

**Dietitians ensuring education,**

**teaching and professional quality**

**2010-13**

Work package 4

**Dietitians engagement with ICT to improve learning**

# Final Report:

# Deliverables 4.5 and 4.6 (eGuide)

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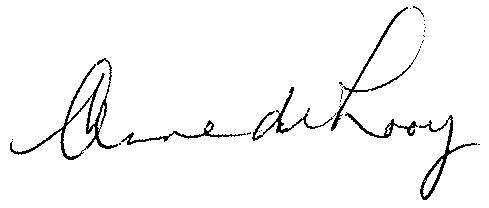
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### Summary

This report builds on the work of the DIETS1 Network in which we explored the use of Information Technology for Communication (ITC). Over the three-year period of the first Network there was an increase in capabilities and capacity for use of technology. The second network the EU funded Thematic Network ‘Dietitians ensuring education,

teaching and professional quality (DIETS2) builds on this foundation. This interim report presents details on some barriers to the use of more widespread adoption of ITC in our European Higher Education Institutions. are presented here.



DIETS Network Coordinator

March 2012.

### Background

“Erasmus networks are designed to promote European co-operation and innovation in specific thematic areas of particular importance to higher education in a European context. In this way, they contribute to enhancing quality, defining and developing a European dimension within a given academic discipline, study area, or furthering innovation and good practice on other aspects of higher education development. This is achieved by means of co-operation within the network between higher education institutions, university faculties and departments. Co-operation should also involve academic and other associations, learned societies, enterprises, and professional bodies, other partners of socio-economic importance in the public or private sector and, where appropriate, student organisations. All networks should bring together an appropriate range of relevant stakeholders concerned. Co-operation within networks is expected to lead to outcomes which will have a lasting and widespread impact on higher education institutions across Europe in the field concerned”.

# Introduction

One of the aims of the DIETS Network has been to improve information technology and communication (ICT) skills of dietitians in Europe in order to enable them to use new technology and communication forms. These skills are considered a basis for lifelong learning and necessary to enable effective dissemination of dietetic knowledge and skills to groups and individuals such as the public, clients, patients, colleagues, and students (DIETS, 2009).

A key objective of the DIETS Network is to improve the communication between educators and dietetic practitioners using new communication technologies (and promote lifelong learning through this medium). In the Diets1 report, technological capabilities were mapped. The research undertaken in Diets1 showed a Network of Partners that was not rich or comfortable with IT, neither in equipment nor in expertise (DIETS, 2009). However, over the course of the project, Partners learned a great deal about using technology as a communication tool and three Partners invested further to enhance their IT facilities. Still, many barriers persisted in using ICT for good dissemination and enhancing professional skills. We take this as our starting point for a survey in DIETS2.

Diets 1 report 3 studies the use of ICT to share experiences and enhance communication skills through visits. Still, there continues to be a lack of good examples and good practices that are important to overcome the existing barriers to use ICT.

Background comes from reports of DIETS1: dietitians in practice have a reluctance to engage in ICT, to use ICT in order to share their expertise and knowledge (LLL), to network.

Therefore it is important to teach **student-dietitians** during their training of all (and more specially innovative) possibilities in ICT so they have less reluctance to use it later on

one of the aims of our survey is to get insight in this use of ICT by HEI’s

One of the goals of DIETS2 is to encourage **all dietitians** to use ICT as a tool in LLL, to give them experiences on how you can learn with these tools (the subcontracts are to be seen in this frame).

DEL 4.5 and 4.6 are to be seen as a tool for this encouragement. It is not the intention to develop new e-courses. It is the intention to develop a guide to the existing tools in order to encourage better use of them.

The eGuide (and case-studies as part of this guide) has to encourage dietitians to use ICT. DEL 4.6 is clearly seen as a part of DEL 4.5.

There are two different target groups: dietitians in practice and HEI’s.

The examples of good practices for HEI’s will follow from the survey.

The examples of good practices for dietitians in practice will follow from the expertise of the WP4-members.

It is the aim of DIETS2 to share this information with all dietitians through the open access pages on the DIETS-website. There will be links to these items on the Facebook Page.

# Points of interest during the development of the eGuide

* we need the results of the survey in order to start the guide: which tools are used and what are the barriers.
* the guide is a catalogue.
* we need good examples of for dietitians achievable, simple and useful tools.
* we need to show how dietitians can use tools as Skype, YouTube and Facebook within their LLL-engagements.
* for example: there is a lot of useful material on ‘evidence based working’ on YouTube. Students find this very useful. Do dietitians in practice know this, how about different languages, … We give some examples so the dietitians do become engaged and are challenged to look for more.
* we are not going to rewrite manuals and existing guides, we are to give information on where you can find them.
* how do we define ‘good practice’ – we need to include a section on how to evaluate the content scientifically.
* we need to conduct a study of available literature on how to evaluate information and of the use of ICT by dietitians
* we have to take care that it is not too time consuming for us.
* the final goal is to make dietitians aware about the possibilities of ICT and not to make them competent.

# Feedback from survey (DEL 4.3 & 4.4) for the proceedings of the eGuide

**Comments/feedback given in the survey:**

* It would be great if WP4 could build a database of good examples of teaching material (interactive) to be used in dietetics education. We would like to know the point in using social media and how to further develop the use of androids.
* An exchange over countries regarding the content of the bachelor-programmes would be interesting as well.
* consideration of data protection regulations
* Follow up on the specifics of HOW and WHAT of effective learning experiences (the didactics) supported by ict - especially LMS best practices
* The use of ICT is much greater at an institutional level than described above which relates to the use of ICT within nutrition and dietetics teaching

**Good practices from survey:**

20 (67%) of the participants don’t consider the use of ICT in their institution as innovative. 10 (33%) see their use of ICT as innovative.

As examples of this innovative use are given

* Compared to other educations at the Faculty, we are definitely innovative by using the learning platform more and more.
* Teachers develop innovative learning strategies, such as case studies, assignments, seminars in their courses
* e-learning, e-campus
* We have used Moodle for 6 years, and we have been using a digital portfolio with our students.
* SWAD is used up to 90% of teachers and students of UGR. http://swad.ugr.es
* Moodle, videos.

# Design of the eGuide

The content of the guide will follow the different ICT-areas as used in our survey

1. On-line synchronous communication
2. Learning Management System (LMS)
3. Sharing documents
4. Social Media
5. Interactive exercising tools
6. Digital video and photography tools
7. Mobile ICT-devices

For each area we are going to look for good examples based on the most important barriers following the survey-results.

An eGuide is never finished. Everyday there will be new items that would be interesting to add, there will be changes in the described items.

The eGuide has to be a dynamic instrument. Users can give comment, add items, …

* via YouTube
* via Facebook
* via mail

It is not the responsability of WP4 to update the eGuide in future.

# Dissemination strategy for the eGuide

* What?

The eGuide is to be delivered as a pdf-file (available trough the DIETS-website) and as an interactive web-tool (how to use the guide, how to search the guide, a few items as interactive tools).

* stakeholders are DIETS-partners, HEI’s, NDA’s, EFAD-delegates, future dietitians, dietitians in practice, other health professionals
* short description of deliverable.

The e-guide describes how you can use simple ICT-tools for educational purpose. This e-guide shows many of the opportunities of ICT and assist and guide users in using some "newer" or innovative ICT tools. It will try to make dietitians, teachers and other users warm for using these ICT possibilities more frequently and finally make them aware of the many benefits.

* examples how they can use it.

The tool has to motivate people to use the ICT-tools in an educational context. We have to promote the use of the e-guide.

* how we can reach the stakeholders.

interactive website, DIETS-website, ppt, narrative ppt, webinar, Facebook, YouTube, ….

* The movies to promote the eGuide are added to the YouTube account of DIETS.
* The first version of the eGuide 1 was disseminated by the network (WP8&9). The eGuide was sent to key-contacts, EFAD-contacts, pan-European (International Federation of Dietetic Associations) and other professional groups with the request to distribute the document to others colleagues within the HEI for feedback and content.

**Received feedback**

* 2 positives replies
* `3 replies with feedback
* is an item on on-line surveys needed? We can mention free software (Surveymonkey, Fluidsurveys) with their limitations. Our aim is not to make a guide on how to develop a questionnaire.
* ‘how to use/search the DIETS/EFAD-websites’ → P13 is going to make an instructional movie to guide people through the DIETS- and EFAD-websites. In collaboration with WP8 and WP9.

We integrated this feedback in the final version (see appendix).

# Case studies included in the eGuide

* interactive tool Eurofir
* establishing the DIETS-Facebook page
* clickers-system as used at the DIETS-conference

# Quality monitoring

**How WP4 monitors/reappraises fitness for purpose/quality of deliverables, evaluation of stakeholders’ expectations**

- WP4-members run quality checks on the content of deliverables such as the scientific paper and eGuide. - The first version of the eGuide was presented to stakeholders for feedback (January 2013)

- In our survey about the use of ICT, we asked about the barriers for using ICT. Our e-guide is based on the answers that came out of the survey.

- We asked for comment and opinions (and possible further contributions) when the first version of the eGuide was sent out via email, through the website and Facebook. This feedback could be sent via email to WP4 lead and this feedback was implemented in our final version of the eGuide

- WP4 members (others than P40 who made it) did a quality check of the overview of e-courses on the internet, to ensure that this overview is valuable

- WP4 is monitoring the users statistics in Facebook, showing a steadily increase in appreciation (Likes and reach) of Facebook.

- WP4 will do a live webinar on the e-guide, by which the attendees can ask questions or give feedback directly

- Based on the EFAD committees opinion, WP4 will make a screencast on the use and exploration of the DIETS and EFAD website

**Short-term impact targets (dissemination)**

**Long term targets (dissemination and sustainability)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables of DIETS2** | **Stakeholders** | **Short description of the deliverable** | **Examples of how they can use it** |
| Facebook | all partners - HEI+ NDA+EFAD delegates + students + EU Health professionals (dietitians) + | DIETS has accounts on the most used social media - all are public access and try to reach for a broad population of interesteds. The aim and guidelines for Facebook are described on https://www.facebook.com/DIETS2/notes | Sharing content, news, announcements... Between DIETS-members and non-members (see https://www.facebook.com/DIETS2/notes) |
| Report on barriers to the innovative use of ICT | all partners - HEI+ NDA+EFAD delegates+ web industry | WP4 investigated the current use of innovative ICT tools. We identified the barriers to the use of these ICT tools, in order to encourage dietitians and HEI's (and other stakeholders) to use it and experience the benefits of iet | 1.HEI's could facilitate the use of ICT 2.Web-industry could develop new tools or improve existing tools taking into account the existing barriers 3. DIETS will develop an guide to show many of the opportunities of ICT and to assist and guide users in using some "newer" or innovative ICT tools |
| Guide to e-learning | all partners - HEI+ NDA+EFAD delegates+ web industry + students + EU Health professionals (dietitians) | This e-guide will show many of the opportunities of ICT and assist and guide users in using some "newer" or innovative ICT tools. It will try to make dietitians and other users warm for using these ICT possibilities more frequently and finally make them aware of the many benefits | The e-guide consists of may examples and topics that could be very interesting for all stakeholders. Some examples: make a template for a recipe, share digital documents, have online conversations, find information, use social media,... |
| Case Studies of using ICT | see "guide to e-learning" | see "guide to e-learning" | see "guide to e-learning" |
| Websearch of e-courses | all partners - HEI+ NDA+EFAD delegates+ web industry + students + EU Health professionals (dietitians) | Since there is many information available on the Internet, and since it is impossible to capture all of this information, WP4 will make an overview of some of the existing useful e-courses available. This overview included websites, presentations, Youtube clips and others. We also included a short user review of each tool | Examples: dietitians could find eduactional material for their patients, students could learn from some of the information, teachers could use or integrate some e-courses in their classes, the web-industry could be encouraged to develop more or better tools (when receiving feedback from the users)... |

# Appendices

## Deliverables in this report

**Del 4.5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable number** | 4.5 | | |
| Title | Guide to e-learning & quality audit 2# | | |
| Type of outcome / product / results | Guide and pilot of e-learning | | |
| Delivery date | 8/12 | Dissemination level | PU/PP |
| Nature | R/D | | |
| Language versions | EN | | |
| Target languages |  | | |
| Description: | | | |
| Expert support will be provided to partners, drawing on specialist expertise through GoToMeeting, Facebook, and Webinars. Recommendations on introduction and future use of ICT to enhance learning experience will be collect throughout. Using e-materials and systematic evaluation a guide will be produced on how e-learning can improve the quality of the learning experience. This will be posted electronically onto websites/ DVD and available as a report/guide. | | | |

**Del 4.5**

|  |  |
| --- | --- |
| Breakdown of tasks | Date completed or  predicted completion date |
| Expert support will be provided to partners, drawing on specialist expertise through GoToMeeting, Facebook, and Webinars. | - Support will be included in e-guide  - webinar and YouTube videos from subcontract P13 |
| Recommendations on introduction and future use of ICT to enhance learning experience will be collected throughout. | - Will be included in de the part case studies of the e-guide |
| Using e-materials and systematic evaluation a guide will be produced on how e-learning can improve the quality of the learning experience. | - Websearch by P40 🡪 examples of e-courses with user experience |
| This will be posted electronically onto websites/ DVD and available as a report/guide. | - via DIETS-website and USB-sticks at EFAD-conference nov 2013 |

**Del 4.6**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable number** | 4.6 | | |
| Title | Case Studies of using ICT | | |
| Type of outcome / product / results | A series of case study reports | | |
| Delivery date | 1/13 | Dissemination level | PP |
| Nature | P | | |
| Language versions | EN | | |
| Target languages |  | | |
| Description: | | | |
| Call for short, informative case studies of process and successes which key innovators used to develop successful ICT supporting learning at all levels for dietitians, nutritionists and others. Case studies will be motivational, support/encourage others to innovate. In strong collaboration with other work packages that will develop e-material, case studies will be on social networks, open access pages of the DIETS website. A questionnaire plus other innovative means for collecting data will track use of ICT in dietetic education. | | | |

**Del 4.6**

|  |  |
| --- | --- |
| Breakdown of tasks | Date completed or  predicted completion date |
| Call for short, informative case studies of process and successes which key innovators used to develop successful ICT supporting learning at all levels for dietitians, nutritionists and others. | - Call was included in the online survey (December 2011) |
| Case studies will be motivational, support/encourage others to innovate. | - Will be included in e-guide September 2012-December 2012 |
| In strong collaboration with other work packages that will develop e-material, case studies will be on social networks, open access pages of the DIETS website. | - Included in all deliverables |
| A questionnaire plus other innovative means for collecting data will track use of ICT in dietetic education. | - Not planned separately – is included in our ICT survey  - followed up by WP8/WP9 (pop up questions) |

## Overview of e-courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name + URL (web link)** | **Type of e-course: (software, freeware, PowerPoint Presentation, game, demo, movie, website)** | **Target group: (student, dietitian, patients** | **Description of e-course** | **Users’ experience**  **(advantages and disadvantages, suggestions of use)** |

