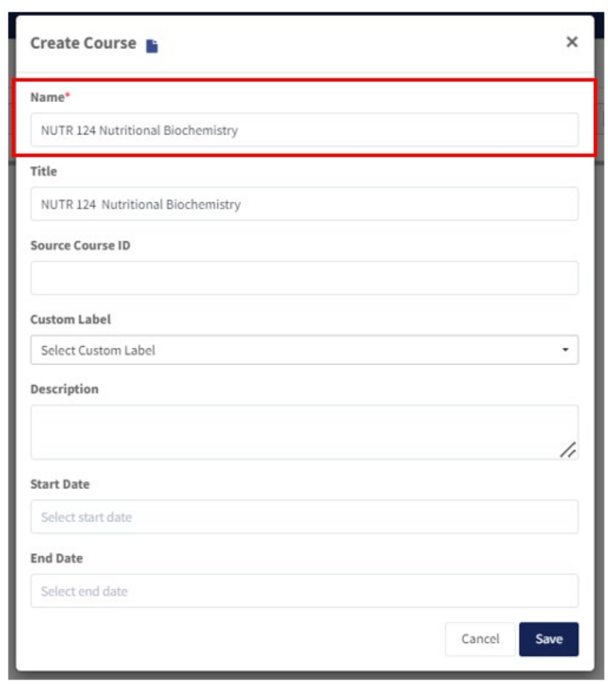
**2b. Course**

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 Cohort 2026, Program Year 1, Fall 2024.



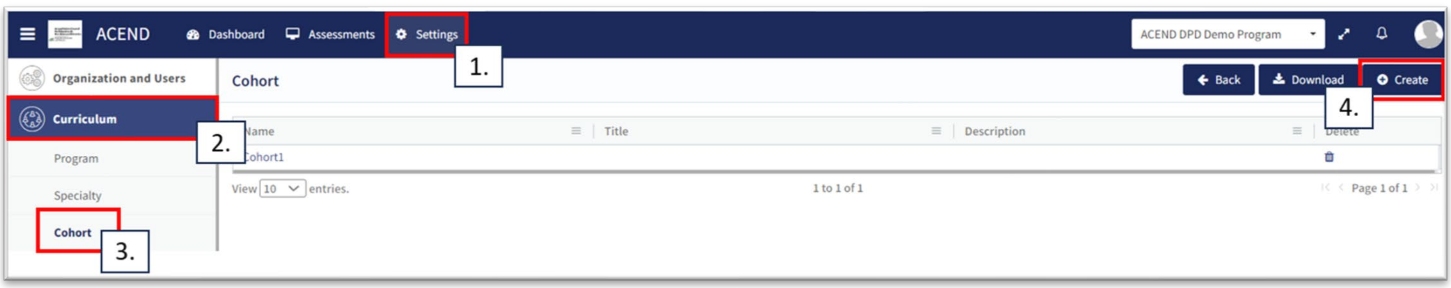

| How to Create a Course | |
|---|---|
| **Name** | Displays on the dashboard and all course dropdown menus. This is the only field required to create a course. |
| **Title** | Displays on a scroll over text menu when on the dashboard. |
| **Source Course ID** | Optional advanced feature. Use the field to identify a course number from an outside LMS such as Canvas or D2L. |
| **Custom Label** | Optional feature. Label courses as selective or track. For example, an elective course may be labeled as *selective* and a professional course may be labeled as *track*. |
| **Description** | Only available for viewing to the Program Director from the **Course** tab on the **Curriculum** page. |



| | |
|---|---|
| **Start Date/End Date** | Advanced feature to be used ONLY when retiring or creating a new version of a 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**. |

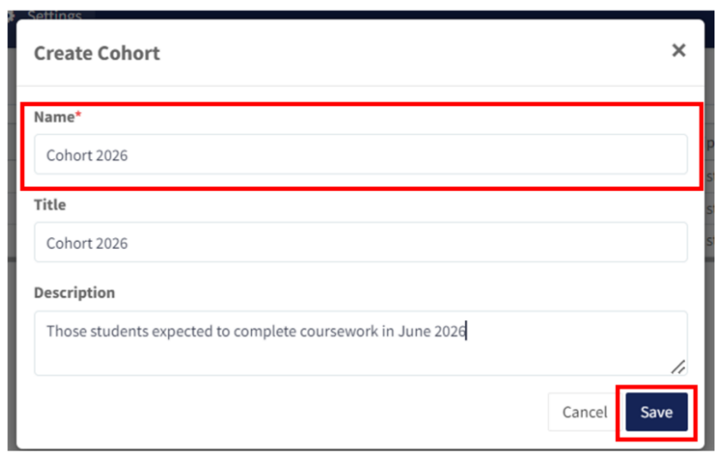
**2c. Cohort**

Click **Settings > Curriculum > Cohort > Create.**



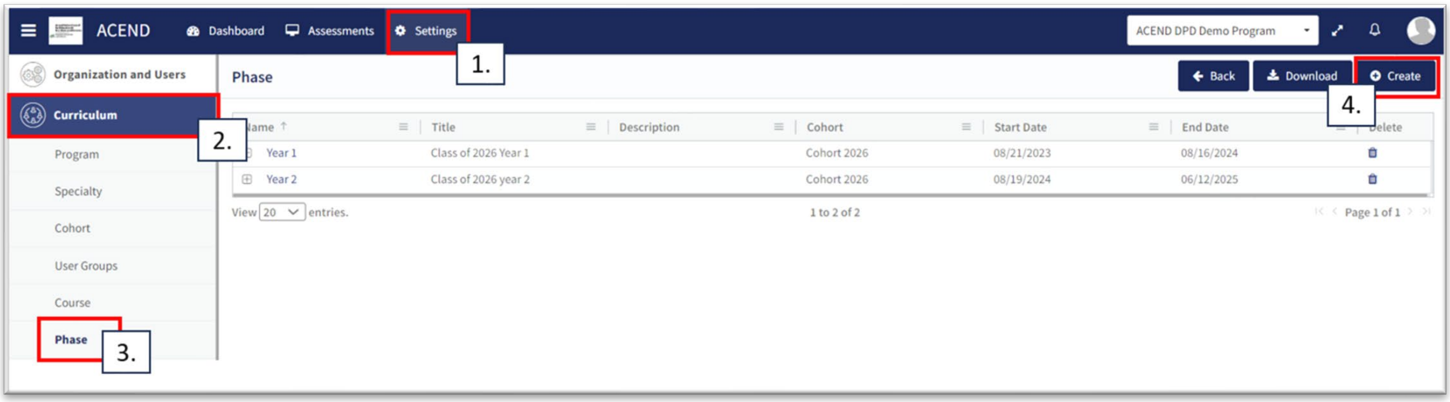

<u>**Create Cohort Details**</u>

| How to Create a Cohort | |
|---|---|
| **Name** | Displays on the dashboard and all cohort dropdown menus. This is the only mandatory field when creating a cohort. **IMPORTANT!** Every cohort must have a unique name. |
| **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 **Curriculum** page |
| **Save** | Click **Save** to create the **Cohort**. |




**2d. Phase**

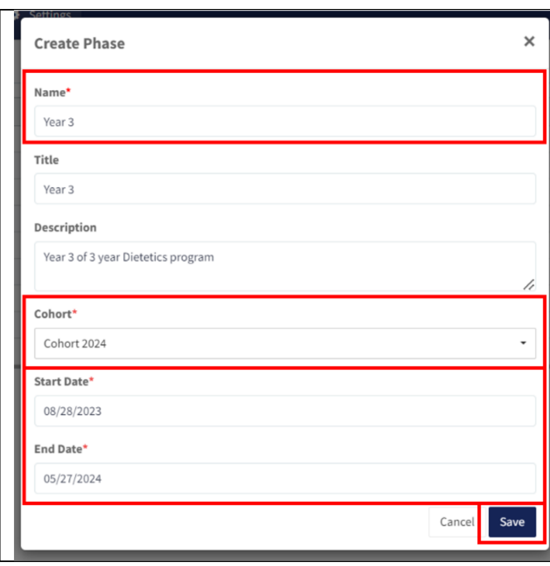
Click **Curriculum > Phase > Create.**




Students are organized into phases, which can represent a program year (Ex: Year 1, Year 2, etc.). As the student progresses through the program, you will need to change which phase (and block) they are currently in on the student's profile to match where they are in the program. This will allow you to collect and view data for the time period they are assigned to. If you do not wish to view data on your dashboard by time periods, you can title your phase however it works for your program. One idea is to title your phases Advanced Curriculum and Rudimentary Curriculum. This might be helpful for programs that have their students complete prerequisite or rudimentary coursework first before then completing advanced courses. As the students move through the program, you can update the phase they are in on their profile. If you do not want to update the student's profile as they move through the program, you could title your phase very broadly to capture the entire length of the program, perhaps the name of the program. Whatever you name your phase is how your data will be organized and display on the dashboard. Think of how you like to view student data now. Do you view by cohort, semester, or something else? Title your phase according to how you like to organize and view student data.

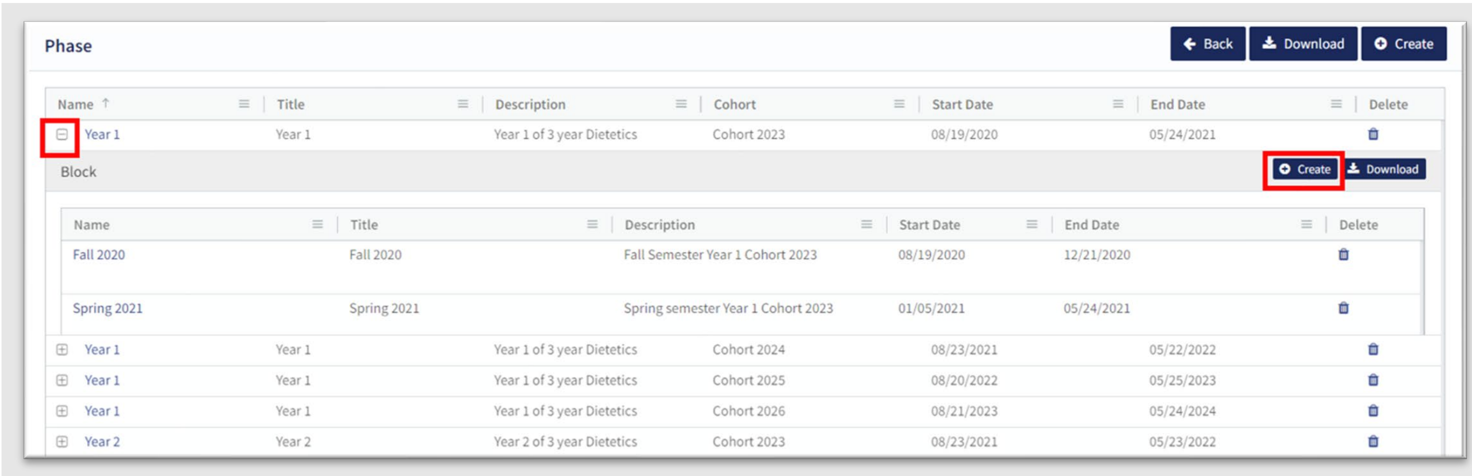
**Create Program Phases**

| | |
|---|---|
| **Name** | Displays on the dashboard and all phase dropdown menus. |
| **Title** | Displays on a scroll over text menu when on the dashboard. |
| **Description** | Only available for viewing to the Program Director on the **Curriculum** page |
| **Cohort** | Mandatory field. Use the dropdown menu to select the cohort associated with this phase. |
| **Start/End Date** | Mandatory field. Add a **Start Date** and **End Date** for this phase. This is usually one academic year; however this may vary. |
| **Save** | Click **Save** to create the **Phase**. |



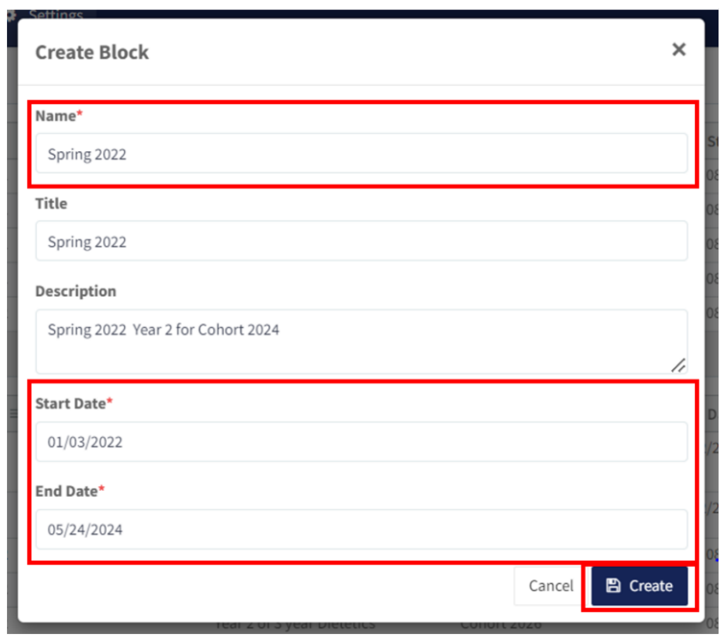

**2e. Blocks**

**Phases** are broken into smaller 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 for the system to appropriately capture data. If you do not wish to break your phase down into smaller increments, you can create a block titled the same name as your phase and set the dates to the same length of time as the phase. 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.



