BASIC GUIDE TO FUNCTIONS OF THE NUTRITION CARE PRO WEBSITE FOR STUDENTS

Contents
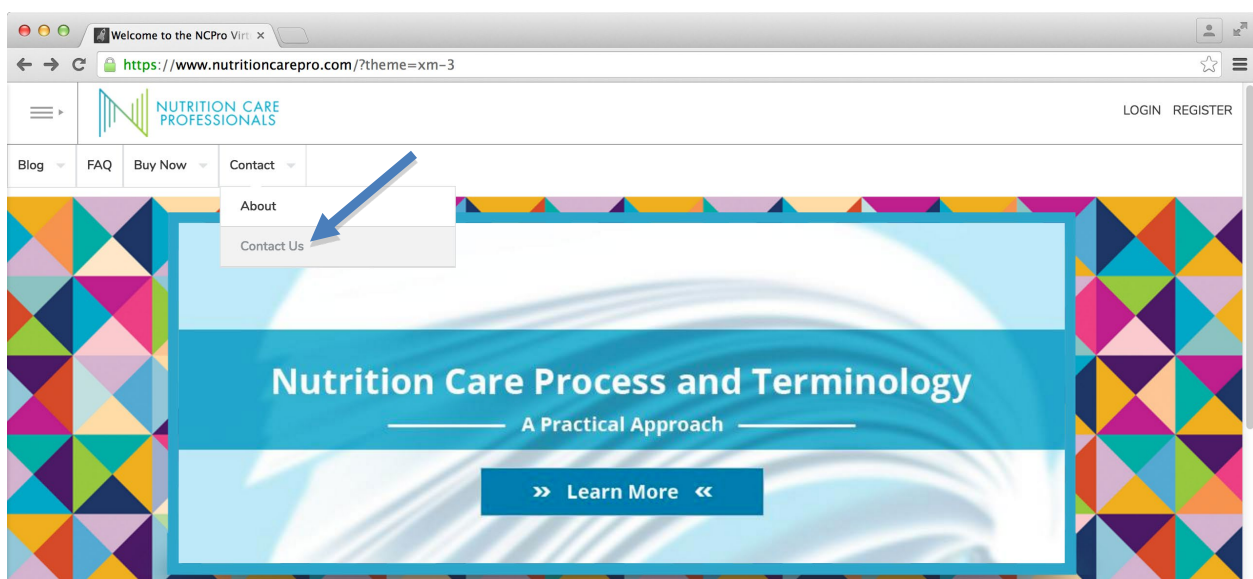
User ID

Your User ID is the email that you used when you registered. If you have forgotten your User ID (email used) you can contact the support team using the link below the login screen. Response will normally be provided within 24 hours.
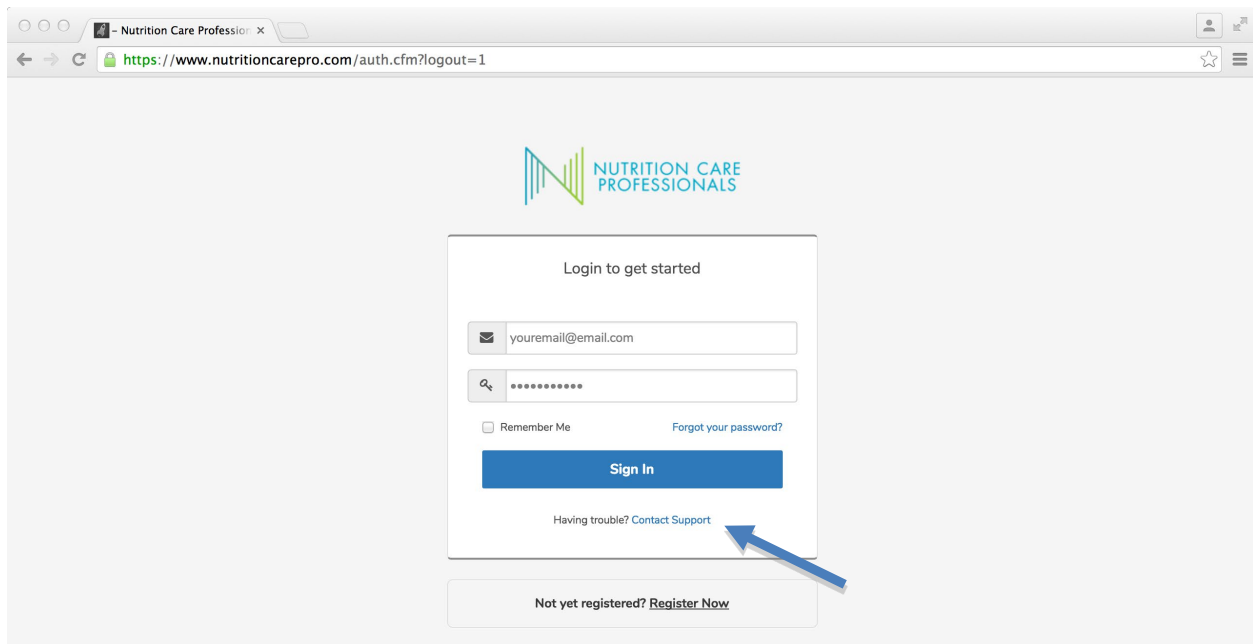
You can also access the Contact Us feature from the landing page using the top navigation tab called Contact

