

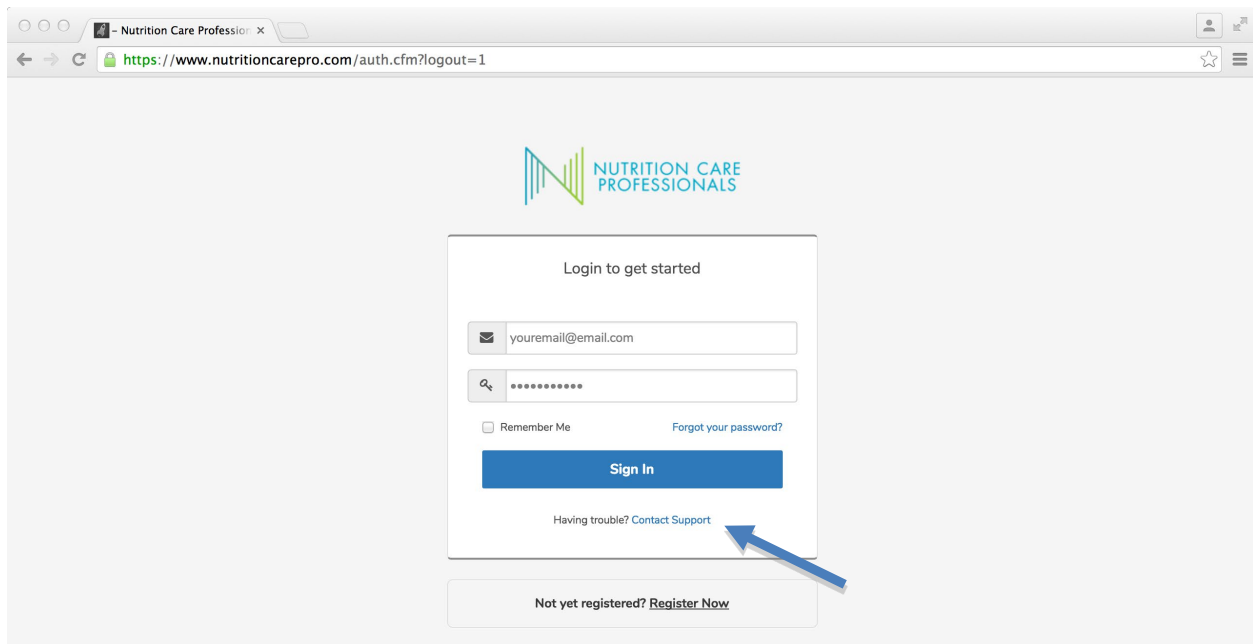
BASIC GUIDE TO FUNCTIONS OF THE NUTRITION CARE PRO WEBSITE FOR STUDENTS

Contents

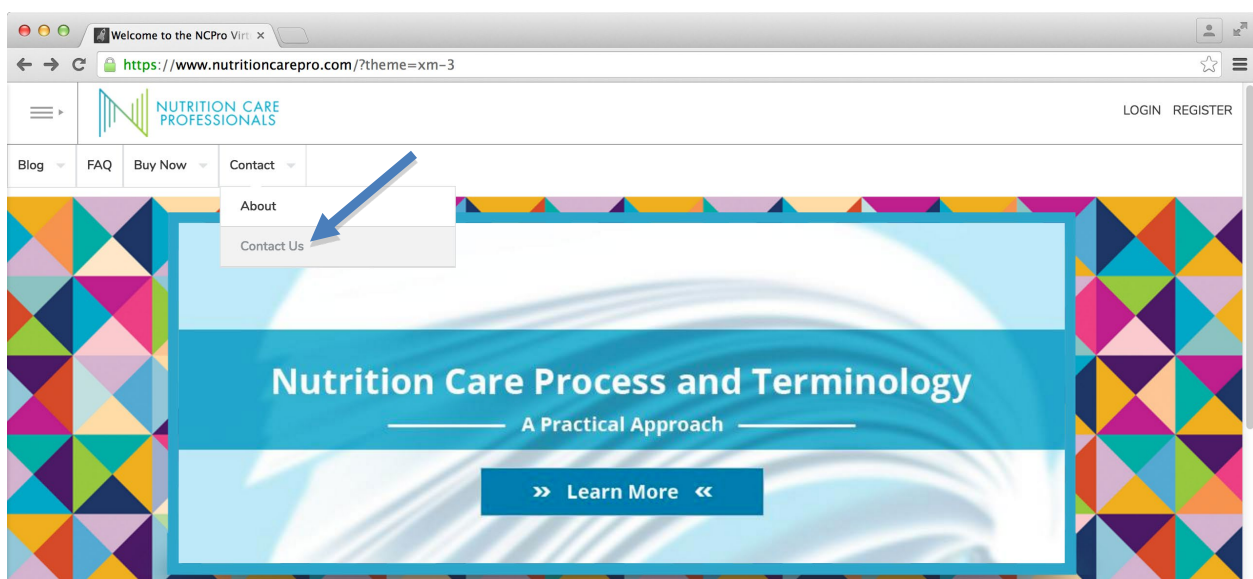
User ID	2
Forgotten Password.....	3
Entering the Classroom	4
Dashboard Feature.....	5
Submitting Assignments	6
Making and Submitting Video Assignments	8
Re-submitting an Assignment.....	10
Accessing Assignments Submitted.....	11
Reviewing Grades and Instructor Feedback	12
Instructor Resources (Finding Additional Resources from Instructor).....	13
Calendar Feature.....	14
Case Studies.....	15
Resources	16
Additional Online Information	17
Downloading Blank Assignment Forms.....	18
Saving Assignments as PDF files.....	19
Practice Considerations	20
Blogs and Related Social Media.....	21
Help or Contact Us.....	22