Inhoud

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| NUTRITIONAL EDUCATION / HEALTH PROMOTION | | | | |
| [www.aces.edu/.../MyPyramid\_C](http://www.aces.edu/.../MyPyramid_C)...  Search engine: Google  Search term: Nutrition crossword puzzle  Searched website: MyPyramid Crossword Puzzle ([PDF](http://www.google.be/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CDEQFjAA&url=http%3A%2F%2Fwww.aces.edu%2Fnep%2Fdocuments%2FMyPyramid_Crossword_Puzzle.pdf&ei=57cjUb1OiYiFB4qxgfgH&usg=AFQjCNEZpOSWj9Y_FB04TBATMUY8gCFRig&bvm=bv.42553238,d.ZG4)) | Game (pdf) | general public  children | Crossword puzzle about Food Pyramid | Crossword puzzle is not too difficult, you don’t have to be an expert.  Good way to improve knowledge about the Food Pyramid.  Correct answers are also available.  You have to print the pdf to complete the crossword puzzle. |
| <http://www.eatright.org/NNM/content.aspx?id=5334>  Search engine: Google  Search term: interactive sites about nutrition  Searched website: National Nutrition Month Interactive Games from the Academy of… | Interactive games, quiz, video | Children - adults  Students, patients to increase knowledge about healthy nutrition | Tips about healthy nutrition  Questionnaires:  “fact or fiction” with answers afterwards  Sudoku with food items  Rate your Plate to evaluate food habits  “FadDietTimeline” : timeline with several diets  Word search about food and nutrition  Videos on reducing salt intake, canned and frozen food produce and home food safety | Easy and quick access to the games  English is easy to understand for non-native speakers.  Sudoku is probably too difficult for children  “FadDietTimeline”’ doesn’t give extra information about the diets |
| [www.pbrc.edu/.../ppt/Obesity-%20Diet%20and%](https://www.google.com/url?q=http://www.pbrc.edu/division-of-education/ppt/Obesity-%2520Diet%2520and%2520Exercise.ppt&sa=U&ei=cb8jUczwDcnIhAeXw4DIBw&ved=0CAcQFjAA&client=internal-uds-cse&usg=AFQjCNHf52jEC-neDdiDqcw0D3GfJsMi4w)...  Search engine: Google  Search term: Obesity ppt  Searched website: ( PPT) Obesity Diet and Physical Inactivity- Pennington Biomedical… | Powerpoint | Obesity  Prevention of obesity | Education and knowledge about obesity  Different sections:  - risk of obesity and causes - prevention and physical activity - health benefits - tips for physical activity and food consumption for weight loss  - statistics about obesity (2009)  - calculation of BMI | Good overview and not boring.  Easy to read.  Use of tables, statistics, pictures, color to make it more attractive. |
| Food based dietary guidelines from The Netherlands  <http://www.youtube.com/watch?v=tOYxuZLQL3U> | A movie (in Dutch) | The general public, students, patients. | This movie explains the theory of the food based dietary guideline model of The Netherlands. Each part of this model is explained separately. | Suggestions for choosing a healthy and balanced diet. An additional method that can be used to get an overview of a balanced diet. |
| Feeding centre:  Games  <http://www.voedingscentrum.nl/nl/ik-ga-naar-school/games.aspx> | Games (in Dutch) | Patients | This is a site that offers online games. These games are free and they are designed to help people think healthier in a fun way. On this site you will find different games so that healthy food can de approached in different ways. | Because of these games, people will test how they can live healthier. For example, if they played the game in which they learn how to make soup and they liked this game, there is a bigger chance they will try to make soup in the real life too. |
| The active food pyramid:  for toddlers  <http://blogimages.bloggen.be/2ksa/attach/14579.pdf> | A picture (in Dutch) | Parents and students | This picture images the active food pyramid. The picture is adapted for toddlers. This way one can perceive at a glance what a toddler needs to eat and drink to be healthy. | The picture is very clearly displayed. It clearly defines what a toddler has to eat and drink. This way everyone can easily retrieve the information they need. |
| Supersize vs. Super skinny  <http://www.youtube.com/watch?v=UvdUq4gvScY> | A series | Viewers | This is a television program that you can also watch online. This program is about people who are overweight and underweight. For a certain time they change their eating habit with each other. | Viewers and participants of the seriegain insight in extreme eating habits. |
| <http://e-learningforkids.org/Courses/Nutrition/index.html> | Interactive video | Children | The course learns what which kind of food is healthy. They learn about the food pyramid | Pros:  - it helps children knowing what is healthy  - it has a game to learn the food pyramid  Contra:  - The food pyramid doesn’t have a restgroup |
| <http://www.nrpt.co.uk/learning/weight/future-fit-nutrition-weight-management.htm> | Website | Students ( no entry requirements) | The course is designed to provide knowledge for the necessary expertise of Nutrition and Weight Management. So you can help your clients with effective dietary advice. It will learn you what food does in and with your body. And what the influences of our eating habits are. | Pro:  - you have your own tempo for completing the course  - Support team and tutors  - a diploma |
| <http://www.powershow.com/view/24526e-NmFhY/Good_and_Bad_Fats_powerpoint_ppt_presentation>  Good and bad fats  <http://www.youtube.com/watch?v=U620eqvjv84>  Good and bad fats | Power point | Patient, student, dietist  (good and bat fats) | Power point about which one are the good and which one are the bad fats. What products contain many trans fatty acids. | The Powerpoint gives you a lot of information and it’s not to much on one slide.  The font can be a little bit better.  The power point can be used for people with obesity. |
| <http://www.youtube.com/watch?v=h0zD1gj0pXk>  Obesity | Movie (You Tube) | Patient, student, dietist  (Obesity) | It’s a movie about obesity, the people become bigger and bigger over the years, they don’t know what healthy food is. | It’s a very clear movie and they use statistics. The video makes you think about the problem.  It can be used for people who have a little bit overweight so they can so something about it before it’s to late. |
| **The Amazing Food Detective**  [https://members.kaiserpermanente.org/ redirects/landingpages/afd/?kp\_shortcut \_referrer=kp.org/amazingfooddetective](https://members.kaiserpermanente.org/redirects/landingpages/afd/?kp_shortcut_referrer=kp.org/amazingfooddetective) | Game | Patient (Obesitas) | **This play invites students to join the sleuth in discovering healthy habits. They will see the effects of junk food on their body and identify healthier food choices for maximum daily energy and fitness.** | - The game shuts off after 20 minutes, encourages kids to go do something active, and then keeps them out of the game for 60 minutes.   - The program includes rap music with instructive and easy-to-remember lyrics. |
| Change4Life  <http://www.nhs.uk/Change4Life/Pages/change-for-life.aspx> | Website | Patient, family (children + adults) | The Change4Life website has loads tips for children and adults to live healthier. of recipe ideas, healthy eating tips and ways to be more physically active. | It is a good website were you can find games, tips, recipes, places to get active and many more for a healthy life.  The website gives attention to children, adults and also to the whole family!  Good ideas, but difficult to use |
| NHS Choices – Understanding calories  <http://www.nhs.uk/Livewell/loseweight/Pages/understanding-calories.aspx> | Article | Patient | Calories are a measure of the amount of energy in food. Knowing how many calories are in our food can help us to balance the energy we put into our bodies with the energy we use. And that’s the key to a healthy weight. | - In the article you can find hyperlinks to other articles, I think this is very good.   - It is very basic and theoretical. |
| How to Develop Healthy Eating Habits (ehow.com)  <http://www.ehow.com/how_2058497_develop-healthy-eating-habits.html> | Article | Patient, family | In this article you can find some tips on how to develop and maintain a healthy eating regimen. | - The tips in the article are the basic tips for healthy eating. The tips also explain why they are important.  Main stream |
| Fact or fiction   <http://www.eatright.org/nnm/games/MythOrFact/index.html> | Game/quiz | Patient | In this game you have to answer some questions with fact or fiction. You also get an explanation why it is fact or fiction. | - Questions about things that seem logical, but you still have doubts. Such as: It’s easy to spot whole grain food products; They’re brown. The answer is fiction because color is not a method for identifying healthy food products. |
| Chef Solus Pyramid Power vs The Junk Food Bandits  1.<http://www.youtube.com/watch?v=vAqZ5yxgTp0&list=PLC877B8B165CC4569&index=1>  2.<http://www.youtube.com/watch?v=YxX6QuUruu0&list=PLC877B8B165CC4569>  3.<http://www.youtube.com/watch?v=TWUq9PUYYLw&list=PLC877B8B165CC4569> | Video | Children | Video animation for children promoting healthy eating and the importance of making healthy food choices. Chef Solus Pyramid Power vs The Junk Food Bandits: See who wins this fun animated basketball game! | - Kids associate fun with eating healthy Foods.  - Visit <http://www.chefsolus.com> The Fun Way to Learn About Nutrition  For kids not so much for health pro’s |
| Tips for cancer prevention  <http://www.wcrf-uk.org/cancer_prevention/recommendations.php> | Article | Patient, family, student, dietitian (cancer) | About a third of the most common cancers could be prevented through eating a healthy diet, being physically active and maintaining a healthy weight. You can make a real difference to your cancer risk by following our 10 Recommendations for Cancer Prevention. |  |
| Tips eating out  <http://www.teenweightwise.com/> | Article | Patient, family | We all enjoy the convenience and pleasure of eating out with friends and this doesn’t have to be bad news nutritionally either. This article gives some tips about eating out. | - The article shows different places were you can eat and shows by every place other tips.  - With these rips you can get the balance right, that is very important. |
| The Fast Food Trap: How Commercialism Creates Overweight Children  <http://www.commercialalert.org/issues/health/childhood-obesity/the-fast-food-trap-how-commercialism-creates-overweight-children> | Article | Patient, student (obesity) | This article shows the reasons why children are often obese. | - The article is very long and difficult to read.  - I think the education of children is also a reason to obesity. |
| The effects of fast food restaurants on obesity and weight gain  <http://www.nber.org/papers/w14721.pdf?new_window=1> | PDF | Student, dietitian | The evidence linking fast food and obesity is not strong. This paper shows the causal effect of increases in the supply of fast  food restaurants on obesity rates. |  |
| Prevent osteoporosis  <http://www.medicinenet.com/osteoporosis/page14.htm#what_are_complications_of_osteoporosis> | Website | Patients  Dietitians, students | Information about how to prevent and what causes osteoporose. | Recommendation of medicine and calcium intake.  For public in general |
| Functie van voedingsstoffen  <http://www.nubel.be/ned/manual/voedingsmiddelenlijst_maten_en_gewichten.asp> | Website | Patients  Dietitians  Students | Information that can be used by students end dietitians explaining the necessarily elements of food. | Information that can be used by dietitians when the daily food recommendation needs to be calculated.   * Food planner IN DUTCH |
| Kids konnect  <http://www.kidskonnect.com/subjectindex.html> | A Internet site | Students  Lectoren  Parents  Children | This is an educational site for children | This Internet site has been devised especially for children and has a very broad pallet. It goes of maths, sciences to languages etc.  The site is very simple and clear in use. It is subdivides in subtitels. You can examine there animatiefilmpjes texts to read and games to play. There stand also skilful left at each subject if you you want still more deepen in a certain subject. |
| child activities nutrition for children  <http://nutritionforkids.com/kidactivities.htm> | A Internet site | Teachers  Children  Parents | These e-course are an educational Internet site for children and teachers. | At the subtitel just for kids  Is there do page for children. Especially the free downloads. There are quizzen also several. There are also skilful left that refers you to a certain subject.  very useful for educating children and parents.  From USA |
| foodchamps  <http://www.foodchamps.org/> | A game | Parents  Small children  Young children  £eachers | These e-course are a Internet site with the intention playing games. The target group is of 2 up to 8 years | This site is means for already playing to learn what healthily and unhealthy is. The game will especially concerning vegetables and fruit and the difference of it know to learn. At the game naming game there is always a woordje explanation in a filial manner for which a piece fruit or a vegetable is well for you. I do not advise it children parent years then 7 it game leave because this is too easy for them.  Games for children of diferent age  useful for dietitians who work with children |
| Health parents  <http://kidshealth.org/parent/> | A Internet site | Students  Dietitians  Parents  Medical information for parents to support kids health. There’s information about nutrition and healthy eating. Recommendations. | These e-course are a Internet site for healthy life course of children. | The site is very synoptic and has a broad pallet. From udder feeding and allergies to nutriënten. For people who become parents or in expectation is it is a must on this site surf. Thus you come know more what is healthy for you child and what happened there e.g. At a desiccation and how that can be solved. Positively to this site I find that this has been explained in a simple manner so that everyone can understand that. But the explanation is correct.  Moreover, you can hear the explanation, it’s not needed to read. |
| Quiz  <http://nutrition.about.com/library/dietquiz/bldietquiz.htm> | A Internet site | Patients who are on diet | These e-course are quiz concerning how healthily your diet is.  This quiz is for general public,, but It’s no easy to answer without any knowledge about nutrition. It can be confusing. | At these quiz you must mention what you have with the previous day. In the beginning this was clear but more towards the middle I found some questions not logically classified. Because they ask how much graan and potato components has with you? 3 questions further ask how many frieten them you have with. And if you have filled in this you can no longer. They can show the questions concerning a complete page better so that you can you adapt question still. I have done the test on my mother and said were enthusiastically. However, stood if you 1 or other sickness  the result not relevant  to be and must score you normally lower. This found I, however, good |
| campagnes  <http://www.yeenet.eu/index.php/campaigns/healthy-food-campaign> | A Internet site | Students  Lectoren | These e-course concern a campaign. | This is European campaign young people.  The campaign wants exhort people for biological, room, vegetarian and GGO-vrij food to with. This site is clear and lays concretely from for which is eat it better this way. |
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| PATIENT EDUCATION | | | | |
| <http://www.fcs.okstate.edu/food/index.php/nutrition-for-adults-and-older-adults>  Search engine: Google  Search term: PowerPoint nutrition and aging  Searched website: Nutrition for Adults and Older Adults   * Nutrition and Health Concerns 🡪 Food Allergies and Food Intolerances | Powerpoint | Patients with food allergy and intolerances | Information about what happens when an allergic person consumes the food that causes allergy  Symptoms  How to diagnose a food allergy/ food intolerance  How to live with a food allergy  Foods with allergens | Easy understandable  Many examples  Very clear, correct information, easy understandable, but I’m probably it isn’t very “attractive” for patients – many information, without images. Particularly presentation for fool allergies is extensive. |

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| <http://www.livingwithcrohnsdisease.com/livingwithcrohnsdisease/life_with_crohns/diet_nutrition.html>  Search engine: Google  Search term: disease of Crohn nutritional needs  Searched website: Diet And Nutrition Tips For Crohn’s Disease | Website | Patients with Crohn’s disease | Information about digestion in Crohn’s disease  iPhone application: new technologies and patients self-monitorization  Important nutrients and food  List with to “Do’s and Don’t’s”. | Clear explanations  Good insight in digestion  List of typical Foods for certain nutrients is limited (eg. Vitamin C 🡪 fruit, but many other products are not mentioned)  List of “Do’s and Don’t’s” is limited: patients have to pay attention to more factors since the disease is more complex than this  Very interesting. It includes an iPhone application where patients could register all their symptoms, dietary issues,… – a diary.   * globally a good website |
| Diabetes fund:  About diabetes  <http://www.diabetesfonds.nl/overzicht/over-diabetes> | A website | Patients | This site provides information about diabetes. It explains exactly what it is and what different types of diabetes exist. Also what you should eat when you have this disease, what the symptoms are and what the consequences are. | Through this site you can see if you have symptoms of diabetes. Also, patients can read here what they can best eat and drink. And they can read what the disadvantages are of this condition.  NOT IN ENGLISH |
| Constipation:  Tips  <http://www.alsliga.be/uploads/media/tip16_01.pdf> | PDF file | Patients | This e-course is a PDF file. It is a file that contains information about constipation. It explains what exactly is, but it also gives tips on how you can prevent this. It explains what you should eat and drink. | A PDF file seems always confidentially. The text is clearly written and provides a lot of information. I myself often suffer from this condition, and this information has definitely helped me.  NOT IN ENGLISH |
| Lactose intolerance  <http://www.kindengezin.be/gezondheid-en-vaccineren/ziek/lactose-intolerantie/> | A website | Students,  Patients | This is a website that provides information on lactose intolerance. It explains what this condition is, the causes, how to take care of it and the approaches. Through this website you can also find information about other disorders. | The experience I had about this site, was that the text was written clearly. What I liked less was that the information was not extensive. I think there can be written a lot more about lactose intolerance.  NOT IN ENGLISH |
| <http://www.presentdiabetes.com/lecture_hall/Nutrition-and-Diabetes-d15.html#requirements> | Powerpoint | Student, dietitians, patients(diabetes) | The course describes the component of a healthy diet when you have diabetes. It lists the nutritional risk factors of the 2 types. The practical importance of dietary carbohydrate in contributing to the glycemic control problems. Also the level one recommendations for nutrition for patients with type II DM. The review of a series of diets that may assist the clinician in the management of their Type II diabetic patients. | Pro:  - Free account  - voice + text  Good presentation!  The direct URL does not contain “#requirements” |
| <http://www.diabetesforum.be/>  Diabetes | Website | Patient (diabetes) | It’s a website with a forum for people that have diabetes. They can discuss about their disease and ask information to each other. | You must register before you can participate in the forum.  People with diabetes can together discuss here which sweeteners are good.  As a dietist or as a diabetes patient you can use the site.  NOT IN ENGLISH |
| <http://www.tudiabetes.org/page/diabetes-symptoms?gclid=CNPJu96Z27MCFczHtAodcjcASw>  Diabetes | Website | Patient (diabetes) | It’s a website about diabetes. How do you recognize that you have diabetes? It’s a site that can answer some questions about diabetes. | You have to sign in before you can see all the information of the website, but you can make your own page and chat with other people who have diabetes. You can communicate with a lot of people. As a dietist or as a diabetes patient you can use the site.  Very interesting website. |
| <http://www.youtube.com/watch?v=yyRsBEQ3ks8>  Diabetes | Movie (you tube) | Student, dietist, patient  (Diabetes) | It’s a movie about Diabetes. They explain what it is and which people are more prone for it. | They show in the movie how it works in our body, it’s very clear and good explained.  It can be used for people who want to know more about diabetes.  Good video, excellent simulation of the glucose/ insulin metabolism |
| <http://www.youtube.com/watch?v=4Ow1uiWcn4c>  Obesity | Movie (you tube) | Student, dietist,  Patient  (Obesity) | It’s a movie about obesity. It’s a documentary about how fat people become if they go with the flow. | They let people talk who have obesity and they tell how bad they feel. It’s a long video but it keeps your attention.  It can be used to show what happens if you eat that much.  Maybe policymakers and others health professions would benefit a lot with this video.  More than obese patients, the impact could be higher among overweight to stop weight gain |
| <https://docs.google.com/viewer?a=v&q=cache:aV4wPe5E_vwJ:www.beweegkuur.nl/downloadpool/download-algemeen/powerpoint-presentatie-obesitas-7-sessies-definitief_december_201022-2_.ppt+portiegrootte+powerpoint&hl=nl&gl=be&pid=bl&srcid=ADGEESi_3zk3LueLwpRZKJUGOdpYUdtOksUkER4KRA-GBz-KcEtpZR33MMjdRSDFHt3xz0He7BZPHzGFbrDF6jZOlnI7_RbMbz97-YOAG1jj4OE3bJDz_r45puE9Ao_IVGgXP4ZEbtOv&sig=AHIEtbRaVibE256Be6X9fCSFh9DF50IhvA>  Obesity | Power point | Patient  (Obesity) | It’s a power point about obesity, they tell you what healthy food is and how much you need to move. | It is very clear and they give a lot of information. You can start with a program to loose weight. They explain the disc of five.  It’s a very long power point.  It can be used for people who have obesity. They can start their own program.  NOT IN ENGLISH |
| <https://docs.google.com/viewer?a=v&q=cache:8V78EDoVovkJ:www.med.uvm.edu/ahec/downloads/mypyramid-portions(UNL).ppt+portion+size+powerpoint&hl=nl&gl=be&pid=bl&srcid=ADGEESh-eVRWQR9fvhTb-qZXPfk1JeJtK2ryxBMyCJldHFSOS_3wVMx19nAIn-VMXVFXWl_rFpMrL3Yaok9qcnaFfVCTxh_dr9gbNvHU0PP5UFOKAZF2B1EX8j_ydxhcYPAhDnN9NhvE&sig=AHIEtbT6IaX60z2ax1wS_zcqBhZt4Btifg>  Portion size | Power point | Patient  (Portion size) | It’s a power point about portion size, they compare the past and present, how long do we have to train to lose the calories. | The power point make you realize that we have so much food now then in the past. Now we can eat everything. They explain good how much we need to eat.  It’s a good power point for people who eat to much. |
| <http://www.youtube.com/watch?v=17GrPDnYt6E&feature=related>  Portion size | Movie (youtube) | Patient  (portion size) | It’s a movie about portion size, how does a normal hot meal look like. | They explain very clear what the normal portions are and how you can measure it.  It’s good that it is a short movie.  It can be used for people who eat to much and don’t know how many they may eat.  More directed to the consumer |
| <http://www.intolerantie.info/gluten/>  Lactose intolerance and gluten intolerance | Website | Patient  (Lactose intolerance and gluten intolerance) | It’s a website about lactose intolerance and gluten intolerance , they give the symptoms and a lot of information, they have also a forum. | They explain good what the disease is and what the symptoms are. Everything is very well explained.  Before you can use the forum you have to sing in.  NOT IN ENGLISH |
| <http://www.youtube.com/watch?v=1Pe5a4C6KmY&feature=related>  Lactose intolerance | Movie (youtube) | Patient, student  (Lactose intolerance) | Movie about lactose intolerance. They explain the disease. | It’s very simple explained but that’s good and they show which products you can use.  The people they showed in the movie are to much.  NOT IN ENGLISH |
| Diabetes nutrition  <http://www.youtube.com/watch?v=sDpYE-XJK88> | Video | Student, patients (diabetes) | A video from registered dietitian who talks about how to incorporate healthy choices into your diet to control diabetes. | - Very useful for students  - She talks about the food groups and how to incorporate healthy choices.  More directed to patients with diabetes |
| Managing the highs and lows of diabetes  <http://www.bda.uk.com/publications/keyfacts/KeyFactsDiabetes.pdf> | PDF | Patient, Student, Dietitian (diabetes) | A file about diabetes, tells you what it is, facts, case study, percentages of the population and many more. | - It is not clear because there is a lot of text to each state.   - I like this PDF because they use a lot of different styles: facts, studies, normal text, .. |
| Managing your diabetes  http://www.nutrition411.com/slide\_library/managing\_your\_diabetes\_ througha\_healthy\_diet.ppt#256,1,Dia 1 | PowerPoint | Student, patient (diabetes type 2) | This PowerPoint is an nutrition guide for type 2 diabetes. You can find an explanation about the disease and tips to keep it under control. | - A PowerPoint were students can learn from  - Information for patients, to understand diabetes type 2 better. |
| Dietitian Ambition  <http://www.dietitianambition.blogspot.be/> | Blog | Student | This blog shows dietetics through a students eyes. She posts fun tips, facts and extras she learns along the way! | - This blog is an inspiration for many other students.  - Other students can read her articles, tips and recipes. They can put comments on the posts and so learn from each other. |
| Lactose intolerance  <http://digestive.niddk.nih.gov/ddiseases/pubs/lactoseintolerance/> | Website | Students  Patients  Dietitians | What cause the intolerance of lactose ? |  |
| How to treat diabetes in a best way ?  <http://diabetes.webmd.com/features/prediabetes-diagnosis-what-to-do?page=2> | Website | Patients  Dietitians  Students.  Relatives of the patient | Information about the disease : how to prevent, diagnosis, the cause. | You are able to read how to eat correctly during the disease.  For students and health professionals |
| dialysis  <http://www.youtube.com/watch?v=IQKQ4eoKfTg> | A small film | Students  Patients or family with a kidney dialysis | These e-course concern people with a kidney dialysis. | On this video you can see which types dialyses are used for people with a kidney disorder. I find that the differences have been well explained and concretely. You have 2 types dialyses the hemodialyse and peritneaaldialyse. |
| Coeliakie http://www.youtube.com/watch?v=PI\_q76YINo0 | Movie | Students, patients and  Family  Coeliakie | In this movie, there are very interesting tips for people who have coeliakie and their families | Benefits: In this movie you hear the explanation of an experienced patient and practical tips for other patients!  NOT IN ENGLISH |