Forgotten Password

Temporary passwords can be requested for registered users from the log-in screen. They will be sent automatically to the e-mail address that is your user identification within a few minutes of your request. When you log in using your temporary password you will be prompted to change it to a permanent password.
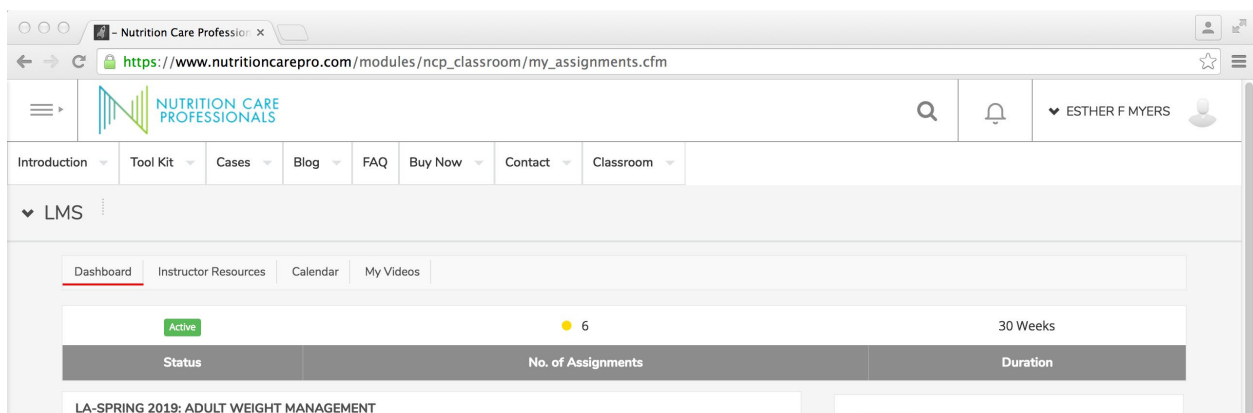
Note: If you have not received an email please first check your spam or junk mail before contacting us.

Entering the Classroom

Enter the classroom area from the main landing page using the top navigation as shown below.
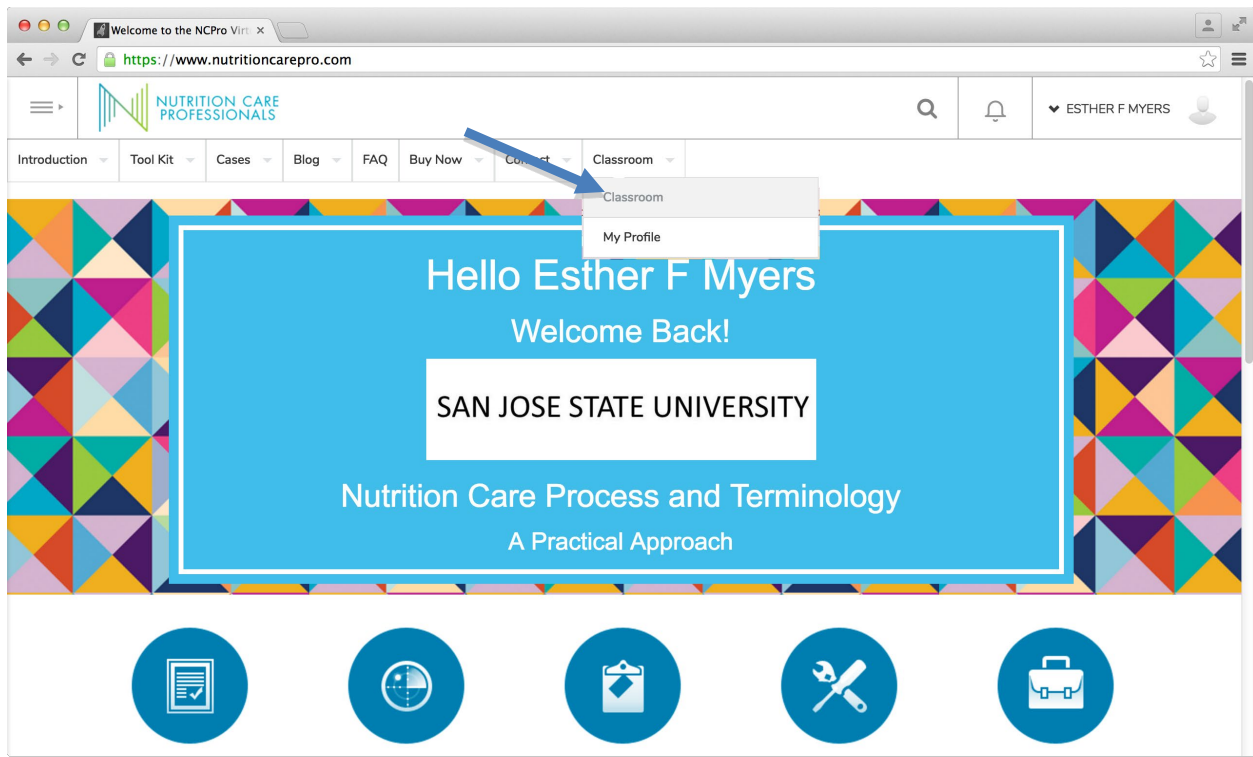
Then you will see the four navigation options: Dashboard, Instructor Resources, Calendar and My Videos

