



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

# **Program Director**

## **ACEND Competency User Guide**

April 3, 2025





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

Academy of Nutrition and Dietetics

Com	petency Program Director User Guide	3
1.	Program Director Role (Overview)	3
	1a. Program Director Login	3
	1b. Program Director Dashboard	4
	1c. Rotations & Assessments Tab (All Program Types Except DPDs)	6
	1d. Settings	6
2.	Build the Program Schedule	6
	2a. Program	7
	2b. Course	8
	2c. Cohort	9
	2d. Phase	
	2e. Blocks	
3.	Add Users	11
	3a. Single User Creation	11
	3b. Bulk Import Users	14
4.	View/Edit/Create Program Specific Items to be Mapped and Measured	17
	4a. Review and Create Domains	
	4b. Review and Create Competencies	
	4c. Review and Create Conditions or Disease States, Populations and Diverse Cultures	20
5.	Rotations (All Program Types Except DPDs)	21
	5a. Sites	21
	5b. Rotation Overview	25
	5c. Rotation Details	
6.	Create Assessments	
	6a. Checklists (For All Program Types Except DPDs)	
	6b. Rubrics (All Program Types)	
	6c. Patient Encounter Notes (All Program Types Except DPDs)	
7.	Assign Assessments	
	7a. Assign Rubric Assessments (All Program Types Except DPDs)	
	7b. Assign Checklist Assessments (All Programs Except DPDs)	
	7c. Assign Patient Encounter Notes (All Program Types Except DPDs)	
8.	Complete Assessments	
	8a. Complete Rubric Assessments	
	8b. Reassess A Learner	
	8c. Complete Checklist Assessments in the Competency Website (All Program Types Except DPDs)	45
	8d. Complete Checklists on a Mobile Device in the Competency App (All Program Types Except DPDs)	47
9.	Approve/Review Supervised Hour Submissions	50
	9a. Approve Hours	50
	9b. Manage Hours Tracking Emails	50
	9c. Review Approved Hours	51
10	). Reports	52
	10a. Checklist Reports	52
	10b. Rubric Assessment Report	53
	10c. Hours Tracking Report	54
	10d. Individual Learner Rotation Report	55
11	L. Program Director Dashboard Navigation	57
	11a. Initial Navigation	57
	11b. Course Tab	58
	11c. Assessment Types Tab	58
	11d. Conditions or Disease States / Populations & Diverse Cultures	58
	11e. Competency	59
	11f. Interpreting the Data	60





### Competency Program Director User Guide

Welcome to Competency, a software product created by Education Management Solutions (EMS), LLC. This powerful platform assesses and tracks student and intern performance across competencies, skills, knowledge requirements, performance indicators, and interactions with populations, disease states, and diverse cultures. ACEND program directors can centrally combine and analyze learning performance data from various assessment systems, manage supervised practice rotation schedules, and obtain deliverable data for ACEND accreditation requirements such as maintenance of the program's student and intern hours tracking records and 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 and interns with rubrics or checklists, verify and track supervised practice hours, and provide rotation schedule availability. Students and interns can submit supervised practice hours for approval and track their performance on knowledge requirements, and competencies 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 <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 schedules, 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.

Competency ACEND	Accreditation Council for Education in Nutrition and Directics and Access of National right, and Decetes
Accreditation Council	Login
Accreditation Council for Education in Nutrition and Dietetics the accrediting agency for the Academy of Nutrition and Dietetics	Keep me logged in  Forget your password?  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 🐽 🛛	ashboard 🖵 Rotations & Assessments 🔹 Settings	ACEND CP Demo Program 🔹 🧭
L B Student Curriculum	Academic Performance	
Search by Curriculum Q	NOTES	+
<ul> <li>         E Cohort 2026 E Cohort 2025         </li> </ul>	COHORT PERFORMANCE	<b>—</b>
<ul> <li></li></ul>	Course AssessmentType Conditions or Disease States Populations & Diverse Cultures Competency	
	Course All	

#### **Dashboard Navigation Tips**

- Click to show/hide: **Student Tab:** select, search for, or view all students
- **Curriculum Tab:** select, search for, or view by curriculum type





The accrediting agency for the Academy of Nutrition and Dietetics

#### **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:

Ω Student Search by Curr	요 Curriculum iculum Q		Ω Student Search by Curric	ß Curriculum ulum Q	
⊕ Cohort 2026     From the left     then select th     search for and	navigation pa ne <b>Cohort, Stu</b> d view studer	ane, click the <b>Student</b> tab and I <b>dent, Year,</b> and <b>Term</b> to It data:	Cohort 2026 From the left na and then select and view stude	avigation par the <b>Cohort</b> , nt data:	ne, click the <b>Curriculum</b> tab <b>Year,</b> and <b>Term</b> to search for
<u>ی</u> Student Search by Stude	Curriculum		Search by Curriculum	Q	
Cohort 2026	igail 2023 ing 2024		Fall 2023 Spring 2024 Year 2 Cohort 2025 Cohort 2024 Cohort 2024		





#### 1c. Rotations & Assessments Tab (All Program Types Except DPDs)

The **Rotations & Assessments** tab enables Program Directors to assign, score, and review rubric assessments and hours tracking. See **Rotations** on page 20 for additional information about this section.

≡ 📰 ACEND @	Dashboard	Rotations & Assessments	Settings									ACEND C	P Demo Pr	rogram	• Z.	۵ 🌔
<b>Rotations</b>		<u>्रि</u> Students	Assessments - All	Studer	its							Hours 1	racking	Add Rubri	c Assessment	Refresh
Search Rotations by Name																
Diabetes Hospital (01/02/2024 -	Sear	ch by Student	Rubric Chec	dist												
03/15/2024)	All Stu	dents	Name	=	Course	=	AssessmentT≡	Rubric	=	Method	Progres	s	Status		Action	
Montgomery County WIC (01/02/2024 - 03/15/2024)	Learne	r, Amanda	Geriatric Diabete	1 1	Clinical R	otations	Summative	Geriatric D	abet	Student Evaluati	Assigned t	2/2 2 student(s)	View		20	
Princeton EDU (01/02/2024 - 03/15/2024)	Studen	it, Beth	View 20 View entri	ocess es.					1 to 1 d	of 1				0	C Page 1	of 1 > >)

#### 1d. Settings

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**.

	Dashboard	Rotations & Ass	essments 🌼	Settings		
Settings						
Organization and Users	Curriculum	Competencies	Assessments	Rotations	Reports	ALL

### 2. Build the 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 or view by supervised practice or coursework)

#### Click Settings > Curriculum.

	sments • Settings	ACEND CP Demo Program 🔹 🛃 🚨
Settings		Search
Organization and Users Curriculum Competencies	Assessments Rotations Reports ALL	1



You may or may not need to use all of the options available for creating your 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).

ACEND 🐽 Dashboard 🖵 Rotations & Assessment	s 🗘 Settings	ACEND	CP Demo Program 🔹 Reverse Impersonation 🕜 🐥 🧕
Settings			Search
Organization and Users Curriculum Competencies Asset	sments Rotations Reports ALL		
Program Weev and manage Program.	Cohort View and manage Cohort.	User Groups Weer and manage User Groups.	Course Vere and manage Course.
Phase View and manage Phase.	Populations & Diverse Cultures Vee and manage Populations & Diverse Cultures.	Conditions or Disease States Vew and manage Conditions or Disease States.	Assessment Type Vew and manage Assessment Type.

#### 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 Program Details**

≡ — ACEND 🌚 D	ashboard 📮 Rotations & Assessments	Settings			ACEND CP Demo Program	· · • 🌑
Organization and Users	Program				<b>€</b> 8	Back 📥 Download
Curriculum	Name	≡   Type	≡   Program Director Name	≡   Program Director Email	■ Program Details	=
Program	ACEND CP Demo Program	Coordinated Program (CP)	ACEND, EMS Director	cherish.shinners@ems-works.com	View	
Cohort	View 10 v entries.		1 to 1 of 1			<pre>C ≤ Pagelofl &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*, 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>



## **Ompetency**

Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

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

≡ — ACEND &	Dashboard 🖵 Rotations & Assessments 🔅 Settings		ACEND CP Demo Program 👻 🖌	• • 🌑
Organization and Users	Program - ACEND CP Demo Program			🗲 Back
🛞 Curriculum	Basic Details			
Program	Program ID	Program name *	Program Type	
Cohort	ACEND1	ACEND CP Demo Program	Coordinated Program (CP)	*
User Groups	Program Director	Email	Phone	
Course	ACEND, EMS Director	<ul> <li>cherish.shinners@ems-works.com</li> </ul>	800-555-1212	
Phase	Address	Country	State	
Populations & Diverse	123 Main St.	United States	PA	
Cultures		1.		
Conditions or Disease States	City	Zip		
Class	Anytown	12345		
College				Save

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

≡ — ACEND 🏚 🛛	ashboard 📮 Rotations & Assessments	Settings			ACEND CP Demo Program 🔹 🤌 🗘	
Organization and Users	Course				← Back 📥 Download 오	Create
🛞 Curriculum	Name		=   Title	≡   Program	≡   Delete	
Program	NUTR 100 Intro to Nutrition Rest		Intro to Nutrition Research	ACEND CP Demo Progra		
Cohort	View 10 🗸 entries.			l to l of l		
User Groups						
Course						

The course names created under the **Course** tab will populate the dropdown menus used to assign checklists, rubrics, rotations or 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.





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

The accrediting agency for the Academy of Nutrition and Dietetics

	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 selective and a
	professional course may be labeled as <i>track</i> .
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 <b>Phase</b> and <b>Block</b> .
Save	Click Save to create the Course.

Create Course 📔 💦	K
Name*	٦
NUTR 120 Food Preparation	
Title	
Food Preparation	
Source Course ID	
Custom Label	
Select Custom Label	
Description	
Scientific principles of basic food preparation, with an emphasis on the physical and chemical aspects.	1
Start Date	
Select start date	
End Date	
Select end date	
Cancel Save	

#### 2c. Cohort

Click Settings > Curriculum > Cohort > Create.

≡ — ACEND 🐽 🛛	ashboard 🖵 Rotations & Assessments	Settings				ACEND CP Demo Program	_	Z.	۵ 🌑
Organization and Users	Cohort					← Back	📥 Do	ownload	Create
Curriculum	Name	=	Title		≡ (	Description	=	Delete	
Program	Cohort 2025		Cohort 2025			Those students expected to complete coursework in June 202	5	Û	
	Cohort 2024		Cohort 2024			Those students expected to complete coursework in June 2024	4	0	
Cohort	Cohort 2023		Cohort 2023			Those students expected to complete coursework in June 202	3	Û	
User Groups	View 10 🗸 entries.			1 to 3 of 3				ić K Pa	gelofl≻⇒
Course									

#### **Create Cohort Details**

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



and Dietetics

2d. Phase Click Curriculum > Phase > Create.

- ACEND @	Dashboard 🖵 Rotations & A	ssessments 🗢 Settings				ACEND CP Demo Program	1.	۵ (
Organization and Users	Phase					🗲 Back	🛓 Download	• Creat
Curriculum	Name †	=   Title	Description	=   Cohort	≡ Start Date	= End Date	= )	Delete
Program	🕀 Year 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2023	08/19/2020	05/24/2021		0
Cohort	🕀 Year 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2024	08/23/2021	05/22/2022		0
Conort	① Year 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2025	08/20/2022	05/25/2023		0
User Groups	Year 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2026	08/21/2023	05/26/2024		
Course	Year 2	Year 2	Year 2 of 3 year Dietetics	Cohort 2023	08/23/2021	05/23/2022		0
	Hear 2	Year 2	Year 2 of 3 year Dietetics	Cohort 2024	08/21/2022	05/21/2023		8
Phase	Year 2	Year 2	Year 2 of 3 year Dietetics	Cohort 2025	08/27/2023	05/23/2024		0
Populations & Diverse	Year 2	Year 2	Year 2 of 3 year Dietetics	Cohort 2026	08/24/2024	05/24/2025		0
Cultures	Year 3	Year 3	Year 3 of 3 year Dietetics	Cohort 2023	08/21/2022	05/28/2023		
Conditions or Disease	🕀 Year 3	Year 3	Year 3 of 3 year Dietetics	Cohort 2024	08/27/2023	05/26/2024		0
States	View 20 🗸 entries.			1 to 10 of 10			ik k Paj	ge 1 of 1

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 option is to title your phases Didactic and Supervised Practice. This might be helpful for programs that have their students complete didactic coursework during the first year in the program and supervised practice during their second year. As 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.	Create Phase ×		
Title	Displays on a scroll over text menu when on the	Name"		
	dashboard.	Year 3		
Description	Only available for viewing to the Program Director on the	Title		
	Curriculum page	Description		
Cohort	Mandatory field. Use the dropdown menu to select the	Year 3 of 3 year Dietetics program		
	cohort associated with this phase.	Cohort*		
Start/End	Mandatory field. Add a Start Date and End Date for this	Cohort 2024 ·		
Date	phase. This is usually one academic year, however this may	Start Date* 08/28/2023		
	vary.	End Date*		
Save	Click <b>Save</b> to create the <b>Phase</b> .	05/27/2024		
		Cancel Save		

#### 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.





Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

Phase					🗲 Back	Lage de La creat
Name ↑	≡   Title	≡ Description ≡	E Cohort	≡   Start Date	≡ │ End Date	≡   Delete
🖂 Year 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2023	08/19/2020	05/24/2021	Û
Block						O Create ▲ Download
Name	≡   Title	≡   Descripti	on	≡   Start Date	≡ End Date	≡   Delete
Fall 2020	Fall 2020	Fall Seme	ster Year 1 Cohort 2023	08/19/2020	12/21/2020	Û
Spring 2021	Spring 2021	Spring set	mester Year 1 Cohort 2023	01/05/2021	05/24/2021	Û
Year 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2024	08/23/2021	05/22/2022	Û
Year 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2025	08/20/2022	05/25/2023	Û
Hear 1	Year 1	Year 1 of 3 year Dietetics	Cohort 2026	08/21/2023	05/24/2024	Û
🕀 Year 2	Year 2	Year 2 of 3 year Dietetics	Cohort 2023	08/23/2021	05/23/2022	Û

#### **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 <b>Cohort</b> 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 Create to create the Block.