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



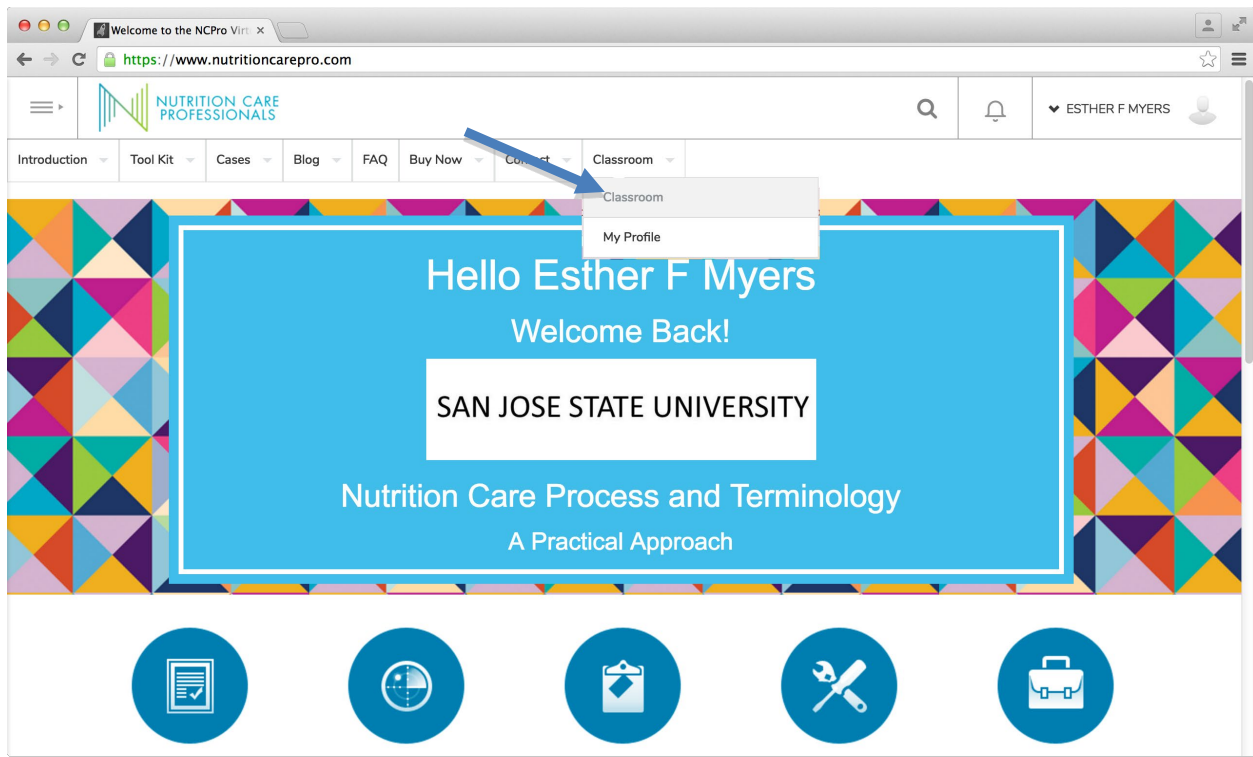
Forgotten Password

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.

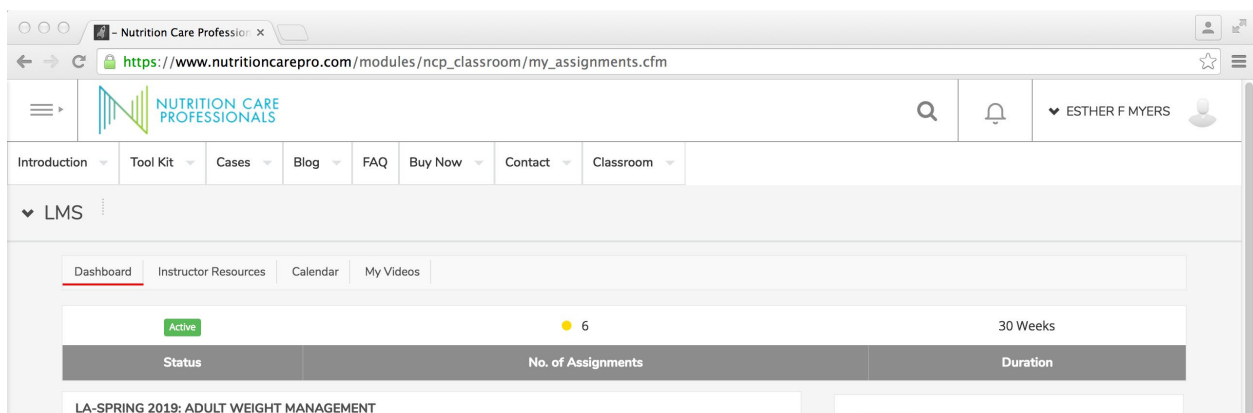
Note: If you have not received an email please first check your spam or junk mail before [contacting us](#).

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

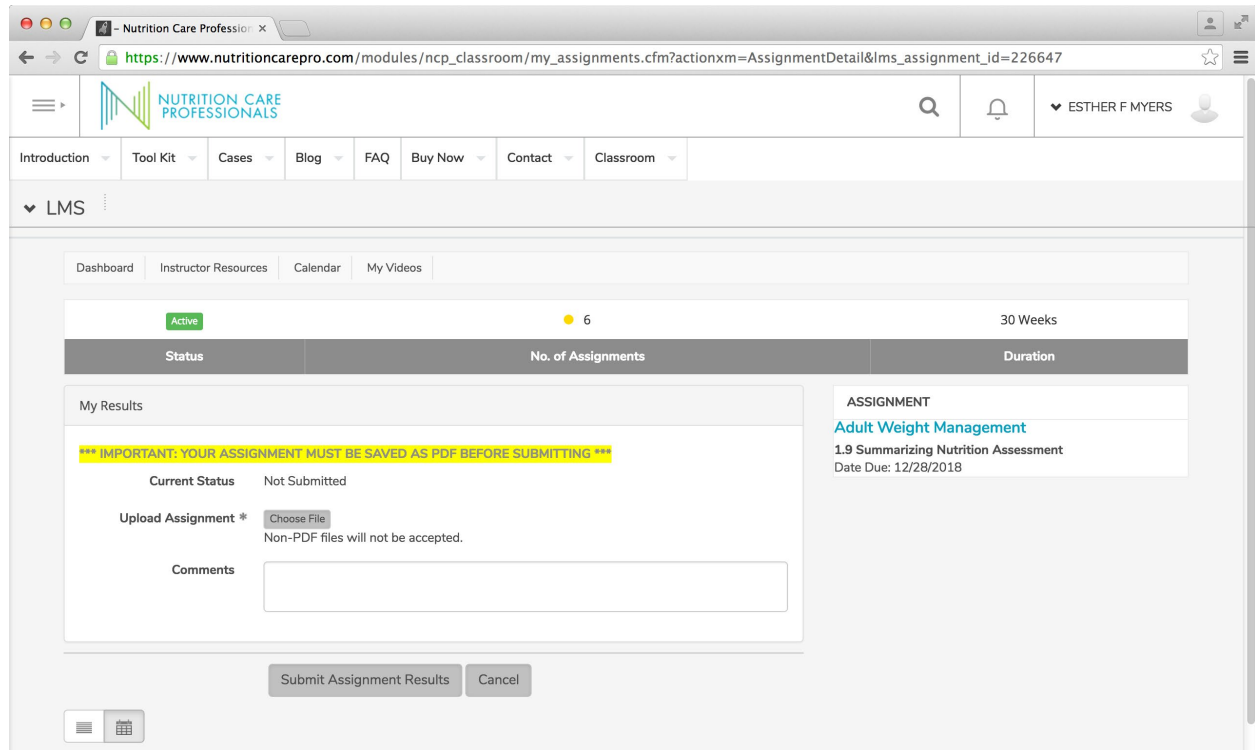
The screenshot shows the Nutrition Care Professionals website dashboard. The browser address bar displays https://www.nutritioncarepro.com/modules/ncp_classroom/my_assignments.cfm. The user is logged in as ESTHER F MYERS. The dashboard is titled 'LMS' and includes tabs for Dashboard, Instructor Resources, Calendar, and My Videos. The 'Dashboard' tab is active, showing a progress bar at 0% completed and a table of assignments.