Dashboard Feature

This feature shows number of assignments received, list of each assignments showing status [not submitted, submitted, completed (when graded)], instructor panel with button to send message to instructor
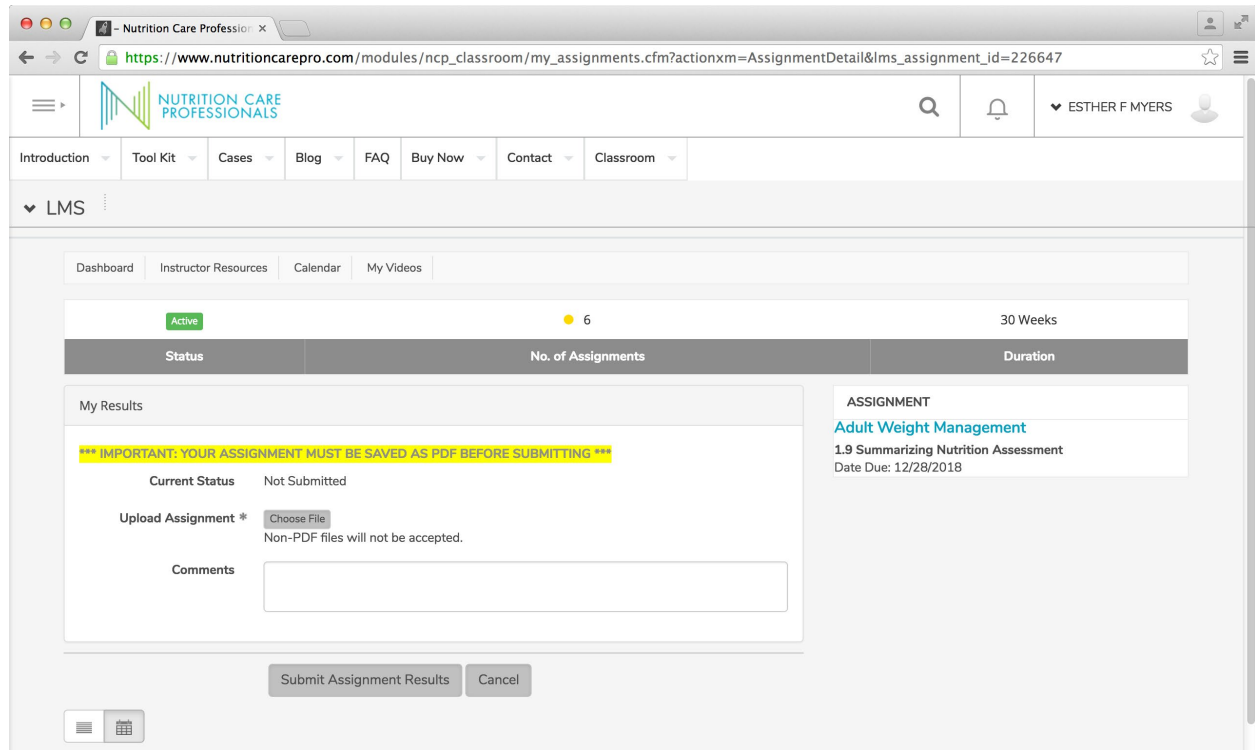
Submitting Assignments

Submitting Assignments is accomplished from the Classroom area using the Dashboard feature. Find the listing of the assignment that has not been submitted. Click on the title of the assignment and upload the file from your computer using the Choose File and Submit Assignment Results buttons. *(NOTE: ONLY PDF files will be accepted.)*