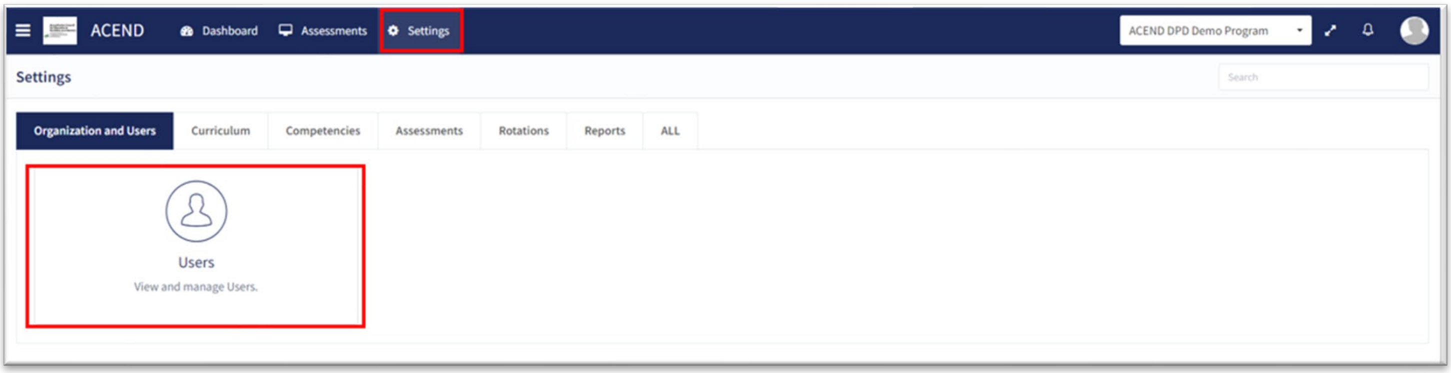

**How to Create Blocks for Each Phase**

| | |
|---|---|
| **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 **Curriculum** page. |
| **Start/End Dae** | **Start Date** and **End Date** for this **Phase**. This is usually one semester, however this may vary from program to program. |
| **Create** | Click **Create** to create the **Block**. |



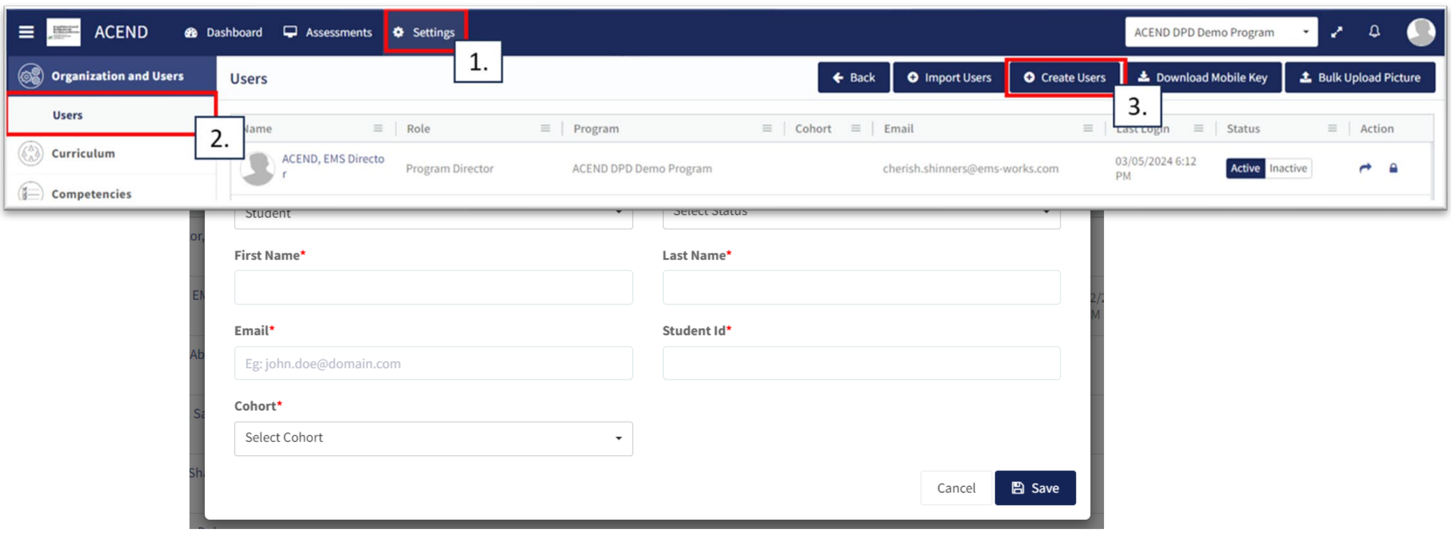

## 3. Add Users

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.




### 3a. Single User Creation

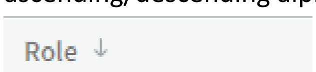
Click **Settings** > **Users** > **Create Users** to create a single new user within your program.



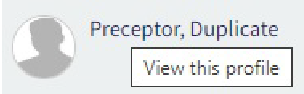
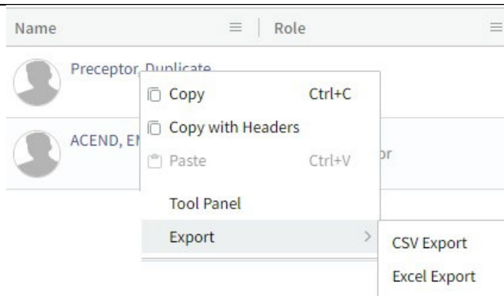
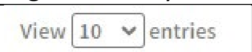

**IMPORTANT!** Currently, there is no faculty role within Comptency. All faculty must be assigned under a **Preceptor Role** in order to be assigned to specific courses and to evaluate students. One way to easily identify faculty in the Preceptor Role profile is to add "faculty" to their user profile. For example, Dr. Jane Smith, may be noted as "Dr. Jane Smith (Faculty)" when creating the user profile.

| | | |
|---|---|---|
| **Role** | When creating a new user, it is important to select the correct role: | |
| | **Program Director** | Primary administrator. The program director has broad permissions to update 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 (includes Faculty)** | The preceptor role is used to identify a program preceptor or faculty. Since faculty do not have their own role in the system, they must be categorized as **Preceptors** in 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 **Settings**. 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 to the user. If you are not ready to send an email notification, create your users in **Inactive** status. Competency does not have the option to delete a user once created. If you have a user that is no longer associated with your program, you can make them **Inactive**. This will prevent the user from being able to login to Competency. **Note:** any data associated with the user will remain in the system after a status change to **Inactive**. To assign users to rotations, they do need to be in **Active** status. |
| **First Name, Last Name and Email Address** | 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. |
| **Student ID/Campus Key** | Mandatory field for **Student Role**. This is a unique identifier for all student data import and should align with student numbers in your LMS if you are importing student data. If students do not have a student ID, you can number them 01, 02, 03, etc. depending on program preferences. The Student ID/Campus Key field requires you input at least 2 characters. Student ID is required in settings, however the template for bulk upload refers to "Campus Key" and this is synonymous for "Student ID". |
| **Cohort** | Mandatory field for **Student Role**. **IMPORTANT!** Cohorts must be created BEFORE students can be created or imported. See **Cohorts** on page 9 for more information. Assigning students to a cohort will automatically organize them into the associated phase and block. Student profiles will not function correctly, and you will not be able to impersonate the user if needed until they are organized into a cohort, phase, and block. |
| **Save** | Click **Save** to create a new user. |

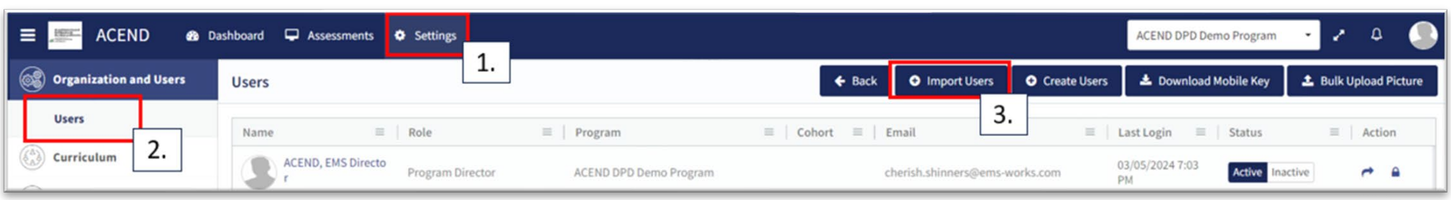
| Navigating Users Block | |
|---|---|
| **Sort Columns** | When clicking the **Users** block above, you can click the **column headers** to sort the column in ascending/descending alphabetical order.<br> |
| **Search/ Filter** | 1. Click the **hamburger icon** at the top of the desired column you would like to filter/sort.<br><br>2. Search by **keyword** or click the **checkboxes** for a specific search.<br>3. Click the **bookshelf icon** to select additional search criteria. |

| | |
|---|---|
| **Column width** | <br>Click the column header to expand/contract the column. |

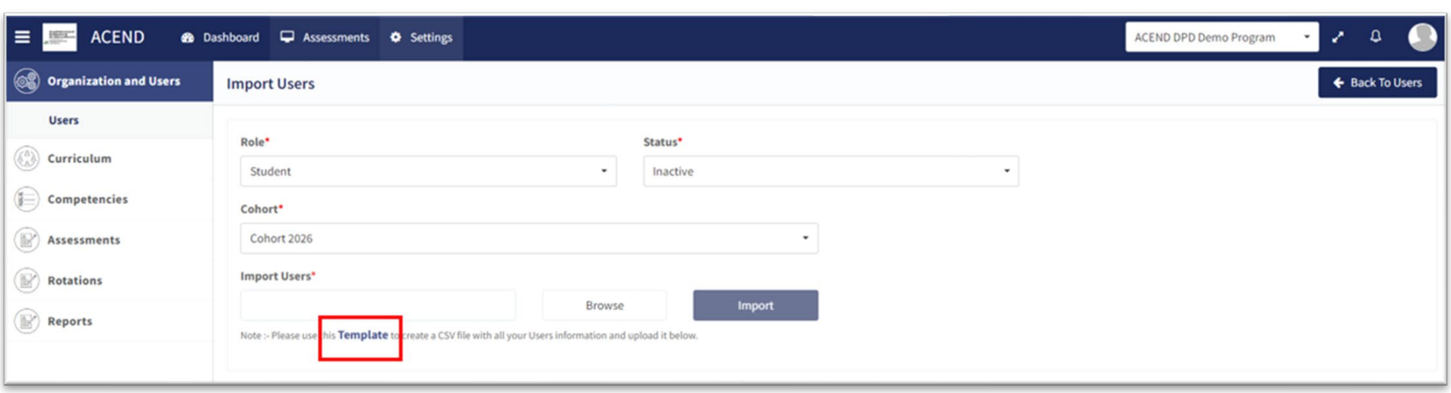
| | |
|---|---|
| **Mouse-over/select** |  Mouse-over/click blue links for more information about the profile such as role and email address. |
| **Export to CSV/Excel** |  Right-click anywhere in the grid to export to CSV/Excel. |
| **View More Entries** |  On the bottom left, click to view more entries on the page. |
| |  On the bottom right, click the arrows to view other pages. |

### 3b. Bulk Import Users

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

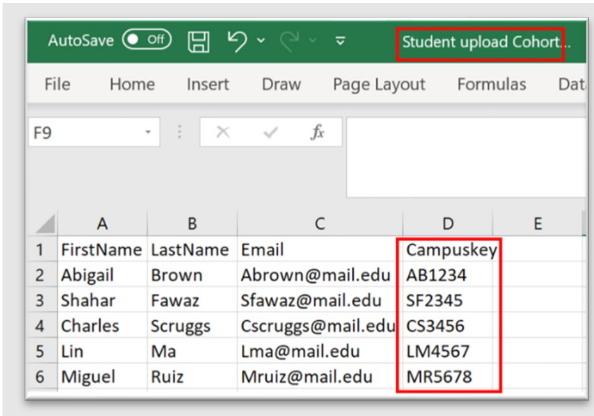


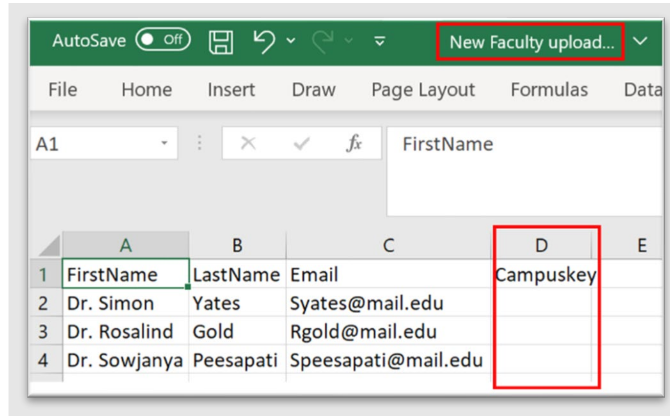

Use the template highlighted below to add this information.