Status	No. of Assignments	Duration
LA-SPRING 2019: ADULT WEIGHT MANAGEMENT		
0% COMPLETED	6	30 Weeks
1.9	1.9 Summarizing Nutrition Assessment Due On: 12/28/2018	NOT SUBMITTED
1.11	1.11 Developing PES Statements Due On: 12/28/2018	NOT SUBMITTED
1.12	1.12 Formulating a Nutrition Prescription and Aims Due On: 01/04/2019	NOT SUBMITTED
1.13	1.13 Creating an Initial List of Nutrition	

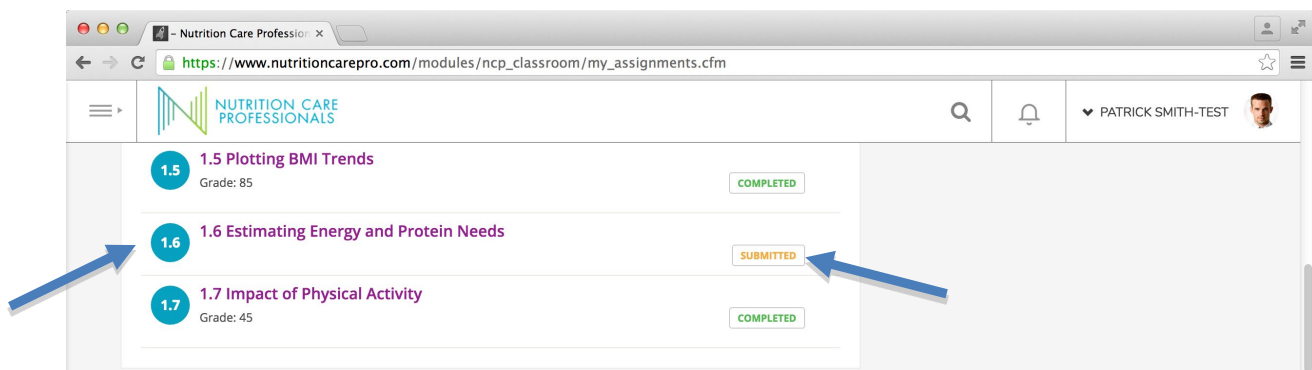
On the right side of the dashboard, there is an instructor panel for Faye-DIV-Instructor Myers, with the email TyluanOn@aol.com and a 'Send Message' button.

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.

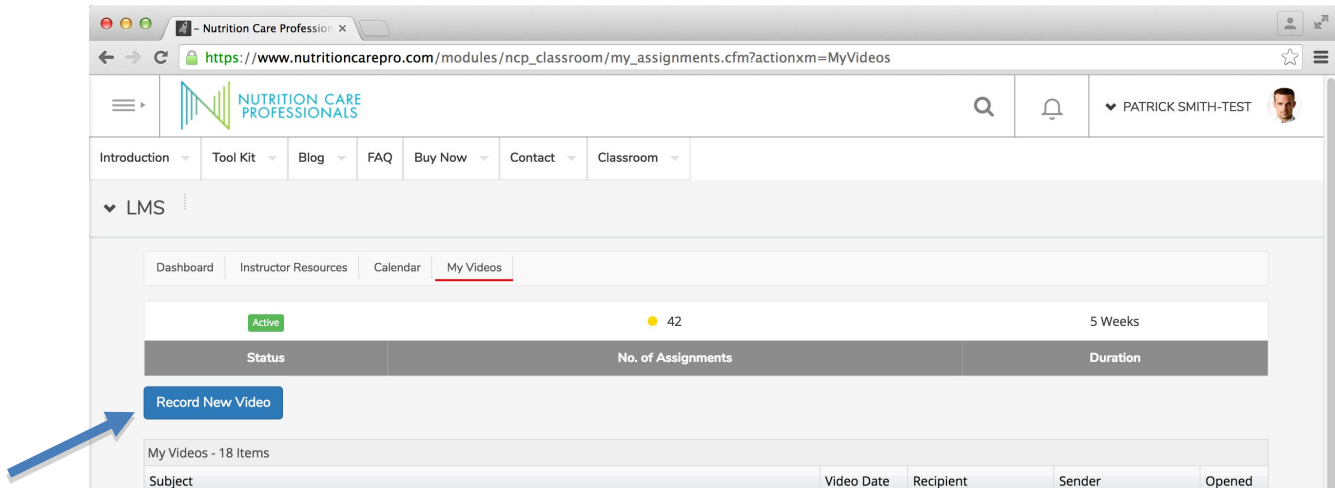
The screenshot shows the Nutrition Care Professionals website's LMS interface. The browser address bar displays the URL: https://www.nutritioncarepro.com/modules/ncp_classroom/my_assignments.cfm?actionxm=AssignmentDetail&lms_assignment_id=224799. The user is logged in as PATRICK SMITH-TEST. The navigation menu includes Introduction, Tool Kit, Blog, FAQ, Buy Now, Contact, and Classroom. The LMS section shows a dashboard with tabs for Dashboard, Instructor Resources, Calendar, and My Videos. A status bar indicates 'Active' with a yellow dot and the number 42, and a duration of 5 Weeks. A table with columns 'Status', 'No. of Assignments', and 'Duration' is visible. The 'My Results' section shows a 'Submitted' status. A 'Return to Dashboard' button is present. A blue arrow points to the 'FILE UPLOADED' section, which lists the file '1.6 Estimating Energy and Protein Needs 04/19/2016' under the assignment 'Adult Weight Management' (1.6 Estimating Energy and Protein Needs, Date Due: 03/24/2016).

Copyright 2019. Powered by [WebAuthor.com](#). Privacy Policy. All Rights Reserved. NEW-CF-1-CFUSION

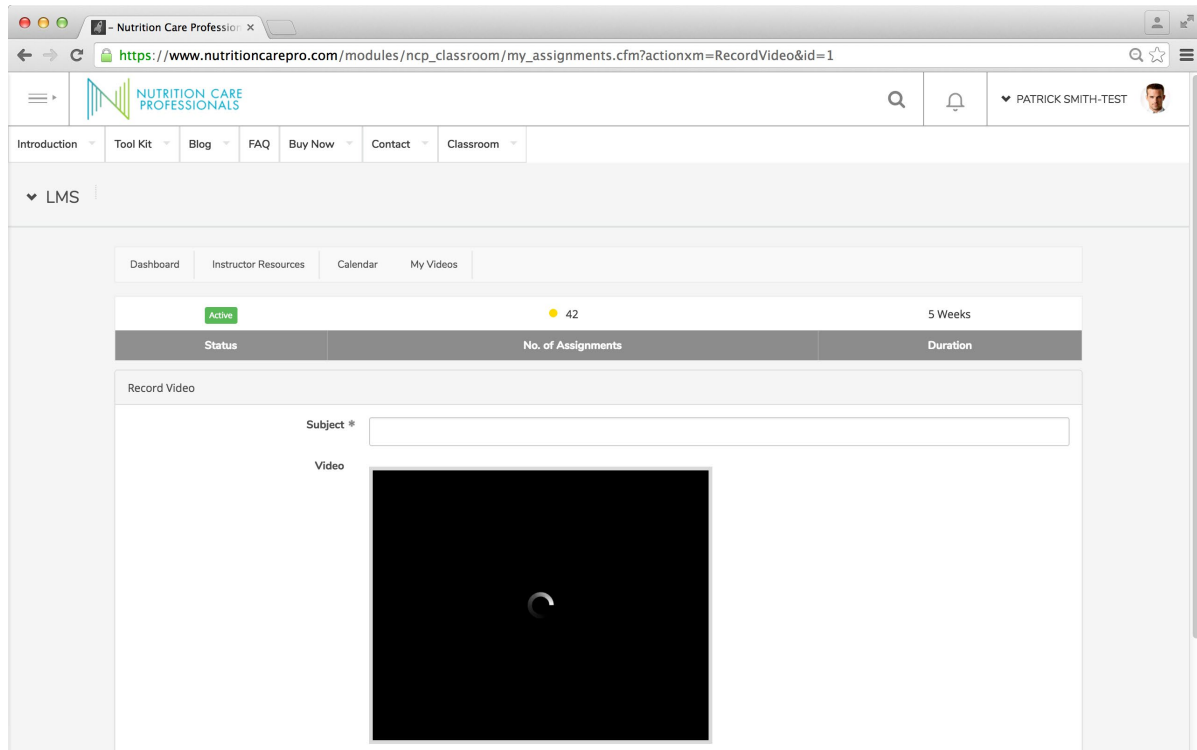
You can click on the file name and view the document to see whether the correct assignment was uploaded. If it is not correct you will need to contact your instructor and ask them to return the assignment to you for re-submission. You are not allowed to re-submit without your instructor's involvement.