After the file has uploaded the dashboard screen will appear and you will see "SUBMITTED" in yellow by the assignment
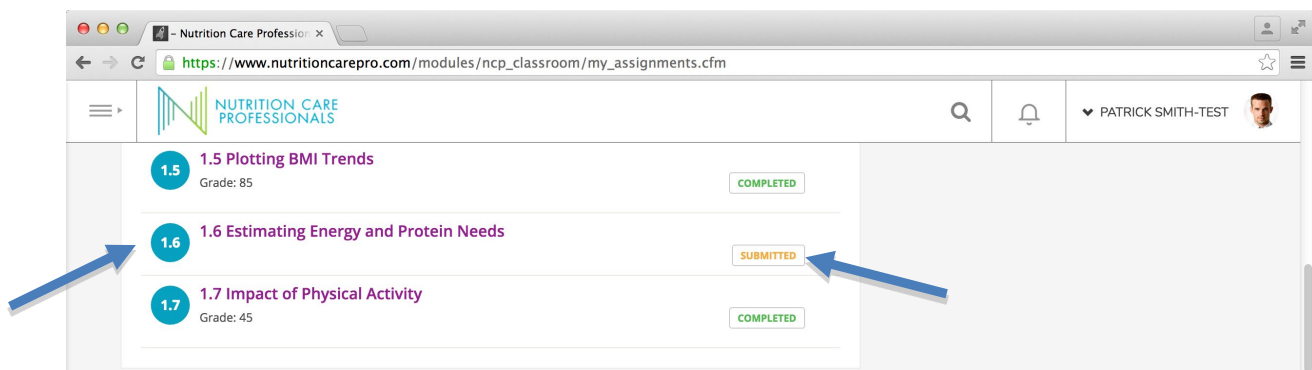
If you want to double check to be sure the right document was uploaded and that the upload was successful, click on the assignment name (smaller red arrow). That will take you to the page where you can view your assignment by selecting the File Uploaded to view it.

You can click on the file name and view the document to see whether the correct assignment was uploaded. If it is not correct you will need to contact your instructor and ask them to return the assignment to you for re-submission. You are not allowed to re-submit without your instructor's involvement.

Making and Submitting Video Assignments (If you have internal webcam in computer)

You can record your video assignment by going to classroom and clicking on the My Videos tab and then the Record New Video button.
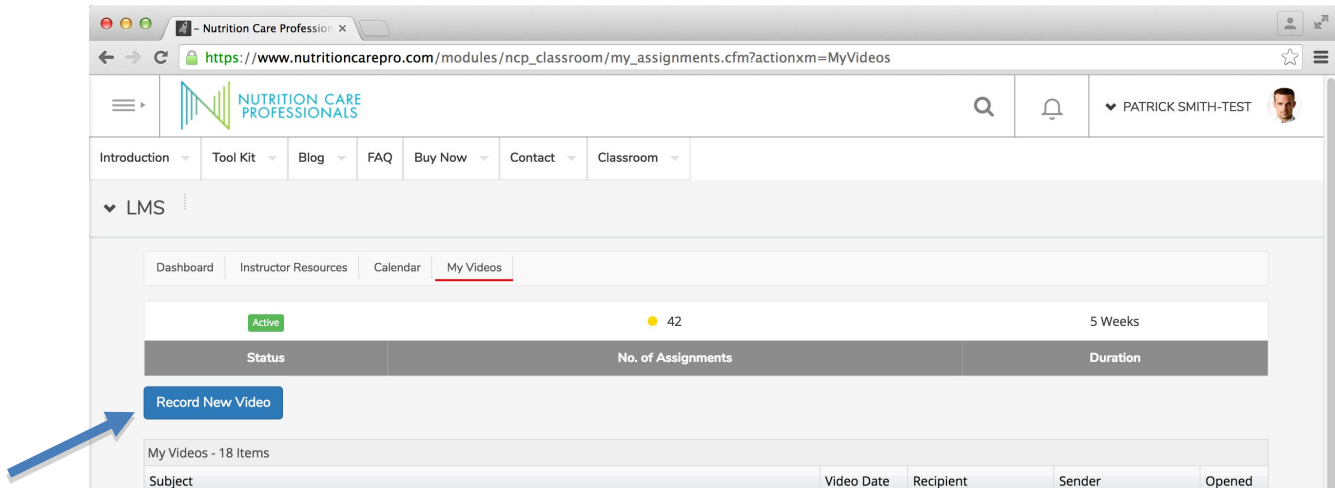
You will be prompted to "allow access to webcam (and headphones if they are separate). You must check allow before recording.
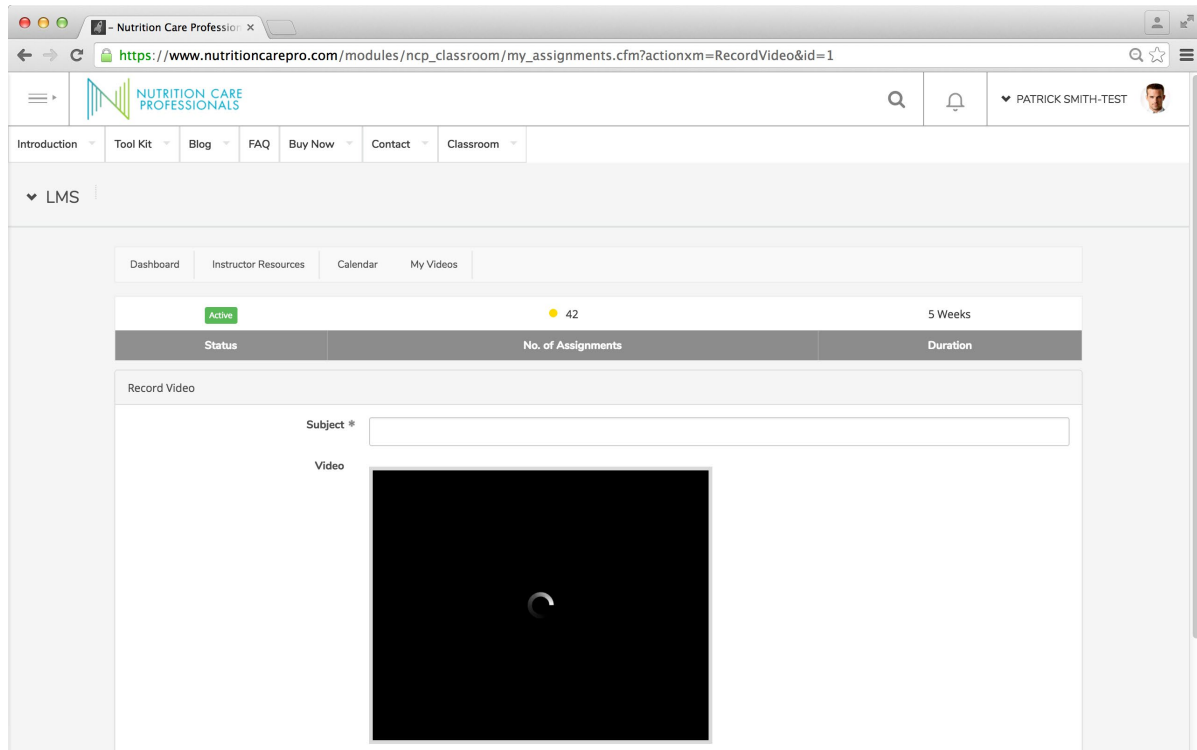
Use the red button to start recording. The start record button is below the camera view. The computer will have a pop-up box asking you permission to access your webcam and if you allow, then you can start recording. Be sure to