Create Block	×
Name*	
Spring 2022	
Title	
Spring 2022	
Description	
Spring 2022 Year 2 for Cohort 2024	li 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.

	nents • Settings	ACEND CP Demo Program 🔹 🛃 🖉
Settings		Search
Organization and Users Curriculum Competencies As	issessments Rotations Reports ALL	
Users S View and manage Users.		

#### **3a. Single User Creation**



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

≡ ACEND 🏚 🛛	ashboard 🖵 Rotations &	Assessments 🗢 Setting	5			ACEND CP Demo Program	· / 4 🕓
Organization and Users	Users			← Back O Import Users	Create Users	📥 Download Mobile Key	Bulk Upload Picture
Users	Name	=   Role	≡   Program	=   Cohort =   Email	≡   Las	t Login 🛛 📄 Status	=   Action

**IMPORTANT!** Currently, there is no faculty role within Competency. All faculty must be assigned under a **Preceptor Role** 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.

Create Users	×
Role*	Status*
Preceptor	Select Status 👻
First Name*	Last Name*
Email*	
Eg: john.doe@domain.com	
	Cancel 🖺 Save

Role	When creating	When creating a new user, it is important to select the correct role:							
	Program	Primary administrator. The program director has broad permissions to update							
	<b>Director</b> 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.							



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

	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> to
	Faculty)	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 A	ctive 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 l	onger associated with your program, you can make them Inactive. This will prevent
	the user from b	eing able to login to Competency. <b>Note:</b> any data associated with the user will remain
	in the system a	fter a status change to Inactive. To assign users to rotations, they do need to be in
	Active status.	
First Name,	Mandatory field	ds. Email addresses should be unique to each user and will be used as a unique
Last Name,	identifier for all	non-student roles.
Email		
Address		
Student	Mandatory field	d for <b>Student Role</b> . This is a unique identifier for all student data import and should
ID/Campus	align with stude	ent numbers in your LMS if you are importing student data. If students do not have a
Кеу	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 te	mplate for bulk upload refers to "Campus Key" and this is synonymous for "Student
	ID".	
Cohort	Mandatory field	d for Student Role. IMPORTANT! Cohorts must be created BEFORE students can be
	created or impo	orted. See <b>Cohorts</b> on page 9 for more information. Assigning students to a cohort will
	automatically o	rganize them into the associated phase and block. Student profiles will not function
	correctly, and y	ou will not be able to impersonate the user if needed until they are organized into a
	cohort, phase, a	and block.
Save	Click Save to cr	eate a new user.

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 $\downarrow$							
Search/ Filter	1. Click the <b>hamburger icon</b> at t	the top of the desired column you would like to filter/sort.						
	Name =   Role							
	Preceptor, Duplicate Preceptor	Search						
		(Select All)						
	ACEND, EMS Director Program Director	Faculty     Preceptor						
		Preceptor						
	2. Search by <b>keyword</b> or click th	ne <b>checkboxes</b> for a specific search.						
	3. Click the <b>bookshelf icon</b> to se	elect additional search criteria.						



Column width	Click the column header to expand/contract the column
Mouse- over/select	Preceptor, Duplicate View this profile
	Mouse-over/click blue links for more information about the profile such as role and email address.
Export to	Name = Role =
CSV/Excel	Preceptor Duplicate
	ACEND, EI Copy with Headers Paste Ctrl+V Pr
	Tool Panel
	Export > CSV Export
	Excel Export
	Right-click anywhere in the grid to export to CSV/Excel.
View More Entries	View 10 Ventries
	On the bottom left, click to view more entries on the page.
	<pre>&gt;&gt; Page 1 of 2 &gt; &gt;&gt;</pre>
	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.

≡ ACEND 🐽 04	ashboard 🛛 🖵 Rotations & Assessments	Settings				ACEND CP Demo Program	· / 4 🌑
Organization and Users	Users		+ Back	Import Users	Create Users	📥 Download Mobile Key	Bulk Upload Picture
Users	Name = Role	=   Program	≡   Cohort ≡   Email		≡   Las	t Login 🛛 🗧 🕴 Status	= Action

### Use the template highlighted below to add user information.

Im	po	rt L	Jsers	

te-		Status	
Preceptor	•	Select Status	
port Users*			
	Browies	Import	



## **Ompetency**

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

A	utoSave 💽		୨ • ୯ -  -	Student upload	Cohort	A	AutoSave Off	の回っ	• 6 ~	⊽ New	Faculty upload	
Fi	e Hom	e Insert	Draw Page Lay	yout Formula	as Dat	Fi	ile Home	Insert	Draw	Page Layout	Formulas	
F9		• : ×	√ fx			A1	*	: ×	$\checkmark f_x$	FirstName	e	
	А	В	с	D	E							
1	A FirstName	B LastName	C Email	D Campuskey	E		A	В		с	D	
1	A FirstName Abigail	B LastName Brown	C Email Abrown@mail.edu	D Campuskey AB1234	E	1	A FirstName	B LastName	Email	С	D Campuskey	
1 2 3	A FirstName Abigail Shahar	B LastName Brown Fawaz	C Email Abrown@mail.edu Sfawaz@mail.edu	D Campuskey AB1234 SF2345	E	1 2	A FirstName Dr. Simon	B LastName Yates	Email Svates@	C mail.edu	D Campuskey	
1 2 3 4	A FirstName Abigail Shahar Charles	B LastName Brown Fawaz Scruggs	C Email Abrown@mail.edu Sfawaz@mail.edu Cscruggs@mail.edu	D Campuskey AB1234 SF2345 CS3456	E	1 2 3	A FirstName Dr. Simon Dr. Bosalind	B LastName Yates Gold	Email Syates@ Bgold@n	C mail.edu	D Campuskey	
1 2 3 4 5	A FirstName Abigail Shahar Charles Lin	B LastName Brown Fawaz Scruggs Ma	C Email Abrown@mail.edu Sfawaz@mail.edu Cscruggs@mail.edu Lma@mail.edu	D Campuskey AB1234 SF2345 CS3456 LM4567	E	1 2 3	A FirstName Dr. Simon Dr. Rosalind	B LastName Yates Gold	Email Syates@ Rgold@n	C mail.edu nail.edu	D Campuskey	

First Name, Last Name and Email address	All users <b>MUST</b> have a First Name, Last Name and Email Address.
Student ID/Campus Key	• Students <b>MUST</b> also have a <b>Student ID/Campus Key</b> as a unique identifier.
	<ul> <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> <li>This can be left blank for Preceptor imports. Note: Program Directors are created by ACEND.</li> </ul>

#### 3. Save the file as CSV.

Desktop	>	Upload Templa	tes	
 Name		^		Status
🍋 2024 Pre	cepto	or and Faculty Uploa	d	$\odot$
💶 Student	Uplo	ad Cohort 2024		0

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





≡ ACEND 🐽 🕫	ashboard 🖵 Rotations & Assessments 🔹 Settings	ACEND CP Demo Program	• × • 🕓
Organization and Users	Import Users		+ Back To Users
Users			
Curriculum	Role* Status*		
	Student • Active •		
	Cohort*		
Assessments	Cohort 2026		
Rotations	Import Users*		
Reports	Student upload Cohort 2026.csv Browse Import		
(B) Reports	Note > Please use this <b>remplate</b> to create a CSV file with all your Users information and upload it below.		

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 🖵 Rotation	s & Assessments • Sett	ings					ACEND CP Demo Program	· 7		
Organization and Users	Import Users		+	Back To Us	ers						
Users	Transa and										
Curriculum	Role*			Status*							
S	Student		•	Active							
Competencies	Cohort*										
Assessments	Cohort 2026					•					
Rotations	Import Users*										
	Student upload Co	hort 2026.csv	Browse		Import						
Reports	Note - Please use this T	emplate to create a CSH file with	all your Users Information and e	pload it below		_					
	First Name	Last Name	Email			Campus key	Status				
	Abigail	Brown	Abrown@mail.ed	u.		AB1234	Valid				
	Shahar	Fawaz	Sfawaz@mail.ed	<i>a</i>		SF2345	Valid				
	Charles	Scruggs	Cscruggs@mail.c	du		C\$3456	Valid				
	Lin	Ma	Lma@mailedu			LM4567	Invalid (Email Id is not	valid)			
	Miguel	Ruiz	Mruizijimail.edu			MR5078	Valid				
	-					1 to 5 of 5		_	Pa	pelof1	1
	Skip Invalid Reco	eds							Cancel	Send Invite	
	Copyright ©2024 Educa	tion Management Solutions.	All rights reserved. Applica	tion Version :	2.2.2401.195					()EI	M

- 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*.



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

b. **Cancel**: Click **Cancel**, correct the invalid information in the .csv file, and then upload and import the corrected .csv file.

≡ — ACEND 🌚	Dashboard 🖵 Rotations & Asse	ssments 🌩 Settings					ACEND CP Demo Program	• Z	۵	۲
<b>Organization and Users</b>	Users			🗲 Back	Import Users	<ul> <li>Create Users</li> </ul>	🛓 Download Mobile Key	🛓 Bulk Up	oload Pict	ture
Users	Name =	Role 🖓	=   Program	$\equiv$   Cohort $\equiv$	Email	=	Last Login 🛛 🗏 Status	=	Action	
Curriculum	Brown, Abigail AB1234	Student	ACEND CP Demo Program	Cohort 2026	Abrown@mail.edu Resend activation email		Active Ina	tive	e e	•
E Competencies	Fawaz, Shahar SF2345	Student	ACEND CP Demo Program	Cohort 2026	Sfawaz@mail.edu Resend activation email		Active Ina	tive	e =	Û
Rotations	Learner, Amanda AL001	Student	ACEND CP Demo Program	Cohort 2024	ALearner@mail.com Resend activation email		Active Ina	tive	8	

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.

ashboard 🖵 Rotations & Assess	ments 🔅 Settings			ACEND CP Demo Program	× 4 (
Users			← Back ● Import Users ● Create Us	sers 🛓 Download Mobile Key 👤	Bulk Upload Pictu
Name =	Role	=   Program	=   Cohort =   Email	🗉   Last Login 🛛 🗏 Status	≡ Action
Preceptor, Duplicate	Preceptor	ACEND CP Demo Program	dp⊚mail.com Resend activation email	Active Inactive	e •
ACEND, EMS Directo	Program Director	ACEND CP Demo Program	cherish.shinners@ems-works.com	01/19/2024 10:51 Active Inactive	e =
Brown, Abigail AB1234	Student	ACEND CP Demo Program	Abrown@mail.edu Resend activation email	Active Inactive	e .
Faculty, Sample	aculty	ACEND CP Demo Program	samplefaculty@mail.com Resend activation email	Active Inactive	et 4
	Rotations & Assess      Users      Name     Preceptor, Duplicate     ACEND, EMS Directo     r      Brown, Abigail     AB1234      Faculty, Sample	Constant Constan	Rotations & Assessments       Settings         Users       Image: Constraint of the setting of t	Name       =       Role       =       Program       Cohort       =       Email       =         Preceptor, Duplicate       Preceptor       ACEND CP Demo Program       dp@mail.com       Resend activation email         Image: Preceptor, Duplicate       Preceptor       ACEND CP Demo Program       dp@mail.com         Image: Preceptor, Duplicate       Preceptor       ACEND CP Demo Program       dp@mail.com         Image: Preceptor, Duplicate       Program Director       ACEND CP Demo Program       cherish.shinners@ems-works.com         Image: Preceptor, Abigail       Student       ACEND CP Demo Program       Abrown@mail.edu         Image: Preceptor, Sample       aculty       ACEND CP Demo Program       Samplefaculty@mail.com	Reserve activitions & Assessments       © Settings       ACEND CP Demo Program       ACEND CP Demo Program         Users

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





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

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 📮 Rotations & Assessment	Settings		A	CEND CP Demo Program 🔹 🧭 🖉
Organization and Users	Domain				← Back 📥 Download 🛇 Create
Curriculum	Filter by Program Type	Coordinated Program (CP)	×۰		
	Name	≡   Program Type ♡	=	Description	≡ Delete
Competency	Domain 1 - CP	Coordinated Program (CP)		Scientific and Evidence Base of Pract	tice: Integration of scientific
Demain				information show more	
Domain	Domain 2 - CP	Coordinated Program (CP)		Professional Practice Expectations: E	Beliefs, values, attitudes and
Assessments				behaviors fo show more	
•	Domain 3 - CP	Coordinated Program (CP)		Clinical and Client Services: Develop	ment and delivery of
Rotations				information, products show more	
	Domain 4 - CP	Coordinated Program (CP)		Practice Management and Use of Re-	sources: Strategic application
Reports				of principles o show more	
	Domain 5 - CP	Coordinated Program (CP)		Leadership and Career Management	: Skills, strengths, knowledge
				and experience r show more	
	View 10 × entries		1 to 5 of 5		S Page 1 of 1 2 3

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.