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| NUTRITIONAL CALCULATIONS | | | | |
| <http://dietsoftware.com/>  Search engine: Google  Search term: Nutrition software  Searched website: The NutriBase 10 Professional Nutrition and FitnessSoftware Site | Software | Dietitians | NutriBase i is nutritional and fitness software for  - composition of meals - managing weight and diabetes type II - food habits - increase fitness -  ““ Can your nutrition software do any of these things?” . | It not free, but you can find useful information for educational purposes |
| <http://www.prohealth.com/weightloss/tools/exercise/calculator1_2.cfm>  Search engine: Google  Search term: calories you burn while exercising  Searched website: Exercise Calorie Calculator | Website | Loose weightEnergy expenditure during certain activities | Several steps to select:  - select a sport - enter weight and duration of activity  - Submit 🡪 kcal burned | Easy calculation of energy expenditure during sport (not taking into account other factors than weight) |
| <http://www.youtube.com/watch?v=vQ7uTCOF-PA&NR=1&feature=endscreen>  Search engine: Youtube  Search term: Healthy eating tips  Searchlink: Healthy Eating Diet Tips: How To Calculate Calories Needed To Maintain | Clip | Broad public | Daily energy expenditure  Calculation base don weight, length, age, activity, gender | Clear instructions  Different metric units |
| Bmi calculate  <http://nhlbisupport.com/bmi/> | A Internet site | The ordinary population | These e-course serve you your bmi calculate. | You can note your data in meter and kilogramme or inches and pond. This tool calculates your bmi there also stands at mentioned when you ondergewicht, normal weight enz.hebt. There  to come  subjects also other concerning healthy feeding offer. |

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| NUTRITIONAL LABELLING AND CLAIMS / LEGISLATION | | | | |
| <http://www.youtube.com/watch?v=ypz_rkNygGc&feature=relmfu>  Search engine: Youtube  Search term: Nutrition and dietitian  Searchlink: Nutrition & Dietitian careers: How Do You Calculate Net Carbs? | Clip | Patients with diabetes | Calculations of netto carbohydrates by using a nutritional label (fibers) | Clear and slow explanation; easy understandable  Labels from USA |
| <http://www.nourishinteractive.com/nutrition-tools-healthy-family/parents-food-labels-nutrition-facts-tool>  Search engine: Google  Search term: How to read food labels demo  Searched website: Food Labels Facts Tool- Interactive Food Label Reader, How To… | Demo  Quiz | Broad public interested in food labelling | Exercise based on a example of a food label (Pretzels)  Information about nutrients  Quiz with different examples, asking questions about the nutrients in the examples | Clear instructions and quiz |
| <https://itunes.apple.com/us/app/fooducate-healthy-food-diet/id398436747?mt=8>  Search engine: Google  Search term: Health and nutrition freeware  Searched website: Fooducate - Healthy Food Diet & Nutrition Scanner for IPhone, IPod,… | App (iPhone or iPad) | Broad public | Scanning food items with a barcode 🡪 information about benefits and disadvantages of the product, healthy alternatives, evalution of the product (A to D)  Creating shopping list | Free app, for now only in the USA  .All positive reactions in the review section of the app store – also by children to choose healthy alternatives |
| <http://ocw.jhsph.edu/index.cfm/go/viewCourse/course/FoodNutritionPolicy/coursePage/index/> | pdf | Students | The purpose of this course is to familiarize and engage the student in the steps and dynamics of policy making processes that address nutrition problems and issues. Nutrition and food policy are decisions of government and special legislation. this course focuses on government policies, their policy goals and effective programs. | Pro:  - sources of each lecture  - free |
| How to Read the Food Label (ehow.com)  <http://www.ehow.com/video_6401251_read-food-label.html> | Video | Patient | Discover how to properly read food labels with help from a health promotion specialist in this free video on nutrition. | - The video is going very fast to follow what she says. So, the typed text under the video is very handy!  - It’s very basic what she says about a food label, but it’s clear. For more information on how to read the, to navigate the nutrition food labels, check out eathappy.info. |

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| SPORTS AND NUTRITION | | | | |
| Healthy sports:  Nutrition  <http://www.cjsm.vlaanderen.be/gezondsporten/voeding/sportvoeding/index.htm> | A website | Athletes | This website provides information to athletes about what food they should use. It also gives information on what they can best drink. It also includes a list of foods that are good for athletes. | The experience will only be important for athletes. I think it may be something more specific for different sports. I think it’s very good that there is a clear list of good nutrition for athletes.  NOT IN ENGLISH |
| <http://www.futurefit.co.uk/prospectus/e-learning-demos/>  [Nutrition for Sport and Exercise](http://www.futurefittraining.co.uk/Demos/Nutrition%20for%20Sport%20and%20Exercise%20Demo/player.html) | Demos | Everybody | It’s a demo about sport and nutrition. The course is about how food and nutrients can improve sportskills. And also how to become a sports nutrition adviser. | Pros:  - pleasant demo voice to listen to  Contras:  - no extras like examination, assignments |
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| RECIPES / COOKING | | | | |
| <http://video.about.com/vegetarian/Tofu.htm>  Search engine: Google  Search term: Cooking vegetarian demonstration  Searched website: Vegetarian and Vegan Cooking Videos and Video Recipes | Demo | Vegetarians  Not-vegetarians | Preparation of tofu before preparation  Different ways to prepare tofu | Attractive demonstration |
| Games  Vegetarian Salad  <http://www.freegamez.be/speel/Vegetarische-salade.html> | A Game | Children | This is a site with free games for kids. There are several categories of games. This game was of the educational category. Through this game children learn how to make vegetarian food. There where other educative games about food too. | I think it’s very good when children play such games. They learn in a fun way. In this game, by example, they learn about vegetarian food, while there are many children who don’t know what vegetarian food is.  NOT IN ENGLISH |
| <http://www.ecookinggames.com/game/learn-to-cook-a-healthy-pizza/>  <http://www.ecookinggames.com/> | Game | Patient student, dietist | Game how to make a healthy pizza. | It are funny games about food. This games are good for children so they can learn how to cook healthy.  There are also games with unhealthy food like a burger. |
| Vegetarian burger recipe  <http://www.youtube.com/watch?v=wM43yFuPz0A> | Movie | Patients  Dietitians  students | Possibility to make your own vegetarian burger by watching. | It can only be watched in English. |
| The intolerantly chef  <http://intolerantchef.blogspot.be/> | Blogg | Lectoren  Students  Patients with a gluten or a lactose intolerantie | These e-course are blogg in which prescriptions have been written out for people who can take no gluten or lactose. | The prescriptions have been clearly written out , its photograph to added. It is nice also that there are recipes of the Turkish kitchen and that she mentions its own findings concerning the Courts . |

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| NUTRITION AND PREGNANCY / INFANTS | | | | | | |
| <http://www.youtube.com/watch?v=tySBh6MFMsg>  ( Part 1 of 2)  <http://www.youtube.com/watch?v=bKqTthcYmBQ&feature=relmfu>  ( Part 2 of 2)  Search engine: Youtube  Search term: Nutrition and dietetics pregnancy needs  Searchlink: What to Eat While Pregnant ( Part 1 of 2) and ( Part 2 of 2) | Clip | Pregnancy | | Nutritional requirements during pregnancy  Food advised and foods to avoid | Interesting and educative  Demosntration of food items on table  Spoken and also showed written afterwards | |
| <http://www.storknet.com/ip/reproductive_years/delivery/breastfeeding.html>  Search engine: Google  Search term: Nutritional requirements during lactation  Searched website: Breastfeeding – Nutrition for you, Nutrition for two | website | Lactation | Information about breastfeeding  . | | | Visual advises |
| [www.ulster.ac.uk/.../DietaryRequirementsofDiffer](http://www.ulster.ac.uk/.../DietaryRequirementsofDiffer)...  Search engine: Google  Search term: Nutritional needs for kids ppt  Searchppt: Dietary Requirements for Different Client Groups- University of…  (PPT) | Powerpoint | Dietitians | Nutritional requirements for different populations or groups | | | Language for experts  Chemical formules of the nutrients and biomedical mechanisms |
| <http://www.early-nutrition.org/enea.html/module-1.html> | Video, website | Dietitians | It is a module course that focuses on breastfeeding and is divided in 3 units. The course is about why breastfeeding is the best choice for the nourishment and well-being of mother and child. | | | Pros:  - Free  - research numbers  - test at the end of each unit  - optional further reading or end of lecture    Very good example |
| <http://www.nutritionworks.cornell.edu/UNICEF/home.cfm?Action=overview> | Video + pdf | Everybody | You will learn the awareness of up-to-date knowledge about Infant and Young Child Feeding (IYCF) and what they do and stand for. You’ll learn how to interpret data and how to describe population-based problems to IYCF. Also to recommend appropriate IYCF research, programmes, and policies to supervisors, partners, and national governments. You will be aware of the best of best practices to manage action on recommended IYCF research, programmes, and policies. And also about initiatives with emerging issues. | | | Pro:  - free  - video  - case studies  - tests and a final exam  Contra:  - only 1 language |