enter a title for the recording that reflects the assignment - For example "Malnutrition Assignment #4-17 – Response to Physician request for update." *(NOTE: You must put in a title for video …. It will not save a video without a title.)*

When you are finished recording, use the same button now called "Stop recording".

A message will appear indicating that the file is being archived. After archiving is completed, you can use the "submit" button that appears on the bottom to submit to your instructor.

If you want to go back and view your video, you can access that through the My Video tab in your classroom. It may take up to 30 minutes before you can view your video.

 Occasionally you will get an error message indicating that the video was not able to be processed. This may be due to problems connecting with your camera and headphones. You may be able to resolve this by re-booting your computer.

Re-submitting an Assignment

If you have submitted an assignment and incorrectly attached a file or want to modify your submission your instructor must go into the system and return your assignment to you AND check permission for you to re-submit your assignment.

Accessing Assignments Submitted

You can access assignments already submitted and the panel to the right shows the activity and dates that activities were completed. If you click on the name of the File Uploaded you can access the file by using the download and print button

NOTE: You will need to do this during Activity to Re-Evaluate. You have to download previously submitted assignments identifying the potential nutrition diagnoses, developing PES statements, and creating list of interventions.

Reviewing Grades and Instructor Feedback

You can access assignments "completed" to see the grade and any comments from instructor

Finding Additional Resources from Instructor

Resources provided by Instructor can be accessed by the button called Instructor Resources. The files can be downloaded.

Calendar Feature

Calendar showing assignments is access through the Classroom feature under the Members tab. Assignments made by instructor are shown on calendar. There is a separate function to add appointment to outlook or Google Calendar available

Case Studies

Cases are accessed through the top drop down menu under the navigation tab "Cases." Once you have entered a case study, you will find Sub Navigation tabs for Learning Outcomes, Persepctive, Mind Map, Resources, Story, Diet History, Essential Reading, and Activities.

Resources

The resources page from your text is included online since the links to the resources are live links. If you highlight and then right click on the hyperlink you can go to or copy the link to go directly to the web resources.

Additional On-Line Information

Video clips or audio recordings have been developed to provide additional information for the cases. These are available on the Learning Objectives, Story, Diet History, and Consultation Continues pages in a sidebar. These may change from year to year to modify the case.