1. Click the **Template** link to download the Excel template. You must complete ***separate templates*** for each role and cohort you plan to import.

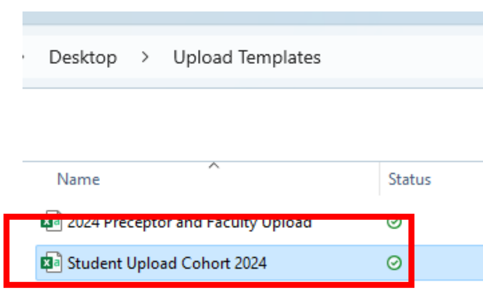
2. Select the **Role**, **Status** and **Cohort (Students only)**. **IMPORTANT!** In the **Status** field, select **Inactive** <u>if you do not want users to receive an automatic email that their Competency accounts have been activated</u>. Users will receive invites when their accounts have been activated.



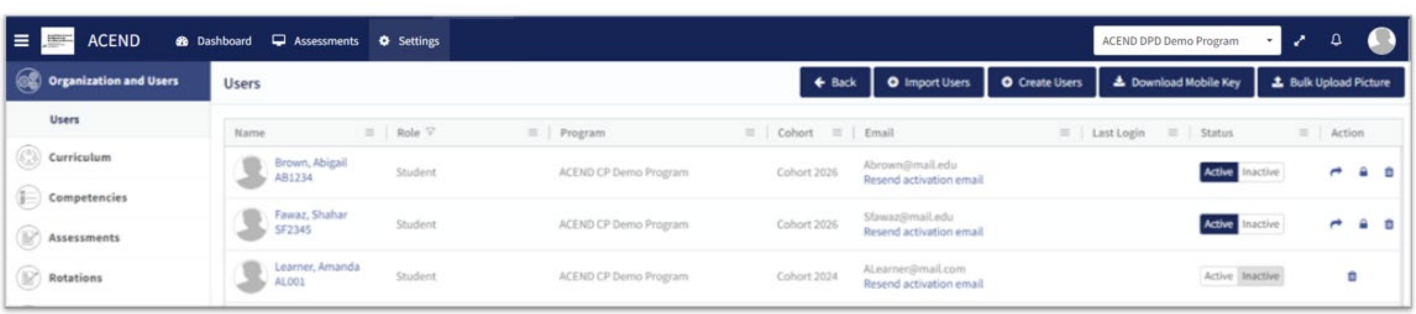




| | |
|---|---|
| **First Name, Last Name** and **Email address** | All users **MUST** have a **First Name, Last Name, and Email**. |
| **Student ID/Campus Key** | • Students **MUST** also have a **Student ID/Campus Key** as a unique identifier.<br>• Student IDs cannot be repeated. For example, if you 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.).<br>• This can be left blank for Preceptor imports. **Note:** Program Directors are created by ACEND. |

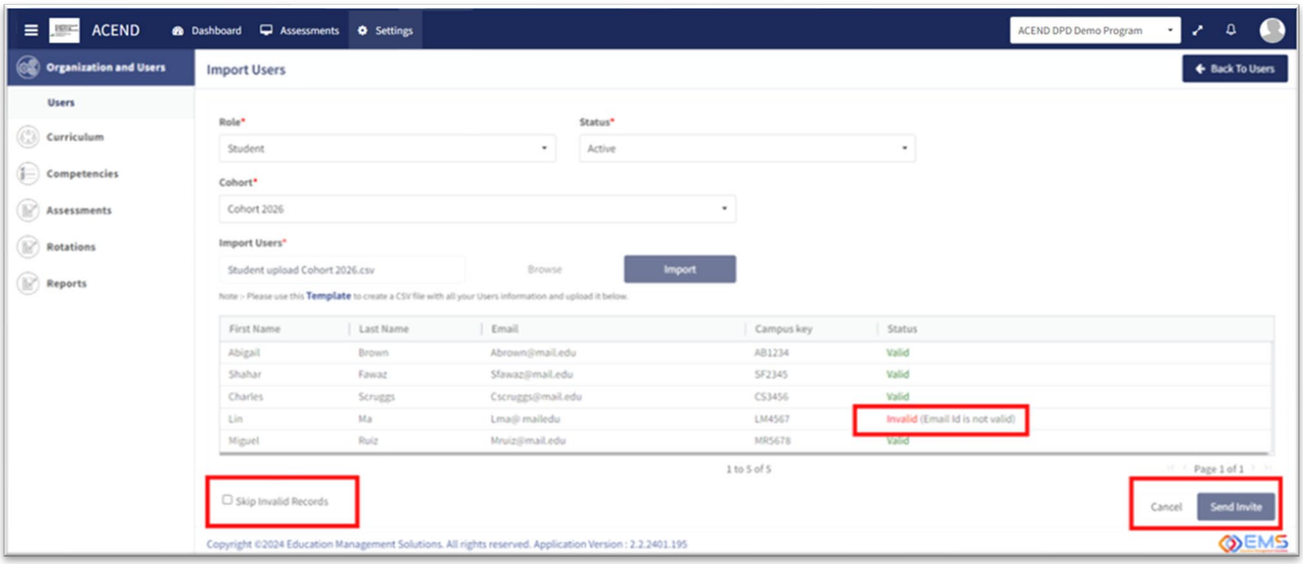
3. **Save** the file as CSV.




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



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.

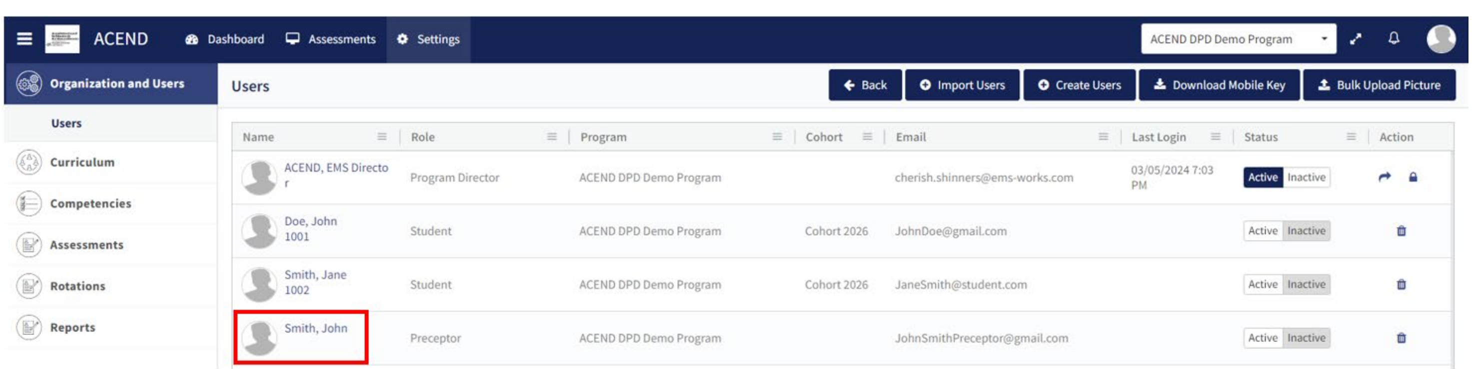



6. If all records are **Valid**, click **Send Invite** (for active user imports) or **Add Users** (for inactive user imports).

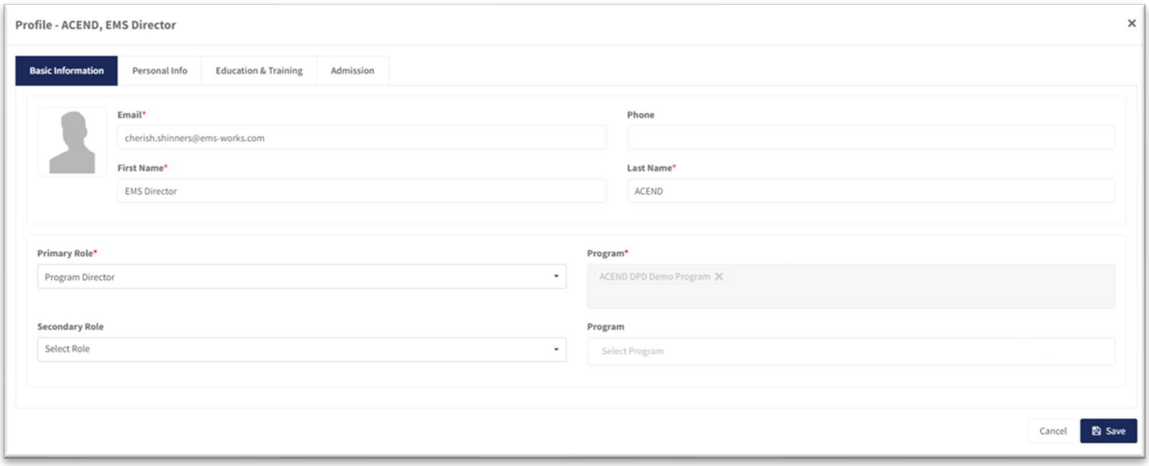
7. **Invalid** records: If any items in your import file are incorrect, the **Status** appears as **Invalid** with the reason included (i.e., email is not valid, student ID already in use, duplicate email address, etc). To manage Invalid records:
   a. **Skip Invalid Records**: Click the checkbox to 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.