≡ 📰 ACEND 🐽 🛛	Dashboard 📮 Rotations & Assessment	s O Settings		ACEND CP Demo Program 🔷 🥜
Organization and Users	Competency			← Back 📥 Download 💿 Creat
Curriculum	Filter by Program Type	Coordinated Program (CP)	×-	
Competencies	Name		🗏 🛛 Program Type 🖓 🔤	Domain 📃   Delete
Competency	CRDN 1	ALL	Coordinated Program (CP)	Domain 1 - CP
Domain	Sub-Competency			🛓 Download
Assessments	Name		=   Description	= Delete
<ul> <li>Rotations</li> <li>Reports</li> </ul>	CRDN 1.1		Select indicators of program quality and/or customer servic objectives.	ce and measure achievement of
	CRDN 1.2		Evaluate research and apply evidence-based guidelines, sys literature in nutrition and dietetics practice.	stematic reviews and scientific
	CRDN 2	ALL	Coordinated Program (CP)	Domain 2 - CP
	E CRDN 3	ALL	Coordinated Program (CP)	Domain 3 - CP
	E CRDN 4	ALL	Coordinated Program (CP)	Domain 4 - CP
	E CRDN 5	ALL	Coordinated Program (CP)	Domain 5 - CP





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

The accrediting agency for the Academy of Nutrition and Dietetics

#### 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.							

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	ACEND requirements
	Cancel Save
	Cancer Save
Coordinated Program (CP)	Domain 5 - CP

#### **Create Additional Sub-Competencies**

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.			

≡ 🕬 ACEND 💩	Dashboard 📮 Rotations & Assessments	Settings	Access Key for Mobile Apps 👻	Test Program -	Reverse Impersonation 🦨 🚨
Organization and Users	Filter by Program Type	Coordinated Program (CP)	×-		
Curriculum	Name	≡   Program Type ♡	=   Domain	■ Description	Delete
	E CRDN 1	Coordinated Program (CP)	Domain 1 - CP		
G	E CRDN 2	Coordinated Program (CP)	Domain 2 - CP		
Competency	E CRDN 3	Coordinated Program (CP)	Domain 3 - CP		
Domain	E CRDN 4	Coordinated Program (CP)	Domain 4 - CP		
	E CRDN 5	Coordinated Program (CP)	Domain 5 - CP		
Assessments	🕀 KRDN 1	Coordinated Program (CP)	Domain 1 - CP		
( Rotations	E KRDN 2	Coordinated Program (CP)	Domain 2 - CP		
0	🕀 KRDN 3	Coordinated Program (CP)	Domain 3 - CP		
Reports	E KRDN 4	Coordinated Program (CP)	Domain 4 - CP		
	KRDN 5	Coordinated Program (CP)	Domain 5 - CP		
	Local Program Competency 1	Coordinated Program (CP)	Local Program Domain	Competency to be t	racked beyond those 🛙 🛱
				associated with ACE	ND requirements
	Sub-Competency				O Create 🛓 Download
	Name		=   Description		Delete
		1 Sottings		Access Key for Mobile 4	
		Create Sub-Compe	tency		X Page 0 of 0 2 21
		10			
		Normat			
		Name			
		Title			
		Description			
					11
				Cancol	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, and Graduate Program (GP) Skills, if applicable.)

≡ 📰 ACEND 🐽 🛛	Dashboard 🖵 Rotations & Assessments	Settings		ACEND GP Demo Program 🔹 🤌 🔱
Organization and Users	Populations & Diverse Cultures			← Back 📥 Download 🗢 Create
Curriculum	Name	=   Title	■ Description	E Delete
Specialty Click the	e item name to <i>review</i>	v current ACEND content	Infants Children Adolescents	Click +Create to add new content
Cohort User Groups	Adults Pregnant & Lactating Females Older Adults	Adults Pregnant & Lactating Females Older Adults	Adults Pregnant & Lactating Older Adults	g Females
Course Phase	People with Disabilities Immigrant Families	People with Disabilities Immigrant Families	People with Disabilit	ties 💼
Populations & Diverse Cultures GP Skills	View 10 v entries.	ne item name to <i>edit</i> program con	itent	Use trashcan to remove
Conditions or Disease States Competencies	Repeat for Conc GP Sk	litions or Disease States & ill (if applicable)		program created content



## 5. Rotations (All Program Types Except DPDs)

The **Rotations** tab under **Settings** in Competency allows Program Directors to manage rotation sites, create rotation details, and assign and manage student evaluations.

tings			
Organization and Users	Curriculum Competencies	Assessments Rotations Reports ALL	
	Sites	Rotation Overview	Rotation Details

#### Click Settings > Rotations.

Sites	Allows Program Directors to create, edit and view Rotation Sites. Site details include the rotation
	site name, type, address, contract start and end dates, notes about the site, a list of associated
	preceptors, and shift schedules. Site details can be created one at a time or they may be brought
	into Competency via bulk upload. You may not choose to use all of the data points available in this
	section. The only mandatory fields are <b>Site Name</b> and <b>Site Type</b> . A dropdown list of <b>Site Types</b> has
	been provided by ACEND.
Rotation	Allows Program Directors to create, view and manage rotations and overall rotation information
Overview	such as patient encounter notes and checklist evaluations. Rotation Overviews act as "course shell"
	when creating or importing Rotation Details. All information contaned in the Rotation Overview
	will be added to individual student rotations in Rotation Details.
Rotation	Allows Program Directors to upload, edit and manage the details of student rotations to include
Details	rotation dates, sites, preceptors and students.

#### 5a. Sites

To create an individual site, click **Settings > Rotations > Sites > Create.** Site details can created one at a time or they may be brought into Competency via bulk upload.

Organization and Users	Sites			← Back ▲ Download ▲ Import Sites	<ul> <li>Create</li> </ul>
Curriculum	🗍   Name	≡   Туре	≡   Address ≡   Contract End Date ≡   Rotation Ov	erview ≡   Status ⊽ ≡	Delete
Competencies	Chester County Hospital	Hospital	One Hospital Dr.	Draft 👻	ŵ
Assessments      Rotations	Chester County WIC	WIC	427 Upper Street Rd.	Draft 🗸	Û
Sites	Diabetes Hospital	Hospital	Clinical Rotz	ition Active 🗸	۵





#### **General Information Tab**

Complete the fields on the General Info tab as indicated. Note: As with many features in Competency, there are many items you may or may not wish to include in your Site Details. Mandatory fields are indicated by \*.

≡ — ACEND @ □	ashboard 📮 Rotations & Assess	sments 🗢 Settings			ACEND CP Demo Program 🔹 🥜 🔱	
Organization and Users	General Info Sites User	rs Shifts				
Curriculum	Name *		Туре *		Logo	
	Montgomery County WIC		wic		Upload a Logo	
Assessments	Address		City		State	
Rotations	123 N. Broad St.		Anytown		PA	
Sites	Zip		Location		Notes	
Rotation Overview	12345		Back of building- follow sid	dewalk between the bank and the WIC sign c	This WIC office serves a predominanty Hispanic population	11
Rotation Details	Contract Start Date	Contract End Date	Renewal Date	Status	Rotation Overview Add /Moo	dify
Reports	01/01/2023	12/30/2024	10/01/2024	Active •	Clinical Rotation	
					-	_
					Cancel Save	

Name	Mandatory field. IMPORTANT! Site Name will be used to identify sites when you import rotations and
	the spelling must be exact. Please set a standard naming process. Importing sites with different spellings
	under Rotation Details will result in duplicate sites.
Туре	Mandatory field. Select site type from the pre-populated dropdown menu. Select <b>Other</b> if the current
	menu options do not meet your needs.
Status	This is set to <b>Draft</b> as default. To make a site available to be added to <b>Rotation Details</b> , set the <b>Status</b> to
	Active.
Save	You MUST click <b>Save</b> . Selecting "cancel" and "back to sites" will NOT save your information or updates.

#### Site Users Tab

1. Click Add Preceptor. Active preceptors from the program user list will populate a dropdown list. Assign preceptors to this site. Note: Preceptors can be assigned to multiple sites. Click Save.

General Info Sites Users Shi	fts			Add Preceptor
Name	≡ Email	≡   Phone Number	≡   Role	≡   Delete
Preceptor, Duplicate	dp@mail.com		Preceptor	÷
		Settings Select Preceptors iff Filter	<b>s</b> la	×
				Cancel 🖺 Save





#### Shifts Tab

1. Click **Add Shifts** to create shift rotations available to students. Shifts will display on Preceptor dashboards once rotations have been created and assigned. Note: Currently the shifts function is not working. An enhancement is coming to allow you to create specific shifts.

General Info Sites User	5	Shifts							c	Add Shifts		
Name 1	=	Start Date	=	End Date	=	Shift Time	=	Week Days	▶ Settings			
AM Shift WIC		01/01/2024		01/18/2025		9:00 AM - 12:00 AM		Mon,Tue,Wed,Thu,Fri	Create Shift			:
PM Shift WIC		01/01/2024		12/31/2024		12:00 PM - 4:00 PM		Mon,Tue,Wed,Thu,Fri	t			
Tuesday Thursday WIC Shift		01/01/2024		01/31/2025		9:00 AM - 5:00 PM		Tue,Thu	Name *	Max Pa	rticipants	
						1 to 3 of 3			Tuesday Thursday WIC Shift	3		
	-								t Start Time *	End Tir	me *	

#### 2. You MUST click Update/Save.

Name *	Max Participants
Tuesday Thursday WIC Shift	3
Start Time *	End Time *
^ ^	^ ^
09 : 00 AM	05 : 00 PM
<b>* *</b>	<b>* *</b>
Start Date*	End Date *
01/01/2024	01/31/2025
Weekdays	
Sun Mon <b>Tue</b> Wed	Thu Fri Sat

Cancel

Submit

#### **Bulk Upload Sites**

To bulk upload your sites, click Settings > Rotations > Sites > Import Sites

≡ ACEND & □	ashboard 📮 Rotations & Assessments 🗢 Settings			ACEND CP Demo Program	z 🗛 🌑
Organization and Users	Sites			← Back 📥 Download 主 Import Site	s 💿 Create
Curriculum	Name	≡   Туре	≡ Address	≡   Contract End Date     ≡   Rotation Overview     ≡   Status ♡	= Delete
	Diabetes Hospital	Hospital		Clinical Rotation Active	× 8
Assessments	Mantanmani Caupti WC	wic	122 M Record Ct		×
<b>Rotations</b>	Hongomery county with	WIC	125 W. Broad St.	-	~
Sites	View 10 Ventries.			Upload File *	
				Bro	wse
Click the <b>Ter</b> Template. Sa	<b>mplate</b> link to download a ave the file as .csv.	nd comple	te the Sites	Note :- Please use thi <b>Template</b> t	) and upload it.

Only **Name** and **Type** are mandatory fields for uploading site information. The type must be one of the following

noted in the drop-down list when creating an individual site: Hospital, Outpatient Clinic, Rehabilitation Facility, Skilled Nursing Facility, Home Care, Hospice Care, School District, Public Health Department, Private Practice, WIC, Community Center, Community-Other, Food Servcie-Other, and Other.





Å	AutoSave	••• F	59~	Q ~	⊽ Rot	atio	۶ <sup>۹</sup> • Last	Modified:	2m ago ∽	6	P
F	ile H	ome In	sert Dr	aw	Page Layout	F	ormulas	Data	Review	Viev	v Auton
L8		• =	× v	fx							
		A	В		С		D	E	F		G
1	Name		Туре	Add	ress		City	State	Zip		Location (
2	Chester	County W	WIC	427	Upper Stree	t Rd.	West Che	sterPA	1	9472	Street Roa
3	Chester	County H	Hospital	One	Hospital Dr.		Paoli	PA	1	9746	First Floor
4											

Click Browse, select the completed template file, click Open, and then click Submit.

Upload File * Rotation Site uploads 2024.xlsx Browse Note Please use this Template to create a XLSX file with all your Sites information and upload it. Cancel Submit	Upload Sites		×
Rotation Site uploads 2024.xlsx     Browse       Note :- Please use this Template to create a XLSX file with all your Sites information and upload it.       Cancel	Upload File *		
Note :- Please use this <b>Template</b> to create a XLSX file with all your Sites information and upload it. Cancel	Rotation Site uploads 2024.xlsx	Browse	
Cancel	Note :- Please use this <b>Template</b> to create a XLSX file with	all your Sites information and upload it.	
Cancel Submit			
	Haspital	Cancel	Submit

New **Sites** always upload as **Draft**. Change the **Status** from Draft to **Active** on the **Sites** tab or in the **Site General Info** tab where you initially created the rotation. **Note**: To add Sites to a Rotation, the site must be **Active**. Click the **Site Name** to edit information.

Sites					🗲 Back	La Download La Import Sites	<ul> <li>Create</li> </ul>
	Name	≡ Туре	≡ Address =	Contract End Date	≡   Rotation Overview	≡   Status ≡	Delete
	Chester County Hospital	Hospital	One Hospital Dr.			Draft 🗸	Û
	Chester County WIC	WIC	427 Upper Street Rd.			Draft 🗸	÷.
	Diabetes Hospital	Hospital			Clinical Rotation	Active 🗸	۰
	Montgomery County WIC	WIC	123 N. Broad St.	12/29/2024	Clinical Rotation	Active 🗸	÷





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

**Rotation Overview** can be considered a "course shell" to be reused every time the rotation is scheduled. For example, the Pediatric Rotation created in this **Rotation Overview** example below will be reused by students in Cohort 2024 and Cohort 2025. Additional details will be added when **Rotation Details** are created for supervised experiences.