Downloading Blank Assignment Forms

(After Downloading is completed and saved on YOUR computer)

Downloading assignment forms is accomplished from the Activities sub-navigation tab within each case. Forms not included in the text are available on-line for Exchange system analysis and instruction sheets are provided for the optional activities. The forms are usually fillable Word Documents to make it easier to fill in information. Select the hyperlink to the activity you wish to download.

This opens the Word Document for you to view. Click the Download & Print tab to download the file so you can create "your" assignment. It likely will download to your "download" file and you will want to immediately save it to a location in your documents section.

NOTE: THE FIRST PAGE YOU ARE TAKEN TO IS JUST A VIEWER in case you want to look at the assignment without completing it…YOU CAN NOT SAVE YOUR ANSWERS UNTIL AFTER YOU HAVE DOWNLOADED AND SAVED THE FILE.

You will only be able to save your assignment in the file you downloaded. **Open the file you downloaded to enter your assignment data**.

Use the save feature to save the completed file to YOUR COMPUTER and then upload in the classroom

Save it to a location where you can find it on your computer (perhaps a class folder??)   SEE SUBMITTING ASSIGNMENTS for more information about how to upload and submit completed assignments).
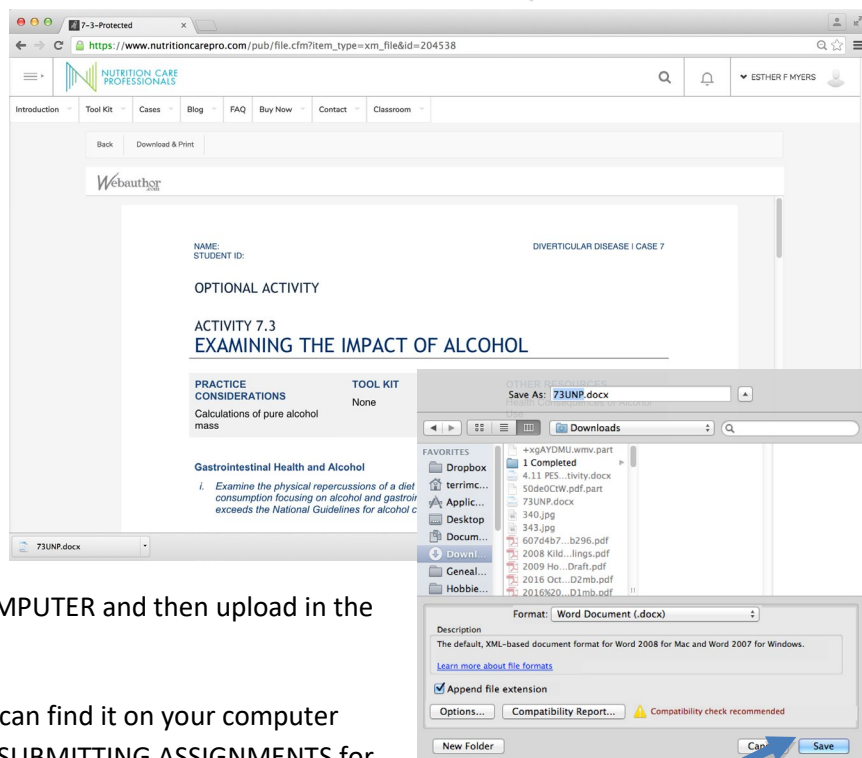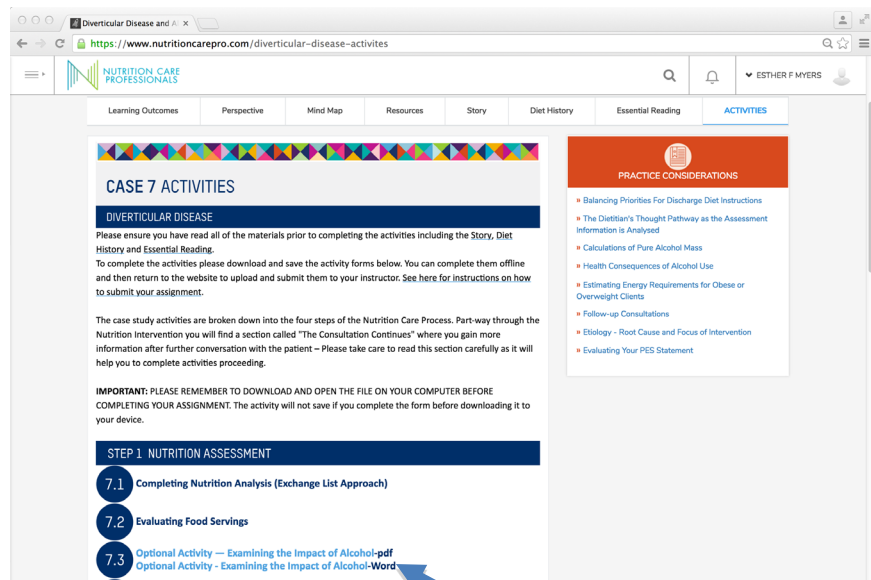
Saving Assignments as PDF Files

Our Classroom feature combines assignments into a single file for instructors. In order to do that the files need to be uploaded as PDF files.