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

The screenshot shows the Nutrition Care Professionals website's LMS interface. The browser address bar displays the URL: https://www.nutritioncarepro.com/modules/ncp_classroom/my_assignments.cfm?actionxm=AssignmentDetail&lms_assignment_id=224799. The user is logged in as PATRICK SMITH-TEST. The navigation menu includes Introduction, Tool Kit, Blog, FAQ, Buy Now, Contact, and Classroom. The LMS section shows a dashboard with tabs for Dashboard, Instructor Resources, Calendar, and My Videos. A summary bar indicates 'Active' status, 42 assignments, and a duration of 5 Weeks. A table titled 'My Results' shows a submitted assignment. A sidebar on the right provides details for the assignment 'Adult Weight Management' (1.6 Estimating Energy and Protein Needs) with a due date of 03/24/2016. Below this, a 'FILE UPLOADED' section lists '1.6 Estimating Energy and Protein Needs 04/19/2016'. A 'Return to Dashboard' button is located at the bottom of the main content area.

Status	No. of Assignments	Duration
Active	42	5 Weeks

Status	Submitted
Submitted	

ASSIGNMENT
Adult Weight Management
 1.6 Estimating Energy and Protein Needs
 Date Due: 03/24/2016

FILE UPLOADED
 • 1.6 Estimating Energy and Protein Needs 04/19/2016

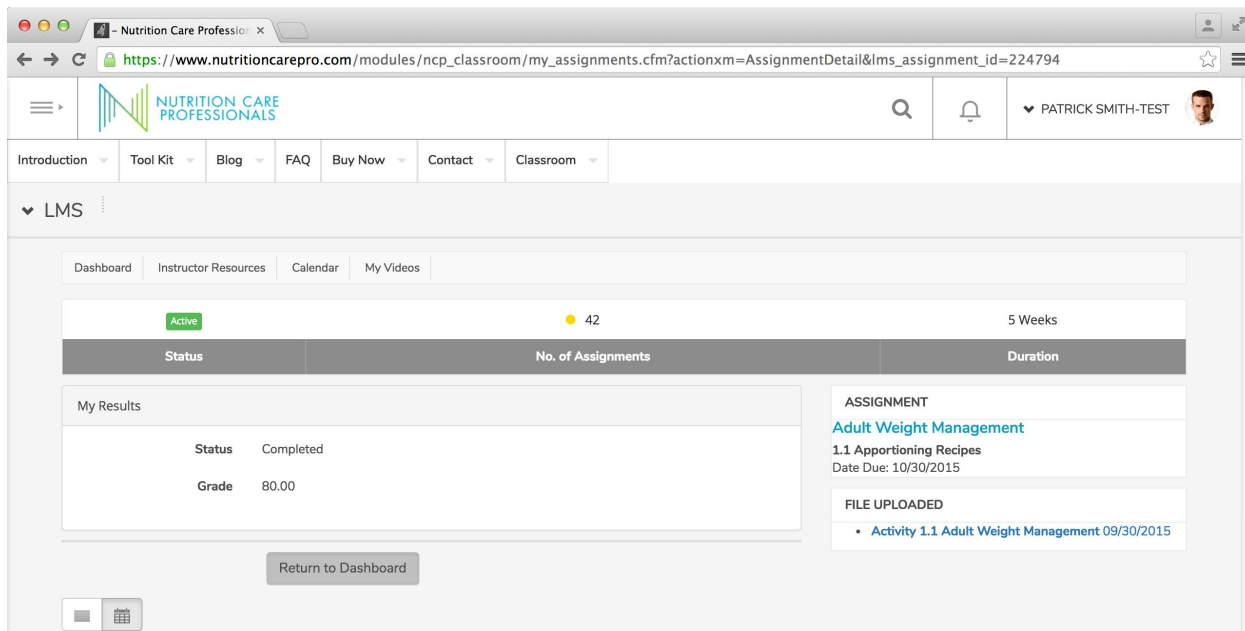
Return to Dashboard

COPYRIGHT 2019. POWERED BY WEBAUTHOR.COM. [PRIVACY POLICY](#). ALL RIGHTS RESERVED. NEW-CF-1-CFUSION

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



The screenshot shows the Nutrition Care Professionals website's LMS interface. The browser address bar displays the URL: https://www.nutritioncarepro.com/modules/ncp_classroom/my_assignments.cfm?actionxm=AssignmentDetail&lms_assignment_id=224794. The user is logged in as PATRICK SMITH-TEST.

The LMS section includes a navigation bar with links: Dashboard, Instructor Resources, Calendar, and My Videos. Below this, a summary card shows the user is **Active** with **42** assignments over a duration of **5 Weeks**.

A table displays the user's results for the assignment:

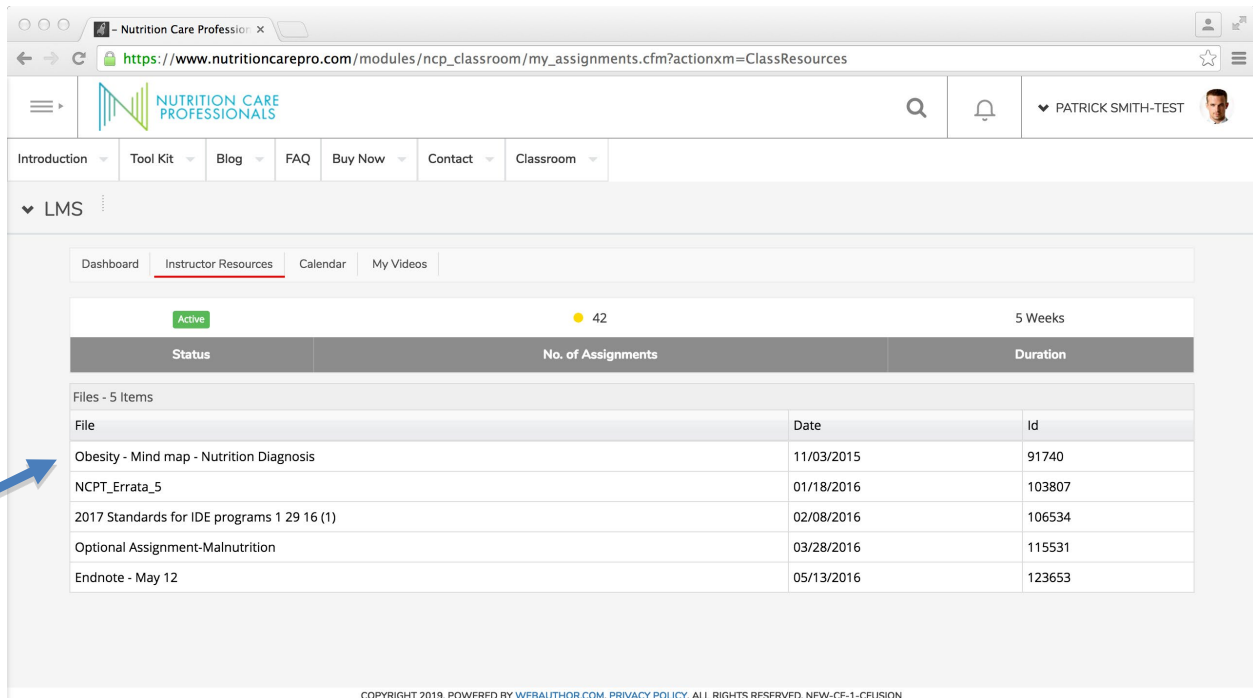
Status	No. of Assignments	Duration
My Results		
Status	Completed	
Grade	80.00	

Below the table is a button labeled "Return to Dashboard".