Click Settings > Rotations > Rotation Overview > Create.

	eat	Academy of Nutrition	
Create Rotation Overview		×	
Name *			1
Pediatric Rotation			
Is Dependent			_
Select Dependent Rotation Overview		•	
Enable Patient Encounter			
Enable Rubric Evaluation			
Rotation Overview Director			
Select Rotation Overview Director		•	
Objective			
		li li	
Assign Color			

Name	Mandatory field. Displays on the dashboard and all cohort dropdown menus. <u>Name must be unique to</u> <u>the rotation.</u>
ls Dependent	Creates a dependency. For example, if the Pediatric Rotation is only available to students who have
Dependent	specific rotation under <b>Is Dependent</b> . Leave this space set to <b>Select Dependent Rotation Overview</b> if
	there is no dependency.
Enable	Must be checked if students are to complete patient encounter notes in Competency. For more
Patient	information on Patient Encounter Notes, see page 34.
Encounter	
Enable	Rubric evaluations will be available to assign to a rotation from the Competency dashboard. It is not
Rubric	necessary to Enable Rubric Evaluations in the Rotation Overview.
Evaluation	
Rotation	Non-mandatory field. Leave Select Rotation Director selected as no selections will be available.
Overview	
Director	
Objective	Non-mandatory field. May be added to the <b>Rotation Overview</b> . This provides information on the student
	learning objective within the rotation.
Assign	Assigns a color to a rotation on the student dashboard calendar.
Color	
Save	Click Save to create the Rotation Overview.

Rotati	on Overview				🗲 Back	📥 Download	📀 Create
	Name	Primary Preceptor	≡   Objective	=   Patient Encounter/Checklist	$\equiv$   Status $\heartsuit$	≡   Ac	ction
	Nut Course			Manage	Active	× 1	) <b>ū</b>
	Clinical Rotation			Manage	Active	<ul> <li>Image: Control of the second se</li></ul>	) 🛍
	Clinical Rotation-Diabetes Clinic			Manage	Active	v 🗈	<b>1</b>
	Course			Manage	Active	× 🗈	<b>m</b>
	Diabetes Clinic			Manage	Active	× 1	) 🛍
	Nutrition Course			Manage	Active	✓ ■	<b>0</b>





**Rotation Details** allow Program Directors to upload, edit and manage the details of student rotations to include rotation dates, sites, preceptors, and students. **Patient Encounter Notes** and **Checklists** housed in a **Rotation Overview** cannot be completed by learners and preceptors until they have been assigned in **Rotation Details**. Competency allows the flexibility to create **Rotation Details** individually with **Create** or in bulk with **Import Rotation Details**.

#### **Create Individual Rotations**

Click Settings > Rotations > Rotation Details > Create.

		<b>V</b> Data	
ilters			
otation Overview	Cohort	Block	
Clinical Rotation	✓ All	✓ All	- Apply
]   Site $\equiv$   Rotation Overv $\equiv$	Cohort $\equiv$   Block $\equiv$   Start date $\equiv$   En	d date $\equiv$   Submission du $\equiv$   Shifts	$\equiv$   Preceptor $\equiv$   Status $\equiv$   De
		No data available	

#### A. General Information Tab

As with many features in Competency, there are many items you may or may not wish to include in your **Rotation Details**. Mandatory fields are indicated by \*.

3) Curriculum	General Info Students Preceptors					
Competencies						
Assessments	Site*		Cohort *		Phase*	
2	Montgomery County WIC	•	Cohort 2024	•	Year 3	×
Rotations	Block*		Rotation Overview*		Start Date*	
Sites	Rotation 3	×-	WIC Rotation	•	01/02/2024	
Rotation Overview	End Date		Submission Due Date		Status	
Rotation Details	03/15/2024		03/14/2024		Active	
Reports	Enable Mid-Term Assessment		Final Assessment Due Date		major	
	No	•	Select end date		No	
	On-Site/Virtual		Number of Virtual Hours		Number of On-Site Hours	
	Virtual		0		0	

Site	This dropdown list was created under the Sites tab in Rotations. Click to select a site.
Cohort	Students added to the selected cohort will populate the Students tab and may be placed in the
	rotation. Note: If you do not see students in your cohort, click Settings > Users and update student
	profiles to include cohort information.
Phase and	Populate the rotation start and end date fields. If the rotation is not associated with a previously
Block	created Phase and Block, complete the Start Date and End Date fields manually. Note: These dates



## **Ompetency**

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

The accrediting agency for the Academy of Nutrition and Dietetics

	indicate the dates your learners and preceptors will have access to complete Patient Encounter
	Notes and Checklist Evaluations within the Competency app.
Rotation	Adds the details and evaluations created in the selected Rotation Overview to the Rotation Details.
Overview	
Status	Must be Active to assign students and preceptors to a rotation. Status may be changed by the
	Program Director as needed.
Save	Click Save to create the Rotation Details.

#### Click the Preceptor Tab > Add Preceptors

#### B. Preceptor Tab

Edit Rotation Details - WIC Rotation			+ Back to List
General Info Students Preceptors			
			• Add Preceptor
Preceptor Name	≡   Preceptor Email		≡ Delete
	1	No data available	
		0 to 0 of 0	$ \langle   \rangle  $ Page 0 of 0 $  \rangle   >  $

- Add preceptors to the **Rotation Details**. This can be done at the time you create the rotation or added later.
- Preceptors must be **Active** on the user list to be added to a rotation.
- Select preceptors and click **Add** to the rotation.

Select Preceptors			×
Filter			
Preceptor, Amy			
Preceptor, Miranda			
		Cancel	B Add
		canter	



Academy of Nutrition and Dietetics

Click the Students Tab > Add Students.

Rota

Edit Rotation Details - WIC Rotation	🗲 Back to List
General Info Students Preceptors	
	Cohort 2024 👻 🗘 Add Students
Student Name =   Submission due date =   Student Email =   Student Conta	ct = Preceptor Name = Preceptor Contact = Delete
No data available	
0 to 0 of 0	

- Students from the Cohort selected in General Information have been • pre-populated for se
- Preceptors have bee
- Select a preceptor fr preceptor.
- Click Save. .

se ee fro	lection. n popul om the	lated from dropdown	the sel to assi	lected ign lear	rotation	n sit o a s	e. pecific			Add Studer Preceptor Felect Prece Preceptor, I Preceptor, I Preceptor, I Filter. Learnel Studen	vtor Duplicate Virando r , Amanda t , Beth						×	
Filte	ion Details													Cance	1	림 Save	2	e
Rota Wi	t <b>ion Overview</b> C Rotation			•	Cohort All				•	Block All					·	Ap	ply	
	Site ≡ Diabetes Hospital	Rotation Overv ≡   WIC Rotation	Cohort ≡   Cohort 2024	Block =   Fall 2021	Start date 08/23/2021	=	End date 12/21/2024	=	Submi	ssion du $\equiv$	Shifts Default Shift	=	Preceptor Preceptor, Mirand	Statu Activ	s e `	=	De	D
	Diabetes Hospital Montgo County	WIC Rotation	Cohort 2023 Cohort 2024	Spring 2021 Rotation 3	01/05/2021 01/02/2024		05/24/2021 03/15/2024		05/28/2	021	Default Shift Default Shift		Preceptor, Mirand	Activ	e ·	~	e t	5

### Students and preceptors have now been added to the Rotation Details.

#### 2. Bulk Upload Rotation Details



**Ompetency** 

Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

Click Settings > Rotations > Rotation Details > Import Rotation Details.

Competencies Competencies Rotal	ation Details		🗲 Back 📥 Downlo	ad 1 Import Rotation Details • Crea
Curriculum Filt Competencies Rota	Iters			
Competencies				
Not	tation Overview	Cohort	Black	
Assessments	MC Rotation	- All	✓ All	- Apply
Rotations				
Sites	$ $ Site $\equiv$ $ $ Rotation Overv $\equiv$ $ $ Cohort $\equiv$ $ $ E	lock =   Start date =   End date	$\equiv$   Submission du $\equiv$   Shifts $\equiv$   P	receptor $\equiv$   Status $\equiv$   De
Rotation Overview	Montgo WIC Rotation Cohort R	otation 3 01/02/2024 03/15/2024	03/14/2024 AM Shift WIC	Active 🗸 🖬 t
Rotation Details	WIC			
Reports	Montgo WIC Rotation Cohort F County 2025	HI 2022 08/23/2022 12/20/2022	Default Shift	Archived 🗸
	WIC			
View [	10 V entries.	1 to 2 o	of 2	Page 1 of 1

1. Click the **Template** link to download and complete the **Rotation Details** Template.

Download the Guide

2. Complete the template:

	А	В	С	D	E	F	G
1	CampusKey	Student Last Name	Student First Name	Student Email	Primary Preceptor Last Name	Primary Preceptor First Name	Primary Preceptor Email
2							

Cancel

Submit

The **Site Name** in the template above will be used to identify previously created sites within Competency. SPELLING MUST BE EXACT! Please set a standard for your naming process. Importing sites with different spellings under **Rotation Details** will result in duplicate sites.

The template contains many of the same fields found under the tabs for creating **Rotation Details**. The advantage of importing the rotation data in bulk is the ability to upload many rotations at the same time.

- 3. Save the file as .csv.
- 4. When ready to upload, click **Browse**, select the completed template file from your computer. Click **Open** and then click **Submit**.

*Please see the Rotation Details-Import Template Fields guide below for further instructions when bulk uploading rotations.* 



## Ompetency

Column Name	Mandatory	Description
Rotation	Yes	Select a Rotation Overview for this rotation. Use the EXACT spelling of previously created Rotation Overview.
CampusKey/Student ID	Yes	A unique identifier for the learner. This can be their student ID from the university or one that the Program Director assigns.
Student First Name	Yes	Student First Name
Student Last Name	Yes	Student Last Name
Student Email	Yes	Student Email
Cohort	Yes	Cohort in which students assigned to this rotation belong.
Phase	Yes	Phase
Block	Yes	Block
Start Date	Yes	Sub-Rotation within a Block (may be the same dates of the Block)– Start Date Date Format – MM/DD/YYYY
End Date	Yes	Sub-Rotation – End Date Date Format – MM/DD/YYYY
Enable Mid-Term Assessment	No	Values (Yes, No)
Mid-Term Assessment Due Date	No	Sub-Rotation – Mid-Term Assessment Due Date Date Format – MM/DD/YYYY
Final Assessment Due Date	No	Sub-Rotation – Final Term Assessment Due Date Date Format – MM/DD/YYYY
Site	Yes	Site name spelling MUST BE EXACT!
Primary Preceptor First Name	No	Primary Preceptor First Name
Primary Preceptor Last Name	No	Primary Preceptor Last Name
Primary Preceptor Email	No	Primary Preceptor Email
Major	No	Values (Yes, No)
On-Site / Virtual	No	Values (On-Site / Virtual)
Number of Virtual Hours	No	Numeric Value
Number of On-Site Hours	No	Numeric Value

## 6. Create Assessments





Program Directors create checklists for rotations and rubric assessments for courses in

Competency. These assessment questions are then mapped to ACEND competencies, populations and diverse cultures, disease states or conditions and skills (for Graduate Programs only).

#### 6a. Checklists (For All Program Types Except DPDs)

Checklists are only available within a rotation. Checklists are commonly used to determine whether the learner can perform certain skills within a rotation. Checklists are used when preceptors evaluate learners or for peer and self-assessments. Checklists can be completed multiple times.

#### Click Settings > Assessments > Checklists > Create

ACEND 🚓 🛛	ashboard 🖵 Rotations & Assessments 🔹 Settings	ACEND	CP Demo Program		$\mathbf{z}_{i}$	۵
Organization and Users	Checklists			÷	Back	• Create
Curriculum	Name   Questions   Rotation Overview   AssessmentType	=	Status	= 1	Action	
	Juvenile Diabetes Presentation Checklist Change Diabetes Hospital Rotation Summative		Active	~	6.0	
0	Presentation Checklist Change Disorded Eating, MNT I - Course Summative		Active	~	6 0	
Assessments	Type II Diabetes Presentation Checklist Change Diabetes Hospital Rotation Summative		Active	~	6 0	
Checklist	WIC Infant Presentation Checklist Change WIC Rotation, MNT I - Course Summative		Active	$\sim$	6 0	
	WIC Mother Presentation Checklist Change WIC Rotation Formative		Active	$\sim$	6 0	
Rubric	View 10 V entries. 1 to 5 of 5				K K Pa	gelof1 > >
Rotations						
Reports						

Name	Name the Checklist. Think of this
	checklist as your original copy. This
	checklist may be assigned to
	multiple rotations.
Assessment	Select an assessment type
Туре	(Formative or Summative).
Description	Add a brief description of checklist
	contents. This is only seen by the
	Program Director.
Instructions	Add instructions for preceptor
	completing the checklist.
Include	Check this box to allow preceptors
narrative	to include feedback comments
feedback	with the checklist.
Disable	Check this box if you do NOT want
checklist	learners to complete the checklist.
	This feature disables this checklist
	from peer and self-evaluation.
Checklist	Select how long the checklist
Rotation	should remain available.
Availability	
Save	Click <b>Save</b> to create the checklist.

jons & Assessments 🛛 👛 Settings	Program CP
Create Checklist	×
Name*	
Pediatric Nutrition	
AssessmentType*	
ClinicalEvaluation	•
Description	
	li li
Instructions	
	1
Include narrative feedback box in checklist	
Disable checklist submission for Learner role	
Checklist Rotation Availability	
5 Day	•
	Cancel Save
	context outer

The checklist is now available to edit and map. Click **Add** to add items, such as questions to the checklist. **Click Enter Options** to add the scoring criteria. You can choose from single option, multiple choice, or textbox. Data in Competency shows as percentages, so how you score your assessment is important. If a checklist has 4 options with scores of 1 for



question.