Saving either Word or Excel files as a PDF can typically occur in one of two ways depending on your version of the software and what other programs you have on your computer. The two basic ways are:

Save as — Select PDF from the file type or format type

Print as — Select PDF as the printer instead of your normal printer

Excel offers and additional option to Export as PDF

Those using Chromebooks or other software will need to search their help files for instructions specific to your software.
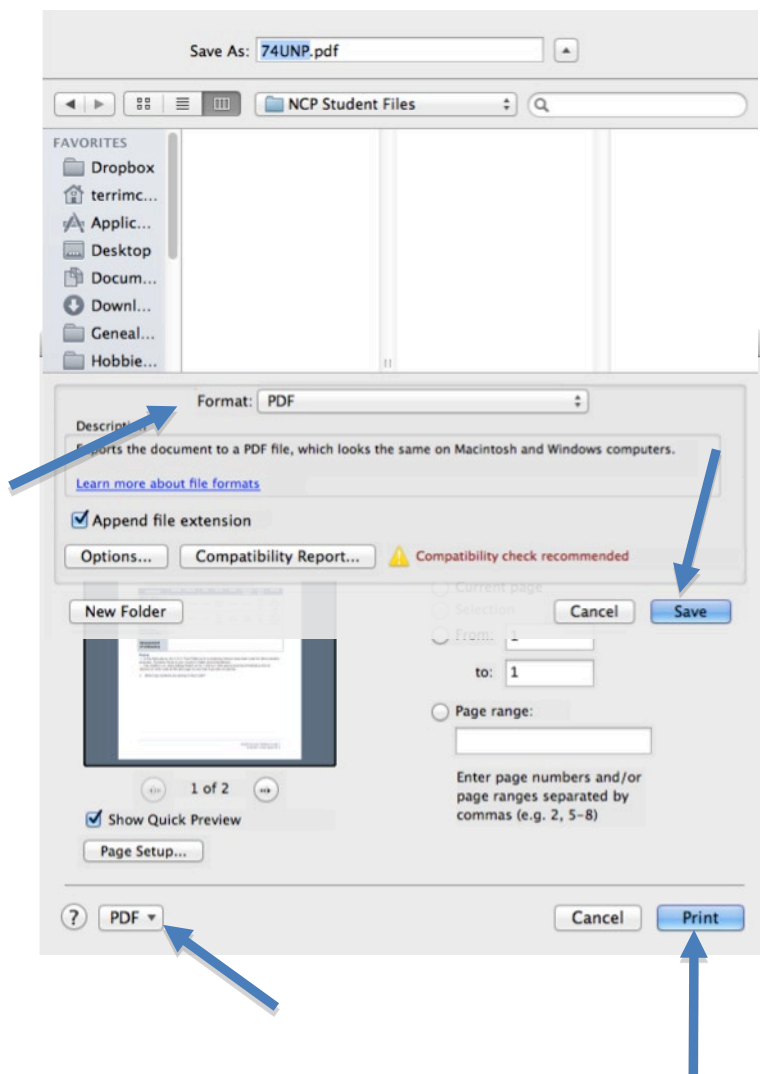
Practice Considerations