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| SCIENCE EDUCATION | | | | |
| Undesirable micro-organisms  <http://freedownloadb.com/ppt/de-afsterving-van-micro-organismen-microbiologie-9457202.html> | A PowerPoint | Students | This is a PowerPoint that you can download for free. They are primarily intended for students who wish additional information. It provides information on undesirable microorganisms. About what they cause, how they can be avoided, and so on. | Thanks to this PowerPoint they can try to reduce unwanted microorganisms. The most important experience of this e-course is that it gives more knowledge to the student.  NOT IN ENGLISH |
| Science about food for the children  <http://www.makemegenius.com/index.php?type=0> | Powerpoint  Movie | Dietitians  Students  Relatives of the patient.  Children | Children can learn how to eat. |  |
| Exercises organic chemistry  <http://exercises.murov.info/ex16-1.htm> | A Internet site  Database: Google  Zoekterm: exercises organic chemistry | students | This is a Internet site where you must be able recognise organic structures | Execises on chemistry |
| Biology Powerpoint Lectures  <http://www.biologyjunction.com/pwpt_biology.htm> | A Internet site | Lectoren  Students | These e-course are a Internet site on which powerpoints stand. | Teachers can use these slides for their classes. It is a clear site and it has a broad pallet of subjects |
| Microbiology  <http://animal.discovery.com/tv-shows/monsters-inside-me> | A Internet site  Small films | Students | These  ecourse concern micro-organismen in the body. | A bit too main stream – not so much for teaching purposes in HEI |
| Metabolism  <http://www.youtube.com/watch?v=MrOK_zWUzpM&feature=related> | Movie | Students, dietitians  What is metabolism? | In this movie they clearly lay out what metabolism is, what it means and how it works | Benifits:  You can follow along in the movie good because text in is present |
| Anemia  <http://www.youtube.com/watch?v=W9qZBlhiLyQ> | Movie (presentation) | Students, dietitians, and patients | IIn this presentation, they explain what anemia is, the causes, symptoms, consequences and the treatment. | Benefits:  It was clearly explained, with prints and pleasant voice  Disadvantages: DUTCH only |
| Spijsvertering  <http://www.youtube.com/watch?v=ecUq2TD0blE> | Movie  Digestion | Students, dietitians | In this movie they discuss the digestion of the food that we record the mouth to the stool | Benefits:  Pleasant movie for the students with a clear explanation of the digestion  Disadvantages: DUTCH only |
| Cholesterol  http://www.youtube.com/watch?v=VlAla7gerH8 | Movie  Cholesterol | Students, dietitians | * What is cholesterol * The 2 different cholesterol LDL cholesterol and HDL cholesterol * Their operation | Benefits:  Here also explains what the task of LDL cholesterol and HDL cholesterol is the task of.  Disadvantages: DUTCH only |
| What are enzymes  <http://www.youtube.com/watch?v=vTQybDgweiE> | Youtube presentation  What are enzymes | Students, dietitians | They tell wat enzymes are and how it works | Benefits:  There are quite a few students who do not know how enzymes in their work correctly, it is therefore recommended that this movie, everything there is clear in veteld |
| Obstipation  <http://www.rightdiagnosis.com/o/obstipation/intro.htm> | Website  Obstipation | Students, dietitians and for other people | Detailed presentation about obstipation   * Causes * Symptoms * consequences * Treatment etc.. | Benefits:  It's all clear per part explained |
| Hypoglycemia  <http://www.youtube.com/watch?v=vVQjoXN7Nj4> | Youtube presentation  Hypoglycemia | Students, dietitians and for other people |  |  |
| What Is Osteoporosis? <http://www.medicalnewstoday.com/articles/155646.php> | Youtube presentation  What Is Osteoporosis? | Students, dietitians, and patients | What it is and what the causes are | Benefits: On this site tell you what this disease is and how you can prevent correct |
| Teacherschannel  <http://mijn.teacherschannel.nl/> | A software | students | It is an online learning site consisting of e-books,educational videos and documents. | The site has various  I experienced some difficulties when registering myself  to the site ,I didn’t know the school’s code which  was needed to register  The primary school subscriptions  are too expensive,they cost 195 eur per year.  NOT IN ENGLISH |
| Phet.colorado  <http://phet.colorado.edu/nl/> | Website | students | a site with different courses and various videos which help students visually to incorporate what they have learned in the classroom | All the courses are free and easy to use  The website is not in English, but it is not that important for the animations. (material comes from Univeristy of Colorado) |
| Lab test interpreter  <http://labtestinterpreter.about.com/> | website | students | a site that describes and interprets different medicaltests | it’s simple to use  Learn about different lab tests e.g. blood glucose |
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| OTHER | | | | |
| <http://careerplanning.about.com/cs/occupations/p/dietitian.htm>  Search engine: Google  Search term: What to do for finding a job as a nutritionist?  Searched website: Dietitian and Nutritionist – Career Information | Website + Quiz | Students – graduates looking for a job | Information about the job as a dietitian and requirements for the job  Different fields in dietetics are covered  Quiz that tells you if you have the profile to become a good dietitian and where you can improve | Interesting for students to learn more about the job as a dietitian |
| Vegetarianism  <http://www.gezondweb.be/gezondweb/rubrieken/voedingrecepten/voedingsdossiers/voedingstips/vegetarisme.htm> | A website | Students | This a website that explains vegetarianism. It explains the different types of vegetarianism are, what the risks are, what a good diet composition is and it also gives some tips. | I think this website is not comprehensive enough. Each section has only the necessary explained. Personally I think this choice of life may be explained more extensive.  NOT IN ENGLISH |
| Health:  Social and cultural role of nutrition  <http://www.voedingsinfo.org/ned/gezondheid/gezondC.htm> | A Website | Students,  The general population | This website explains the social and cultural role of food in our daily lives. It provides information on the feeding habits in different cultures. For example, what some people may or may not eat. | I think this site is clearly divided by culture. I found that more information could be given about the customs in different cultures. What I found regrettable is that they don’t explain why some people may not eat some things.  NOT IN ENGLISH |
| Eating disorders:  Bulimia and Anorexia Nervosa  <http://www.slideshare.net/EvaConstant1/eetstoornissen-ppt-6507168> | A PowerPoint | Students | This is a PowerPoint about eating disorders. In this PowerPoint they only main the display. These are only the topics that will be further explained through the PowerPoint. So you don’t really find information here. | I found this e-course not so convenient. It is a beautiful and well created PowerPoint. What I do not like so much is that you can’t really find information. Although students can use this resource to be inspired about certain subject.   NOT IN ENGLISH |
| <http://www.unicef.org/nutrition/training/list.html> | powerpoint | everybody | This course is meant to help people from all over the World and let them know about the basics of humanitarion system and reform, undernutrition and response in emergencies, individual assessment and micronutrients. | Pros:  -It is easy to work with  -nice lay-out  -it’s free and you can always go back to another lesson  Contras:  -it takes much of your time  -only one language available |
| [PPT]  [PowerPoint Presentation - Eating Disorders - Personal Websites](http://www.google.be/url?sa=t&rct=j&q=anorexia%20powerpoint%20presentation&source=web&cd=3&ved=0CD4QFjAC&url=http%3A%2F%2Fhomepages.gac.edu%2F~jkloubec%2FHES%2520239%2Featingdisorders_files%2Featingdisorders.ppt&ei=2z2qUOHdJLOT0QWHvIGIDg&usg=AFQjCNFyKtAC5KvZk83F_EVg6wV82Ssu2g)  Eating disorders | Power point | Student, dietist, patient  (eating disorders) | It’s a power point about eating disorders. They give information about Anorexia Nervosa, Boulemia and Binge eating disorder. | The power point contains sometimes too much text on a single slide. But they give a lot of information. The power point can be used as a presentation to explain eating disorders.  🡪 recommendation to adjust the same formatation in all slides for better view  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| <http://www.slideshare.net/EvaConstant1/eetstoornissen-ppt-6507168>  Anorexia Nervosa and Boulemia | Power point | Student, dietist, patient  (Anorexia Nervosa and Boulemia | It’s a power point about eating disorders, about Anorexia nervosa and Boulemia. | They give facts about the diseases and they tell the difference about the two diseases.  The font of the power point need to be clearer and it can be longer.  Not in English  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| <http://www.youtube.com/watch?v=yKzAzeil4SI>  Anorexia Nervosa | Movie (you tube) | Patient  (Anorexia Nervosa) | It’s a movie about Anorexia Nervosa. In this movie is the message that you die if you eat not. They describe what a anorexia patient do, and at the end they give a website to help people with anorexia. | The message in the video is very clear. It good that a child talks in the video, it gives more power.  But they need to tell their site to help and not just show.  It can be used for people with anorexia.  No information how to overcome this disease  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| <http://www.youtube.com/watch?v=tRMv6NAJB-E&feature=related>  Anorexia Nervosa | Movie (you tube) | Patient  (Anorexia Nervosa) | It’s a movie about Anorexia Nervosa. They show how people with anorexia see them selves. And they give facts about eating disorders. | They give a good view on how anorexia patients see them selves  . But sometimes they use fake images.  It can be used for people with anorexia to see that they are wrong.  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| <http://www.youtube.com/watch?v=50Fs5U49mFU>  Binge eating disorder | Movie (You Tube) | Patient, student, dietist  (Binge eating disorder) | A movie about Binge eating disorder, they explain what this disease is. They tell also what the symptoms are and what you have to do. | They explain it very good but they don’t show pictures so it becomes a little bit boring.  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| <http://www.slideshare.net/yadirabonilla/power-point-presentation-eating-disorders#btnPrevious>  Eating disorders | Power point | Patient, student, dietist  (eating disorders) | It’s a power point about eating disorders. They explane what anorexia nervosa, boulemia nervosa, binge eating disorder, obesity and unhealthy dieting is. | They give a lot of information but there is to much text on one page.  It can be used for people with eating disorders.  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| Eleanor McEvoy - Sophie  <http://www.youtube.com/watch?v=cxBpUwYneJw> | Song | Patients  (Anorexia + eating disorder) | The song tells the story of a young girl, Sophie, who suffers from anorexia.  McEvoy based the lyrics on observation of anorexia's effects. | - The song is inspiring thousands of girls around the world who suffer from eating disorders to seek help.  - Sophie has been used as the soundtrack for dozens of videos across the internet. The videos range from Sims animations, to personal narratives, to photographs showing the effects of eating disorders.  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| Dying to be thin  <http://www.pbs.org/wgbh/nova/body/dying-to-be-thin.html> | Documentary | Patient, family (anorexia, bulimia) | In this documentary, NOVA examines a disturbing increase in the prevalence of eating disorders, particularly anorexia and bulimia. Meet students, ballet dancers, fashion models, and other young women who are seeking recovery or have conquered their disease. Discover how leading eating disorder specialists are making dramatic advances in the diagnosis and treatment of these devastating conditions that affect millions of people. | - The documentary is balanced and very straight forward. It shows exactly what it's like to have an eating disorder.  - It could be a very valuable teaching tool.  🡪 Video not available in some regions due to right restrictions  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| What is anorexia nervosa?  <http://www.medicinenet.com/anorexia_nervosa/page2.htm#what_is_anorexia_nervosa> | Website | Patients  Dietitians  Relatives of patient. | The website explains how anorexia is diagnosed and many other aspects, e.g. how to prevent the syndrome. | MedicineNet.com is an online, healthcare media publishing company. It provides easy-to-read, in-depth, authoritative medical information for consumers via its robust, user-friendly, interactive website.California, USA.  The website is full of photos, and advertisement, which makes it difficult to read. Although the information is presented well explained, there is no source (book, journal, paper) for the information.  I would rather not recommend this website in my courses.  Alternatively, I recommend this website (the same as below, but for this topic): <http://www.helpguide.org/mental/anorexia_signs_symptoms_causes_treatment.htm>  Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| Bulimia nervosa  <http://www.helpguide.org/mental/bulimia_signs_symptoms_causes_treatment.htm> | Website | Patients  Dietitians  Students  Relatives of the patient | Detailed explanation about all aspects of the disorder. | The information is presented in a clear, well-structured manner. No advertisement and photos. Scientific team and sources for information are provided.  I would recommend this website. Guidance by specialists (psychiatric, psychology, dietitian), is always recommended |
| Statistics about obesity all around the World  <https://catalogue.ic.nhs.uk/publications/public-health/obesity/obes-phys-acti-diet-eng-2012/obes-phys-acti-diet-eng-2012-rep.pdf> | PDF document | Patients  Dietitians  Students  Relatives of the patient |  | Directly References that will  Help you find more information about obesity.  Sources for all information provided in the Annex, all surveys listed. Well prepared information. |
| High protein diet according to dietitians  <http://www.bewell-dowell.org/bewell/content.php?page=highproteinlowcarb> | Website | Patients  Dietitians  Students | Specific information about all aspects of macronutrient-related diets and other topics. | The information is presented in a nice manner, the source is provided for the single articles. However, it does not mention who is the scientific team behind, which prepared/adapted the information from the scientific literature. |
| Food and feed safety  <http://www.efsa.europa.eu/> | Website | Teachers  StudentsUniversitiesGovernmental bodies | These e-courses concern topics relevant for food and feed safety.  There are interesting regularly changing topic e-courses on this website.  The list of publications is useful as well. | The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks. |
| Useful links for the feeding industry  <http://ec.europa.eu/enterprise/sectors/food/links/index_en.htm> | Website | Students  Teachers | These e-course concern the feeding industry. | On this Internet site you can retrieve almost already your questions concerning the foods industry in. This site is very skilful if you are with projects busy that the feeding industry concern. Or if you have questions concerning a certain legislation that here to experience has you can that here find. |

## The eGuide

This e-guide will show many of the opportunities of ICT that could be used by dietitians, teachers, students and others. The guide will assist and guide users in using some "newer" or innovative ICT tools. It will try to make dietitians and other users warm for using these ICT possibilities more frequently and finally make them aware of the many benefits. Users will be offered an option to give feedback or ask questions to other users; some case-studies are included as well.

The guide will also accompanied with a websearch of some existing online material for dietitians., since there is many information available on the Internet . This overview includes websites, presentations, Youtube clips and others, mostly accompanied with a short user review of each tool.

If you want to give us feedback or add content to this consultation copy of the e-guide, please contact [veerle.vanvlaslaer@plantijn.be](mailto:veerle.vanvlaslaer@plantijn.be)

# Online communication

## I want to have a long distance conversation

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| **AUTHOR(S)** |
| Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM** |
| Long distance conversations can be used for different purposes:   * Having a short conversation with colleagues * Having a meeting without the need to view or show other one’s screen * Making an oral evaluation of students on distance * …   Several software can be used for this. Most used is Skype  Skype requires software to be installed on the PC (so this could be a problem for a computer with restrictions an installing software e.g. in hospitals or some schools). It also has a mobile app for smartphones and iPhone.  When one doesn’t want or isn’t able to install software, a web-based application (webpage) could offer an alternative.  The procedures of both types (via software or web-based) are explained below by a commonly used example of each. Skype and Tinychat are the applications described below, all free to use. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE** |
| 1. **Skype**   Skype should only be installed once the first time.  Open your internet browser and go to [www.skype.com](http://www.skype.com) to follow the download/install procedure.  To guide you, Skype provides video manuals on their Youtube channel on installing and using: <http://www.youtube.com/user/skype?feature=watch>  Once Skype has been installed and you are logged in, you can use the major functions in Skype for free.  Tutorials on the major functions: <http://www.youtube.com/playlist?list=PL73F9EA2D155BF3B2&feature=plcp>  Beschrijving: C:\Users\Koen\AppData\Local\Temp\SnipImage-{310D8C75-DAA3-4DEC-BF01-E6F3D0C344A0}.PNG  Remarks:   * Chatting is possible with or without video, with sound or written * Screen sharing is possible * Group conversation is only possible for premium accounts (pay X € each month), open tutorial on <http://www.youtube.com/watch?v=zkZPMbvDsQg> * Alternative programs: MSN Messenger, ooVoo.com, …  1. **Tinychat: web based, no registration or installation needed**   Tinychat is very easy to use. One can broadcast with text, video and audio chat, via webcam and microphone to anyone who joins your chat room, and there’s no need to install anything. Users can share up to twelve broadcasts simultaneously.   * Open your web browser and go to tinychat.com * Click *create room – instant room – Guest (you can sign in as guest, or via Facebook and Twitter)* * Choose a *user name* and *topic.* * Your own personal chat room has been created now, and you can invited others by sending/mailing them the link (= URL) generated and shown (e.g. [tinychat.com/pa7fd](http://www.tinychat.com/pa7fd) ) |
| **EXAMPLE(S) and GOOD PRACTICES** |
| Informal meetings with colleagues  Conversation with international students  Working together  … |
| **REMARKS** |
| Written manuals for Skype exist as well, but the Youtube demonstrations are more easy to follow  Terminology: VoIP: Voice over Internet Protocol  Many other programs exist for long distance conversations:   * ooVoo : well known alternative for Tinychat * Facebook: also offers chat (typing and webcam chat) * goober Messenger * Jitsi   Mobile applications   * Skype mobile * Viber (no video) * Line (no video) |

## I want to find a suitable date and time for a group of people to meet

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| **AUTHOR(S)** |
| Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM** |
| Doodle is a free Internet calendar tool for scheduling meetings. Doodle enables you to propose several dates and times and the participants can indicate their availability online.  Users are polled to determine the best (= most preferred or available) time and date to meet.  The person who starts the Doodle (= meeting coordinators or administrators) receive e-mail alerts for votes and comments.  Doodle eliminates the chaos of scheduling and saves you a lot of time and energy when you’re trying to find a time to bring a number of people together. The service can be used for business and personal scheduling.  Doodle is free to use. Registration is required to start a Doodle yourself. Registration isn’t required for the invitees. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE** |
| 1. Watch the Doodle introduction for basic scheduling on <http://vimeo.com/12782154> . The video will explain how to register on [www.doodle.com](http://www.doodle.com) , make your first scheduling poll (“Doodle”) and invite others (by email) to indicate their preferred or available time slots. Invitees can easily complete the Doodle by clicking the URL that is sent by the invitation email. 2. A (partially completed) Doodle, when opened through the URL sent, might look like:     The invitee can write his name and select the available dates/times by clicking those time slots   1. FAQ’s, help and support are available on: <http://www.doodle.com/about/help.html> |
| **REMARKS** |
| Advanced users can connect their calendars, customize their own Doodle, and use a lot of extra features. |

## I want to show my computer screen to others

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| **AUTHOR(S)** |
| Donck Pauline (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Have you ever wanted to show someone your computer screen when it’s not possible to be physically next to them? Skype has a function that allows you to share your computer screen or to see the computer screen of someone else.  You can share your screen with one person for free, however, for group screen sharing, you’ll need to download [Skype Premium](http://www.skype.com/go/premium/?intcmp=CS-Upsell-FA10215-1).  Before you can share your screen, make sure that you have:   * The [latest version of Skype](http://www.skype.com/go/download). * A [broadband internet connection](https://support.skype.com/faq/FA1417). * A computer with at least 1 GHz CPU and 512 MB memory. * [Skype Premium](http://www.skype.com/go/premium/?intcmp=CS-Upsell-FA10215-2) (for group screen sharing) |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| Before you can share your screen through Skype, you will need to download Skype on your computer. Instructions about how, can you find at [www.skype.com](http://www.skype.com) |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. Launch Skype: Launch Skype by either clicking on the Skype icon on your desktop or by clicking the “Start” menu, then on “Applications” then select “Skype”.      1. Sign into your Skype account. Sign in by using your Skype name and password that you created when you signed up for your Skype account, then click “Sign In”. If you don’t remember your password there is an appropriate link in blue available below the password box. After you sign in, a list of the contacts you have added while using Skype will appear on the left side of the screen.      1. Select your contact. To select a contact simply click on the name of the contact. Their conversation screen will then show up on the right side of your screen as seen in the image.      1. Select the “Video Call”. "Video Call" is located near the top right of the screen below your contact’s profile information. Once you click on the call button you will hear a unique ring that also resembles a buzzing noise. You are free to remain on the video call as long as you like before activating the screen share.      1. Click on the "Chat Icon" to start setting up the screen sharing. Once you are successfully on a video call with your contact, click on the chat icon that says “Show Messages” when you place your mouse over it. As displayed in this image the chat icon is the grey, circular button second from the right that looks like a thought bubble.      1. Click "Share". When the instant messaging screen comes up below your video the “Share” button should be located near the bottom of the video itself.      1. Select “Share Your Screen”. This will be an option on the drop down menu after clicking “Share”. 2. Then select “Share Full Screen” or “Share Selection”. Clicking “Share Full Screen” will automatically outline your entire screen, while clicking “Share Selection” will automatically select a smaller square area in the middle of your screen. 3. Once you have selected the amount of screen you wish to share, select “Start Screen Sharing”. The "Start Screen Sharing" button is located on the top dark bar of the screen sharing area. Once clicked the outline of the area will turn red indicating that your screen sharing is live. If the top dark bar is not visible click on the black arrow in the top left corner and the bar will appear.      1. Continue working. Work on your computer as you wish and your contact will see everything you do within your selected screen sharing area. You will still be able to talk to them as everything remains the same as in a video call, yet the video is now of your screen and not the view of what is in front of your web camera. 2. Stop screen sharing. You can stop screen sharing by clicking on the previously described arrow in the top left corner of the screen sharing area. The dark bar will then appear along the top border of the area. Click “Stop Screen Sharing”. You can also stop screen sharing by again clicking “Share” located below the video and then selecting “Stop Sending Screen”.   An other way to learn how to share your screen through Skype is by watching this Youtube video <http://www.youtube.com/watch?v=-hPQhldDhRY> |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| Examples of things you could show your contact while using screen sharing:  A document that needs to be discussed  Visual directions about how to navigate through a settings menu  A presentation over a call  Showing documents, photo’s without having to send them  Give viewers control of your desktop  You can work together on documents or files |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| **Hints**  If you are the person being called, select the “Answer with Video” button when the incoming call screen appears as seen in the image below.    Make sure your contact is online before trying to "Video Call" them.  You should only screen share if you have sufficient internet speed to support a video call.  **Warnings**  Only select things on your screen that you are fully willing to share with your contact.  Be aware that Internet quality may cause your video call freeze momentarily.  Once you share your screen they can't see you at the same time!  **Attention**  Screen sharing is free with one person. If you want to share your screen in a group, you will need to install Skype Premium. |

## *I want to make a QR-code (barcode to online content)*

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| **INTRODUCTION AND AIM OF THE TOOL**  *A QR code is a 2-dimensional code, mainly used as a direct link to online content such as a website. This code can be scanned by smartphones or tablets to have instant access to the website. QR-codes are often printed on posters or publicity, to make it use for potential clients to look for information.  The scanning is free, and in this sheet we will explain a free system to make your own QR-code.*  ***In this sheet, we also made QR-codes for the following websites:***  <http://www.thematicnetworkdietetics.eu/everyone>  <http://www.facebook.com/DIETS2>  <http://www.efad.org/everyone> |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
|  |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| **Making a free QR code qrstuff**  Open your internet browser, go to Google and type “create a qr code for free”  We chose to use the second hit in our example: [www.qrstuff.com](http://www.qrstuff.com)    Choose “data type” and select “website URL”.  Under “content” you can paste the URL to the website that you want to make a QR-code for    Under “foreground color” and “output type”, you can change the lay-out of the QR-code    Choose “download” to save the QR-code.    ALTERNATIVES:  Qurify: <http://www.qurify.com/nl/>  Qrcode.littleidiot: <http://qrcode.littleidiot.be/>  We used the three programs as described above to make a QR-code for he following websites:  <http://www.thematicnetworkdietetics.eu/everyone>    <http://www.facebook.com/DIETS2>    <http://www.efad.org/everyone> |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
|  |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)**  It is not necessary to use a paid program, since the free programs do the job as well.  Many smartphones or tablets have an app pre-installed to scan a QR-code. If not, the program Quickmark could be used. |