Click Save to add new questions.

only)

Save



Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

option 1, 2 for option 2, 3 for option 3, and 4 for option 4, and if a student scores a 3 then the score will show as a 75% on the dashboard.

Checklists								← Back	e
Name		$\equiv$   Rotation Overview	=	AssessmentType	=	Status	=	Action	
Pediatric Nutrition	Add			ClinicalEvaluation		Active	~	16 û	
View 10 🗸 entries.			1 to 1 of 1					<pre>≤ Page 1 of 1 &gt;</pre>	
			tions & Assessments 🍂 🕯	Settings				Program CP	
Question	Create the checklist que	stion.							
Enter	Click this box to add the	scoring	Question*						
Options	criteria. You can choose	ulate nutrition care p	lan						
	single option, multiple o	ption, or	Enter options						
	textbox.	, ,	Sub-Competency						
Sub-	Map an ACEND Sub-Cor	npetency	CRDN 1.1						×-
Competency	(CRDNs/PIs for GPs) to t	his	Populations						
competency	checklist question		Children						×-
Populations/	Man nonulations and c	ltures to	Diverse Cultures						
Divorco	this checklist question		Select Diverse Cultures						•
Culture	this checklist question.		Disease States						
Culture	<b>.</b>		Malnutrition						×-
Disease	Map a disease state to t	nis						Cancel	ave
State	checklist question.							Concer	
Skills (GPs	Map skills to this checkl	st							

A new question has now been added to the checklist. Questions may be edited and re-mapped from the checklist details page.

Checklis	Checklist - Pediatric Nutrition									
Checklis	t Details						۵			
=	Question =	Score	Sub-Competency =	Populations	Diverse Cultures	Disease States	Action			
=	Obtains relevant information from patient interview to formulate nutrition care plan	Selected	CRDN 1.1	Children 🗸	Select 🗸	Malnutrition 🗸	<b>Б</b> Ф			
Add New Q	Question						24			





#### 6b. Rubrics (All Program Types)

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

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

E 📰 ACEND 🍙 🛛	ashboard 🖵 Rotations & Assessments 🗢 Setting	2			ACEND CP Demo Program	· · / • (	
Organization and Users	Rubric					← Back O Create	e
Curriculum	Name	=   Criteria	≡ AssessmentType	=	Status	Action	
E Competencies	Disorded Eating Nutrition Care Process and Charting	Manage	Summative		Active 🗸	16 O	
	Geriatric Diabetes Nutrition Care Process and Chartin	Manage	Summative		Active 🗸	16 O	
Assessments	Nutritian Literacy Rubic Assessment	Manage	Formative		Active 🗸	16 a	
Checklist	WIC Child Nutrition evaluation	Manage	Formative		Draft 🗸	16 a	
	WIC Nutritian Literacy Rubic Assessment	Manage	Formative		Active 🗸	16 a	
Rubric	View 10 V entries.		1 to 5 of 5			I ≤ ≤ Page 1 of 1 ≥	21

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.	Settings Create Rubric	×
	<i>Nutrition Evaluation</i> may be renamed <i>WIC Child Eval Spring</i> 2024 when assigned.	Name*	
Assessment Type	Select an assessment type from the dropdown menu provided. ACEND <b>Assessment Types</b> may be formative or summative.	Select AssessmentType Description	•
Description	Add a brief description of rubric contents. This is only seen by the Program Director.	Instructions	11
Instructions	Add instructions for the evaluator completeing the rubric.		le
Save	Click Save to create the rubric.	Cancel 🖺 Sav	e





#### The rubric is now available to edit and map:

- 1. 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:
    - o Not Obsesrved, Beginning, Emergent, Proficient, Advanced
    - o 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).

🚍 📰 ACEND 🏾 📾 Dashboard 🖵 R	lotations & As	sessments •	Setting	s								AC	END CP Demo Pro	ogram	• *		
Rubric - WIC Child Nutrition evaluation															← Back	8	a Save
Rubric Details																	•
Name WIC Child Nutrition evaluation		AssessmentTy Formative	pe		Description			Instruc	tions								
Competency		Population	ns & Diver	rse Cultures			Conditi	ons or Disease Sta	tes								
Select Competency	-	Select Popula	tions & Di	iverse Cultures		•	Select				•						
+ Criteria + Add Level	Not Observe	d 🗹 N/A	0	Level 4	🗆 N/A 4	0	Perform	ance Standards	2	Level 2	□ N/A 2		Level 1	□ N/A	1	a Act	tion
Review Child Nutrition Chart with Parent and Child	Not Observed	1		Enter Descrip	stion		Enter Descrip	tion .		Enter Descrip	ition		Enter Descriptio	on		0	I

#### 2. 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**.



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

Academy of Nutrition and Dietetics

bric Details				
ne		AssessmentType Description	Instructions	
Child Nutrition evaluation		Formative		
Competency		Populations & Diverse Cultures	Conditions or Disease States	
RDN 1.1	•	Children .	Malnutrition	•
		Select Items HERE	Performance Standards 📿	
Criteria + Ad	d Level Not Observe	for Rubric Level Mapping	tevel3 🗆 N/A 3 🔿	Level 2 D N/A 2
Beview Child Nutrition Chart with Parent and Child	Not Observe	4 Enter Description	Enter Description	
	11			
Competency				
CRDN 1.1 ×				
Populations & Diverse Cultures				
Children X		Selected Items display HERE		
		for Rubric Level Mapping		
Conditions or Disease States		11 0		

#### 3. Criteria Level Mapping:

Click 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**.

**Competency** 

🚍 📰 ACEND 🏟 Dashboard 🖵 Rotations & As	sessments O Settings	ACEND CP Demo Prog	gram 🔹 🖌 🐥 🌑
Wame WIC Child Nutrition evaluation Rubric - WIC Child Nut	rition evaluation		🗲 Back 🖹 Save
Criteria Criteria Criteria Review Child Nutrition Chart with Parent and Child	Check boxes to enable Criteria Level Mapping DO NOT SELECT Items here.	t 🗊 Level 3 Poor	N/A 1 Action
Competency Select Competency Populations & Diverse Cultures Select Populations & Diverse Cultures Conditions or Disease States Select Conditions or Disease State	Select Items HERE for Criteria Level Mapping	h	h

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 36.

≡ ACEND 48 □	ashboard 🖵 Rotations & Assessments 🚺 🌣 Setting	\$5			ACEND CP Demo Progra	am 🔹 🖌 🗘 🕓
Organization and Users	Rubric					← Back
Curriculum	Name	Criteria	≡   AssessmentType	=	Status	Action
Competencies	Eating Nutrition Care Process and Charting	Manage	Summative		Active	< 10 0
0	Geriatric Diabetes Nutrition Care Process and Charting	Manage	Summative		Active	<ul> <li>Ib</li> <li>ii</li> </ul>
Assessments	Nutritian Literacy Rubic Assessment	Manage	Formative		Active	< 16 th
Checklist	WIC Nutrition Literacy Rubic Assessment	Manage	Formative		Active	< 15 B
Rubric	View 10 🗸 entries.		1 to 4 of 4		Inactive Active Draft	<pre>IS ≤ Pagelofl &gt; &gt;</pre>





#### 6c. Patient Encounter Notes (All Program Types Except DPDs)

**Patient Encounter Notes** are uniquely tied to rotations. They are stored in **Rotation Overview** as part of the rotation and can be managed from this page. Their purpose is to track and measure student interactions with patients and may be used to track items such as **Populations and Diverse Cultures** or **Conditions or Disease States**. Perhaps you use it for students to practice medical charting or writing ADIME or SOAP notes. It is not an ACEND requirement and programs may choose to use this feature according to their specific program needs. If a **Patient Encounter Note** is NOT available, click the **Rotation Overview Name** and then check **Enable Patient Encounter Note**.

#### Click Settings > Rotations > Rotation Overview > Manage.

Rotation Overview		🗲 Back 🛓 Download 🗘 Create
□ Name	≡ Primary Preceptor ≡ Objective	$\equiv$ Patient Encou $\equiv$ Status $\equiv$ A
Community Rotation		Manage Active 🗸 🗈 🏛
View 500 $\checkmark$ entries.	1 to 1 of 1	<pre></pre>

#### Create/Edit Category Names and Descriptions for Sections within the Patient Encounter Note

The Patient Encounter setup field is now available. Click + to create a new category within the patient encounter.

	_	ACEND CP Demo	Program 🔹 🧭 🗘 🌑
Set a Target for the number of Patient Encounters to be completed a Rotation	t		← Back
Community - Manage Patient Encounter / Checklist			← Back
Patient Encounter setup			-
General Info 😰 Patient Information 👔 🕇			
Target 😰 Save			Add Question
=   Question		pe 🗧   Mandatory	Action
Click <b>+ Add Question</b> to create a new question within a category of the patient encounter	Add Question Question Type * Text Input Checkbox	Is Mandatory	X Sign-off
<ul> <li>Select the question type and select if mandatory or preceptor sign off required.</li> </ul>	Text Input Number Input Dropdownlist Text Area Datepicker		
<ul> <li>Create a Question Title and fill out a Target if desired.</li> </ul>	Diagnosis		
• Save		Car	ncel 🖺 Save



## **Ompetency**

Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

The Patient Encounter Note is now created and associated with this Rotation Overview.

≡ 🔤 ACEND 🌚 🛛	Dashboard 🖵 R	totations & Assessments 🔅 Settin	25		ACEND CP Demo Program	* Z	۵ 🌘			
Organization and Users	WIC Rotation	n - Manage Patient Encounter	/ Checklist				<b>€</b> Back			
Curriculum	Patient Enco	Patient Encounter setup								
Competencies										
Assessments	General Ir	Medical Information	Z Breastfeeding information Z Home Safety Z			_				
<b>Rotations</b>	Target	🖺 Sa	re	_		• Add	Question			
Sites	=	Question Patient Age	Click the question title to edit the question	on Type r Input	■   Mandatory	Action	-			
Rotation Overview	, =	Patient Height	Text	Input	0	0				
Rotations	=	Current Patient Weight	Text	i Input	0	0				
Reports		oute of last mensional period	0.00							
Use these icon	is to rearr	range questions	. Delete q Mar	uestions or cl ndatory settin	hanged Igs					

A student can complete the patient encounter note on the Competency App or on the desktop. Data from the completed note will show on the student and preceptor dashboard, but not the program director dashboard.

### 7. Assign Assessments

Assessments are assigned by the Program Director. There are seveal different **Assessment Types** available in Competency:

Rubric Assessments	Completed by Preceptor Roles (includes Faculty) through the Comptency website. Self and
	Peer rubric evalautions are also available on the Competency website. Rubrics are <b>not</b>
	available on the Competency app.
<b>Checklist Assessments</b>	Assigned as a Student Evaluation, Self Evaluation, or Peer Evaluation through rotations.
	They are to be completed on the Competency app or website.
Patient Encounter	Assigned with the rotation and completed by students in the Competency app. They are
Notes	created as part of a rotation.

#### 7a. Assign Rubric Assessments (All Program Types Except DPDs)



## **Ompetency**

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

Click Rotations & Assessments > Select a Rotation > Rubric> Add Assessment.

E ACEND as Dashboard Rotations & Assessments		ACEND CP Demo Program 🔹 🥜 🖉
Rotations	L. Assessments - All Students	Hours Tracking Add Rubric Assessment Refresh
Search Rotations by Name Diabetes Hospital (01/02/2024 -	Rubric Checklist	4.
03/15/2024) 2. Students	Name 3. ≡   Course ≡   AssessmentT ≡   Rubric ≡   Method ≡   Pro	gress Status Action
(01/02/2024 - 03/15/2024)	Geriatric Diabetes Clinical Rotations Summative Geriatric Diabet Student Evaluati	ned to 2 student(s)
Princeton EDU (01/02/2024 - Student, Ben 03/15/2024) A Rotation must be selected when add	ng a rubric assessment.	(< < Page 1 of 1 > ⇒)
*NOTE* Competency will always default to The Program Director MUST select th	the <i>first</i> rotation on the list. e appropriate rotation.	

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	Select an assessment type from the dropdown
Туре	menu provided. <i>Note:</i> 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.
Rotation	Rubrics are reused many times during the course of
Assessment	a rotation. Select if this is a Mid-Term, Final, or
Туре	Other rotation.
Rubric	Select a pre-created rubric from the dropdown
	menu. Competency is only showing rubrics created
	under the Assessment Type selected above.

AssessmentType*
Formative •
•
Cancel 🖪 Save

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	Share the full rubric details including comments with students upon completion. Note: Selecting
Assessed	to Share Assessed Rubric with Students turns off the "Reassess Learner" function. Deselect
Rubric with	this option if students need to be reassessed or rubrics need to be updated.
Students	
Students	Select students assigned to this rotation. You may include all students from the rotation OR just
	a select few. If you do not see the expected students, make sure you have selected the correct
	rotation. Review Rotation Details to edit the student list.
Save	Click <b>Save</b> to add the assessment.