In the right hand column you will see pertinent Practice Considerations from the text that may be helpful in the activities that are being displayed. These are included in your text and also included in the on-line resource linked on the page of the assignments to make it easier for you to find those that apply to the assignments. Practice considerations vary from a few lines to more than a page.
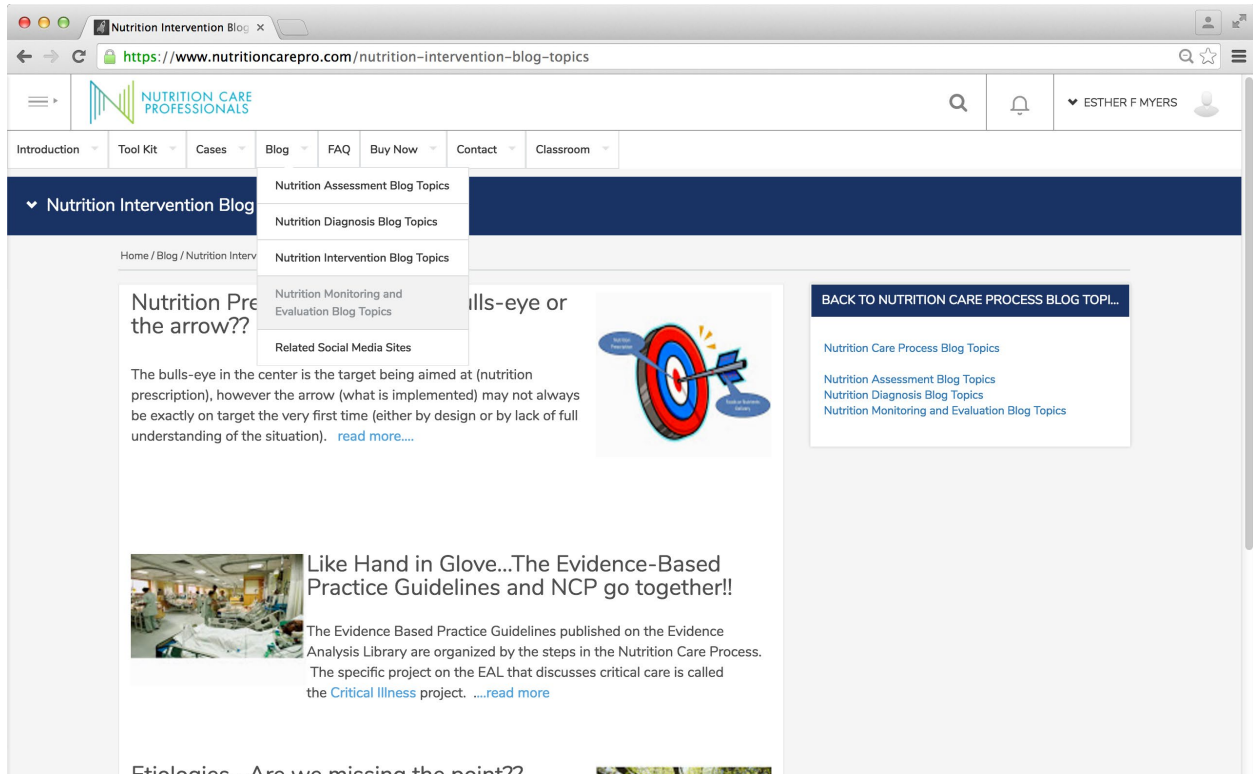
Blogs and Related Social Media

Blogs Tab includes social media that may be of interest to students or instructors. If you have other blogs that you think could be included, please send them through the Contact Us button,
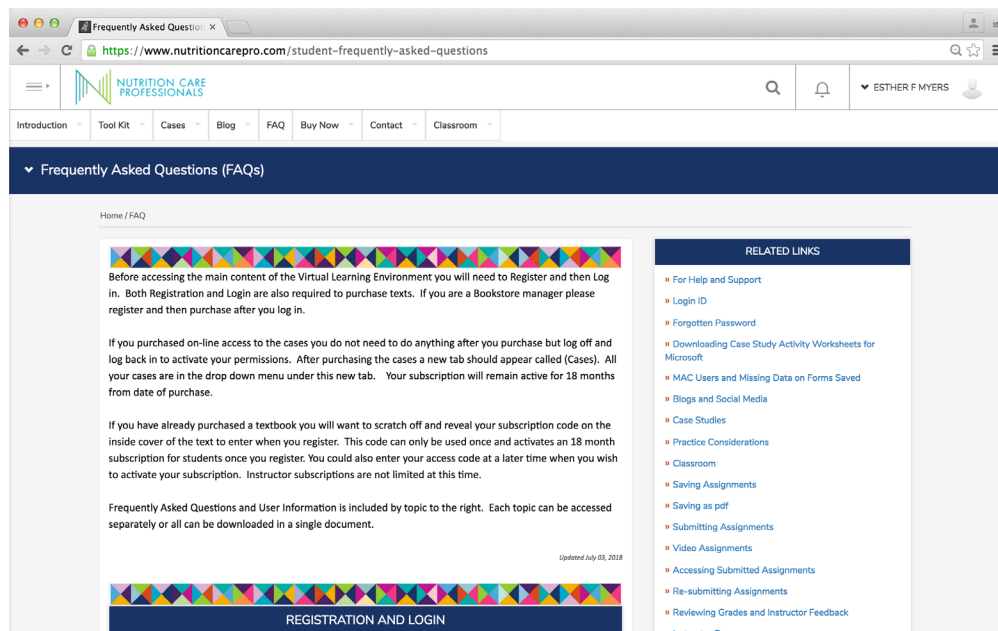
CONTACT US and FAQs

There are two ways to get answers to your questions.

If you are experiencing difficulty with website please use review the information in the FAQ section. A variety of topics are available that may answer your questions

1. FAQs offer answers to most frequently asked questions.

2. The Contact Us button to ask us for further assistance beyond the topics covered in the FAQ