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




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

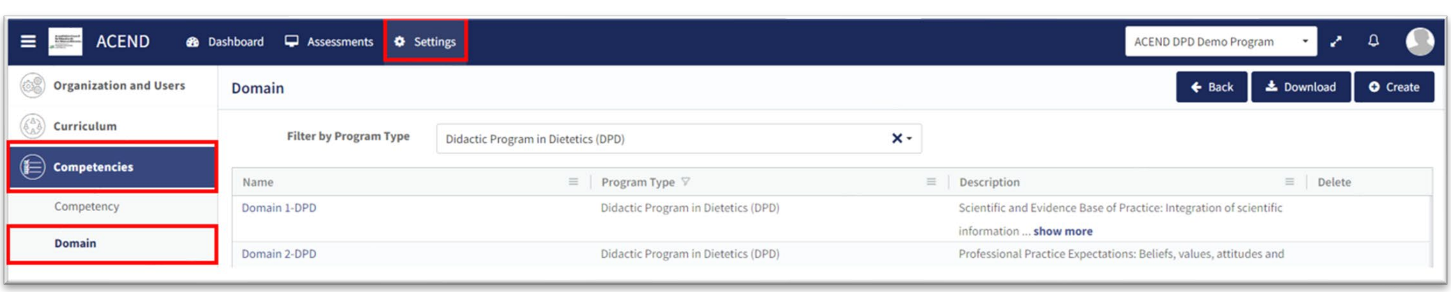
Competency provides a framework for your program to chart student progression through ACEND domains and competencies. This framework has been provided by ACEND and created by EMS in Competency. ACEND Competencies cannot be edited, however, programs may add program specific domains and competencies outside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

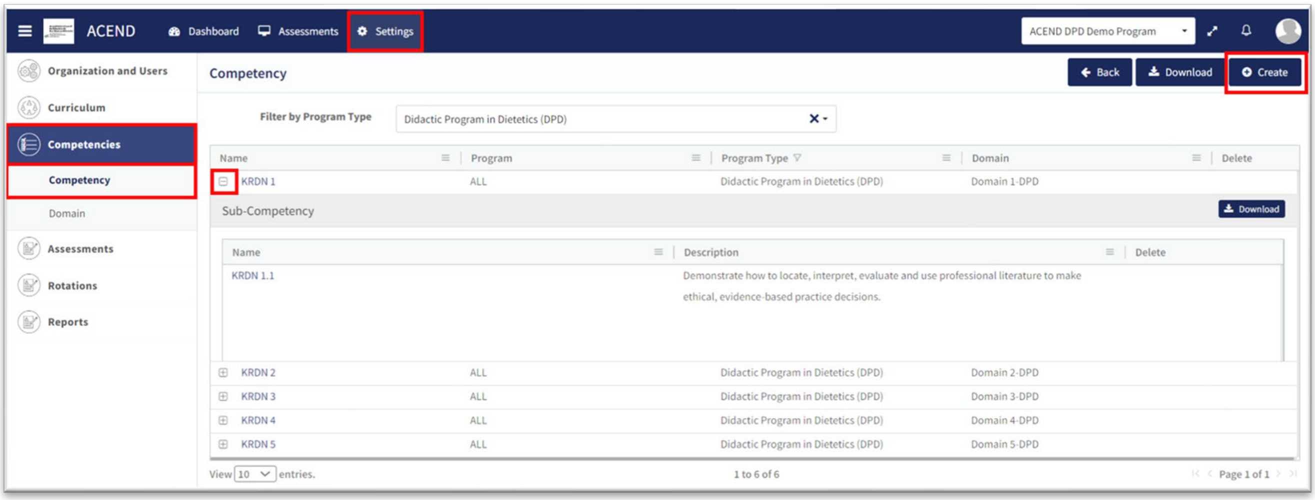


Review provided Domains to make sure they are appropriate for your program. To create additional Domains:

- 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

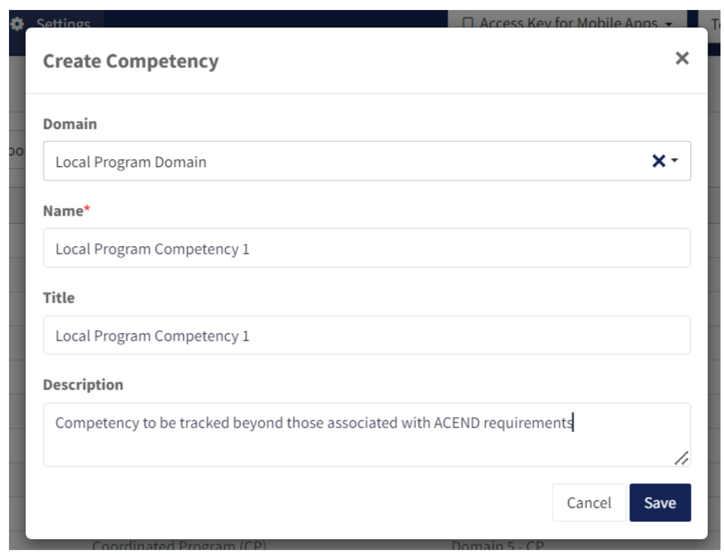
**Click**




**Settings > Competencies > Competency**
Review the ACEND-required Competencies and Sub Competencies for accuracy.

**<u>Create additional Competencies</u>**
Click **Settings > Competencies > Competency > Create**

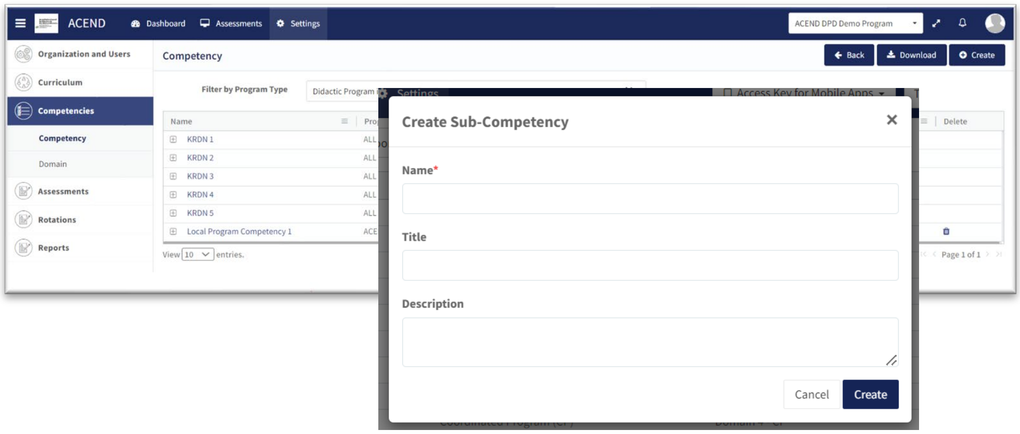
| | |
|---|---|
| **Domain** | Associate the competency to the appropriate domain in the dropdown menu. If the correct domain is not available, see **4a. Review and Create Domains** prior to this section. |
| **Name** | Mandatory field. Create the competency name to display in all dropdown menus and 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. |




**<u>Create additional Sub-Competencies</u>**

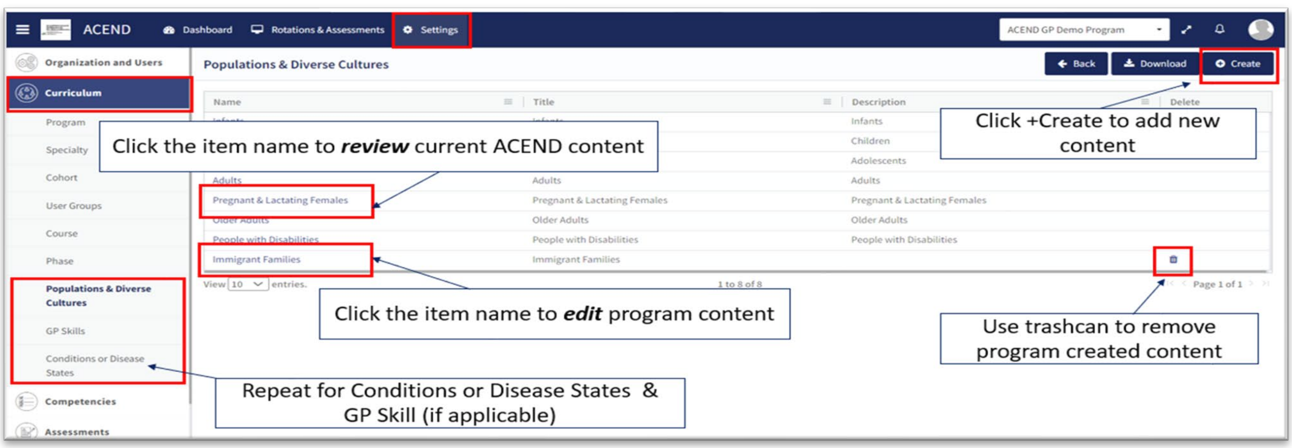
Within the competency, click the **+** next to the competency, and then click **Create**.

| | |
|---|---|
| **Name** | Mandatory field. |
| **Title** | Displays on a scroll over text menu when on the dashboard. |
| **Description** | Only available for viewing to the Program Director. |
| **Create** | Click to create sub-competency. |




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

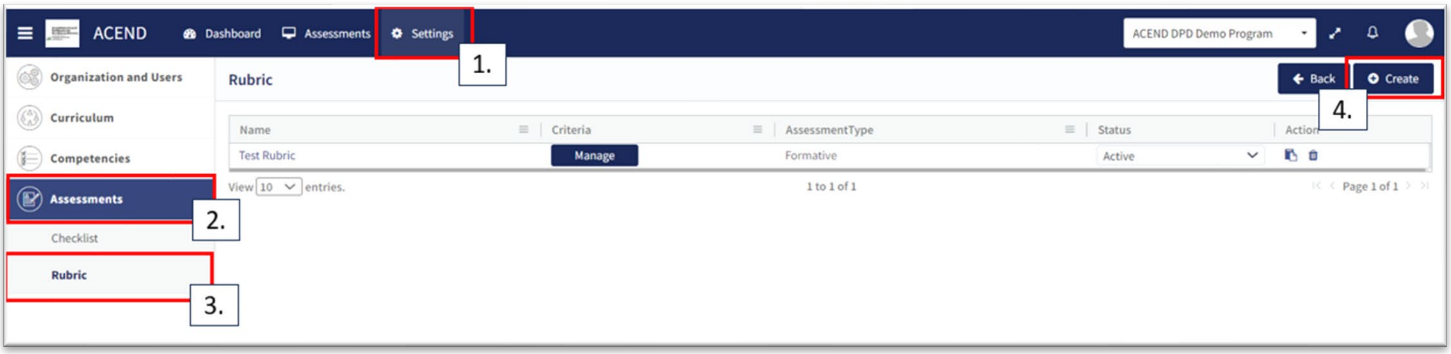
Click **Settings** > **Curriculum** > **Populations and Diverse Cultures** (Follow the same steps for **Conditions or Disease States**



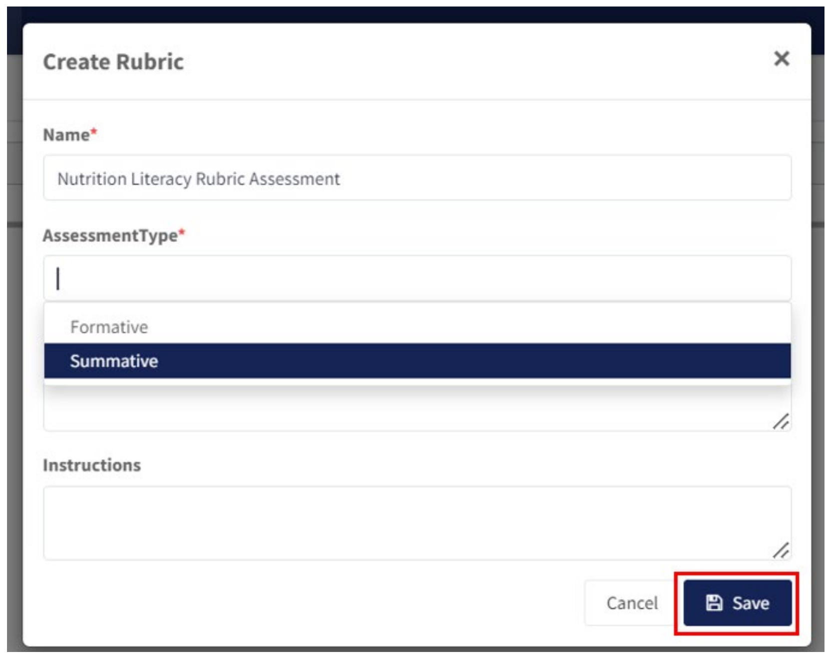

## 5. Create Rubric Assessments

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.**




| | |
|---|---|
| **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. |
| **Assessment Type** | Select an assessment type from the dropdown menu provided. ACEND **Assessment Types** may be formative or summative. Once you begin *assigning* rubric assessements, you will select the **Assessment Type** to get a list of avaialble rubrics that fall under that category. |
| **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. |
| **Save** | Click **Save** to create the rubric. |