#### 7b. Assign Checklist Assessments (All Programs Except DPDs)





Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

Click Settings > Rotations > Rotation Overview > Select Overview> Manage> Add Checklist>Click "Show" in Status Column

≡ 📰 ACEND 🐽 🛛	Dashboard 📮 Rotations & Assessments	Settings		ACEND CP Demo Program		۵ 🌑
Organization and Users	Rotation Overview	1.		← Back	🛓 Download	Create
Curriculum	□ Name ≡	Steps 1 - 6 outline how	ptor =   Objective	≡   Patient Encoun ≡	Sta ♡ ≡	Ac
E Competencies	Community	to add a chocklist to		Manage	Active 🗸	6 0
	Diabetes Hospital Rotation			Manage	Active 🗸	6 0
Assessments	Disorded Eating	your Rotation Overview.		Manage	Active 🗸	6 0
(P) Rotations	MNT I - Course			Manage	Active 🗸	60
٢	2. WIC Rotation	Women, Infants and Children (WIC)		Manage	Active 🗸	6 0
Sites	View 10 🗸 entries.	WIC Rotation - Manage Patient Encounter / Check	list			€ Ba
Rotation Overview	2	Patient Encounter setup				
	5.	Checklist Evaluation				
						• Add Checklis
Checklists are alway	s associated with	=   Checklist	🗧 🕴 Total Required	=   Status		Delete
otations and are lo	cated within <b>Rotation</b>	WIC Infant Presentation Checklist	3	Show Hide		0

rotations and are located within **Rotatio Overview**.

- Checklists created are available to add to the Rotation Overview.
- Use the **Filter** to search available checklists.
- If no checklists are available, see page 30 on Create a Checklist.
- Multiple checklists may be added to a single rotation.
- Click Save.
- Click **Show** under the Status column.

The checklist has now been added to the **Rotation Overview** and will be available in the Competency app everytime this **Rotation Overview** is used in **Rotation Details.** 

Select Checklist		>
Filter		
Presentation Checklist		
Juvenile Diabetes Presentation Checklist		
WIC Mother Presentation Checklist		
Type II Diabetes Presentation Checklist		
	Cancel	B Save

<b>Total Required</b>	Set the target number of required checklists for this rotation. This number may vary.
Is Feedback	Indicates this checklist should be used for student feedback.
Checklists	Checklists created for this program are available to add to the Rotation Overview.

#### 7c. Assign Patient Encounter Notes (All Program Types Except DPDs)

#### Click Settings > Rotations > Rotation Overview.

Once a **Patient Encounter Note** is created in a **Rotation Overview**, it will always be available to use in any rotations assigned to that **Rotation Overview**. See **Patient Encounter Notes** section for more information.

### 8. Complete Assessments

All roles may complete evaluations in Competency.

Program	Program Directors have role permission to complete any student assessments.
Director	





Academy of Nutrition and Dietetics

Preceptor (includes	Preceptor roles have permissions to complete student assessments which have been assigned to a specific preceptor/faculty.
Student	Students have role permission to complete self or peer assessments which have been assigned to a specific student by the program director.

#### 8a. Complete Rubric Assessments

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 **Rotations & Assessments > Select a Rotation > Rubric > Start.** 

	ashboard 📮 Rotations & Assessment	Settings	ACEND CP Demo Program 🔹 🧭 🔱
P Rotations	<u>C.</u> Students	Assessments - All Students	Clinical Hours Tracking Add Rubric Assessment Refresh
Search Rotations by Name			
Diabetes Hospital (01/05/2021 -	Search by Student	Rubric Checklist	
05/24/2021)	All Students	Name  Course AssessmentT   Rubric   Method   Method	Progress Action
Diabetes Hospital (08/23/2021 - 12/21/2024)	Learner, Amanda	Care and Process NUTR 100 Intro L Summative Nutrition Care P Student Evaluati	Assigned to 2 student(s)
Montgomery County WIC (01/02/2024 - 03/15/2024)	Student, Beth	Class Rubric NUTR 100 Intro t Formative Rubric 1 Student Evaluati	Assigned to 1 student(s)
		View 20 V entries. 1 to 2 of 2	<pre> &lt; Page 1 of 1 &gt; &gt;</pre>

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

dent	💄 Learner, Amanda					
ch Q		Performance Standards				
Student, Beth	Criteria	Very Good	Good	Fair	Poor	Not Applicable
	Nutrition Assessment included: Assessment of nutritional status	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
	Nutrition Assessment included: Nutrient requirements	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
	Nutrition Assessment included: Weight changes	Consistently does well; often exceeds expectations	Satisfactory; overall acceptable performance	Performance adequate some of the time; somewhat inconsistent; improvement desired to reach expected	Occasionally unacceptable; much improvement needed to meet minimum standards	No rating possible; inadequate opportunity to observe, not able to judge, not applicable



Student		Learner, Amanda									
h	Q	Criteria	Very Good	Good	Fair	Poor	Not Applicable				
eamer, Amanda tudent, Beth		Nutrition Assessment included: Assessment of nutritional status	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				
		Nutrition Assessment included: Nutrient requirements	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				
		Nutrition Assessment included: Weight changes	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				
		Nutrition Assessment included:	Consistently does well; often	Satisfactory; overall acceptable	Performance adequate some of	Occasionally unacceptable;	No rating possible; inadequate				

- Add criteria-level line item narratives by clicking the comment bubble.
- Click the SAVE button in the Add narrative pop-up to save the criteria level line item narrative in the rubric.

tudent	💄 Learner, Amanda		Add Newstine		~		
Search Q	Nutrition Assessment included:	Со	Add Narrative		^	Occasionally unacceptable;	No rating possible; inadequate
Learner, Amanda	Evaluation of nutrition intervention	exc	The created goals are t	oo vaque. Please restate goals and m	ake suer they are	much improvement needed to meet minimum standards	opportunity to observe, not able
Student, Beth			measurable.				
	Outlined timeline of treatment and	со				Occasionally unacceptable;	No rating possible; inadequate
	effect on patient's nutritional status	ext			Cancel Save	much improvement needed to meet minimum standards	opportunity to observe, not able to judge, not applicable
					desired to reach expected performance		
	Goals are measurable to determine	Consi	istently does well; often	Satisfactory; overall acceptable	Performance adequate some of	Occasionally unacceptable;	No rating possible; inadequate
	desired outcomes.	excee	eds expectations	performance	the time; somewhat inconsistent; improvement desired to reach expected performance	much improvement needed to meet minimum standards	opportunity to observe, not able to judge, not applicable
	Plans are thorough and coincide with patient goals.	Consi excee	istently does well; often eds expectations	Satisfactory; overall acceptable	Performance adequate some of the time; somewhat	Occasionally unacceptable; much improvement needed to	No rating possible; inadequate opportunity to observe, not able

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

The accrediting agency for the Academy of Nutrition and Dietetics

• Evaluate the student.

• Click a performance standard for each criteria on the rubric assessment.

• Performance standards highlight in green as they are selected.



- Click the **SAVE** button to save the rubric evaluation.
- SAVE allows the evaluator to return to the evaluation for edits and make updates at a later time.
- Save & Submit is a final submission. 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.



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

The accrediting agency for the Academy of Nutrition and Dietetics

Student		👗 Learner, Amanda 🔤						
Search	۹				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	Occasionally unacceptable; much improvement needed to	No rating possible; inadequate opportunity to observe, not able	
Student, Beth					inconsistent; improvement desired to reach expected performance	meet minimum standards	to judge, not applicable	
		Plans are thorough and coincide with patient goals.	Consistently does well; often exceeds expectations	Satisfactory; overall acceptable	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	nen you have reassesed your nutriti	on goals for this client.				
						1.		
Care and Process Char	rting S	pring 2024	• • Cettans			Cle	IBLEP Demo Program	Su
Care and Process Char tudent	rting S	pring 2024	• • • Vettoes	_	Performance Standards	Cit	IBEP Demo Proscam	Su
Care and Process Char Rudent Search Learner, Amanda Student Beb	rting S	pring 2024	3 0 etitors Very Good	Good	Performance Standards Fair	Ct 2(1) Poor	135 P Demo Proteam	Su
Attention of the second	rting S	Criteria     Nutrition Assessment of nutritional status	Very Good Consistently does well; often exceeds expectations	Good Satisfactory overall acceptable performance	Performance Standards Fair Performance adequate some of the time; somewhat inconsistent; improvement desired to reach expected performance	Cir 2233 Pear Occasionally unacceptable; much improvem treeded to meet minimum standards	Not Applicable Not Applicable Not applicable	2 P
ALE INITION Care and Process Char tudent Seach Learner, Amanda Student, Beth	A CONTRACTOR OF	Criteria      Criteria      Nutrition Assessment included:      Nutrition Assessment included:	Very Good Consistently does well; often exceeds expectations	Good Satisfactory; overall acceptable performance Satisfactory; overall acceptable performance	Performance Standards Fair Performance adequate some of the time somewhat inconsistent; improvement devired for rack-to perform performance Performance adequate some of the time somewhat inconsistent; improvement devired for rack-to perform performance	Peor Decisionally unacceptable; much improvement needed to meet minimum standards Occasionally unacceptable; much improvement needed to meet minimum standards	Ref R Jave     Save     S	Su P
Care and Process Char Student Search Learner, Amanda Student, Beth	Q Q	Student, Beth Student, Beth Criteria Nutrition Assessment included: Nutrition Assessment inc	Very Good Consistently does well; often exceeds expectations Consistently does well; often exceeds expectations	Good Satisfactory; overall acceptable performance Satisfactory; overall acceptable performance Satisfactory; overall acceptable performance	Performance Standards Fair Performance adequate some of the time somewhat increasites improvement desired to reach expected performance desired to reach expected performance experiments desired to reach expected performance experiments desired to reach expected performance experiments desired to reach expected performance expected experiments desired to reach expected e	Cite Peor Occasionally unacceptable; much improvement needed to meet minimum standards Occasionally unacceptable; much improvement needed to meet minimum standards Occasionally unacceptable; much improvement needed to meet minimum standards	BC & Livers, Processon     Construction     Constructin     Construction     Construction     Construction     Construct	54 2 2 2

- Completed student evaluations are now highlighted in green.
- The evaluator is now able to evaluate another student on the list of students assigned to this rubric evaluation.

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

≡ — ACEND 🏤	Dashboard 🖵 Rotations & Assessment	s 2 • Settings	ACEND CP Demo Program 🔹 🖌 🚨
P Rotations	<u>्रि</u> Students	Assessments - All Students	Clinical Hours Tracking Add Rubric Assessment Refresh
Search Rotations by Name			
Diabetes Hospital (01/05/2021 -	Search by Student	Rubric Checklist	
05/24/2021)	All Students	Name E Course AssessmentT Rubric Method P	Progress Status Action
Diabetes Hospital (08/23/2021 - 12/21/2024)	Learner, Amanda	Care and Process NUTR 100 Intro t Summative Nutrition Care P Student Evaluati	1/2 Continue
Montgomery County WIC (01/02/2024 - 03/15/2024)	Student, Beth	Class Rubric NUTR 100 Intro t Formative Rubric 1 Student Evaluati C	ssigned to 1 student(s)
Sound S. Court C. and April 2017 a Chief 201945.		View 20 View 2	[< ⊂ Pagelofl > >]





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

≡ — ACEND @	Dashboard 📮 Rotations & Assessment	s 2 🗢 Settings	ACEND CP Demo Program 🔹 🖌 🗘 🕓
Rotations	<u>Ω</u> Students	Assessments - All Students	Clinical Hours Tracking Add Rubric Assessment Refresh
Search Rotations by Name			
Diabetes Hospital (01/05/2021 -	Search by Student	Rubric Checklist	
05/24/2021)	All Students	Name	Progress Status Action
Diabetes Hospital (08/23/2021 - 12/21/2024)	Learner, Amanda	Care and Process NUTR 100 Intro t Summative Nutrition Care P Student Evaluati	Assigned to 2 student(s)
Montgomery County WIC (01/02/2024 - 03/15/2024)	Student, Beth	Class Rubric NUTR 100 Intro t Formative Rubric 1 Student Evaluati	Assigned to 1 student(s)
		View 20 View 2	(< < Page 1 of 1 > ⇒)

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

≡ 📰 ACEND 🐼	Dashboard 🖵 Assessme	nts 🔹 Settings			A	CEND DPD Demo Program	•	Reverse Impersonation 🥜 🗘	
Assessments - All Students		1.						Add Rubric Assessment	Refresh
Name =	Course =	AssessmentType =	Rubric =	Method	≡   P	rogress	Status	Action	
Diatetics Assessment	NUTR 119 Medical Nutr	Formative	Test Rubric	Student Evaluation	As	10 ssigned to 1 student(s)	View	C 🖻	
MNT Assessment	NUTR 119 Medical Nutr	Formative	Test Rubric	Student Evaluation	As	1/) ssigned to 1 student(s)	View	3.	
Nurtition for Behavioral Health Close Read Rubric- Spring 2024	Z. rR 119 Medical Nutr	Summative	Nutrition Literacy Rubri	Student Evaluation	As	2/2 ssigned to 2 student(s)	View	C 🗎	
View 20 🗸 entries.			1 to 3 of	3				😳 🗧 Page 1	of1 > ⊃(

### 8b. Reassess A Learner

Selecting to reassess a learner means the Program Director is choosing to eliminate the current **Rubric Assessment** for a student 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 🖵 Assessm	ents 🗢 Settings		ACEND DPD Demo Program	- Reverse Impersonation 🦨 🗘 🌑
Assessments - All Students	1.			Add Rubric Assessment Refresh
Name	AssessmentType = Rubric	c	≡ Progress	Status Action
Diatetics Assessment NUTR 119 Medical Nutr	Formative Test Ru	ubric Student Evaluation	Assigned to 1 student(s)	View 🕼 🕯
MNT Assessment NUTR 119 Medical Nutr	Formative Test Ru	ubric Student Evaluation	Assigned to 1 student(s)	View 3.
Nurtition for Behavioral Health <b>2.</b> Close Read Rubric- Spring 2024	Summative Nutriti	ion Literacy Rubri Student Evaluation	Assigned to 2 student(s)	View 🕝 🕯
View 20 🗸 entries.		1 to 3 of 3		I< < Pagelofl > >I

Verify that the rubric is NOT shared with students. Deselect "shared with learners" 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.





corner.