On the right side, there is a section titled "ASSIGNMENT" showing the details for "Adult Weight Management" (1.1 Apportioning Recipes) with a due date of 10/30/2015. Below this, a "FILE UPLOADED" section lists the file "Activity 1.1 Adult Weight Management 09/30/2015".

Finding Additional Resources from Instructor

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

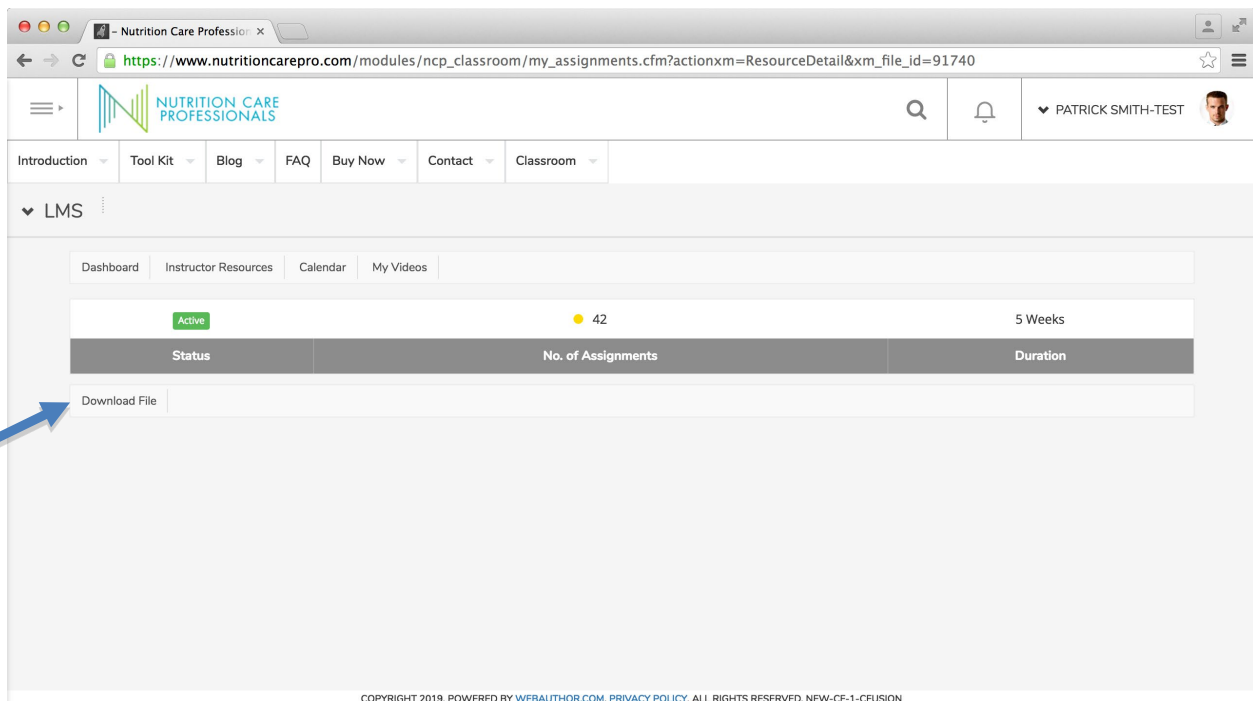


The screenshot shows the Nutrition Care Professionals website interface. The user is logged in as Patrick Smith-Test. The 'Instructor Resources' tab is selected under the 'LMS' section. A table displays 5 files. A blue arrow points to the first file, 'Obesity - Mind map - Nutrition Diagnosis'.

Status	No. of Assignments	Duration
Active	42	5 Weeks

File	Date	Id
Obesity - Mind map - Nutrition Diagnosis	11/03/2015	91740
NCPT_Errata_5	01/18/2016	103807
2017 Standards for IDE programs 1 29 16 (1)	02/08/2016	106534
Optional Assignment-Malnutrition	03/28/2016	115531
Endnote - May 12	05/13/2016	123653

COPYRIGHT 2019. POWERED BY [WEBAUTHOR.COM](#). [PRIVACY POLICY](#). ALL RIGHTS RESERVED. NEW-CF-1-CFUSION



The screenshot shows the 'Resource Detail' page for the file 'Obesity - Mind map - Nutrition Diagnosis' (Id: 91740). The 'Download File' button is highlighted with a blue arrow.

Status	No. of Assignments	Duration
Active	42	5 Weeks

Download File

COPYRIGHT 2019. POWERED BY [WEBAUTHOR.COM](#). [PRIVACY POLICY](#). ALL RIGHTS RESERVED. NEW-CF-1-CFUSION

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

The screenshot displays the Nutrition Care Professionals website interface. The browser address bar shows the URL: https://www.nutritioncarepro.com/modules/ncp_classroom/calendar.cfm. The website header includes the Nutrition Care Professionals logo, a search icon, a notification bell, and a user profile for Patrick Smith-Test. A navigation menu contains links for Introduction, Tool Kit, Blog, FAQ, Buy Now, Contact, and Classroom. Below the menu, the 'LMS' section is active, showing tabs for Dashboard, Instructor Resources, and Calendar. The Calendar tab is selected, displaying a calendar for May 2019. The calendar grid shows days from Sunday to Saturday, with the 1st of May highlighted in yellow. Navigation controls for the calendar include arrows for previous and next days, a 'today' button, and view options for month, week, and day.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