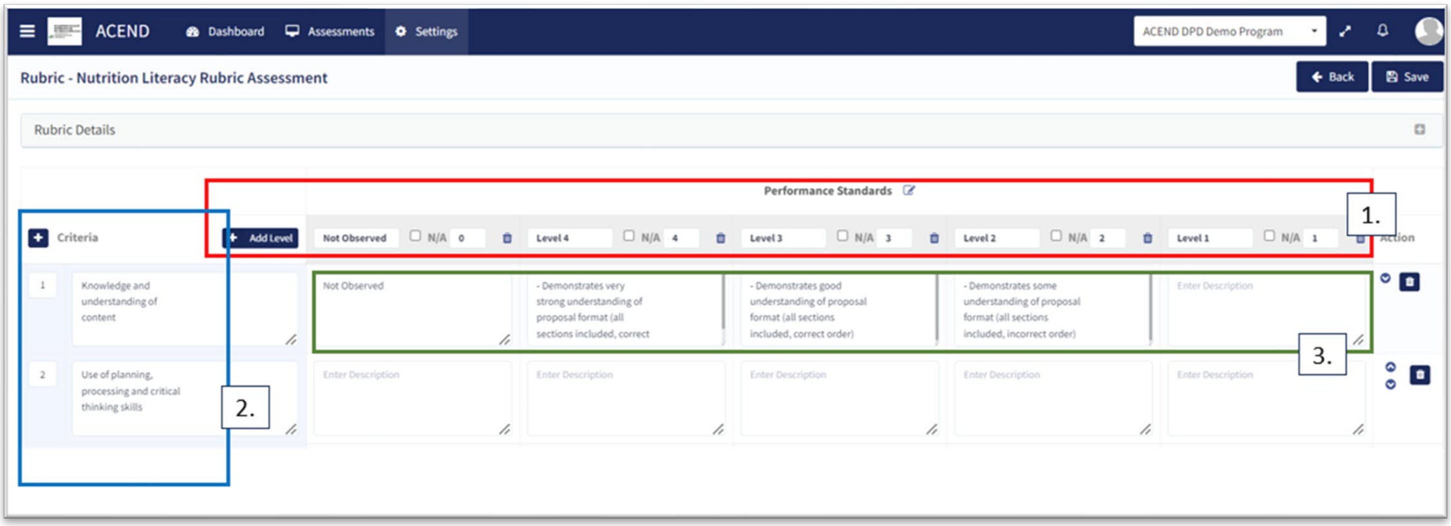

The Rubric is now available to edit and map:

**Formatting the Rubric**:

- Create and edit scoring levels, standards labels, and point values depending on your program's method for evaluation. . Data in Competency shows as percentages, so how you score your assessment is important. If a rubric has 4 levels scores with scores of 1 for Level 1, 2 for Level 2, 3 for Level 3, and 4 for Level 4, and if a student scores a 3 then the score will show as a 75% on the dashboard.
- 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:

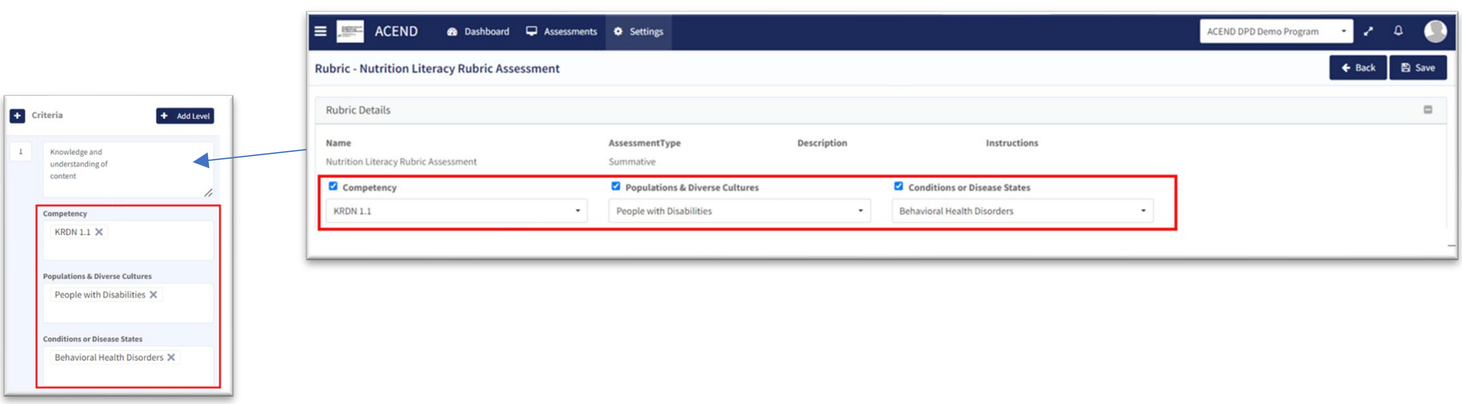
- Not Obsesrved, Beginning, Emergent, Proficient, Advanced
- Not Applicable, Level 1, Level 2, Level 3, Level 4

- 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).



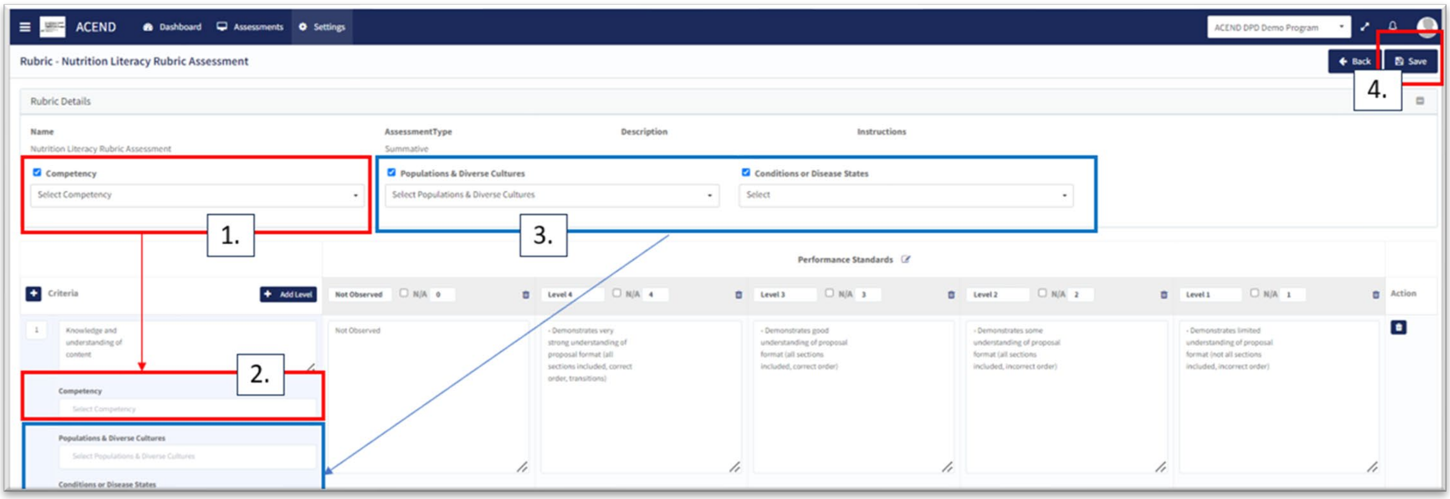

**Rubric-Level Mapping:**

- 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**.

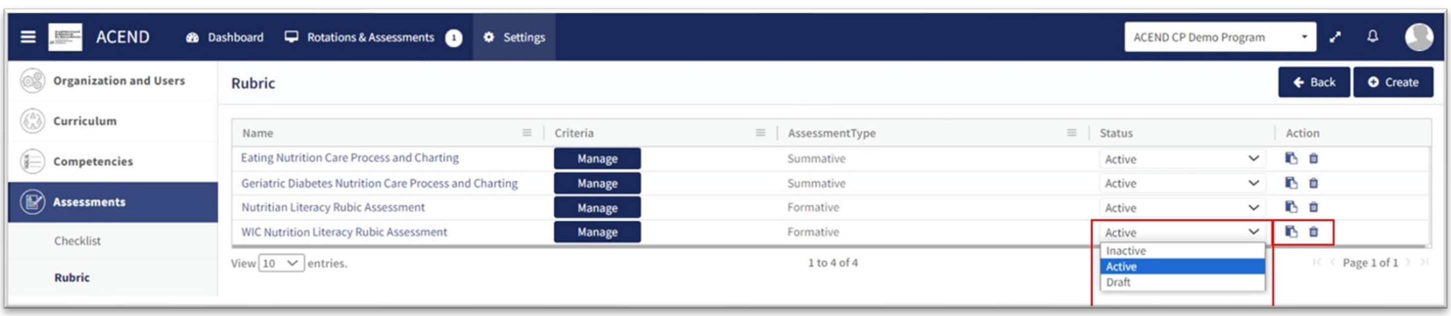



**Criteria-level mapping:**

- 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**.

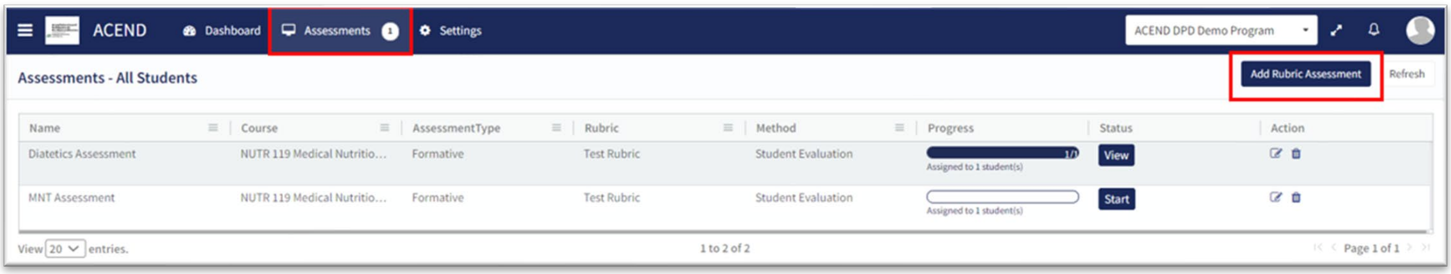



When all mapping is complete, return to the rubric list and make the rubric **ACTIVE**. The rubric cannot be assigned in a **Draft** or **Inactive** status. From this page you may also **Copy** or **Delete.** The rubric is now ready to be assigned. See **Assign Assessments** on page 22.



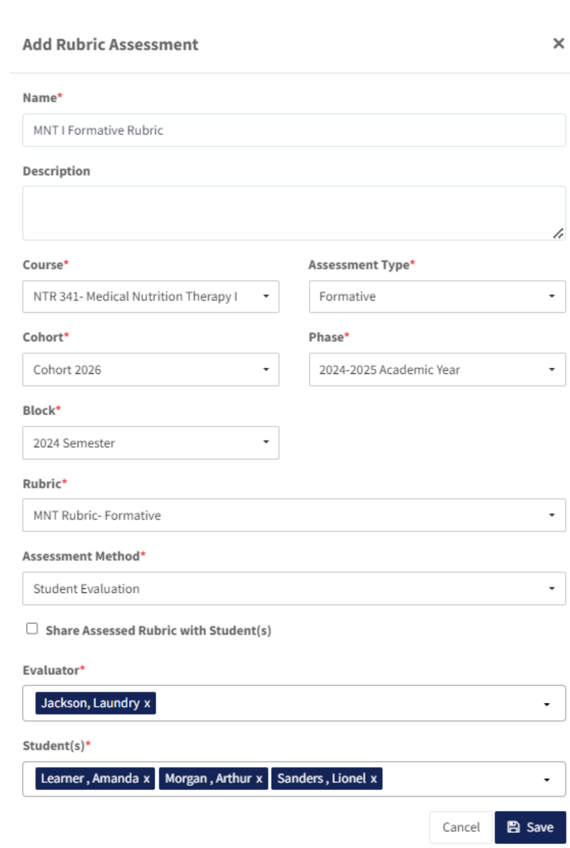
## 6. Assign Rubric Assessments

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.**

| | |
|---|---|
| **Name** | Name the assessment. Every assessment must be given a unique name. |
| **Description** | Add a brief description of the assessment. |
| **Course** | Assign this assessment to course. This determines how the assessment will be displayed under the "Course" tab on the Competency dashboard. |
| **Assessment Type** | Select an assessment type from the dropdown menu provided. ***Note:*** This determines the rubrics available in the dropdown menu below and how the assessment will be displayed under the "Assessment Type" tab on the Competency dashboard. |
| **Cohort** | Select the cohort this rubric will be assigned to. Students from this cohort will be available for selection in the Student(s) section below. |
| **Phase** | Select the phase in which this assessment will take place. |
| **Block** | Select the block in which this assessment will take place. ***Note:*** Cohort, Phase and Block selected here affects where completed rubric results display on the dashboard. |
| **Rubric** | Select a pre-created rubric from the dropdown menu. Competency is only showing rubrics created under the Assessment Type selected above. |
| **Assessment Method** | Student Evaluations are performed by a preceptor, including faculty members assigned in a preceptor role. Self and peer evaluations are performed by students. |