If the Rubric assessment is NOT shared with students, the Reassess This Learner button appears in the upper right

Edit Rubric Assessment		×
Assessment*		
Nurtition for Behavioral Health Close Read	Rubric-Spring 2024	
Description		
		11
Course*	AssessmentType*	
NUTR 119 Medical Nutrition Therapy *	Summative	-
Cohort*	Phase*	
Cohort 2026 -	Year 1	
Block*		
Spring *		
Rubric*		
Nutrition Literacy Rubric Assessment		1
Assessment Method*		
Student Evaluation		7
Share Assessed Rubric with Student(s)		
Student(s)*		
Doe, John x Smith, Jane x		

- Click **Reassess This Learner** to complete a new rubric for this learner.
- Click **Proceed** to confirm that you want to delete all previous selections and reassess this learner.



## **Ompetency**

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

The accrediting agency for the Academy of Nutrition and Dietetics

Reassess the learner, add comments, then Save & Submit.

Student	S Doe, John Complete		Level 4			Reassess this Learne
This fir student the st	eld indicates the selected evaluation on display and status of the evaluation.	nat	Confirmation Are you sure you want to reassess this learner? Doing this will delete previous selections. Cancel Proceed	ate in Level 2 Demonstrates some Indextanding of proposal private fall sections private fall sections private fall sections private fall sections private fall sections fall fall fall fall fall fall fall fall	Level 1 - Demonstrates imited understanding of proposal format (not all sections included, incorrect order)	

#### 8c. Complete Checklist Assessments in the Competency Website (All Program Types Except DPDs)

Once a Checklist has been created, mapped, added to a **Rotation Overview**, and assigned to a rotation it can be completed online or in the Competency app\*.

\*Please see 8c. to complete checklist assessments in the Competency app.

#### Click Rotations & Assessments > Select a Rotation > Select a Student > Click Checklist > Submit

≡ ACEND 🐽 ▷	ashboard 🖵 Rotations & Assessment	s 🧿 🗢 Settings		ACEND CP Demo Program 🔹 🥜 🔱
Protations	<u>C</u> Students	Assessments - Learner, Amanda		Clinical Hours Tracking Add Rubric Assessment Refresh
Search Rotations by Name	County by Churchard			
Diabetes Hospital (01/05/2021 -		Rubric Checklist		
03/24/2021)	All Students	Name	≡ Status	
Diabetes Hospital (08/23/2021 - 12/21/2024)	Learner, Amanda	WIC Presentation Checklist	(0/5 Pending)	Submit
Montgomery County WIC (01/02/2024 - 03/15/2024)	Student, Beth	View 20 View.	1 to 1 of 1	(C ≤ Pagelofl > 3)





The checklist assessment is now open in a pop-up window. The student being assessed is named at the top of the checklist pop-up screen. Checklist items highlight in green when selected. Narratives for improvement can be added at the bottom of every checklist. Click **SUBMIT** to complete the assessment.

**Note**: Checklists DO NOT offer a Save & Submit option. **All checklists submissions are final**. If an error was made on the checklist, evaluators may return to the **Rotation & Assessments** tab to complete another checklist. Add a narrative to the checklist indicating the need for re-evaluation.

Checklist - WIC Presentation Checklist (Learner, Amanda)
Purpose communicated clearly * <pre></pre>
Organized and easy to follow "     * yes     O no
Presentor exhibited a good understanding of the topic *
Presenter was well prepared *
Presenter spoke clearly and effectively * O yes
Presentation was done in a way that engaged the audience *           O yes           Image: Note: The second s
Narratives for Improvements Your presentation was well organized and contained good information. Work on maintaining eye contact and engaging your audience
Submit Cancel





#### 8d. Complete Checklists on a Mobile Device in the Competency App (All Program Types Except DPDs)

Download the free Competency App in the App Store for iOS or Android. Login using the email address and password created in the Competency website. If you have forgotten your password, go online to the ACEND Competency website at <a href="https://acend.competency.ai/login">https://acend.competency.ai/login</a> and use the reset password function.

You must have an active email and password in the ACEND Competency Website to login to the the Competency app. If you forgot your password, select **Forgot Your Password** to reset.



10:59 🗸	.⊪ ≎ <b>■</b> )
EMS Comp	etency
Email / Campus Key	
Password / Mobile Key	Ø
Log	<u>jin</u>
	Remember Me
L	





To complete a checklist, select the rotation you are assigned to. Then select the student you are precepting. An evaluation list will population. Select the evaluation you need to complete. Ensure you answer every required question. Then click **Submit.** 







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



Competency provides an automatic notification that your checklist has been successfully completed and submitted.

The checklist completed submission count (2/10 Completed) is also updated for the student on their dashboard. Program Directors, Preceptors, and Students will also see this progression on the app.

To verify all submissions from the app, click **Menu> Device Submissions**. Competency provides a list of submissions from this device for the last 30 days.







### 9. Approve/Review Supervised Hour Submissions

An email notification is sent to the Program Director and Preceptor when a student submits hours completed during a rotation. The process for submitting hours in the Competency website and in the Competency app is found in the Student User Guide.

Program Director	Approve hours submitted by students and run reports to review approved hours
Preceptors	Approve hours submtted by students

#### 9a. Approve Hours

Click Rotations & Assessments > Select a Rotation > Select a Learner > Hours Tracking.

≡ 📰 ACEND 🗠	Dashboard 🖵 Rotations & Assessments	▲ Settings	ACEND CP Demo Program 🔹 🤌 🔱
<b>Rotations</b>	Q. Students	L. Assessments - All Students	Hours Tracking Add Rubric Assessment Refresh
Search Rotations by Name	Search by Student	Rubric Checklist	4.
03/15/2024)	All Students	Name  Course AssessmentT Rubric Method Progre	rss Status Action
Montgomery County WIC (01/02/2024 - 03/15/2024)	Learner, Amanda	Geriatric Diabetes Clinical Rotations Summative Geriatric Diabet Student Evaluati	10 2 student(s)
Princeton EDU (01/02/2024 - 03/15/2024)	Student, Beth	Nutrition Late Process View 20 - Pintries. 1 to 1 of 1	<pre>i&lt; &lt; Page 1 of 1 &gt; &gt;i</pre>

Hours submitted are submitted in 15 minute increments. For example, hours submitted by this student are now displayed in the pop-up window.

- Comments submitted by this learner display in the the **Comments** column.
- Click the comment to edit the student comment or to add your own comment.
- Approve or Reject the submitted hours.

Hour	Tracking - All Students							×
Date	=	Student Name		Comments		≡   Action		=
01/19	/2024	Amanda Learner	3:15	Click to enter comments	Pending for approval	Approve	e   Reject	
01/19	/2024	Amanda Learner	5:00	Click to enter comments	Pending for approval	Approve	e   Reject	
				1 to 2 of 2			IC C Page 1 of 1	1 > >1

#### 9b. Manage Hours Tracking Emails

If you would like students and preceptors to receive emails when hours are submitted, you can activate the hours tracking email templates and edit the email text. You can also inactivate these emails if you do not want them to send. If activated, the students and preceptors will receive an email for every hour line that is submitted.

#### Click Settings > Organization and Users > Email Templates.

To edit, click the name of the email template.

To manage the status, choose **active** or **inactive** from the Status column.



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

The accrediting agency for the Academy of Nutrition and Dietetics

Email Templates		€ Васк	Add New Email Template
Name	Subject =	Status	Delete
Competency - Hours Tracking - Hours Resubmitted for Approval	Competency - Hours Tracking - Hours Resubmitted for Approval	Active V	Delete
Competency - Hours Tracking - Hours Submitted Approved	Competency - Hours Tracking - Hours Submitted Approved	Active 🗸	
Competency - Hours Tracking - Hours Submitted Rejected	Competency - Hours Tracking - Hours Submitted Rejected	Active 🗸	
Competency - Hours Tracking - New Hours Submission for Approval	Competency - Hours Tracking - New Hours Submission for Approval	Active 🗸	
View 10 ··· ) entries.	1 to 4 of 4		<pre>I&lt; &lt; Page 1 of 1 ≥ &gt;I</pre>

Competency

#### 9c. Review Approved Hours

- Click Settings > Reports > Hours Tracking Report
- Use the dropdown menus to select the Rotation, Cohort, Phase, Block, and Student to view a specific report. •
- Click **Apply** to view. •

≡ 📰 ACEND 🐽 D	ashboard 🖵 Rotations & Assessments 💠 Settings		ACEND CP Dem	o Program 🔹 🤌 🔒
Organization and Users	SEL/SP Hours Report			🗲 Back 📥 Download
Curriculum	Filters			
	Saved Filters			
Assessments	Select	•		
Rotations	Rotation Overview	Cohort	Phase	
Preports	WIC Rotation	Cohort 2024	• Year 3	•
Checklist Report	Block	Student		
Rubric Assessments Report	Rotation 3 (01/02/2024 - 03/15/2024)	- All	- Apply Save	
Assessments Report				
Hours Tracking Report	Student Name	=   On-Site Hours Total =   Virtual H	ours total 🛛 🔤 🛛 Combined Total	=
	🗆 😑 Amanda Learner	48 0	48	
	Date	Hours	On-Site/Virtual	=
	09/13/2023	3.00	On-Site	
	01/02/2024	5.00	On-Site	
	01/03/2024	2.00	On-Site	
L	01/10/2024	2.00	Unisite	

- Approved hours are now displayed.
- Click the + next to each student name to view hours tracking details.
- Click **Download** for an Excel Hours Tracking Report. •



The accrediting agency for the Academy of Nutrition and Dietetics

≡ 📰 ACEND 🐽 🛛	Dashboard 📮 Rotations & Assessments 🔹 Settings		ACEND CP Demo	Program 🔹 🖌 🗘 🌘
Organization and Users	SEL/SP Hours Report			🗲 Back 📥 Download
Curriculum	Filters			
	Saved Filters			
Assessments	Select	•		
Rotations	Rotation Overview	Cohort	Phase	
Preports	WIC Rotation	Cohort 2024	• Year 3	
Checklist Report	Block	Student		
Rubric Assessments Report	Rotation 3 (01/02/2024 - 03/15/2024)	- All	- Apply Save	
Assessments Report				
Hours Tracking Report	Student Name	≡   On-Site Hours Total ≡   Virtua	al Hours total 🛛 🗧 🗌 Combined Total	=
	Amanda Learner	48 0	48	
	Date	≡   Hours	=   On-Site/Virtual	=
	09/13/2023	3.00	On-Site	
	01/02/2024	5.00	On-Site	
	01/09/2024	5.00	On-Site	
	01/10/2024	2.00	Unisite	

### 10. Reports

Reports are found in Settings and only available to Program Directors.

#### 10a. Checklist Reports

Preceptors complete checklists on learners as they progress through rotations. Students and Preceptors can view these completed checklists on their Competency dashboards on the website or the Competency app. The **Checklist Report** provides a comprehensive list of all checklists completed during a rotation and the grade received.

#### Click Settings > Reports > Checklist Report

- Use the dropdown menus to select Rotation Overview, Cohor, Phase, Block and Student information.
- Click Apply to apply these parameters to the Checklist Report.



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

The accrediting agency for the Academy of Nutrition and Dietetics

E 📰 ACEND 🐽 🛛	ashboard 🖵 Rotations & Assessments 🕹 Settings	o Program 🔹	r o (
Organization and Users	Filters		
Curriculum	Saved Filters		
Competencies	Select 👻		
Assessments	Rotation Overview Cohort Phase		
Rotations	Disorded Eating    Cohort 2024  Year 3		
Reports	Block Student		
Checklist Report	Rotation 2 (10/16/2023 - 12/21/2023) • All • Apply Save		
Rubric Assessments Report			
Assessments Report	Competency		0
Hours Tracking Report	Student Submissions		D
	□     Student Name ↑     ≡     Campus Key ≡     Cohort     ≡     Rotation Overview     ≡     Checklist	≡   Total Re ≡	Total Su =
	🗆 💌 🕒 Learner, Amanda 🛛 AL001 Cohort 2024 Disorded Eating Presentation Checklist	3	3
	Clerkship           Checklist           Image: Submitted Date           Evaluator           Image: Grade         Image: Grade <thimage: gra<="" td=""><td>≡ GPS Locat</td><td>Delete</td></thimage:>	≡ GPS Locat	Delete
	Disorded Eating Presentation Checklist 02/10/2024 6:08 PM ACEND, EMS Director 66.67	۰	0

Competency

- Click + next to a student name to open report details.
- Click **Download** to download an Excel file of this report.