# Learning management system

## *I want to create an account to do my accounts online: Exact Online*

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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| If you want to do your accounting online at exact online, you get a 30-day free trial.  After this 30 days you have to pay for it.    You also need an internet connection to use this.  And you need to be a independent dietitian to be able to use exact online.  There are four different subscriptions that you can apply:   * Premium: This is for people who want to do there complete bookkeeping online, including banking and sales invoices. * Advanced: If you would like to do one or two financial administrations yourself. And banking transactions you want automated processed in your accounting. * Basic: You would like to do a simple bookkeeping yourself and thereby the auditors   Involvement   * Invoicing: You want a simple and professional way for your sales invoices and payment reminders. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| * AFAS is a software you can download to do your accounts online.   <http://www.afas.be/leverwijze-be/online?gclid=CMPnqfz4_bMCFQzKtAod-iYATA>   * This is a site where you can find a lot of links related to accountancy   <http://boekhouding.start.be/> |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. **Activate free trial**   To start you need to create a subscription.  To do this you press “free trial” at the right side of the screen.    Then you choose on of the four different subscriptions.  (Premium, advanced, basic, invoicing)  For example: Basic  Then you must enter your data.    If you have entered all the asked data, you press “send”.  Then you get your costumer number.  It is important to note this somewhere.   1. **Log in to your online account**   Press “log in here”    Now there will open a new screen.  Here you enter your username and password.    Then press “log in”.   1. **Get started with your online account**   Then you choose your accountant.  You can also decide to define your account later.    Then there is an explanation on how you get started with your account.  Then press “Next” at the bottom of the screen.  Finally you only have to answer the questions exact online asks you. By this questions the site can create the online account that fits you the best. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| * An independent dietitian can use this to do the accounts online. * Also other independent workers can use this site perfectly. |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
|  |

## *I want to add hyperlinks to documents*

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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Hyperlinks can be added to documents to provide certain information can be found quickly.  Just by one click the file will open.  To be able to use hyperlinks you don’t need a lot of things.  Hyperlinks can be used in different circumstances.  You can create a hyperlink to:   * A document * A blank e-mail * A webpage * To a location (in the current web or the current document) * To a specific location (in another document or to another webpage) * A file   To create hyperlinks you don’t need anything outside the document, file or web page.  If you want to drag a hyperlink from the web you will need internet.  To work with hyperlinks you don’t have to pay anything. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| * Enabling automatic hyperlinks   Turn of automatic hyperlinks  [De automatische opmaak van hyperlinks in- of uitschakelen - Word - Office.com](http://office.microsoft.com/nl-be/word-help/de-automatische-opmaak-van-hyperlinks-in-of-uitschakelen-HP005189637.aspx)   * Add the link   [Een koppeling toevoegen aan een shape of een pagina in een Visio-tekening - Visio - Office.com](http://office.microsoft.com/nl-be/visio-help/een-koppeling-toevoegen-aan-een-shape-of-een-pagina-in-een-visio-tekening-HP001036673.aspx)   * Highlight hyperlinks   [how to highlight all hyperlinks in a word document? - Microsoft Office Word Forum - WordBanter](http://www.wordbanter.com/showthread.php?t=62533) |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. **Open an new file**     1. **Open your desktop and click the Start button**    2. **Move the mouse to the title “programs”.**    3. **Move the mouse to the title “MS office work” and click.**     1.1  1.2  1.3   1. **Open the desired site**    1. **Go to your desktop and click on the icon of the internet**     Click   * 1. **Type the name of the website**     Type the website here   * 1. **Press enter**   **Now you automatically go to the requested website.**  **For example** [**http://www.gezondheid.be/**](http://www.gezondheid.be/)   1. **Add the hyperlink to the word document**    1. **Click in the bar below the computer screen on the word document.**   **This document shall open.**     * 1. **Move the mouse to the top of the screen and click on the title “insert”, you will find this title at the left side.**   2. **Then you click on the word “hyperlink”.**   **Now there will an open framework.**    3.3  3.2   * 1. **Then click on “viewed pages”.**   **Now it shows the history of the last viewed web pages.**   * 1. **Click on the name of the site of which you want to make a hyperlink in your**   2. **Eventually click on the button “ok”.**     3.5  3.4  3.6  **Now you have made an hyperlink in a document.** |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| * For a citation * To refer to additional explanations |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| There are other things then a website that can get remarked by an hyperlink too.  For example a part of a text of an image. |

## *I want to use Pubmed for scientific information*

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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| PubMed is a search engine that searches for online articles. This is especially addressed to dietitians and people who work in the medical field.  The articles that can be found here, are especially of medical and scientific nature.  If you want to use PubMed you’ll need an internet connection.  To get access to this site, you must also register yourself.  PubMed comprises four different parts:   * First of all there is MeFi.   MeFi is a powerful search engine. It searches articles in Medline.  Medline consists of medical articles.   * Another part is OOS.   OOS stands for Online-On-the-Spot.  This is a tool that can be used during a consultation to find information. This information is about clinical problems.   * There is also a part named info.   This is a new part and isn’t totally finished yet.  The goal is to information about web analytics, video demonstrations on how to use MeFi and background information on MedLine.   * The last part is classic.   This is an old search engine that will be deleted from PubMed sooner or later.  Using PubMed is for free, you just need to be registered. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| * The English version of PubMed   [Home - PubMed - NCBI](http://www.ncbi.nlm.nih.gov/pubmed)   * The Holland version of PubMed   [PubMed Medline Query](http://www.pubmed.nl/) |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. **Enter PubMed**   If you enter PubMed for the first time you have to be registered.  Open the internet browser and go to <http://www.pubmed.be/index2.php?lang=nl> .    <http://www.pubmed.be/index2.php?lang=nl>  If you opened the site you click on registered.    Automatically the page to register will open.  Here you should enter the required data.    If all your information is entered, click on registration.  Now you’re logged on.   1. **Search information**   Now click on the button MeFi.    Then click on “choose your word” (1)  Type the first 3 letters of the search topic. (2)  For example Dia (of diabetes) and press search.  There will be a list of topics. Now choose the link on your topic. (3)    3  2  1  Press “choose the default filter”  And then press clinical filter. Now you can choose the specialization.  For example therapy. (sensitive)    Then press “step 3: search in MedLine”.    Automatically there will open a new frame.  This gives a list with all the articles about your chosen subject.     1. **Open the information**   Scroll until you find an article you think is interesting or you think you can use.  Click on the title. Then click on Publication types.    Then click on one of the titles. Now you choose to open with MeSH.    Then you get all the information of this subject there is on PubMed. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| * Students can use it to find extra information about the subjects they have to study. * It can provide information to a dietitian who doesn’t now a particular technique or condition. |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| There exist also other search engines on the internet to help dietitians. |

## *I want to register a website name*

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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| If you have a website and you want to get it online. You have to register your own domain(website) name. A domain name is like “dietitianswillhelpyou.com” or “youneedtoeatfood.be” , which you can use to refer to your website.  Before you can use a domain name you must determine if it is already in use or not. This can easily be done by doing a name search at a domain name registration website for example: <http://www.networksolutions.com/>, <http://www.register.be/uk/index.asp?s=RG001&gclid=CNeT9vPbkrQCFUmN3godSlAALw>, …  This step will be free but the real registration costs from about 7,5€ - 30€ per year to register.  **Importance of a domain name:**  There are several of good reasons for having a domain name:  - If your web host is ever changed then your domain name will be the same. Your customary visitors who knew your website name as [www.dietitianswillhelpyou.com](http://www.dietitianswillhelpyou.com) (for example). They would not have to be informed about a change of web address (also known as “URL”). They only have to type your domain name and they’d be brought to your new site.  - If you are a company, a domain name gives you believability. More people will be willing to do business with a company with a real domain name.  - …  There are many name registration websites where you can register your domain name. I will explain how to do it with [www.godaddy.com](http://www.godaddy.com) . |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. **www.godaddy.com**   The first you’ve got to do is to find a good domain name for your website. I’ll use “dietitianswillhelpyou.com”  When you have a domain name go to [www.godaddy.com](http://www.godaddy.com) and try it out. If it’s already taken think of another one.  Dietitians will help you.png  Click on the button “search”  You’ll see that the example, “dietitianswillhelpyou.com is available for use.  They offer you other domain names on sale or for free.  Domain.png  Choose the one you prefer and click, “continue to registration”.  Now you see your shopping cart: your product, details and the total you have to pay.  You can choose the term for the domain name. It begins from 1 year to 10 years. By registrating your domain for more years you’re reducing your risks of losing your domain name and avoid future price increase.  review.png  If you are certain of your choice, click on the button “continue to checkout”.  In the next step you’ve got to create a new account or login. Fill in all the required information and then “continue to checkout”.    In the following step you have to select your payment method. There are 2 choices. You can choose between credit/debit prepaid cards or Paypal. Fill in all the required information.  Before the final step. You’ve got to read and agree the terms and conditions of the:  - Universal Terms of Service Agreement  - Domain Name Registration Agreement  Click on the button “Place order now”  After the payment you’ll get a verification mail from [www.godaddy.com](http://www.godaddy.com) with all your admin and FTP(is a standard [network protocol](http://en.wikipedia.org/wiki/Network_protocol) used to transfer files from one [host](http://en.wikipedia.org/wiki/Host_(network)) or to another host over a [TCP](http://en.wikipedia.org/wiki/Transmission_Control_Protocol)-based network, such as the [Internet](http://en.wikipedia.org/wiki/Internet).) data.  Then you download FileZilla, it is a free FTP program (<http://filezilla-project.org/>)  When you’ve downloaded the program, open it and fill the FTP data. See e-mail.  The next step, click on the button “quick connect”.  When you are on the sever, go to the folder HTML or PUBLIC HTML.  Go to the folder of your website. Then you can select the files you want to transfer to the server.  Click right mouse click on the file and choose “upload”.  Repeat the last step for all of the files you want on your website.  The final step is to rename your HTML file to index.HTML.  Open your web browser and surf to your domain name. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
|  |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
|  |

## I want to start a discussion forum

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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| This is a discussion forum for dietitians, patients and students. The purpose of a discussion forum is that when patients or students have questions these can be answered by the dietitians. Discussion topics can also be discussed.  When a dietitian wants to create a discussion forum they have to fill in an application that has to be sent and has to be approved. Later on you will receive an e-mail with a confirmation and your user’s password. You can start your own forum on this site [www.yourbb.eu](http://www.yourbb.eu) .  The making and using of a discussion forum is free of charge.  As the administrator of the forum you have to lay on your own conditions that have to be respected by the visitors of the discussion forum.  As a student, patient, dietitian, you must register before you can use the forum.  Before you can make a forum you have to download software, which you can find it on this site: [www.phpbb.com](http://www.phpbb.com) |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| **How to make a discussion forum?**   1. You go to [www.yourbb.be](http://www.yourbb.be) 2. You make a request to create a forum so it can be accepted. 3. You have to fill in your e-mail address, password, forum admin username, forum admin password and forum category in, in this purpose healthy. 4. Then you click on ‘make forum now”. 5. Now, you can enter your forum site. 6. You will receive an activation mail to activate your forum. You have to activate it as soon as possible; otherwise your forum will be refused. If you don’t get an e-mail you have to check your spam or junk e-mail. 7. In this e-mail you find your activation code for your forum. 8. Go to your forum and click on ‘click here to activate” and give your activation code given by freebb. 9. This is an example of a discussion forum : <http://gezondevoeding.freebb.be> 10. Now you can invite people to be part of the discussion forum.   You can put your discussion forum on your website. There you can make a hyperlink to your website for the discussion forum. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| <http://www.youtube.com/watch?v=xpMiiZ-iwA4> |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| There exist more programs to make a forum. |

## I want to create a (dynamic) presentation with prezi

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| **AUTHOR(S)** |
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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)***  Prezi are an on-line programme to make presentations. Prezi distinguish themselves of other presentation programs by the zoom-function |
| … |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| Prezi        Firstly this small film for the first examines use of prezi  <http://www.youtube.com/watch?v=SziJW-59hZQ>   * Open Internet browser. Go to ww.prezi.com * Register you (option public is free). Once you have your prezi account you can start. * Click on “new prezi”. You must fill in the title and give a description of your prezi. If you have done this, click you on create new prezi. * Now you can choose a template.      * Than field of action:   Push Lefter mouse button anywhere to get a framework in which you can type - a choice between title, subtitle or body.    On the left side you can see the order of your presentation.  At the top of your field of action there are several options for the lay-out of your prezi.  …    For more information look here <http://prezi.com/learn/keyboard-shortcuts/>  Other links:. <http://prezi.com/learn/manual/> , <http://prezi.com/learn/faq/> , <http://prezi.com/learn/> , <http://prezi.com/support/> , <http://prezi.com/learn/new-features/> , <http://prezi.com/learn/user-interface-whats-changed/> .  This is left where the question sign refers you to.  The right box is your store prezi and to close. It has been notable me if you conclude your Internet browser that prezi this automatically on beat. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| … |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
|  |

## I want to make a webinar presentation

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| --- |
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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Presentation or a reading is giving directly online. It can be followed on the computer.  The purpose of a webinar presentation is to reach a group of participants on the same time but not at the same place. It can reach the participants over the whole world.  The participants can see and hear the webinar on their own computer. There is no interaction possible between the participants and the webinar. The participants or not able to see or hear one another.  When you want to start an interaction with your participants during the presentation you have to create a webcast. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. Open your internet and go to <http://www.neos-webinar.nl> 2. Open this video for all information: [neos-webinar.nl/site/?page\_id=540&lang=en](file:///\\CAMPUS.LOCAL\DFS001\Educatie\Lector%20aan%20Student\LV\opleiding_VD\lectors_only\DIETS\DIETS2_WP4\Guide%20to%20e-learning\neos-webinar.nl\site\%3fpage_id=540&lang=en) 3. You can try the software with a “free test”. Make your own account on neoswebinar by choosing your own username and password.   The paid versions offers more options for different packages .  You can create now your own presentation. During the making of a presentation your camera and microphone or on. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| … |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| There are more programs to create a webinar presentation : gotowebinar, Eeccoon, CompanyWebcast 🡪 software is not free  You can promote your presentation on social media or sending the participants a recall mail. |

# Sharing documents

## I want to share small files

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| **AUTHOR(S)** |
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| **INTRODUCTION AND AIM** |
| Small files can be easily sent to others as e-mail attachment. Although it is possible to send big files (up to 10MB) via e-mail and some e-mail providers accept that, it should not be done, in order to not overload the mailbox of others. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| Big files (3MB and more) can be made available on the web for others  Providing files so that they can be worked on together with others |
| **PROCEDURE** |
| Send the files in attachment as an email through your usual mail account  When sending photos:  - You can select them into Windows explorer (hold down the Ctrl-button for multiple selections)  - Right mouse – “copy to e-mail”  - You will be asked to keep the original size of the photo’s, or if you want to shrink them in size (with a certain reduction in quality). When your intention is only to share, you can downsize the files without any problem. Only when the receiver has to print the photos or has to be able zoom into details, it is better to keep the original size. |
| **EXAMPLE(S) and GOOD PRACTICES** |
| / |
| **REMARKS** |
|  |

## I want to share big files (Dropbox – SugarSync)

|  |
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| **AUTHOR(S)** |
| Núria Obradors (VIC University) : Dropbox - Sugarsync  Simone Bell, (EuroFIR AISBL): Dropbox - SugarSync |
| **INTRODUCTION AND AIM** |
| Small files can easily be sent out to others by emailing them, but when you have many documents or big files is more complicate. You can use free services that allow you to share folders with other member of the same network (dropbox, sugarsync, etc.) |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| Small files (< 5 MB) can be sent via email 🡪 LINK TO “3.1 I want to share small files  Big files (3MB and more) from others can be reveived 🡪 LINK TO “3.3 I want to receive big files  Providing files so that they can be worked on together with others  Other examples for online applications with very similar functionality  <https://www.dropbox.com/>  :   * Googledrive: <https://drive.google.com/start#home> * SugarSync: <https://www.sugarsync.com> - <https://www.sugarsync.com/products/sync_sharing.html> <https://www.sugarsync.com/tour/> * Windows Live Skydrive: <http://windows.microsoft.com/en-US/skydrive/home> |
| **PROCEDURE** |
| Create an account in dropbox.com or sugarsync.com. You just need an e-mail address. Visit <https://www.dropbox.com/tour> or <https://www.sugarsync.com/tour/> for more information.  Download the program to your computer or device and you’ll get free GB.  Create your folders and then you can decide which ones you want to share with colleagues, other professors or students. Invite your colleagues to share the folder sending them an e-mail. If they don’t have dropbox account, they must create a new one and then they will be able to share the folder.  Steps:   1. Go to <https://www.dropbox.com/> 2. Choose your language on the right bottom corner, if needed 3. Watch the introduction video, if wanted, as this is helpful to learn about the functionality 4. Click on the button “Download Dropbox”, which is free of charge for Windows, Mac, Linux and Mobile solutions (e.g. on your Smartphone) 5. You will be asked to save the file on your hard disk. At the same time a new window opens “Downloading Dropbox”, explaining easily the next steps. Just follow it (see picture below).   Bildschirmfoto 2012-06-22 um 13.43.35.png   1. After following step 3 in the picture above, you are good to use Dropbox now. 2. Create your profile (username and password), when required. 3. Create new folders (click on the button with the symbol: blue folder and green plus symbol) and give them names according to the content of the files that you will upload into them (similar to the folders that you use to organize the files in your computer). 4. When in the new (or existing folder), upload one or more files into this folder (click on the button with the symbol: white paper sheet and blue arrow) 5. After uploading all files, which you want to share, into your folder, you can let one or more persons know that the files are available here for them 6. When in the folder, which you want to share, click on the button with the symbol: blue folder and rainbow. 7. A new window will open, where you can type the e-mail addresses of your colleagues/friends in. You also have the option to type a short note in explaining what the files are about. Click on “Share folder” and that is it. 8. Once the person(s), who you have invited to share your files with you, did download the files from your Dropbox, you will receive a notification via e-mail. 9. You can also upload new files into an existing folder afterwards. 10. You might also be invited to access folders and files from colleagues/friends. 11. The Dropbox remains now in the list of programs on your computer and you can restart it anytime you want to use it and login again with your username and password. Alternatively, you can go to the Dropbox website and directly login there via the “sign in” button on the top right corner (see picture above). |
| **EXAMPLE(S) and GOOD PRACTICES**  Extra on Youtube: how to install dropbox: <http://www.youtube.com/watch?v=5AhtstzPZ7U> |
|  |
| **REMARKS** |
| As always when dealing with files, you should try to keep a good structure, reasonable amount of files and overview of your folders and files in your Dropbox. You might want to delete folders, which are being used anymore after a certain period of time.  Enjoy using Dropbox and sharing files on a very friendly manner. Your colleagues and friends will appreciate your kind initiative! |