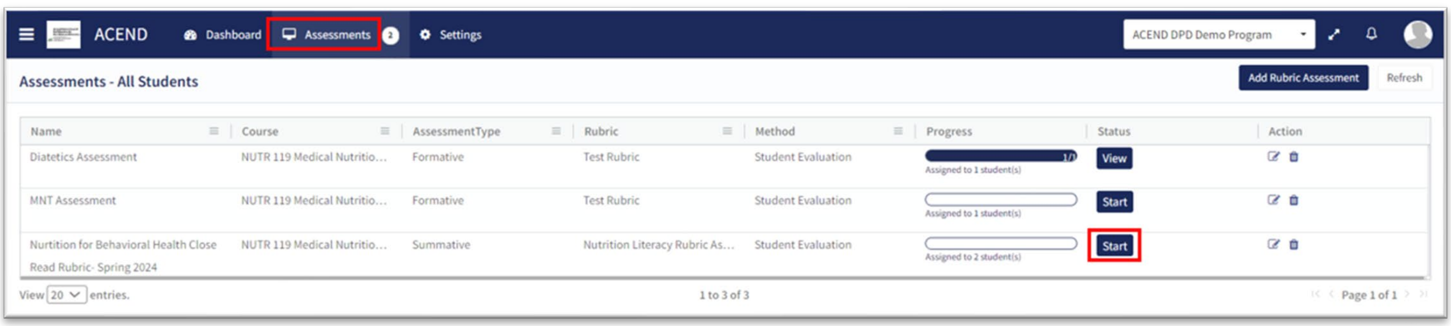


| | |
|---|---|
| **Share Assessed Rubric with Students** | Share the full rubric details including comments with students upon completion. Note: Selecting to share assessed rubrics with learners turns off the "Reassess Learner" function. Deselect this option if learners need to be reassessed or rubrics need to be updated. |
| **Evaluator** | Select preceptors assigned to this course that will be evaluating the students. You can select more than one. The selected preceptors will have access to the rubric on their dashboard. |
| **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. |

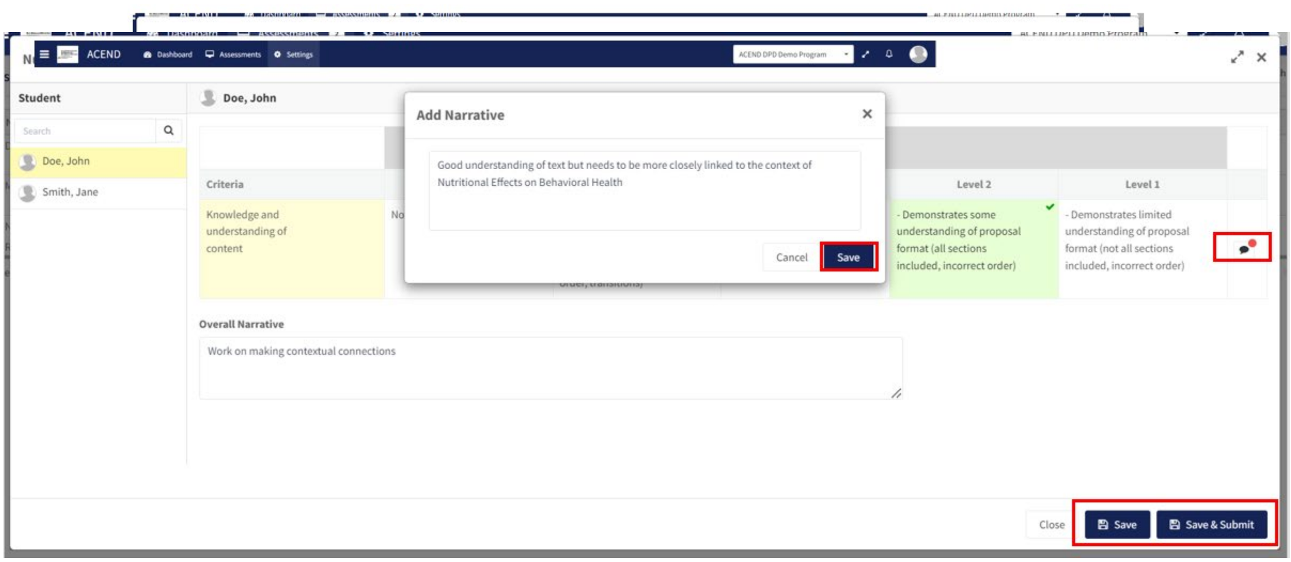
## 7. Complete Rubric Assessments/Reassess Learners

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.**

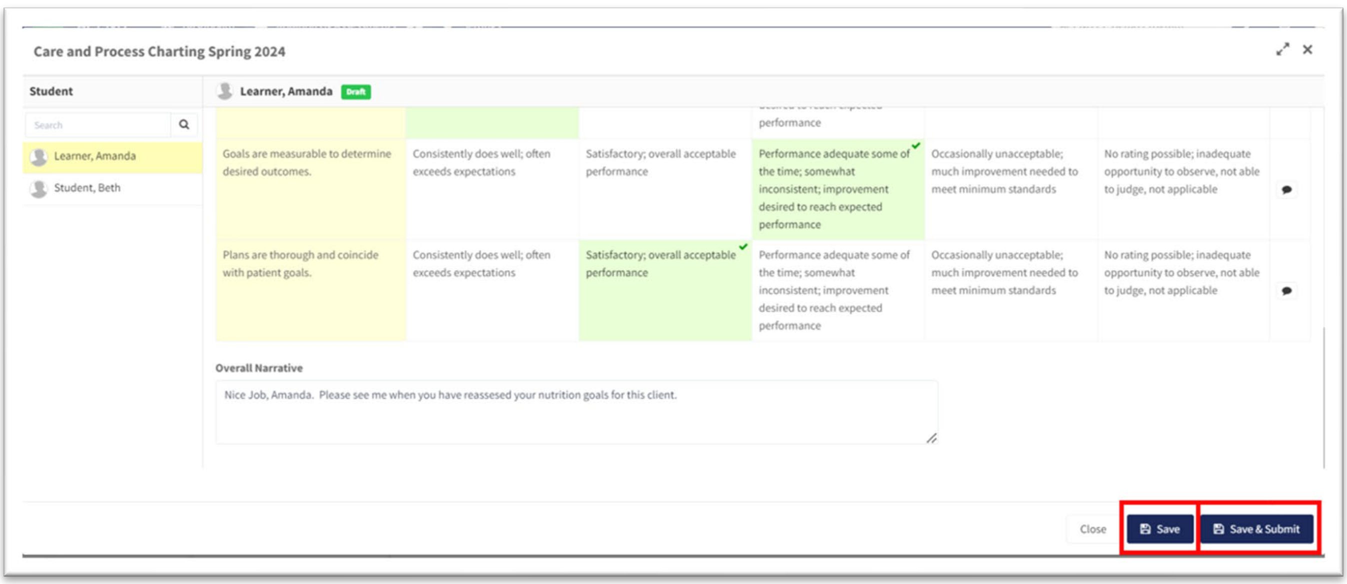



The rubric assessment is now open in a pop-up window and the student being evaluated is highlighted in yellow. The student name is also displayed at the top of the rubric pop up screen.



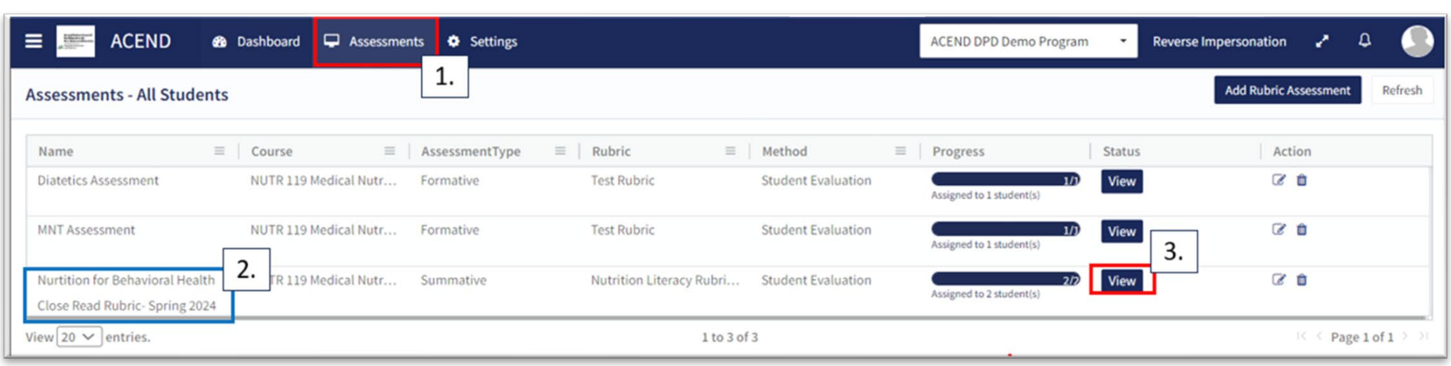

Evaluate the student by clicking on a performance standard for each criteria on the Rubric Assessment. Performance standards highlight in green as they are selected. Add criteria-level line item narratives by clicking the comment bubble. Then click the **SAVE** button in the Add Narrative pop-up to save 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. If an error was made on the evaluation, you can reassess the learner usign the Reassess Learner button in the top right corner of the evaluation. If you do not see this button, please click the edit button next to the rubric and temporarily uncheck the "Share Assessed Rubric with Student" button.
- 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.

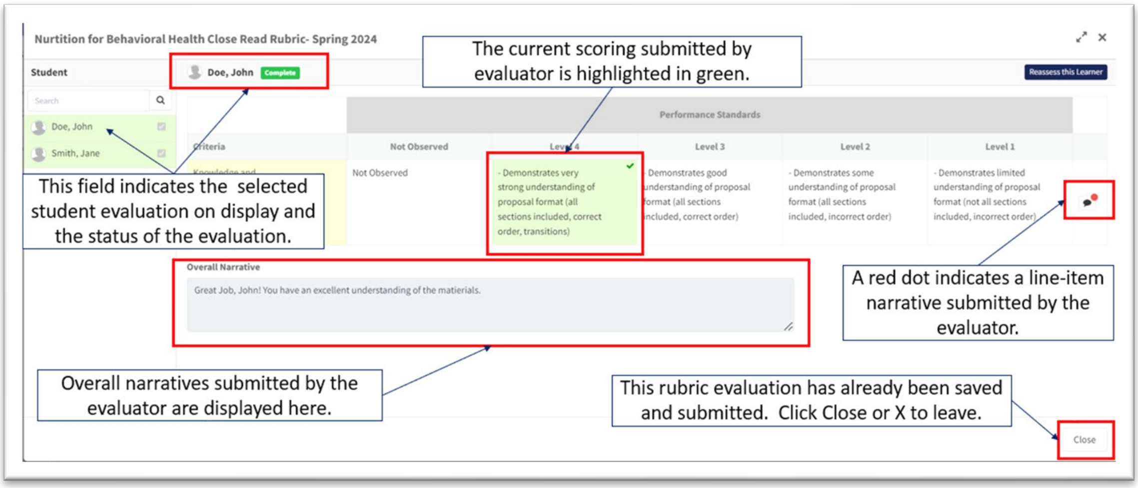



The **Assessments** tab now shows the rubric assessment in progress for students in this rotation. Click **Continue** to continue the rubric evaluations for this rotation.