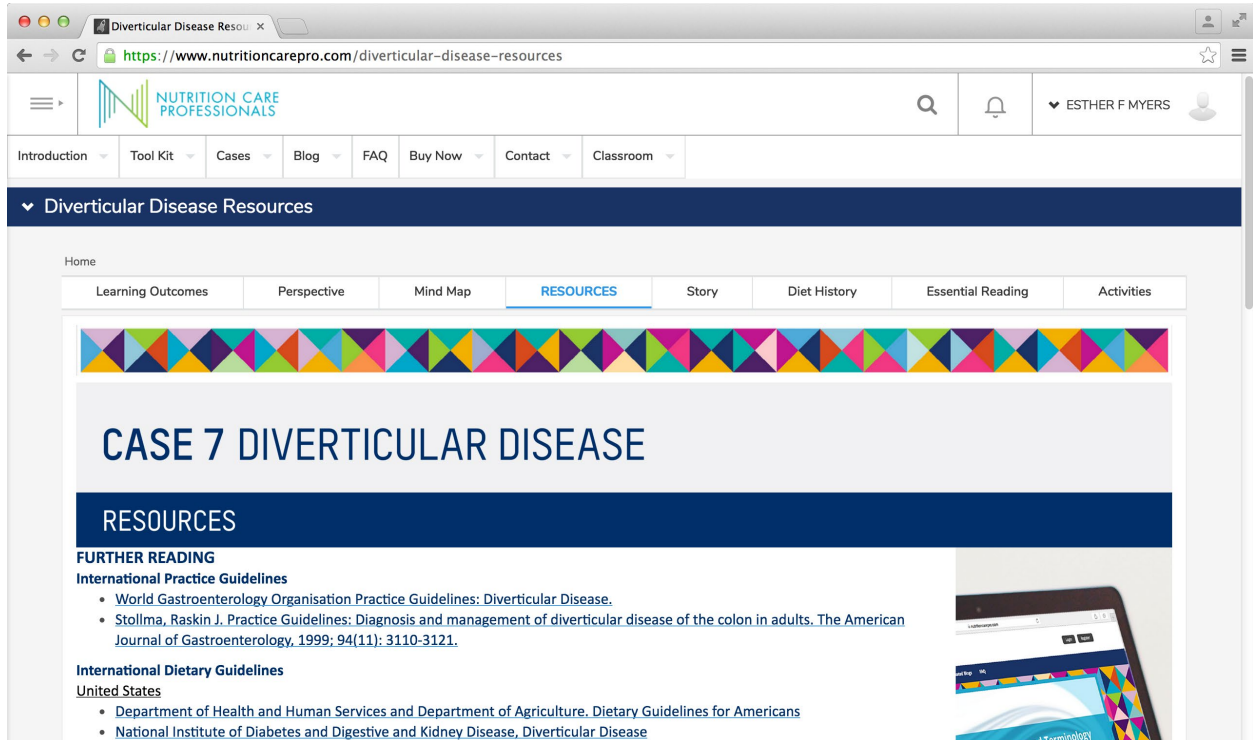
Case Studies

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, Perspective, Mind Map, Resources, Story, Diet History, Essential Reading, and Activities.

The screenshot displays the Nutrition Care Professionals website interface. The top navigation bar includes links for Introduction, Tool Kit, Cases, Blog, FAQ, Buy Now, Contact, and Classroom. The 'Cases' dropdown menu is open, showing 'Diverticular Disease and Alcohol (2017)'. The 'Learning Outcomes' sub-navigation tab is selected, indicated by a blue arrow. The main content area features a colorful geometric pattern header and the title 'CASE 7 DIVERTICULAR DISEASE'. Below the title, the 'LEARNING OUTCOMES' section states: 'Case 7 addresses diverticular disease in the context of Ava, a 62-year-old female with a recent diagnosis of diverticulitis.' The 'CLINICAL ISSUES' section lists: Diverticular disease, Obesity, and Significant alcoholic beverage intake. A vertical image of books is visible on the right side of the page.

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.



The screenshot shows a web browser window with the URL <https://www.nutritioncarepro.com/diverticular-disease-resources>. The website header includes the Nutrition Care Professionals logo, a search bar, a notification bell, and a user profile for ESTHER F MYERS. A navigation menu contains links for Introduction, Tool Kit, Cases, Blog, FAQ, Buy Now, Contact, and Classroom. Below this, a dark blue banner reads "Diverticular Disease Resources".

The main content area features a horizontal menu with options: Home, Learning Outcomes, Perspective, Mind Map, **RESOURCES** (highlighted), Story, Diet History, Essential Reading, and Activities. Below the menu is a decorative border of colorful triangles. The title "CASE 7 DIVERTICULAR DISEASE" is displayed in large blue letters. Underneath, a dark blue banner reads "RESOURCES".

FURTHER READING

International Practice Guidelines

- [World Gastroenterology Organisation Practice Guidelines: Diverticular Disease.](#)
- [Stollma, Raskin J. Practice Guidelines: Diagnosis and management of diverticular disease of the colon in adults. The American Journal of Gastroenterology, 1999; 94\(11\): 3110-3121.](#)

International Dietary Guidelines

United States

- [Department of Health and Human Services and Department of Agriculture. Dietary Guidelines for Americans](#)
- [National Institute of Diabetes and Digestive and Kidney Disease, Diverticular Disease](#)

On the right side of the page, there is a small image of a tablet displaying a colorful geometric pattern.

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.

AVA WILLIAMSON'S STORY

DIVERTICULAR DISEASE

Mrs Ava Williamson has her initial consultation with you bedside in a hospital-setting in Southern Georgia. This is her third day in hospital.

Four days prior to her admission to hospital Ava developed severe diarrhea, debilitating abdominal pain, fever with chills and a feeling of exhaustion. She treated the symptoms with Paracetamol believing she had contracted a 'stomach flu'. When her symptoms worsened to include a 'racing heart' she was admitted to Accident and Emergency by her daughter.

On examination in triage Ava was found to be dehydrated, with a fever of 102.3 Fahrenheit. She denied indigestion, heartburn, haematemesis or vomiting but reported ongoing severe lower left quadrant abdominal pain, fever and exhaustion. She was told she would require hospitalization and tests to determine a definitive diagnosis.

Ava was admitted to hospital and started on intravenous (IV) fluids at 50 mL per hour. Two IV antibiotics were administered. Her admitting orders were nil by mouth (NBM), bed rest, morphine for pain management, stool check for occult blood, blood work, CT Scan, a strict [clear fluid diet](#) and an output record.

Ava will remain under the direction of her gastro consultant while she awaits the results of her tests. It is unclear at this point whether she will require bowel surgery during this admission.

Ava's test results return on the evening of her admission with the following information.

Biochemical Data and Medical Tests and Procedures (BD)

Electrolyte and Renal profile (BD-1.2)	White Cell Profile
BUN	15 mg/dL
Creatinine	0.9 mg/dL
Sodium	131 mmol/L
Potassium	2.9 mmol/L

ADMISSION NOTES

MST Results in Nursing Admission Interview

DAY 3 - ON FLUID DIET

PROGRESS NOTES

After bedside consultation the dietitian wrote the following nutrition progress note.
[Nutrition Progress Notes Day 3](#)

DAY 6 - ADVANCED TO LOW FIBER DIET

PROGRESS NOTES

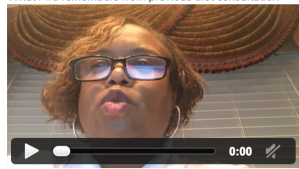
Dietitian takes indepth diet history of dietary intake prior to admission and schedules consultation for discharge diet the following day.

See [Diet History](#) for summary of information obtained

The following nutrition progress note is written.
[Nutrition Progress Notes Day 6](#)

DAY 7 - DISCHARGE DIET CONSULTATION

What Ava remembers from previous diet consultation



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.

