ACEND Competency Software Kick – Off Webinars
May 30, 2024 | June 3, 2024 | June 7, 2024

Host: ACEND
Presenter: Cherish Shinners, Education Management Solutions

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

Webinar Recording Link:
https://vimeo.com/956041525

The following topics/questions were not answered during the recorded webinars:

Assigning Users

- What should you do if you accidently indicated "program director" for the role of a student? Can the role type just be changed?
    - Once a role is created with "active" or "inactive" status it cannot be reverted to another primary role and only secondary roles can be added. Since the email address was used to create the primary role, it cannot be assigned to another primary role type. You will need to contact ACEND at Education@eatright.org to remove the user so that you can re-add the student in the correct role type with their existing email address.
- I am the new Program Director for my program. Do I need to request a new login for Competency?
    - Yes, please email Education@eatright.org with your name, email, and program name and we will send you a registration link.
- We have a DI and CP within our institution with different directors. Would we have separate programs in this software, or would we be combined?
    - Programs within the same institution will have separate dashboards. If you have incorrectly been assigned to a program, please email ACEND at Education@eatright.org with the name of the program you direct so we can correct the error.

Integration with other Learning Management Systems (LMS)

- Will instructors have to grade in their LMS and here [Competency Software]?
    - Yes, instructors will need to continue to grade in their existing LMS; however, they can integrate their LMS with Competency to pull data on student grades.
- Can rubrics be imported from an LMS into Competency?
    - No, you will need to make your rubrics and checklists manually in Competency.

Student Tracking of Knowledge/Competency Achievement

- Is there a way to just note student met the competency and when if we are utilizing other methods for rubrics and assessment?
    - No, competencies must be mapped via rubrics and checklists for the data to track accurately.

- Is there a place for learners to upload required deliverables that are attached to competencies like presentations?
    - Learners do not have access to upload any documents within the student dashboard.
- If you have multiple evaluations (rubrics), once a CRDN is achieved at the minimum requirement level, will that be highlighted in the dashboard/overview?
    - The Competency dashboard will highlight mean cohort scores and individual mean scores of all evaluations that are mapped to a specific CRDN or KRDN, however, Competency does not yet have the ability to set benchmarks and therefore won't explicitly say whether a competency has been met at a minimum level. Your program can use the data to interpret if the competency has been met at your minimum standard.

Role Permissions

- Can the program director go in and add hours and competency grades if the competency/ hours are listed under a specific preceptor?
    - Yes, the program director can do this directly from their dashboard. If needed, the program director can also impersonate the preceptor to add hours or grades.
- Can learners complete evaluations of preceptors in Competency, or does every assessment you create have to be linked to the CRDNs or KRDNs?
    - Learners cannot complete evaluations on preceptors/faculty or courses/rotations.

Hours Tracking

- Is the Hours Tracking unlimited in number of spaces available if a student has a long rotation and tracks daily?
    - Yes.
- Do preceptors receive emails every time hours are added?
    - Yes. They will receive an automatic email notification to log into Competency to view the submitted hours.
- Can you designate Alternate vs. Professional Work Settings supervised experiential learning hours?
    - No. You cannot designate specific hours in the Hours Tracking log. However, to assist with your tracking, you can have the learner comment prior to submission whether the hours submitted for review were alternate or in professional work settings.

Curriculum Set-Up

- When creating courses, assessments, etc., do you only need to create them once and each cohort will be automatically connected? Or do courses, assessments, etc. need to be created each time a new cohort is created?
    - Courses, assessments, etc. can be reused by using the copy function and tailoring them if needed, but cohorts will not be automatically assigned. You will need to manually assign them.