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



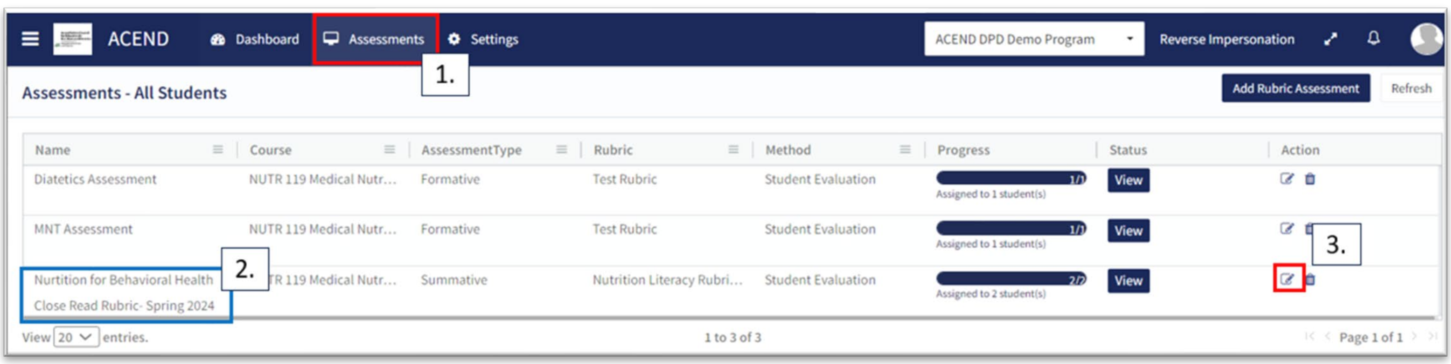
View the completed **Rubric Assessment.**




## Reassess a Learner

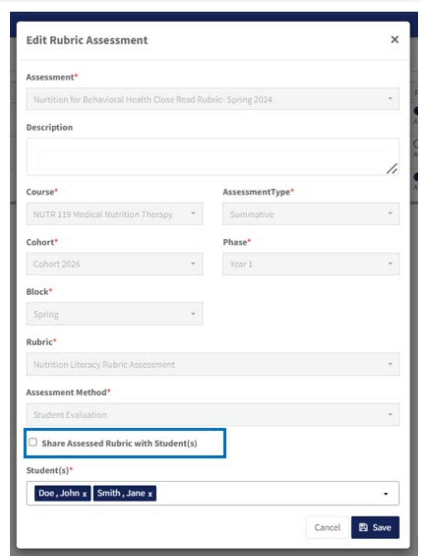
Selecting to reassess a learner means the Program Director is choosing to eliminate the current **Rubric Assessment** for a learner and replace it with a new **Rubric Assessment**. Once the Program Director selects "Reassess This Learner" the previous **Rubric Assessment** (including all comments or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

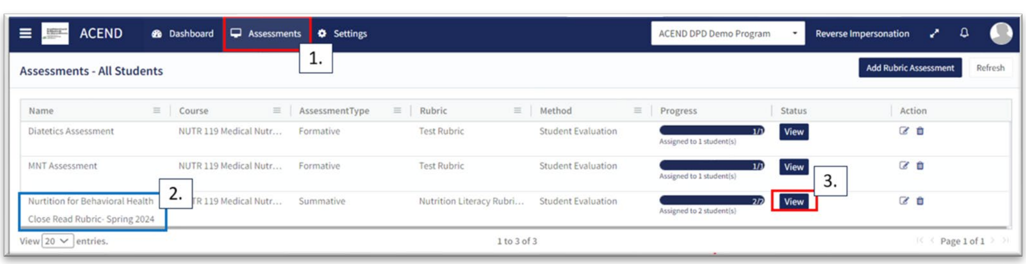
To reassess a learner, click **Assessments >** Find the rubric you would like to reassess**>** click the **Edit icon**



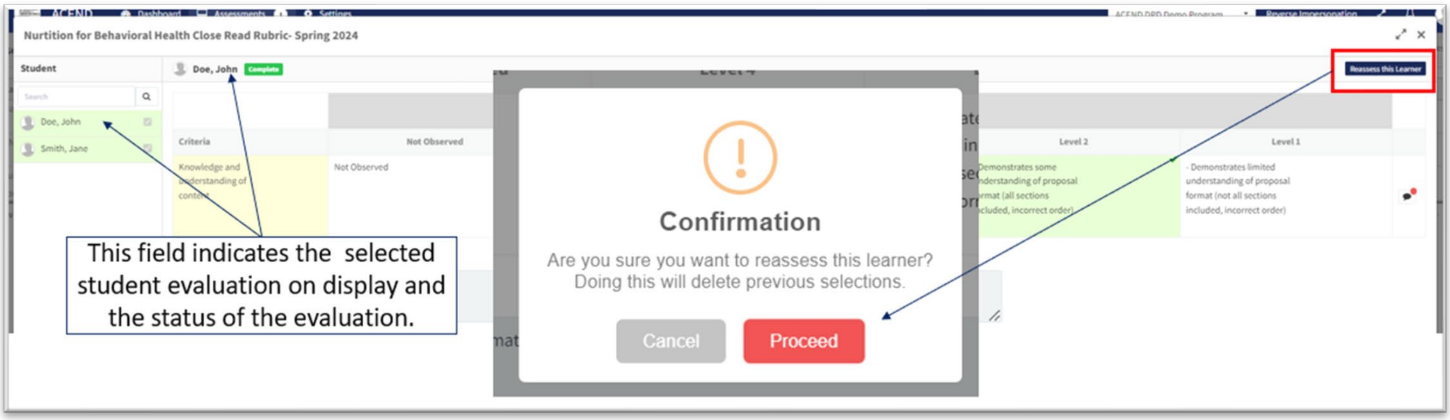

Verify that the rubric is NOT shared with students. Deselect "Share Assessed Rubric with Students" if it is selected. *Students cannot be reassessed while the rubric is shared*. Program Directors can re-share with students once reassessment is completed. Click **SAVE.**

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



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.**

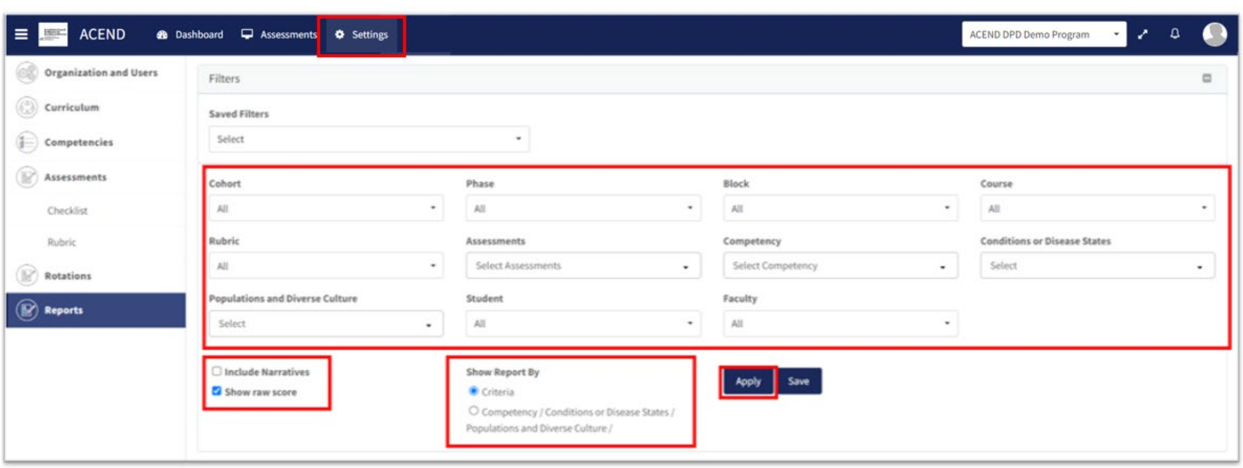



## 8. Reports

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.



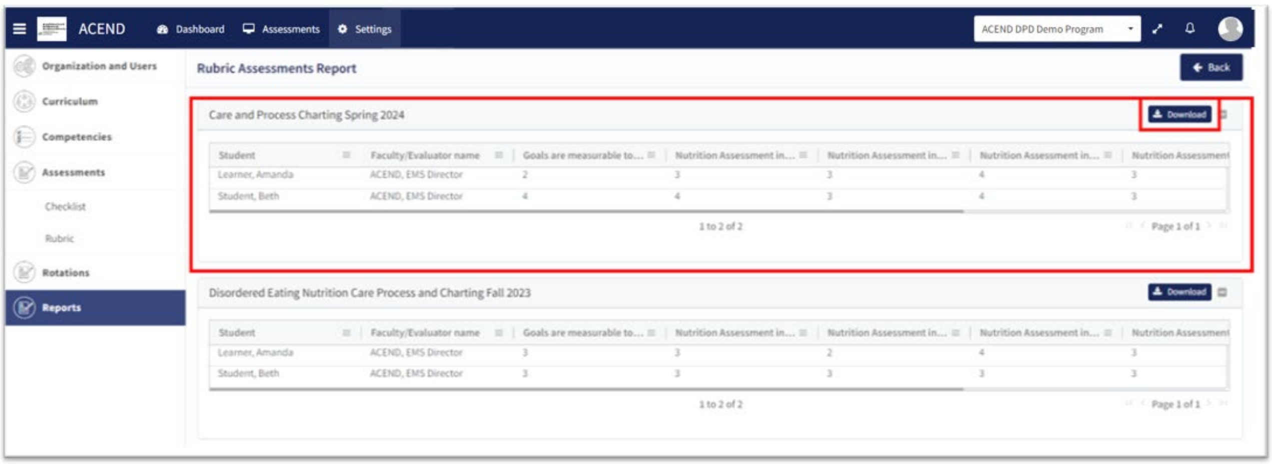
This is what the **Rubric Assessments Report** looks like. It displays the student name, the evaluator who completed the rubric, and the ratings for each student.

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

## 9. Program Director Dashboard Navigation

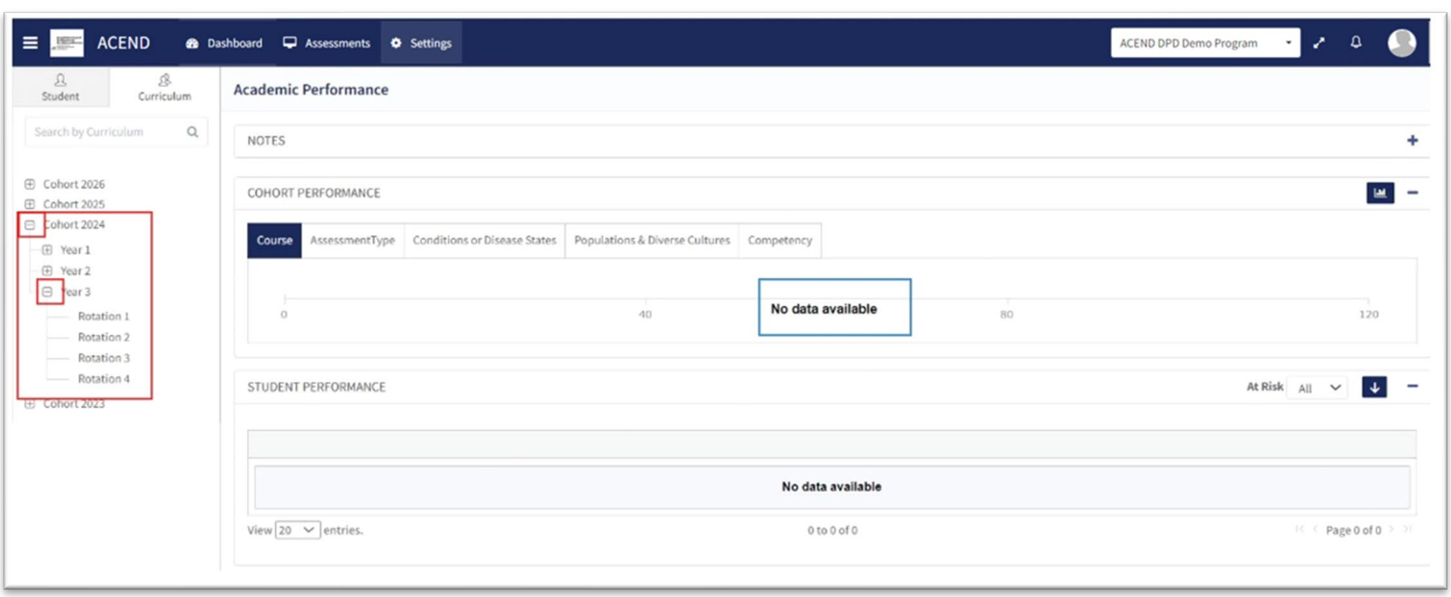
When assessments have been created, mapped, assigned, and completed, the assessment results are available on the Program Director dashboard. When you login to Competency with your Program Director credentials, cohort and individual student results will be available on your dashboard.