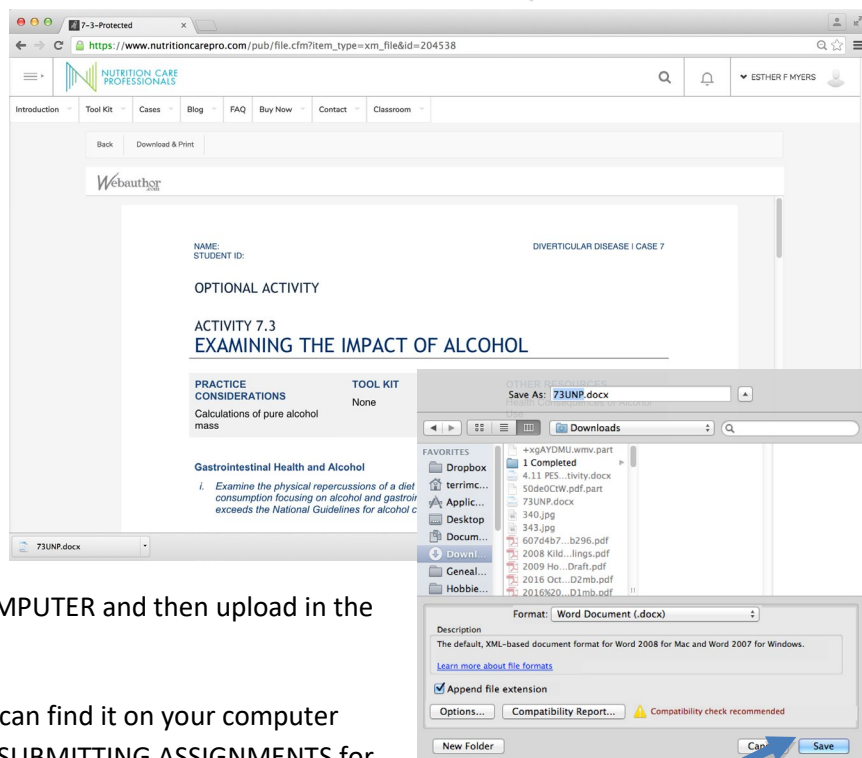
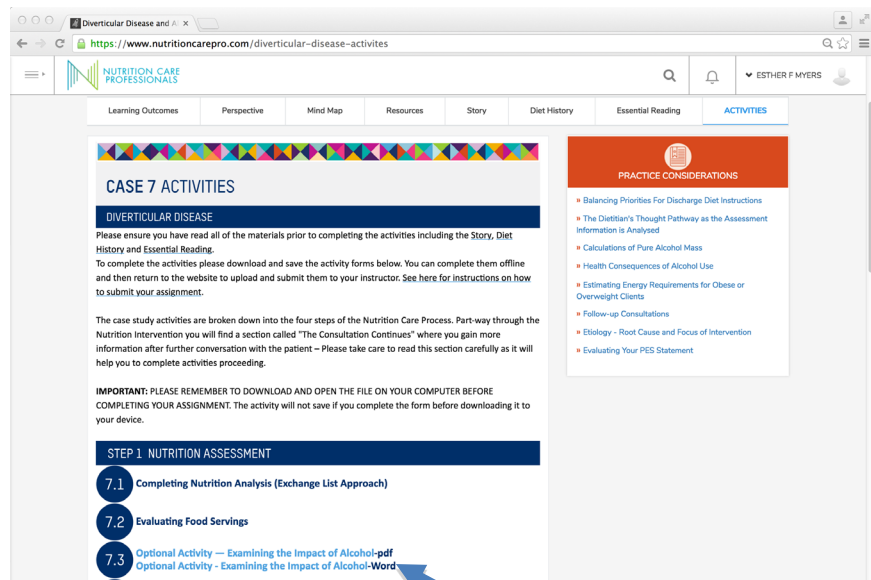
This opens the Word Document for you to view. Click the Download & Print tab to download the file so you can create “your” assignment. It likely will download to your “download” file and you will want to immediately save it to a location in your documents section.

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.

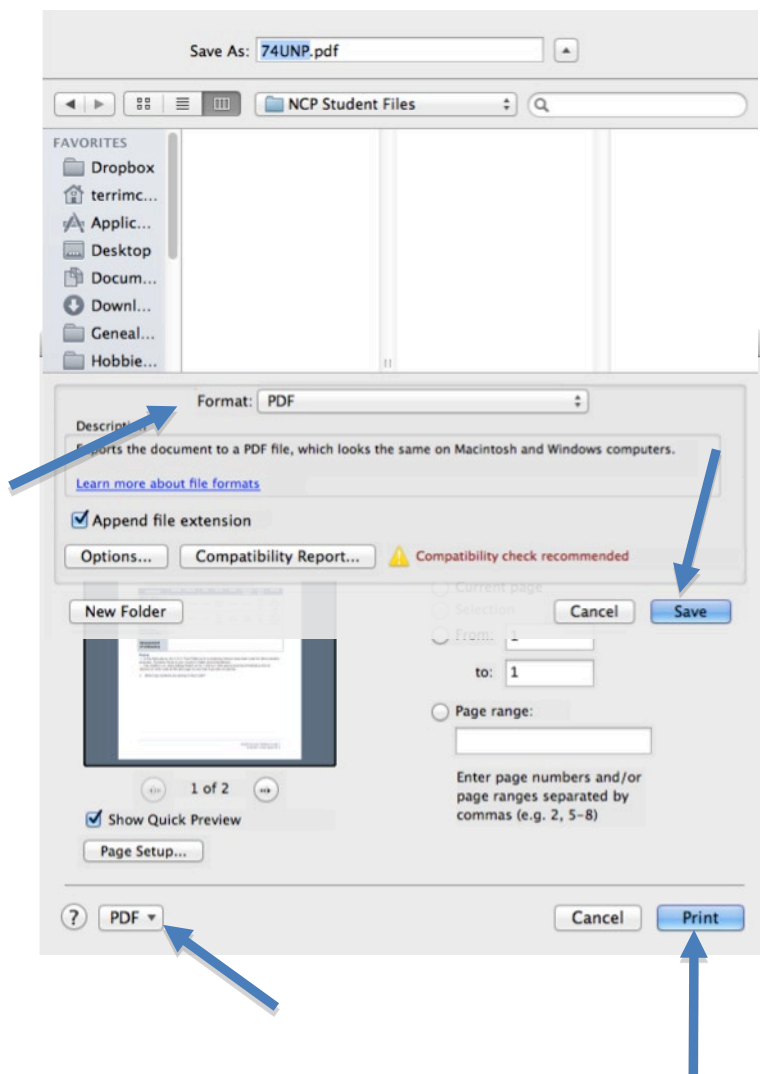
Saving either Word or Excel files as a PDF can typically occur in one of two ways depending on your version of the software and what other programs you have on your computer. The two basic ways are:

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.