## I want to receive big files (DropItToMe)

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| **AUTHOR(S)** |
| Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM** |
| Imagine you want to receive large files like photos, pdf-files, movie clips,… of size > 5 MB.  You could use a USB flash or memory card, but you don’t always have this possibility (e.g. when there is a physical distance)  Therefore, [www.dropitto.me/](http://www.dropitto.me/) makes it possible for others to put files into your own personal Dropbox. The only thing that you have to do is send a simple URL with a corresponding password (of your own choice) to the other person.    Conditions: the receiver needs to have installed Dropbox (see LINK TO “3.2 I want to share big files). The sender doesn’t need to install nothing. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| Other examples for online applications with very similar functionality  Big files (3MB and more) can be made available on the web for others 🡪 LINK TO “3.2 I want to share big files  <https://www.dropbox.com/> |
| **PROCEDURE** |
| **Easily Receive Large Files from Anyone** [www.dropitto.me/](http://www.dropitto.me/)  DROPitTOme is a secure service that lets you receive large files from anyone, uploaded directly to your Dropbox account. The service is free and currently in beta, but it works exactly as advertised. You simply register DROPitTOme with your Dropbox account and you get a URL ([www.dropitto.me/*username*](http://www.dropitto.me/username) ) to give out to anyone who might need to send you files too big to e-mail.  Not just anyone can use the URL, either. To upload a file, your colleagues need to enter the password you provide.    After entering the password: easy to upload any file by clicking and browsing into the documents. After uploading, the document will appear in the receivers personal Dropbox map.    The service works great, especially if your file sharing needs are primarily one-way in nature.  (<http://www.cbsnews.com/8301-505143_162-28649253/easily-receive-large-files-from-anyone/> )  Getting started with DropItToMe: <http://www.youtube.com/watch?v=WDvHjYf0Puw&feature=player_embedded> |
| **EXAMPLE(S) and GOOD PRACTICES** |
| DropItToMe is an app connected to Dropbox.. There are also other apps available.  Examples for use:   * You’d like to receive photos or movies (or other large files) from someone that is too large to be sent by email (e.g . > 50 MB) * You can simply send the URL to the person who can upload the document very easily . The URL is very easy to remember as well: [www.dropitto.me/*username*](http://www.dropitto.me/username) *.* You only need to give the password for uploading to the other one. |
| **REMARKS** |
| As always when dealing with files, you should try to keep a good structure, reasonable amount of files and overview of your folders and files in your Dropbox. You might want to delete folders, which are being used anymore after a certain period of time.  Enjoy using Dropbox and sharing files on a very friendly manner. Your colleagues and friends will appreciate your kind initiative! |

## I want to share and work together on documents (Skydrive)

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| **AUTHOR(S)** |
| Sorin Ioacara, MEDIS, P13  Verheijen Steffie (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Working on many simultaneous important projects is very time consuming. Often, people need to continue their work from the desktop computer on their laptop while on the go, i.e. at work or traveling abroad. Upon returning home, synchronizing files with the “main” desktop computer is not an easy task, especially if you forgotten to do that for a few days. Opening an older version of a document and making modification to it instead of using the latest version available (from the laptop) is a common and dangerous mistake. The answer for this issue is cloud computing technology, a relatively new concept, easy to implement using the example below. Necessary software: SkyDrive from Microsoft, or another similar system like Google Drive. Both are free if less than 7Gb (SkyDrive) are used for backing up files.  Outlook.com is a free, modern cloud email service from Microsoft and is a Hotmail upgrade.  Outlook.com comes with free Word, Excel, PowerPoint and OneNote web apps (office web apps) built-in, plus 7 GB of free cloud storage with skydrive for sharing photos, videos, or other large files without huge attachments. |
| **RELATED TOPCS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| <http://www.youtube.com/watch?v=ovXRTye9WBc>  **1. Outlook.com**   * Don't have an email address?  Open your internet browser and go to [Outlook.com](http://www.outlook.com/). Here you can create an email address. * When you upgrade to Outlook.com, you can continue to use your @hotmail.com, @live.com, or @msn.com email address. Or you can get a new @outlook.com address by adding an alias, renaming your account, or creating a whole new account.  Open your internet browser and go to your hotmail. To guide you, a YouTube video is available with instructions:   <http://www.youtube.com/watch?v=n79SWatlgbI>   **2. Skydrive**  outlook-com-1p  Go to Skydrive by clicking in the down arrow in the left corner next to outlook.   * Click ‘upload’ near the top of the page, and upload your files. Right-click the document, and then click ‘share’. * You can also create Office files right in SkyDrive with Office Web Apps for Word, Excel, PowerPoint, and OneNote even if you don't have Office installed: - Tap or click ‘create’, and choose the type of file you want - Edit your new document and save it - Click on file in the left corner and share the document   Your friends get an email with a link to the document. They can use free Office Web Apps to view the document and make quick edits even if they don’t have Office installed.  This video shows you how easy it is to work together with other in 1 file: <http://www.youtube.com/watch?v=D6O9J_EzmqE>   1. Install Skydrive on both your desktop computer and your laptop. 2. Chose a working directory to be identically maintained on both computers. 3. Start to populate the desktop computer with all your working files, i.e. a directory containg all projects started in the current year. 4. All these files will be automatically uploaded on the webserver, from where can be accessed online securely. 5. Also, all files available on the webserver are automatically transferred on your laptop. 6. Opening an document on the laptop and saving it again after a minor modification leads to automatic update on the webserver and then again on the desktop (upon powering it on, of course). All synchronizing is made automatically without any intervention from the user. 7. You may also chose to share a certain subdirectory with a third party user, if you chose to do that. 8. You may use Skydrive and Google drive on the same computer(s), summing up the free space to 12Gb (at the moment). 9. The system may be installed on more than 2 computers if you need to do so. 10. Enjoy cloud computing made easy. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Written instructions about working with others in 1 file:  <http://office.microsoft.com/en-us/web-apps-help/work-together-on-office-documents-in-skydrive-HA102625039.aspx> |

## I want to use the DIETS database of materials

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| **AUTHOR** |
| Simone Bell (EuroFIR) |
| **INTRODUCTION AND AIM OF THE TOOL**  A database of materials for enquiry-based teaching has been set up within DIETS, WP5.  Content includes:   * Books and e-books * Publications (papers, peer-reviewed, short communication, etc.) * Presentations and images * International initiatives and guidelines * Software and OpenCourseWare   All WP-leaders and DIETS key contacts have access to the database and are welcome to access and add relevant materials to the database.  The database, which is available via the DIETS website, should become an important and sustainable source of information for the DIETS network. Apparently the content of the DIETS website will be kept under the EFAD website after September 2013, when DIETS2 ends.  Costs: none  Access: all DIETS network partners, who are key contacts and are working in workpackages  Web link (requires website log-in): http://www.thematicnetworkdietetics.eu/apps/diets2/index.php |
| **RELATED TOPICS** |
| None. |
| **PROCEDURE** |
| 1. Visit the DIETS website: http://www.thematicnetworkdietetics.eu 2. Log-in 3. Go to “folders” > Choose “Materials Database” > Click on the link “Materials Database access” 4. You can Search for available materials: go to the “Search” button on the grey bar under the DIETS logo and start your search 5. You can edit existing ones or create new materials: go to the “Materials” button on the grey bar under the DIETS logo. The option for creating a new item is on the top left column    1. Read the “important notice”/”field format” before starting the editing   **How to enter key words in the DB:** Always with lower case: starting with lower case and writing the full word with lower case **How to enter author names in the DB:** Start with last name: Start with upper case and continue with lower case. First names: only first letter as upper case and dot after that. Include all first names following this procedure, e.g. "Santos D. E." **How to enter title of publications in the DB:** Start with upper case and continue with all lower case   1. If you want to add new key words, e.g. to be used for your search: go to the “System” button on the grey bar under the DIETS logo. Here you can add new author names and key words. These will appear later on the author and key words lists |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| For questions regarding content and access, please contact Simone Bell (sb@eurofir.org) |

# Social media

## I want to write a message on the Diets page on Facebook

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| **AUTHOR(S)** |
| Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM** |
| DIETS started a DIETS-Facebook Page by the end of june 2011. It is accessible for everybody, but targets in particular all DIETS2 partners, all dietitians other dietitians, academics, students and other professionally involved in the science of nutrition and dietetics.  It can be used for Announcements , Evidence based sharing, Polls,Invitations (e.g. for the Conference), Discussion board.  Each visitor can post something on the Facebook page. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE** |
| The Diets Facebook page link: <http://www.facebook.com/diets2>  On the DIETS Facebook under the “Notes” section (open <http://www.facebook.com/DIETS2/notes>), you can find the following instruction sheets:   * How to post on DIETS2 Facebook page * Guidelines and Rules for Posting |
| **EXAMPLE(S) and GOOD PRACTICES** |
| Sharing knowledge about European nutritional programs and research  Post invitations for the Conference  Share pictures and short videos from the Conference  … |
| **REMARKS** |
| If you’d like to see something post in name of Diets, instead of under your own Facebook name, you can contact one of the following administrators of the Diets Facebook page:  [koen.vanherle@plantijn.be](mailto:koen.vanherle@plantijn.be)  [network.manager@thematicnetworkdietetics.eu](mailto:network.manager@thematicnetworkdietetics.eu)  [admin@thematicnetworkdietetics.eu](mailto:admin@thematicnetworkdietetics.eu) |

## I want to use social media for evaluating student activities

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| **AUTHOR(S)** |
| Lourdes Albiac, University of Vic (Spain) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Social media like facebook can be used for different purposes:   * For disseminating an academic activity. * For evaluating a teaching activity * For sharing educational activities |

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| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |

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| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| Example of evaluating an activity of health promotion done by the students.  This activity is part of the work done by the students of the subject “Community nursing” in the degree of Nursing.   1. The activity is done in groups, so, first of all is necessary to distribute students into small groups. 2. Each group of students plan a health promotion intervention addressed to a target population using social media (written, audio, audiovisual or multimedia). 3. The proposal is presented to the teacher who supervises the content and guides students in developing the proposal. 4. The teacher creates a group on facebook and invite students to participate. 5. The students post their productions on facebook and invite their classmates to see, read or hear the “health promoting material” and to make comments. 6. Other students and the teacher evaluates the proposal, the process and the result of the activity taking into account:    1. Originality    2. Utility    3. Adequacy to the target group |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
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## I want to create a poll using Facebook

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| **AUTHOR(S)** |
| Willem De Keyzer |
| **INTRODUCTION AND AIM** |
| Imagine you want your audience’s opinion on a certain topic or you have an idea you wish to tailor to your target group (clients, students, colleagues, …). The Question feature in Facebook allows you to add a poll on Facebook and get instant feedback from your audience. |
| **PROCEDURE** |
| To guide you, a Youtube video is available with instructions:  <http://www.youtube.com/watch?v=Xa14YuxS20w>  Alternatively to the method shown in the video above, you can also use a poll **App** in Facebook. First, install a polling Application (e.g. "Poll") on the Facebook Page so you can create polls to vote on. There are several polling applications out there, and we recommend to use the one with the widest usage (number of active users).    The link to the Poll application is: <http://apps.facebook.com/opinionpolls>  Remarks:   * You can't ask questions from the top of your News Feed anymore (since 2012). You'll still be able to see questions you've asked in the past by going to your [activity log](http://www.facebook.com/help/177234702353467).   questiu |
| **EXAMPLE(S) and GOOD PRACTICES** |
| Ask your audience, friends, colleagues, students,… how they feel about a certain topic.  Get instant feedback about the questions you have. |
| **REMARKS** |
| A Q&A page on Questions in Facebook exists as well. See the following URL:   * <http://www.facebook.com/help/facebook-questions> |
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## I want to make events and invite people through Facebook

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| **AUTHOR(S)** |
| Donck Pauline (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| You can organize and publicize any event using Facebook. As a social utility and networking Web site, Facebook makes a great platform for hosting and building your events. One way you can bring people to your business is by hosting an event.  Facebook allow you to create an event listing that you can share with people on Facebook. Your Facebook event can also be seen by people who are not Facebook users. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
|  |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| **To make an event on Facebook**   1. Login to Facebook with your e-mail and password. <https://www.facebook.com/> . 2. Go to the homepage and click “ Events” on the left side.      1. You will find a “+ Create Event” button on the top of the page.      1. Click on this button and following screen will appear.      1. Create your event by giving your event a name. Set the date, plan, location, time and any other information. 2. When all boxes are filled in, click on “ Invite Friends”. 3. All your friends will appear on your screen with a square in front of them.     **To invite friends to your event**   1. To select friends to your event, indicate the little square. Your friend is invited when the square and the person is turning blue. 2. When you invited everyone you are wanting to invite, click “Save” in the under-right corner. 3. You will come again to the screen as seen in number 4. This time you click “ Create”. 4. Your event is now done and your friends have been invited. They can respond to your event with Join or Maybe.   For tutorials on the many functions you can do with event creating and editing check <http://www.facebook.com/help/events> |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| You can make events on Facebook for all kind of things for example private parties with your colleagues, business meetings, appointment for conference calls or a Skype meeting, etc. |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Intimate affairs should be labeled as private.  Before you get started, here are some decisions you need to make:   * What is the event name? This is one event detail that you can’t change later, so make sure you start off with the best name. * Do you want to make the event private? This means that only invited guests know about the event and the event administrator must invite each guest. * Do you want to make the invited guest list available to anyone who visits the event page?   Make your event public if you want to bring in as many people as possible. Public events will be accessible to anyone on Facebook and appear in search results.  Only the event administrator can change the privacy status of an event.  Extra guide : <http://www.youtube.com/watch?v=FYAVXCmrvxA>  Written instructions for creating an event: <http://www.ehow.com/how_2031207_event-facebook.html> |

## I want to start a Facebook Page (for instance to keep a diary)

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| **AUTHOR(S)** |
| De Jonghe Sanne (Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Facebook is a social network and exists all over the world. You can make your own profile and you choose what information you want to put on your profile.  You can invite people to be your friends, you can chat with people, share data such as photographs, movies and information.  You can create a diary on Facebook so everyone who is interested can follow you. As a dietitian you can create a diary and put healthy recipes, tips, information on it and you can answer people who have questions as well.  To create Facebook you don’t need any special software, just an e-mail address and password. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| How do I create facebook?:   1. You go to [www.facebook.com](http://www.facebook.com) 2. Fill in your e-mail address and password at the top 3. Click on “sign in” 4. Now you have your facebookaccount   Now you can create your own profile.  How do I create a diary? :   1. On the left column on your facebook homepage you see the “make a page” button. Click on this. 2. If you want to make a page as a dietitian, click on the category “Company, organisation or institution ".   facebook-pagina-maken.jpg   1. Choose a sub-category from the drop-down menu. 2. Choose a name for your page. 3. Check the "I have permission to ..." button on and type your name as it is registered at facebook at the time of the opening of your personal account in the window for the electronic signature. 4. Read the "facebook page rules" and accept them. 5. Now you can start your diary on your facebook page. You can post photos, videos and messages. Announce your page to your facebook friends and to all your contacts. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
|  |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| You can also create a diary on other programs like Twitter. |

## *I want to create a twitter account*

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| **AUTHOR(S)** |
| El Mandoudi Naoual (Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Twitter is a social media;  A information network is a real-time information network that connects you with the latest stories, ideas, opinions and news about what you find interesting. Simply follow the accounts and conversations that appeal to you the most. Twitter's core is a lot of small particles of information called tweets. Each tweet is 140 characters long. you can discover a lot in a small space. You can pictures, videos and conversations directly in view to the whole story in its entirety tweets to get, and all in one place |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| www.twitter.com |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| **The twitter account**  Go to [www.twitter.com](http://www.twitter.com) , register and you can immediately write your first “Tweet”,    Tweets:  To connect someone you use this: @  To connect with a television program newspapers etc.. you use this: # |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Twitter is very well protected and twitter has been translated into more than 30 languages.  You can use twitter on your smartphone. |