**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



- 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.**

**8b. Course Tab**

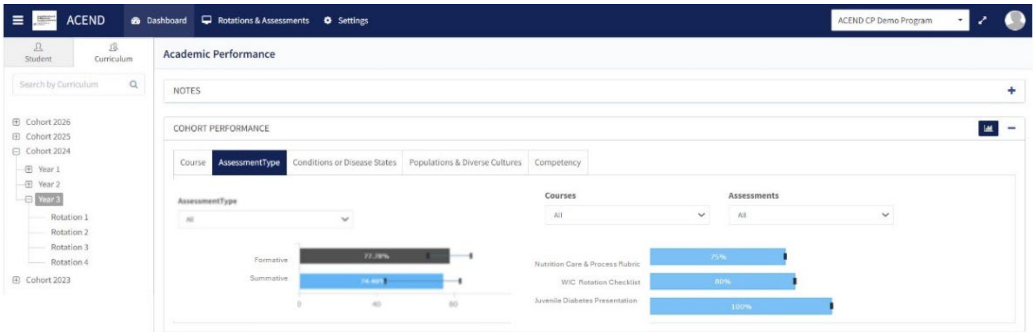

**1. Cohort View**

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.


**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



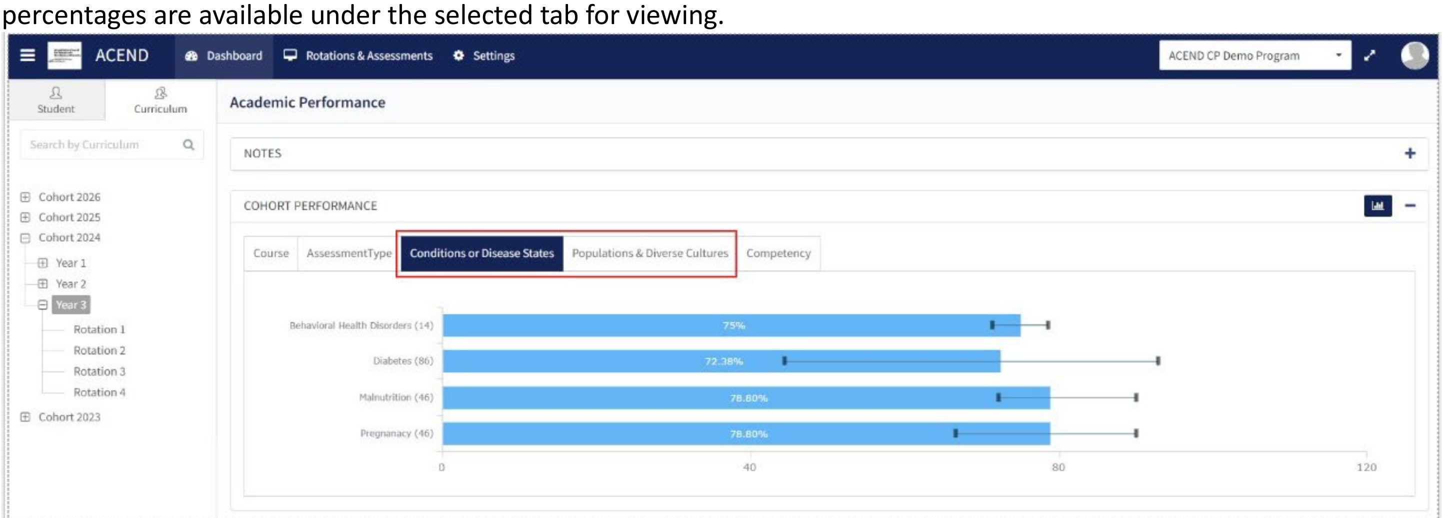

As a Program Director, you have assigned an **Assessment Type** (formative or summative) to each rubric you have created. The **Assessment Types** tab provides a visualization of both formative and summative assessments together, individually or sorted by assessment type.

Sort by:

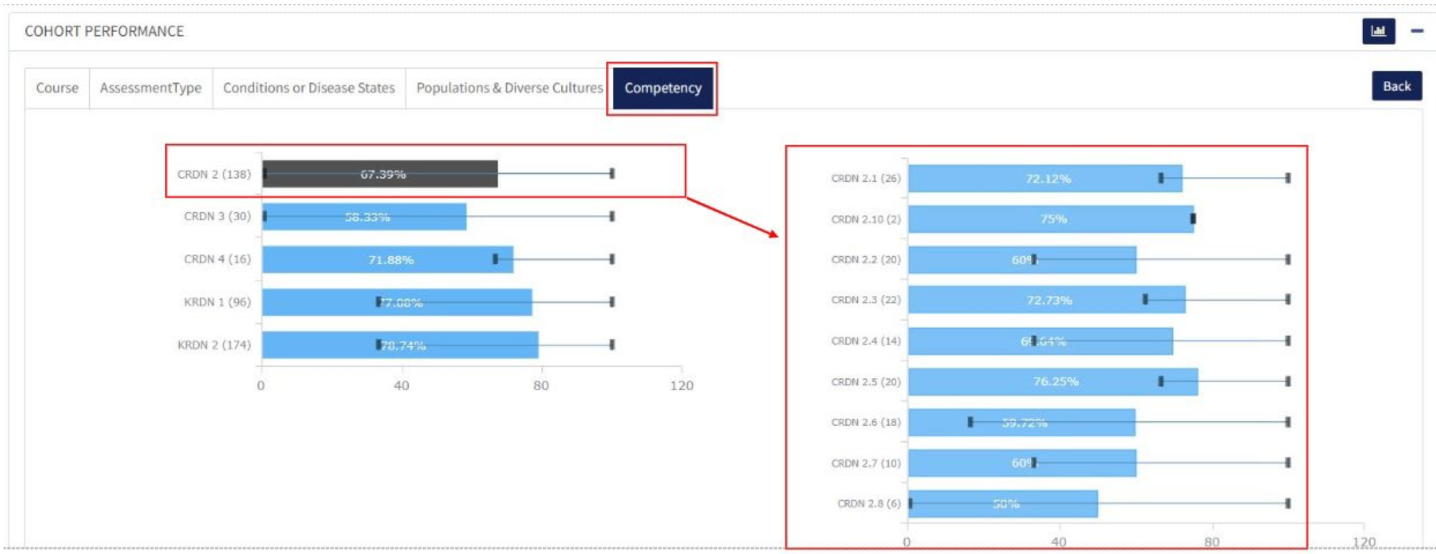
- Assessment Type
- Course
- Individual Assessments

### 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

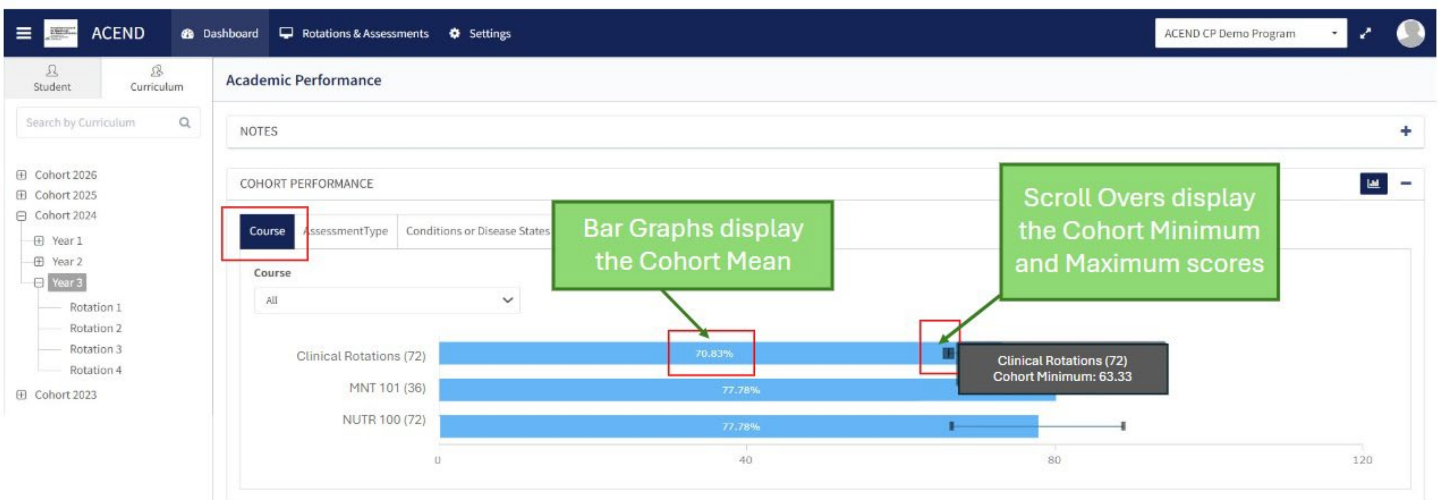



- Rubrics and imported questions mapped to ACEND sub-competencies in **Settings** are displayed under the **Competency** tab.
- Every sub-competency maps to a parent competency.
- Click the competency bar to view the mapped sub-competencies.

## 8f. Interpreting the Data

### Interpreting cohort data

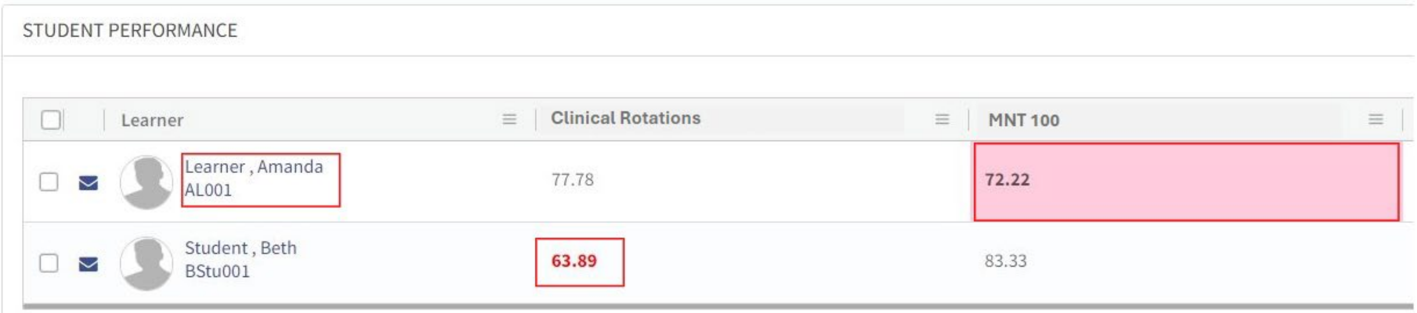
The cohort mean for all assessments is displayed on the bar graph. Scroll-overs at the end of the bar provide the cohort minimum and maximum percentage for all assessments completed within the tab you are viewing.




### Interpreting student data for completed assessments

The grid below the bar graph displays the mean score of assessments completed for individual learners

- Pink boxes indicate a percentage between 70-75% for the rotation or course.
- Red numbers indicate a percentage of 69% or lower.
- Click on the student name to view only their data.


STUDENT PERFORMANCE

| Learner | Clinical Rotations | MNT 100 |
|---|---|---|
| Learner , Amanda AL001 | 77.78 | 72.22 |
| Student , Beth BStu001 | 63.89 | 83.33 |

Competency collects this data by taking the average score of all completed formative and summative assessments for that learner based on the point value the program director set for the rubric and/or checklist assessments. For example, a program director creates a 5-point scale rubric and gives a point value of 0 to level 1 and level 2 signifying the student is not competent. She gives a point value of 100 to level 3, level 4, and level 5 signifying the student is competent if he scores at least a 3 on the rubric. Assume a student was assessed twice with this rubric in his MNT 100 course. The first assessment he scored a 2, making the percentage on the dashboard a 0%. Later, he was assessed again, and he scored a 4 on the second assessment. The average between these 2 assessments would display as a 50% on the dashboard because he scored a 0 the first time and 100 the second time.

To make the data useful for your program, you may want to consider setting an internal benchmark for what your program considers a passing percentage and score your rubric and checklists accordingly.

EMS is in the process of developing an improved dashboard where progression is displayed instead of mean percentages. This will be available in a future release.