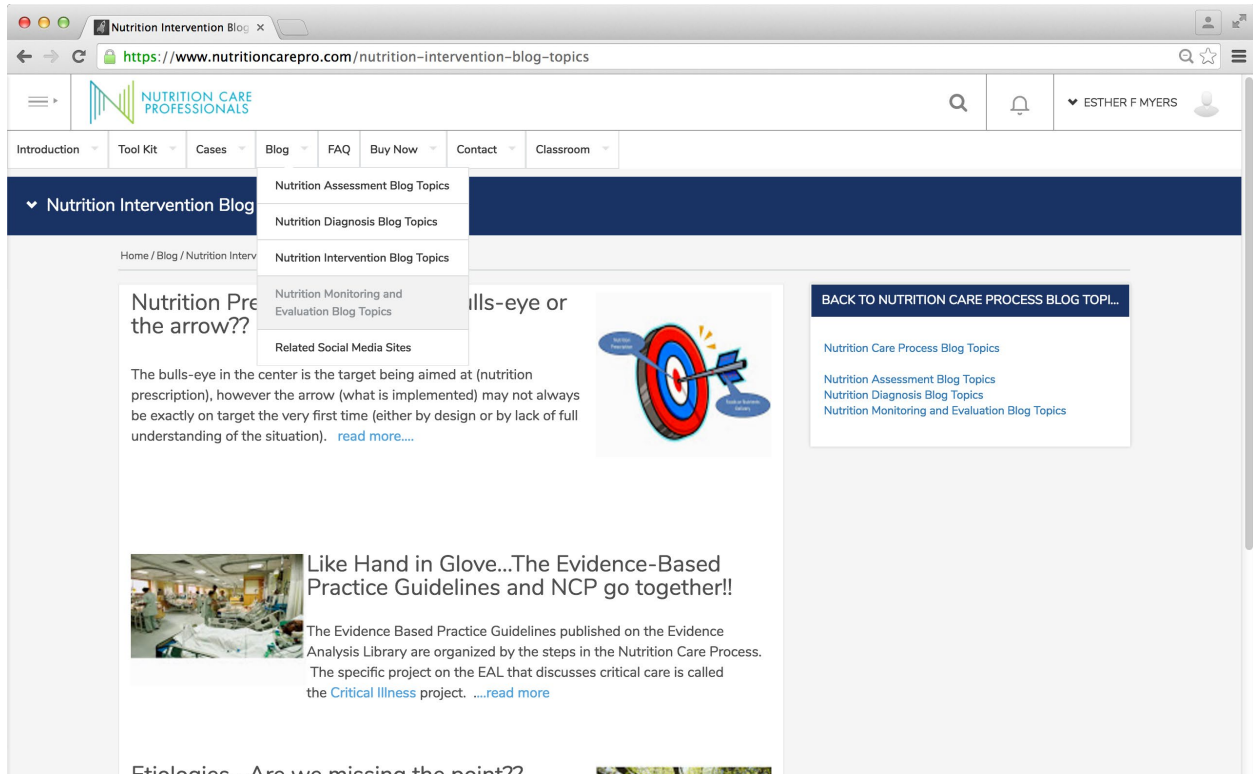
The screenshot displays the Nutrition Care Professionals website interface. The browser address bar shows the URL: <https://www.nutritioncarepro.com/diverticular-disease-activities>. The website header includes the logo, a search bar, a notification bell, and the user name "ESTHER F MYERS". A navigation menu at the top contains tabs for Learning Outcomes, Perspective, Mind Map, Resources, Story, Diet History, Essential Reading, and ACTIVITIES (which is currently selected).

The main content area is titled "CASE 7 ACTIVITIES" and "DIVERTICULAR DISEASE". It contains instructions for completing the activities, including downloading forms and submitting them. A section titled "STEP 1 NUTRITION ASSESSMENT" lists three activities: 7.1 Completing Nutrition Analysis (Exchange List Approach), 7.2 Evaluating Food Servings, and 7.3 Optional Activity — Examining the Impact of Alcohol-pdf and Optional Activity - Examining the Impact of Alcohol-Word.

On the right side, a sidebar titled "PRACTICE CONSIDERATIONS" lists several topics: Balancing Priorities For Discharge Diet Instructions, The Dietitian's Thought Pathway as the Assessment Information is Analysed, Calculations of Pure Alcohol Mass, Health Consequences of Alcohol Use, Estimating Energy Requirements for Obese or Overweight Clients, Follow-up Consultations, Etiology - Root Cause and Focus of Intervention, and Evaluating Your PES Statement.

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,



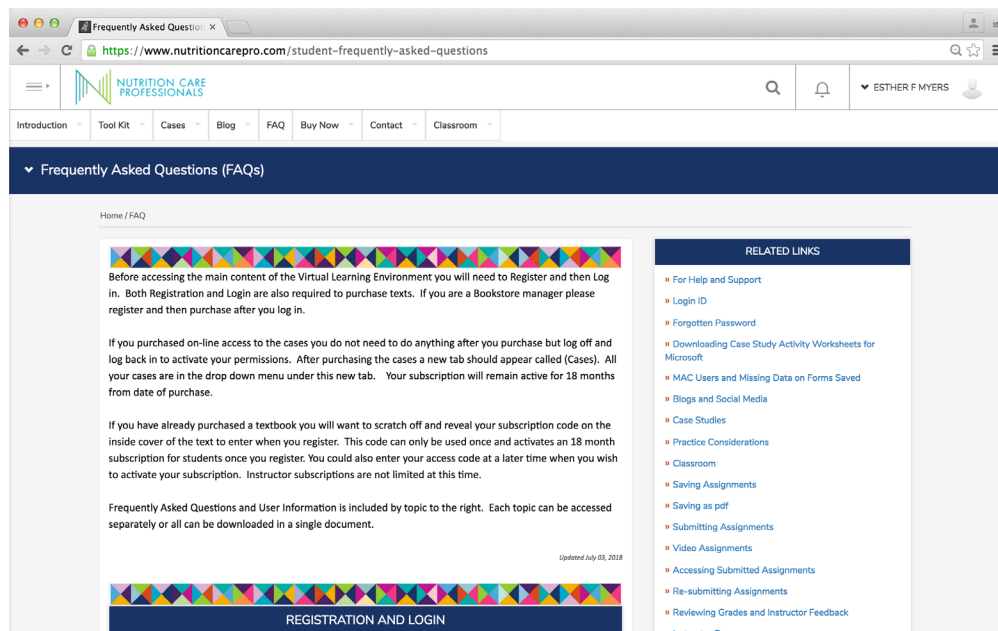
The screenshot shows a web browser window displaying the Nutrition Care Professionals website. The URL in the address bar is <https://www.nutritioncarepro.com/nutrition-intervention-blog-topics>. The website has a navigation bar with links: Introduction, Tool Kit, Cases, Blog, FAQ, Buy Now, Contact, and Classroom. The 'Blog' link is selected, and a dropdown menu shows 'Nutrition Intervention Blog' as the active category. Below the navigation bar, there is a sidebar with a list of blog topics: Nutrition Assessment Blog Topics, Nutrition Diagnosis Blog Topics, Nutrition Intervention Blog Topics (selected), Nutrition Monitoring and Evaluation Blog Topics, and Related Social Media Sites. The main content area features a blog post titled 'Nutrition Prescription: The bulls-eye or the arrow??'. The post text reads: 'The bulls-eye in the center is the target being aimed at (nutrition prescription), however the arrow (what is implemented) may not always be exactly on target the very first time (either by design or by lack of full understanding of the situation). [read more...](#)'. To the right of the text is an image of a target with an arrow hitting the bullseye. Below the main post is another blog post titled 'Like Hand in Glove...The Evidence-Based Practice Guidelines and NCP go together!!'. The text for this post reads: 'The Evidence Based Practice Guidelines published on the Evidence Analysis Library are organized by the steps in the Nutrition Care Process. The specific project on the EAL that discusses critical care is called the [Critical Illness](#) project.[read more](#)'. To the right of the main content area is a sidebar with a link 'BACK TO NUTRITION CARE PROCESS BLOG TOPICS' and a list of blog topics: Nutrition Care Process Blog Topics, Nutrition Assessment Blog Topics, Nutrition Diagnosis Blog Topics, and Nutrition Monitoring and Evaluation Blog Topics. The user's name 'ESTHER F MYERS' is visible in the top right corner of the website.

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