## I want to make a blog and share information to the world

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| **AUTHOR(S)** |
| Verheijen Steffie (Plantijn University College, Antwerpen, Belgium) Zaneta harmasz (Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL** |
| A blog is a frequent, chronological journal or diary. It is a place to express yourself to the world, a place to share your thoughts and your passions.  Blogs are free and available for everyone. They range from the personal to the political, and can focus on one specific topic or a whole range of topics.  A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic. Viewers of a blog have the ability to post comments on each post.  Blogging is a great way to help market or promote yourself or your business, product or service. This way you can share your knowledge and expertise with other people. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| Blogs from students and dietitian:   * Student: <http://www.dietitianambition.blogspot.be/> * Dietitian: <http://kimthedietitian.wordpress.com/> <http://diariesofadietitian.blogspot.be/> |
| **PROCEDURE** |
| * When starting your own blog, first decide what you want to blog about. Choose something that you are interested in and passionate about. * **1. Blogger.com** Open your internet browser and go to [www.blogger.com](http://www.blogger.com) * If you don’t have a Google account, click on ‘sign up’ in the right corner. Here you can create your Google account by filling in some information. * If you already have a Google account, enter your email address and password and click on ‘sign in’.   To guide you on installing and using: <http://www.youtube.com/watch?v=rA4s3wN_vK8>  **2. WordPress.com**  -Open your internet browser and go to [www.wordpress.com](http://www.wordpress.com) - Click on the ‘get started’ button - Fill out the online form - Scroll to the bottom of the page and click ‘Create Blog’ - Wait for your confirmation email   To guide you on installing and using: <http://www.youtube.com/watch?v=ClWK6BBxpvI>   * + Post a description of your blog that people see when they visit your blog. This should make the blog attractive and it must be clear what the blog is. * Publishing posts To keep a blog interesting, you can use several different types of blog posts: - Recipes - Books, movies, .. - Information for patients: food, drinks, diseases, .. - Review of a product - Food labels - Tips about healthy weight loss - Stories from other people - Other interesting blogs - .. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
|  |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Blogger.com and WordPress.com are the most popular to use.  On this site you can find more information about the 2 and their instruction. <http://www.wikihow.com/Start-a-Blog>  Written instructions about WordPress.com: <http://wpsites.net/blogging/how-to-start-a-blog-for-free-wordpress-tutorial/> |

## Case-study – innovative use of ICT in educational setting (HEI)

Name of the HEI: Plantijn University College, Antwerpen

Name of the contact: Koen Vanherle

Please, describe your innovative use by answering the following questions.

|  |
| --- |
| * Which ICT-tools are you using in an innovative way?   Work Package 4 started a DIETS-Facebook Page by the end of june 2011. The page is publically accessible for everyone, including DIETS2 partners and all dietitians, students, academics and others who are professionally involved in the science of nutrition and dietetics.  We have been using the page mainly for announcements, invitations for DIETS events and sharing of initiatives and research. All visitors can interact with us by posting or reacting on our Page. Recently, we opened a Twitter and Youtube account, which we intend to use more frequently in future. Both of them are connected to the Facebook page, so people can receive our messages through different canals, but won’t miss out on any of our news if they prefer to use only Facebook. |
| * What are the advantages?   One of the innovative aspects of our Facebook page is that we are trying to engage a broad range of users on a low-treshold approach. We chose Facebook as our main platform as it is the largest social network worldwide. Even more, Facebook is already used intensively in daily life and has a mobile application.  Twitter will show its benefits in future. We are going to use it for live coverage of our conferences and live tweets on meetings. Our DIETS Youtube account allows us to put our clips and movies on the internet, available to watch for everyone. We also consider the use of different media as a way to get in touch with the DIETS Network, as it will appear in search results of each of them. |
| * Are there any disadvantages?   The page aims to be a major networking and information platform in the domain of nutrition and dietetics on a long term. To obtain this objective, some conditions have to be fulfilled. One of the major aspects is the content delivery. A network Facebook page can’t exist on the input of one single person; content has to be delivered from partners within the network but also from others. Next to this, keeping a network’s Facebook alive and in alllignement with it objectives and target population, at least one page managers is required to take care of the lay-out and management of the content, since these aspects might be more time-consuming than would appear at first sight. For instance, when I received documents “to be posted on Facebook”, I had to find a way to do it, as a Facebook page doesn’t have an option for file sharing like a Facebook group has. So after some trial and error, these documents were posted, not as text of pdf-files, but as pictures (which attract attention). |
| * Where there any barriers when this ICT innovation was introduced? If yes, how did you win them over.   When establish a social network page, one has to consider possible barriers that could exist for participating into the network page. Although Facebook is widely spread and therefore easy accessible, we wanted to reach others as well that aren’t familiar to the use of Facebook for professional or personal purposes, to attract them and to use our page as an important information medium, but as well to make them warm for using Facebook and ICT tools more frequently.  Some questions that we have to consider, but are able to overcome, are the public’s desire to mix personal and professional networks, their interest in a professional network and their awareness of the importance of (international) connections.  To overcome some of the barriers that might exist, we made, is an instruction sheet on *how* to post an item (message, event, question, video,…) on the Diets page. To make our Facebook page lively but with the right content, we also made guidelines and rules for posting. For instance, we stated that posts have to be written in English and aAppropriate content has to be about evidence based facts, the education of dietetics, conferences and life long learning, and others (these guidelines can be found on the Facebook page)  Since we noticed,mainly during the first year of our Facebook page, that not all content was inappropriate, we also posted guidelines on what should not be posted. For instance, advertising of commercial products.  The Facebook page manager has an important role in moderating the content. The experience that has been built since the start of the page, helps me now for managing the Facebook page in a more efficient way. For instance, creating events or adding notes to the Page are now quite easy to do for me, since I have done it several time already.  A Facebook manager also has to think in a creative way about how certain content is best posted. For instance, when WP3 asked me to put an invitation for a webinar on Facebook, I decided to upload a picture of the instructions, post a message with the short information and create an event. By this, the public also could let us know if they would certainly or maybe attend the event. I thought the sharing of attendance of others might by inspiring for others to join the event as well. |
| * How many times do you use it / who are using it?   On an almost daily base, since I am one of the page manager of the DIETS Facebook page and also collect the statistics about the visitors.  …? |

# Interactive exercising tools

## 

# Digital video, photography, editing tools

## I want to make a screen capture

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| **AUTHOR(S)** |
| Willem De Keyzer |
| **INTRODUCTION AND AIM** |
| Sometimes you need a record of images and information you view. For example when you are creating a manual for a software program or when you would like to include dialog screens of programs as an image into your presentation. To do all this, you can use screen capture software.  Several software programs are available. Some of them are free or built in your existing software (Microsoft Office 2010) or operating system (Windows Vista or Windows 7). Others are available for purchase (e.g. Snagit from TechSmith). |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE** |
| 1. **The Windows Snipping Tool**   The Windows Snipping Tool is available in Windows Vista and Windows 7 operating systems. You can use the Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image. Simply use the mouse to capture any of the following types of snips:   * Free-form Snip. Draw an irregular line, such as a circle or a triangle, around an object. * Rectangular Snip. Draw a precise line by dragging the cursor around an object to form a rectangle. * Window Snip. Select a window, such as a browser window or dialog box, that you want to capture. * Full-screen Snip. Capture the entire screen when you select this type of snip.   After you capture a snip, it's automatically copied to the mark-up window, where you can annotate, save, or share the snip  To guide you, a Youtube video is available with instructions:  <http://www.youtube.com/watch?v=YR_cq21c0T4>  Remarks:   * When the Windows Snipping Tool is not available and you are a Vista or Windows 7 user, consult the next video to get the tool activated: <http://www.youtube.com/watch?v=hM2Fm0vSDhU&feature=related> * When you are not able to use the Snipping Tool, refer to the **Office 2010 Screen Shot Tool** or **How-to Use Print Screen Feature** instructions.  1. **Office 2010 Screen Shot Tool**   Microsoft OneNote has a built-in screen clipping utility that lets you capture any part of the desktop screen with one click. This immensely useful screen clipping feature is part of Microsoft Office 2010 programs as so you may no longer need a separate screenshot program for basic screen captures in documents and presentations.  To guide you, a Youtube video is available with instructions:  <http://www.youtube.com/watch?v=21phJ6pk5UE>   1. **How-to Use Print Screen Feature**   On the top row of your keyboard, to the right of the F12 key, is a key labeled "Print Scrn". In the "old days", this key actually printed (on your printer) the image that was showing on the screen. Since the first Windows, this key's function has changed. Now it copies the screen image to the clipboard. Follow these instructions:  1. Press the Print Scrn key.  2. Open a graphics program (like Paint, or even MS Word) and do a paste (Right click/Paste or CTRL + V).  3. You'll see the screen image.  4. If you want to capture only one active window on the screen:  press and hold the ALT key, then the Print Scrn key. The image copied will be only the active window.  To guide you, a Youtube video is available with guided instructions:  <http://www.youtube.com/watch?v=C2N7gSWO_uI> |
| **EXAMPLE(S) and GOOD PRACTICES** |
| Make images of webpages.  Select only parts of images on your screen.  When making a manual for a software program or procedure involving the use if software to present dialog screens.  To report error messages on your screen to your ICT department. |
| **REMARKS** |
| Written instructions from Microsoft exist as well. See the following URL for:   * **Office 2010 Screen Shot Tool**   <http://office.microsoft.com/en-us/word-help/insert-a-screenshot-or-screen-clipping-HA010355185.aspx>   * **The Windows Snipping Tool**   Vista:  <http://windows.microsoft.com/en-us/windows-vista/Use-Snipping-Tool-to-capture-screen-shots>  or Windows 7:  <http://windows.microsoft.com/en-us/windows7/products/features/snipping-tool> |

## I want to make an automatic Powerpoint presentation (spoken clip)

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| **AUTHOR(S)** |
| Sorin Ioacara, MEDIS (P13) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Powerpoint presentations are nowadays the standard of education delivery in most of European HEI. The aim of this e-guide is to provide the necessary know-how for easy production of small sized, high impact movies from these already available PPT files. Required hardware: desktop microphone. Required software: Microsoft PowerPoint 2010 (or above). |
| **RELATED TOPCS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. Open the pptx file in Microsoft Powerpoint 2010 (or above). 2. Record your voice explaining each slide using the embedded tool available in Microsoft Powerpoint: “Insert” => “Audio” => “Record audio …”. A desktop microphone is required to complete this step. 3. Repeat step 2 for each slide. 4. Assign automatic transition to the next slide using “Transition” =>”Advance slide”. Assign enough time here for the audio to complete also. 5. If your presentation contains animations, you must change the “on click” properties for its initiation to either “with previous” or “after previous”. Pay attention to introducing correct delays, in order to synchronize with audio explanations. 6. Verify that the presentations runs from start to end without external intervention in “slide show” mode, in Microsoft PowerPoint. 7. Save your masterpiece as wmv, using “File” => “Save as” => “Save as type”. 8. Enjoy your newly created movie from the location used for saving. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| **Don’t forget to upload your moviet to Youtube for sharing with others, if you are entitled to do so.** |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Check other sections of this e-guide for instructions regarding Youtube utilization. |

## I want to search for a clip on Youtube and share it

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| --- |
| **AUTHOR(S)** |
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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)***  YouTube is a website where the user can publish movies and in return its exclusive multiplier and copyrights removed. The slogan of this website is YouTube, Broadcast Yourself. The uploader can provide the movie tags (keywords, on the Dutch version of YouTube ' labels ') that a non-hierarchical classification (folksonomy). This site is established in February 2005 by three employees of PayPal. The website is now owned by Google. |
|  |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)***  In order to post a video or vieuw a video on YouTube you must first create an account for you to log on YouTube. To create an account on YouTube, you must firt create a gmail. You can like the video on YouTube, you can share it on other pages for example facebook etc |
| 1. To watch a video on YouTube, you don’t need a account, you just go to [www.youtube.com](http://www.youtube.com), enter your search terms and choose the video you want to see.  The results can be sorted by relevanc, by number of viewers, by date, … 2. Like, share and add to my favorites   \\campus.local\dfs003\Home_EDU_04\201394\My Documents\My Pictures\ICT.png  <http://www.youtube.com/watch?v=YR_cq21c0T4> |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| Follow the instructions of the videos |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| YouTube supports for some HTML5 videos, a new standard |
|  |

## I want to post a video on Youtube

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| **AUTHOR(S)** |
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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Once you have created a video, you can put it on the Internet so that family and friends can watch it. Or you can share your creation with the rest of the world. One of the best places to post your video is the popular "YouTube" website. YouTube doesn't charge a fee for sharing or watching videos on the site. Allow anyone to watch your video or set it to "private" so only those you select can view your video.  YouTube allows users to search and browse millions of commmunity and partner videos, comment, rate, and make video responses to your favorite videos. Upload and share your videos with millions of other users and save your favorite videos to watch and share later. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
|  |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| Before you can upload a video on Youtube, you will need to create a Youtube account. Followings steps will help you create one.   1. Visit <http://www.youtube.com>.      1. Click on the “ Create account” button in the upper-right corner of the home page.   http://1.bp.blogspot.com/-hXtU0_ckR5Q/T7xIPnJmBhI/AAAAAAAAAio/sO7Bfl2jJis/s1600/YouTube+-+Create+Account+Button+-+Step+1.png   1. Fill out your personal information and continue.   mage:Fill out the personal information Step 3.jpg   1. Once you created an account you can Sign in on Youtube using your username and password.   mage:Log in Step 4.jpg  Now you have a Youtube account. This following video will explain you how to upload a video file to Youtube using your account. <http://www.youtube.com/watch?v=_O7iUiftbKU> |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
|  |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| **Tips and warnings**  Make your video less than 10 minutes  "YouTube" uses persistent cookies, meaning that you may stay logged in even after you close the browser. So, make sure you log out and don't just hit "exit" after each use, especially if you are using a public or shared computer.  You have to be 13 or older to actually join Youtube, so if you are not, you cannot join.  It is important that you carefully review the Community Guidelines and Terms of Service before creating a YouTube account.  **Things you will need**  Camera or webcam  Computer  Internet connection |

## I want to make a screencast (with Screenr)

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| --- |
| **AUTHOR(S)** |
| Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| A screencast is a recorded animation of what goes on on your computer screen. It could be accompanied with audio (your own voice being recorded, for instance to explain what you are doing)  It is particularly suitable for the design of demonstrations, animated instructions or course material.  For the development of these movies there paying and non-paying software. Screenr is a free and easy-to-use tool which does not require any installing, and the uploading of the result is simple as well. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| Camtasia (not further discussed below) is other well-known software to make similar screen presentations with audio recording |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| Screenr  • Screenr is a free, web-based screencast program.  • You can make instructional videos up to 5 minutes.  • You can also record sound.  • You can record movies later in YouTube, your website, learning environment, ...  cid:image001.png@01CDD6FE.2E7529C0  How to start?  Demonstration: on the website is a clear screencast of less than 1 minute explaining how Screenr works.  Go to the website of Screenr (<http://www.screenr.com>) and start recording by clicking “Launch screen recorder now!” |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
|  |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Alternative: JING  • Jing is a very user-friendly program that allows you to make screen recordings.  • There is a free version and a paid version.  • Official website (where you can download the program) http://www.jingproject.com/ |

# Mobile ICT devices (M-learning)

## I want to know what “mobile apps” are and what they can be used for

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| **AUTHOR(S)** |
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| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| What is an app?  An app is a program that can be used for an Iphone, Ipad, PDA’s with Android and Blackberry. They offer you additional functions that you can use on your phone.  What can you do with an app?  With an app you can't, like on the internet, browse back and forth. An app is created to get information for one specific task such as e.g. an hour schedule. For many information sources there is an own app provided e.g. train information, radio, ...  You need to download the app for the information. Apps don’t use much space, so you can install a sufficient amount of them.  What is the cost of an app?  Most apps are free to download, but sometimes you have to pay. Apps offered by App Developers are not free. With some apps you need to be careful that your costs are not too high, you can plot them.  You can download your apps with the appstore. On the page of the app you can see if you have to pay for it or not. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| How to download apps?  🡺 for Iphone, Ipad   1. Open the App store. 2. Search for the name of the app you want to download. 3. Click on the app you want to download 4. You are then on the page of the app, where you will find the information about the app. 5. Click in the upper right corner on the bar where "free" or the price is stated. 6. Click on install in the upper right corner. 7. Enter your ITunes password and press okay. 8. The app will be downloaded and automatically placed.   🡺 Android   1. Open the application menu and press on “market” to open the Android market. 2. Click on apps to look at the different apps. 3. Click on the list of the application to look at the details of the app, now you can see if it is free or paying. 4. Press on okay to accept the agreements of the app. 5. Now, the app will be downloaded on your Android smart phone.   In this movie they show how to download an app you’re your Android smart phone : <http://www.youtube.com/watch?v=U9UtPLaIZWo>  There are apps with all sorts of diets. You can look it up in the appstore. e.g. Diet buzz. Download it on your smart phone. This app contains all information about healthy nutrition and Diet news.  mzl_etswbgji_320x480-75.jpg |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Sometimes you need to update your apps, when you have to do it ,it will appear on your screen. |