≡ 📰 ACEND 🔹 ▫	subboard 📮 Rotations & Assessments 🧿 Settings	ACEND CP Demo Program	× + 🌑
Organization and Users	Checklist Report	🗲 Bac	k 🛓 Download
Curriculum	Filters		D
Assessments	Competency		۵
Rotations	Student Submissions		۵
Reports	Checklist     Cohort =   Rotation Overview =   Checklist	≡   Total Requi ≡	Total Su =
Checklist Report	🗌 🗷 📄 tudent, Beth BStu001 Cohort 2024 Diabetes Hospital Rotation Type II Diabetes Presentation Check	list 3	3
Rubric Assessments Report	Clerkship 🗉   Checklist 🗉   Submitted Date 🗏   Evaluator 🗮   Score 🔳	Grade 🛛 🗧   GPS Locat	Delete
Assessments Report	Diabetes Hospital Rotation Type II Diabetes Presentation Ch 02/10/2024 7:38 PM ACEND, EMS Director 66.67	Ŷ	0
Harris Tradica Davad	Diabetes Hospital Rotation Type II Diabetes Presentation Ch 02/10/2024 6:25 PM ACEND, EMS Director 83.33	Ŷ	0
Hours tracking Report	Diabetes Hospital Rotation Type II Diabetes Presentation Ch 02/10/2024 6:25 PM ACEND, EMS Director 100	Ŷ	0
	11676(3	17 - X-	Page L of L (1)
	🗌 🖀 🕀 Student, Beth 🛛 🕹 BStu001 Cohort 2024 Diabetes Hospital Rotation Juvenile Diabetes Presentation Chev	tklist 3	3
	🗌 🖬 🛛 Learner, Amanda 🔋 AL001 Cohort 2024 Diabetes Hospital Rotation Type II Diabetes Presentation Check	list 3	3
	Elearner, Amanda     AL001     Cohort 2024     Diabetes Hospital Rotation     Juvenile Diabetes Presentation Chem	:klist 3	3

#### **10b.** Rubric Assessment Report

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.



The accrediting agency for the Academy of Nutrition and Dietetics

• Click **Apply** to view the report.

E E ACEND & Dat	shboard 📮 Rotations & Assessments 🗢 Settings			ACEND CP Demo Program 🔹 🧭 🔱
Organization and Users	Filters			
Curriculum	Saved Filters			
	Select	*		
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	
	Select •	All	All	]
	Include Narratives	Show Report By © Criteria O Competency / Conditions or Disease States / Populations and Diverse Culture /	Apply Save	

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

	Dashboard 📮 Rotations & Assessm	ents 🗢 Settings				ACEND CP Demo Program	- × A 🌘
Organization and Users	Rubric Assessments Report						🗲 Back
Curriculum	Care and Process Charting Sp	pring 2024					▲ Download
			- I set a set the -				
Assessments	Learner, Amanda	ACEND, EMS Director	Goals are measurable to = 2	Nutrition Assessment in =	Nutrition Assessment in =	4	3
Checklist	Student, Beth	ACEND, EMS Director	4	4	3	4	3
Rubric				1 to 2 of 2			<pre>C ∈ Page 1 of 1 ≥ (3)</pre>
Rotations	L						
<ul> <li>Rotations</li> <li>Reports</li> </ul>	Disordered Eating Nutrition C	Care Process and Charting	Fall 2023				📥 Download 📄
<ul> <li>Rotations</li> <li>Reports</li> </ul>	Disordered Eating Nutrition O Student =	Care Process and Charting	Fall 2023	Nutrition Assessment in =	Nutrition Assessment in =	Nutrition Assessment in =	Download
Rotations Reports	Disordered Eating Nutrition C Student Learner, Amanda	are Process and Charting Preceptor Name ACEND, EMS Director	Fall 2023	Nutrition Assessment in ≡	Nutrition Assessment in ≡ 2	Nutrition Assessment in ≡ 4	Download     Nutrition Assessment 3
<ul> <li>Rotations</li> <li>Reports</li> </ul>	Disordered Eating Nutrition C Student Learner, Amanda Student, Beth	Care Process and Charting Preceptor Name ACEND, EMS Director ACEND, EMS Director	Fall 2023	Nutrition Assessment in 3 3	Nutrition Assessment in ≡ 2 3	Nutrition Assessment in ≡ 4 3	Download     Download     Nutrition Assessment     3     3

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

#### **10c. Hours Tracking Report**

Program Directors can view completed hours tracking reports on their Competency dashboards from the website. The report provides a comprehensive list of all hours completed by students.

Click Settings > Reports > Hours Tracking Report





Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

Use the dropdown menus to select the Rotation, Cohort, Phase, Block, and Students to

≡ ACEND &	Dashboard 🖵 Rotations & Assessments 🕏 Settings		ACEND	CP Demo Program 🔹 🖌 🗘
Organization and Users	SEL/SP Hours Report			🗲 Back 🕹 Download
Curriculum	Filters			
	Saved Filters			
Assessments	Select	•		
Rotations	Rotation Overview	Cohort	Phase	
P Reports	WIC Rotation	Cohort 2024	• Year 3	•
Checklist Report	Block	Student		
Rubric Assessments Report	Rotation 3 (01/02/2024 - 03/15/2024)	- All	- Apply Save	
Assessments Report				
Hours Tracking Report	Student Name	≡   On-Site Hours Total ≡   N	Virtual Hours total 🛛 🗧 Combined Total	=
	Amanda Learner	48 (	48	
	Date	≡   Hours	=   On-Site/Virtual	=
	09/13/2023	3.00	On-Site	
	01/02/2024	5.00	On-Site	
	01/09/2024	5.00	On-Site	
	01/16/2024	2.00	On-Site	

💒 ACEND 🌰 🛙	Dashboard 🖵 Rotations & Assessments 🗢 Settings		ACEND CP De	mo Program 🔹 🦨
Organization and Users	SEL/SP Hours Report			← Back 📥
urriculum	Filters			
ompetencies	Saved Filters			
ssessments	Select	•		
otations	Rotation Overview	Cohort	Phase	
ports	WIC Rotation	Cohort 2024	• Year 3	
ecklist Report	Block	Student		
ubric Assessments Report	Rotation 3 (01/02/2024 - 03/15/2024)	- All	- Apply Save	
sessments Report				
ours Tracking Report	Student Name		Virtual Hours total 🛛 🗧 🛛 Combined Total	
	🗆 😑 Amanda Learner	48	0 48	
	Date	≡ Hours	=   On-Site/Virtual	
	09/13/2023	3.00	On-Site	
	01/02/2024	5.00	On-Site	
	01/09/2024	5.00	On-Site	
	01/16/2024	2.00	On-Site	

view. Then select **Apply**.

- Approved hours are now dispalyed.
- Click the + next to each student name to view hours tracking details.
- Click Download for an Excel Hours Tracking Report.

#### **10d. Individual Learner Rotation Report**

Program Directors can select a specific student/intern and view the rotations, preceptors, and sites assigned to the student. This report is found under **Rotations** in your settings menu.

	EN	15
Ed	ucation Manager	ment Solutions

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

K < Page 1 of 1

The accrediting agency for the Academy of Nutrition and Dietetics

Settings			Search
Organization and Users Curriculum Competencies	s Mapping Assessments Rotations	Reports ALL	
Sites View Sites.	Rotation Overview View and manage Rotation Overview.	Rotation Details.	Individual Learner Rotation Report View Individual Learner Rotation Report.

Competency

#### • Search for a specific student by entering the applicable filters for **Cohort, Phase, Block**, and **Learner** name.

#### 📥 Download Individual Learner Rotation Report 🔶 Back Cohort Phase Block Fall 2024 • Cohort 2027 -Year 2 -Learner Apply Dogson, Maverick -Learner Name ≡ | Learner... ≡ | Learner Email ≡ Site Uploaded Docs $\equiv$ ■ Start Date End Date $\equiv$ Rotation Notes $\equiv$ Rotation Status ≡ Preceptor Dogson, Maverick MD1234 MD@mail.com NFA No Mitchell, Rose 09/09/2024 12/20/2024 MD1234 Mitchell, Rose 09/09/2024 12/20/2024 Dogson, Maverick MD@mail.com Princeton EDU No Dogson, Maverick MD1234 MD@mail.com Princeton EDU Mitchell, Rose 09/09/2024 12/20/2024 No Dogson, Maverick MD1234 06/21/2024 12/20/2024 MD@mail.com SCHA No

View 100 v entries.

Program directors can also add notes and the rotation status (completed, incomplete, and in progress) for each of the students assigned to a rotation detail. These fields will show on the Individual Learner Rotation Report. To add notes and rotation status, go to settings – rotations – rotation details. Search for the rotation detail you want to access. Click the student tab. In the actions column, click the edit icon for the student you want to add information for.

1 to 4 of 4

Organization and Users	Edit Rotation Details - Disordered Eat	ing			+ Back to List
	General Info Students Precepto	rs			
Competencies					Cohort 2027 - Add Students
Mapping	Student Name = Submissi	on due ≡   Student Email		Preceptor Name	$\equiv$   Preceptor Contact $\equiv$   Ac
Assessments	Dogson, Maverick	MD@mail.com		Mitchell, Rose	
<b>Rotations</b>		in g maniform		inconenți nobe	
Sites	Lawrence, Ruth	ruth@mail.com		Mitchell, Rose	C 🛍
Rotation Overview	Omalley, Grace	GOM@mail.com		Mitchell, Rose	C ti
Rotation Details			1 +0 2 of 2		K ( Page 1 of 1 )
Individual Learner Rotation			1 10 3 01 3		R R Page 1011 / /

In the popup, you can add notes about the student related to this rotation and update the status. Adding this information is optional.





Rotation Notes ×
Notes
Status
Completed
In Complete
In Progress

**Competency** 

### 11. 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 Competency so the mean cohort data cannot be viewed by students. **11a. Initial Navigation** 

≡ ACEND @	Dashboard 🖵 Rotations & Assessments 🔹 Settings	ACEND CP Demo Program 🔹 🛃
्रि & Student Curriculum	Academic Performance	
Search by Curriculum Q	NOTES	+
<ul> <li>         E Cohort 2026 E Cohort 2025         </li> </ul>	COHORT PERFORMANCE	<b>u</b> -
□ Cohort 2024 — ⊕ Year 1	Course         AssessmentType         Conditions or Disease States         Populations & Diverse Cultures         Competency	
rear 3 Rotation 1 Rotation 2	0 40 No data available 80	120
Rotation 3 Rotation 4	STUDENT PERFORMANCE	At Risk All 🗸 🖵
	No data available	
	View 20 v entries. 0 to 0 of 0	16 3 Page 0 of 0 3 31





- 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.

#### 11b. Course Tab



#### 11c. Assessment Types Tab

B         B         Academ           Search by Curriculum         Q.         NOTES           E         Cohort 2026         COHOR           D         Cohort 2025         COHOR	INIC Performance					+
Search by Curriculum         Q         NOTES                Cohort 2026             Cohort 2025             Cohort 2025          COHOR	ES ORT PERFORMANCE					+
Cohort 2026 COHOR COHOR	ORT PERFORMANCE					
						<b>—</b>
─ Cohort 2024	AssessmentType Conditions or Disease States	Populations & Diverse Cultures	Competency			
Year 2     Year 3     Assessment	essmentType		Courses	Assessments		
Rotation 1 All Rotation 2	~		All	✓ All	~	
Rotation 3 Rotation 4	Formative 77.78%	-	Nutrition Care & Process Rubric	75%		
Cohort 2023	Summative 74.461	-	WIC Rotation Checklist	80%		
	0 40	80	Juvenile Diabetes Presentation	100%		

As a Program Director, you have assigned an **Assessment Type** (formative or summative) to each rubric and checklist 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

#### 11d. 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.





Academy of Nutrition and Dietetics



11e. Competency





HORT F	PERFORMANCE								
Course	AssessmentType	Conditions or Disease State	s Populations & Diverse Cul	tures Compe	etency				
	CRDN	2 (138)	3%			CRDN 2.1 (26)	72.12%	I I	
	CRDM	N 3 (30) 58.33%			-	CRDN 2.10 (2)	75%	•	
	CRDM	N 4 (16)	38%			CRDN 2.2 (20)	50 <b>9</b>		
	KRDM	1 (96)	.08%	-		CRDN 2.3 (22)	72.73%	1 I	
	KRDN	2 (174)	3.74%			CRDN 2.4 (14)	61.64%		
		0	40 80		120	CRDN 2.5 (20)	76.25%	1 - I	
						CRDN 2.6 (18)	59.72%		
						CRDN 2.7 (10)	60ª		
						CRDN 2.8 (6)	50%		
						0	40	80	120

- Rubrics, checklists, 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.

#### 11f. 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.



The accrediting agency for the Academy of Nutrition .eqt ACEND Dashboard 
 Rotations & Assessments ACEND CP Demo Program Settings Academic Performance Curriculum Q NOTES E Cohort 2026 COHORT PERFORMANCE E Cohort 2025 ⊖ Cohort 2024 Conditions or Disease State Course ntType H Year 1 H Year 2 and Maximum scores Course H Year 3 All Rotation Rotation 2 Rotation 3 Clinical Rotations (72) Rotation 4 MNT 101 (36) E Cohort 2023 NUTR 100 (72)

### 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	≡   MI	NT 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 she scores at least a 3 on the rubric. Assume a student was assessed twice with this rubric in her MNT 100 course. The first assessment she scored a 2, making the percentage on the dashboard a 0%. Later, she was assessed again, and she scored a 4 on the second assessment. The average between these 2 assessments would display as a 50% on the dashboard because she 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 internal benchmarks can be set. This will be available in a future release.