## Use of M-learning objects with Ipads and smart phones

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| AUTHOR(S) |
| Ane Kruse |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| Use of M-learning objects with Ipads and smart phones. Here is a sample of good APPs and guides on how to use them. Furthermore, we give one idea on how to use smart phones in teaching. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| * 1. I want to know what a mobile app is and what it can be used for |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| **Use of M-learning objects**  **Ideas for Ipad**  **Making mindmaps**  Download the APP ithoughts for making mind map – it is highly recommendable. It cost a minor fee of 9 euro.    [http://www.youtube.com/watch?feature=player\_embedded&v=dZGo7gPoFHs#](http://www.youtube.com/watch?feature=player_embedded&v=dZGo7gPoFHs)!  This you tube clip explains in a very good way, how you can organize your mind map, to become highly useable for many task  This clip shows how to use pictures in the mindmap.  [http://www.youtube.com/watch?feature=player\_embedded&v=enmFyWMJGOc#](http://www.youtube.com/watch?feature=player_embedded&v=enmFyWMJGOc)!  **Taking notes**  Download “Evernote” from the APP store, view the introduction on how to use evernote. It is highly usable for taking notes, managing meetings etc. Furthermore you can download evernote on all you mobile devices and laptop and this way always be able to access your notes. For an additional fee, it also works offline.  Evernote: https://www.youtube.com/watch?feature=player\_embedded&v=Pjn6YkCY2yA    **Saving files and reading later**  Get Pocket! Down load “pocket” from APP store and read all the things you find, and don’t have the time to read – when you have the time! Also works offline.  **http://getpocket.com/#prettyPhoto/0/**    **Educreations**  Be creative with your Ipad, download “educreations” from the APP store and use the pictures, images, film clips ect. in a creative way. <http://www.educreations.com>  [http://s3.amazonaws.com/screensteps_live/step_images/tek2/63250/Educreations_display.jpg?AWSAccessKeyId=19JMR1FABXNXQR79AGG2&Expires=1357805553&Signature=6FFE01w0F9fp0oiBlukZL1IkXrI%3D](http://itvejledninger.ucsj.dk/s/2423/m/7357/l/63250-educreations-til-ipad/show_image?image_id=1496261)  **Smart-phones**  **Ideas for teaching including m-learning objects**  Ask the students to choose a topic (sustainability in food production/obesity/vitamins etc) and make a minor movie or photo story about it to be presented in class.  The idea is that they get inspired outside the classroom and document it by using their smart phone filming or taking pictures.  Ask the student to edit the clips using for example these editing programmes which are free:   * + Photostory: [http://microsoft-photo-story.en.softonic.com](http://microsoft-photo-story.en.softonic.com/)   + Movie Maker: <http://windows.microsoft.com/da-DK/windows7/products/features/movie-maker>   + <http://audacity.sourceforge.net/download/>   Before using the programs the students need to download this program for their computer:  <http://flvrunner.com/d/fileconverter.php>  (Any other editing program can be used)  When the students are finished making the movie/photostory, they upload it to you tube, and share the URL (link) with the rest of the class using an LMS. Be sure to have an LMS that all participants can access.  The students give a presentation and show it on class. Awards can be given for the best one (fx a meal ticket to the canteen ☺)  Examples from students:  On obesity: <https://www.youtube.com/watch?v=tV9D0NnBuM0>  Environmental problems with dangerous waste: <https://www.youtube.com/watch?v=yCTgpQdVeG0> |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
|  |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
|  |

# Other

## *I want to search a recipe on the internet*

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| --- |
| **AUTHOR(S)** |
| Samuel De Moor (Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** |
| A recipe from the internet can be handy because:  - You don’t have any recipe books  - You want different opinions of the recipe  - You want to watch how it’s made  - …  All kind of internet browsers can be used for this. For example: Google Chrome, Safari, Mozilla Firefox, …  One of these browsers is the standard browser or you can download and install one of the above.  If you want to search a recipe you need to use a search engine. The most common search engine is Google. But you can also use Yahoo!, Bing or many others.  Or use a site as Allrecipes.com, Njam.tv, …  All kind of search engines and sites can be used for searching a recipe on the internet. Google and Allrecipes.com are the described below, all free to use. |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
| … |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** |
| 1. **Google**   Open your internet browser and go to [www.google.com](http://www.google.com)  Picture 3.png  Type a recipe or just ingredients in the search engine. For example “beef with broccoli” and click enter.  Picture 2.png  Click on one of the links below. For example: [**Beef With Broccoli** Stir-fry - Chinese Food - About.com](http://chinesefood.about.com/od/beef/r/beefbroccoli.htm)  Picture 1.png  Now you have found a recipe with the Google search engine.  **Picture 5.png**   1. **Allrecipes**   Open your internet browser and go to <http://allrecipes.com/>  Type in the search bar, for example: ‘vegetarian’. And click on the search button.  Search vegetarian.png  Now you have found all kinds of vegetarian meals. Searched by keywords.  If you want to, you can find more specific vegetarian dishes. By ingredient, nutrition pro or advanced.  **Search by ingredient:**  - click on the side of the screen on ‘ingredient’  - choose which ingredients to include and which to exclude  search by ingredient.png  - click on the search button  - dishes with your specific ingredients will pop up  **Search by Nutrition pro:**  - click on the side of the screen on ‘nutrition pro’  - choose how many calories, fat, carbohydrates you want in your meal by clicking on the white ball and move it from left to right. Click on the button More > and you can also choose protein, cholesterol and sodium  Search by Nutrition pro.png  - click on the search button  - dishes with your specific ingredients will pop up  Search by Advanced:  - click on the of the screen on ‘Advanced’  - here you can choose everything very specific for example: prep time, meal, cuisine, main ingredient, ingredients to include/exclude, dietary preferences  - Find recipes based on your preferences by selecting from the categories below  Search by advanced.png  - click on the search button  - dishes with your specific ingredients will pop up  Remarks:  - If you use a different search engine, you’ve got to follow the same steps  - Allrecipes.com you can also find recipes when you click on the tab recipes |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| … |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
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## *I want to search nutrient information with USDA National Nutrient Database for Standard Reference*

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| **AUTHOR(S)** |
| Samuel De Moor (Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
| **INTRODUCTION AND AIM OF THE TOOL *(note:don’t forget to mention the costs, conditions and necessary material/hardware)*** | |
| Searching for nutrient information can be used for different purposes:  - making a task for school  - knowing the kcal for almost each food  - searching the macro and micro nutrients  - …  Every web browser can be used for this website.  USDA National Nutrient Database for Standard Reference is a free nutrient database for over 8,000 foods. The nutrient database enables you to search all micro and macronutrients. There are several food groups to choose from, you can also use the search engine of the site  The procedure of the use of USDA National Nutrient Database for Standard Reference is explained by an example and is free for use. Registration isn’t required | |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** | |
| … | |
| **PROCEDURE *(note: not an” instructional” manual as such here, but steps to find, download, install, use (e.g. link to manual or YouTube), implement,… the tool)*** | |
| 1. Open your web browser and go to <http://ndb.nal.usda.gov/> 2. Click in the middle of the screen on “Start your Search” nutrient base 1.png 3. Now you have a food list in alphabetical order.  Choose one of the foods you want to see or search it in the search engine for example “tomato” and click ‘go’. Tomato.png 4. All kind of tomatoes products are now available. Choose for example:  [**11530**](http://ndb.nal.usda.gov/ndb/foods/show/3208?fg=&man=&lfacet=&format=&count=&max=25&offset=&sort=&qlookup=tomato) [**Tomatoes, red, ripe, cooked**](http://ndb.nal.usda.gov/ndb/foods/show/3208?fg=&man=&lfacet=&format=&count=&max=25&offset=&sort=&qlookup=tomato). 5. You’ll see the nutrient data for [**11530**](http://ndb.nal.usda.gov/ndb/foods/show/3208?fg=&man=&lfacet=&format=&count=&max=25&offset=&sort=&qlookup=tomato) [**Tomatoes, red, ripe, cooked**](http://ndb.nal.usda.gov/ndb/foods/show/3208?fg=&man=&lfacet=&format=&count=&max=25&offset=&sort=&qlookup=tomato) tomato nutrients.png   If you want you can change the values by type in the number you want, for example:  value per 500.0g, 2 cups, 3 medium and press the Enter button. It would look like this.  Changed.png   1. FAQ’s, help and support are available on: <http://ndb.nal.usda.gov/ndb/help/index> | |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** | |
| … | |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** | |
| On the website you can find all sorts of information about the agriculture of the United States. | |

## *I want to communicate my thoughts*

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| **AUTHOR(S)** |
| Anna Vila Martí (University of Vic, Barcelona, Spain)  Míriam Torres Moreno (University of Vic, Barcelona, Spain) |
| **INTRODUCTION AND AIM** |
| On-line blog are a useful tool that can be used for different purposes:  - Writing a new or thoughts about diet and nutrition for patients, students, ...  - For researchers: making a diffusion of the investigations or to follow a colleague studies.  - For teachers: making an evaluation of students for the personal diary on international practices.  - ...  It allows to collect information in an easy and streamlined way.  Several applications can be used to create a blog but the most used are Blogger, Wordpress or Blogspot.  This applications are free to use and only it's necessary to have an e-mail account. So you can access to the content of your form anywhere and anytime |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
|  |
| **PROCEDURE TO CREATE A BLOG IN A BLOGGER DOMAIN** |
| 1. Open your Google account.  2. Click in the MORE option on the top side: Blogger.  3. A new open are opening and you press New Blog.    4. In the next step you introduce a TITLE for your blog and a web direction.    In this step you can choose the facing of your blog in the different options that offer.  5. Press CREATE BLOG.    Your blog is created and you can post your first information. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
| <http://practicasnutricioargentina.blogspot.com.es/> (This blog is only in catalan language, not in english) |
| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Written manuals to create blogs exist as well, but the Youtube demonstrations are easier to follow.  <http://www.youtube.com/watch?v=tFqtlImXqVY>  <http://startablogguide.com/> |

## *I want to share forms on distance and collect the responses*

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| **AUTHOR(S)** |
| Míriam Torres Moreno (University of Vic, Barcelona, Spain)  Anna Vila Martí (University of Vic, Barcelona, Spain) |
| **INTRODUCTION AND AIM** |
| On-line forms are a useful tool that can be used for different purposes:  - Sending a survey among your colleagues, patients, ...  - For researchers: making a survey on distance about what are you researching.  - For teachers: Making an evaluation of students on distance.  - ...  It allows to collect information in an easy and streamlined way.  Several applications can be used to create on-line forms but the two of the most used are Google forms or Jot form.  The on-line forms created are automatically connected to a spreadsheet with the same title. When you send or share a form, recipients’ responses will automatically be collected in that spreadsheet .  You can share your forms from a link, insert them into your website or even incorporate them in an email.  This applications are free to use and only it's necessary to have an e-mail account. So you can access to the content of your form anywhere and anytime |
| **RELATED TOPICS *(hyperlinks to related topics in the document))*** |
|  |
| **PROCEDURE TO CREATE A FORM USING GOOGLE FORMS** |
| 1. Open your Google account.  2. Click in the drive button (top side).  3. Click create > Form (left side).  The form you create will be connected to a spreadsheet of the same title that collects all of the responses. Responses will be collected in the first tab of this spreadsheet.  If you’re creating a form from a spreadsheet, the next time you open the spreadsheet, a Form menu will appear in the menu bar.  4. In the form template that opens, you can add any questions and options you'd like.  5. First of all add your form title and also this information you consider necessary to fill the questionnaire.    You can add different types of questions to your forms by clicking Form in your spreadsheet and Add item at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance.    Add section headers if you'd like to divide your form in sections to make it easier to read and complete. Simply select Section header from the Add item drop-down menu.  Each section header can have a title, which appears in a larger font, and a section description.  6. When your form is finished save it.  7. Send your form via email:  •Click Email this form once you've finished adding your questions.  •Add the email addresses of the people to whom you want to send this form.  •Click Send.    8. Click view answers to check all the responses you collect. |
| **EXAMPLE(S) and GOOD PRACTICES *(this field only to complete to suggest the use of the tool for other ideas or examples*)** |
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| **REMARKS *(extra notes, attention, hints, FAQ’s,…*)** |
| Written manuals to create forms exist as well, but the Youtube demonstrations are easier to follow.  **Google forms tutorial:**  http://www.youtube.com/watch?v=5-SDku0BV2o  **Jotform tutorial:**  http://v2.jotform.com/printerfriendly.php?print=tutorials  http://www.youtube.com/watch?v=sOaP3VEn7fc  Jot form also allows to include images in the questionnaires.    Other programs exist for creating forms and sharing on distance. |

## I want to keep an online food diary

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| **AUTHOR(S)**  Wairimu Caroline Plantijn University College, Antwerpen, Belgium)  Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium) |
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| **INTRODUCTION AND AIM**  an online food diary is an easy way of following you weight loss anytime and anywhere . it helps you to manage you time and keeps track of your weight loss history from the beginning. It is very easy to use and there are no costs required. |
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| **RELATED TOPICS**  [**http://www.mynetdiary.com/**](http://www.mynetdiary.com/)**,** [www.nutridiary.com/](http://www.nutridiary.com/) |
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| **PROCEDURE** |
| 1. **Sign up**   for the procedure visit this site, <http://www.my-calorie-counter.com/calorie_counter.asp>  Here you have to fill in your current weight and height and your target weight.   1. **register**   enter all your personal information like name, address and email address etc. After that you have to choose the health topic that you are interested in.   1. **get started**   you can join an online group if you are interested, but this is optional, where you all discuss about your weight loss journey and encourage each other of you can apply for weekly magazines about weight loss and healthy eating. After completing the registration you can now get started on your weight loss journey. |

## What software can I use to do an online survey

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| **AUTHOR(S)**  Simone Bell, (EuroFIR AISBL): |
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| **INTRODUCTION AND AIM** |
| What software can I use to do an online survey |
| **RELATED TOPICS** |
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| **PROCEDURE** |
| 1. FluidSurveys: Online Survey Software  Web link: <http://fluidsurveys.com/>  Free version: unlimited number of surveys, 20 questions per survey, 150 responses per survey For more questions, answers and features, a fee is charged.  Design survey > run survey > collect answers > analyse answers very fast User-friendly, easy to use and good/rapid support service.  2. SurveyMonkey: Online Survey Software  Web link: <http://en.surveymonkey.com/>  Free version: unlimited number of surveys, 10 questions per survey, 100 responses per survey For more questions, answers and features, a fee is charged.  Design survey > run survey > collect answers > analyse answers very fast User-friendly, easy to use and good/rapid support service. |

## Case study: Open Platform for Clinican nutrition

Name of the HEI: EuroFIR AISBL (with the Jožef Stefan Institute, SI)

Name of the contact: Simone Bell, Prof Barbara Koroušić Seljak

Please, describe your innovative use by answering the following questions.

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| **Which ICT-tools are you using in an innovative way?**  Overall: Using electronic resources using food information (energy and nutrient values) to support dietitians in their work.  Name of the tool: Open Platform for Clinical Nutrition  Key functionality: Nutritional screening, food and physical activity tracking, semi-automated menu planning, food lexicon, recipe calculation. |
| **What are the advantages?**   * The platform complies with the EuroFIR guidelines for integration of food information and Web services. It means that all users have access to food information from all European countries and beyond, which is available via EuroFIR. * Currently, the platform resides on the D-A-CH, ESPEN and ESPGHAN recommendations and guidelines for public-health and clinical nutrition, which can also be easily substituted/extended. * Online access to a tool, which allows dietitians to run Nutritional screening, food and physical activity tracking, semi-automated menu planning, food lexicon, recipe calculation. Additionally supported features and content: Diets for different allergies and food intolerance, food recording by photos, exchange with wireless kitchen scale. |
| **Are there any disadvantages?**  The platform is on prototype version and continued financial support for further development is required. |
| **Were there any barriers when this ICT innovation was introduced? If yes, how did you win them over.**  The platform lacks of detailed information about diets for allergies and intolerances, such as gluten intolerance, milk allergy and lactose intolerance, nuts allergy, phenylketonuria. Collection of dietary recommendations and guidelines as well as food composition data for foods suitable for these diets started. In the following months (until July 2013), the development of a mobile application for celiac patients, which is an upgrade of the platform, will be finalized. The application will inform the patients about the gluten content in food products, once the camera on smart phones is used to scan the food and the information then appears on the display. |
| **How many times do you use it / who are using it?**  The platform is used by the Oncology institute Ljubljana and Pediatric Clinic Ljubljana for research purposes.  It has been used in:   * The FP7 NoE “ICARUS (International Cooperation for the Advancement of Research on the Underlying System of Human Thermoregulation)”, * The Slovenian project “The role of human milk in development of breast fed child's intestinal microbiota” * The Portuguese project “Exploring the toxic effects of mixtures of mycotoxins in infant food and potential health impact”.   The platform has been used in four PhD theses and many other diplomas and essays. To today’s knowledge, there are four Slovenian faculties and one from Bosnia and Herzegovina using it for pedagogical purposes. The National Institute of Public Health of the Republic Slovenia assesses school meals using the platform, as well as, it has applied it for setting the Slovenian nutritional profile. The platform is also used as a central national point for food composition data that can interact with the EuroFIR food information platform via Web services. Last but not least, there are many laypeople, who visit the platform for private reasons related to their health and nutrition.  At this moment, the platform has approximately 3000 active users from Slovenia. |
| **If necessary, you can add further comment.**  The test access can be arranged via EuroFIR, please contact Simone Bell: sb@eurofir.org |

## Case-study: Clickers-system for live polling

Interview with Agneta Hörnell (by Koen Vanherle): **Clickers-system**

*At the 6th DIETS Conference, the audience could be polled by using a clickers system. By using such a system, the presenter receives immediate feedback from the audience.*

**Could you describe exactly what kind of system you used on the conference?   
What hardware and what software is needed?**

Answer: I used the Turning point system. The software can be downloaded free of charge at <http://www.turningtechnologies.com/audienceresponseproducts/pollingsoftware/turningpoint/>. To use it with clickers or other response solutions (see below) you need a license (which also gives you a receiver). My university has a license and renting the system from them includes the clickers, the receiver and a computer with the software.

As the software was free I decided to download it to my own computer as it enabled me to prepare the power points without any time constrains.

**What are for you the main benefits of this system?**

Answer: It´s really easy to use – both adapting power points and using the clickers. Most problematic is to phrase the questions so it makes sense to vote a number between 1 and 10 (☺). During the EFAD-GM, I suddenly had to make three new questions during the voting session and we didn´t even have to take a break as I could make them during the discussion.

**Could you use the system also for other purposes than conferences (e.g. teaching, group sessions…)?**

Answer: We use them at the university for many different purposes, but teaching is as far as I understand the main purpose. I haven´t used it myself before, so I have only heard about it from colleagues. It can be a way to test what students know at the beginning of a class so you know what to focus on, it can be a way to make sure that students have understood what you´ve been teaching or if you need to clarify something, a.s.o.

**I have heard about clicker-systems by using smartphone/iPhone devices. Are you familiar with these kind of systems, or do you know other systems that could offer similar possibilities/advantages?**

Answer: Turning point can be used with both clickers and other devices (such as mobiles). It depends on what license you´ve decided to have. I haven´t used the ResponseWare solution for Turning point (which is used with the participants mobile devices) and I don´t believe my university has that solution (yet at least). But it looks interesting to have in addition as it makes possible to write text in response (or even for the participant to ask questions). <http://www.turningtechnologies.com/response-solutions/responseware>.

**Other remarks?**

I hadn´t used clickers myself before the conference but I found it incredibly easy to use and I will definitely use it more in the future.