

## SuperTracker Training Guide

[www.SuperTracker.usda.gov](http://www.SuperTracker.usda.gov)

**Purpose:** This training guide can be used to teach a group how to use SuperTracker and its many features. It is designed for a general audience with basic computer skills and familiarity using web applications.

### Training Objectives:

- Introduce the personalization and registration process for SuperTracker.
- Become familiar with the 6 basic features of SuperTracker.
- Learn how to customize the SuperTracker experience and use advanced features.

**Training Length:** 2.5 hours

### Training Outline:

<b>PART 1 – Introductions</b>	<b>10 min.</b>
<ul style="list-style-type: none"> <li>• Introduce trainer and participants</li> <li>• Review training objectives</li> <li>• Provide background information about SuperTracker: <a href="http://www.choosemyplate.gov/newsroom/ST/SuperTrackerBackgrounder.pdf">http://www.choosemyplate.gov/newsroom/ST/SuperTrackerBackgrounder.pdf</a></li> <li>• SuperTracker was developed as part of the comprehensive, multi-year communications plan to implement the <i>2010 Dietary Guidelines for Americans</i></li> <li>• Demonstrate how to access SuperTracker. Homepage URL is: <a href="http://www.SuperTracker.usda.gov">www.SuperTracker.usda.gov</a></li> </ul>	
<b>PART 2 – SuperTracker Feature Demonstrations and Exercises</b>	<b>2 hrs (includes break)</b>
<p><u>Homepage and Navigation:</u></p> <ul style="list-style-type: none"> <li>• Provide overview of SuperTracker and its basic functions, grounded in the “tiered level of involvement” concept.</li> <li>• SuperTracker provides the ability to choose level of involvement, ranging from quickly looking up a food or comparing two foods to in-depth diet and activity tracking and analysis over time.</li> <li>• Review application navigation:             <ul style="list-style-type: none"> <li>○ Home</li> <li>○ Food-A-Pedia</li> <li>○ My Plan</li> <li>○ Track Food &amp; Activity</li> <li>○ My Reports</li> <li>○ My Features</li> </ul> </li> </ul>	<b>5 min.</b>



<p><u>Food-A-Pedia Demo:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate how to access Food-A-Pedia</li> <li>• Demonstrate how to look up foods in Food-A-Pedia and compare foods             <ul style="list-style-type: none"> <li>○ Example: Compare 1% latte vs. 1% mocha with whipped cream</li> </ul> </li> </ul> <p><u>Participant Exercise:</u></p> <ul style="list-style-type: none"> <li>• Compare 2 foods you might eat for breakfast</li> </ul> <p><u>Discussion Point:</u></p> <ul style="list-style-type: none"> <li>• What's the biggest difference that you noticed between the foods?</li> </ul>	<p>10 min.</p>
<p><u>Create Profile/My Plan Demo:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate how to access the Create Profile page</li> <li>• Provide overview of steps to create a profile (personalization and registration)</li> <li>• Emphasize that both personalization and registration are optional, but registration is necessary to save data.</li> <li>• Demonstrate how to personalize an individual SuperTracker profile             <ul style="list-style-type: none"> <li>○ Example: #1Mom, 38, female, 30-60 min, 5'3", 145 pounds, maintain current weight</li> </ul> </li> <li>• Show how to register to save a profile and get a personalized plan</li> <li>• Demonstrate how to access My Plan</li> <li>• Review My Plan and demonstrate how to get for additional guidance</li> <li>• Show how to add a profile             <ul style="list-style-type: none"> <li>○ Example: #1Dad, 40, male, 30-60 min, 5'11", 180 pounds, move toward a healthier weight</li> </ul> </li> <li>• Review My Family Plan</li> </ul> <p><u>Participant Exercise:</u></p> <ul style="list-style-type: none"> <li>• Create your own profile (emphasize that participants should only enter information they are comfortable providing and allow them to enter a sample profile instead)</li> <li>• View My Plan</li> </ul> <p><u>Discussion Points:</u></p> <ul style="list-style-type: none"> <li>• Do you think you can use this plan?</li> <li>• Does anything surprise you about your plan?</li> </ul>	<p>10 min.</p>



## Food Tracker Demo:

25 min.

- Demonstrate how to access Food Tracker
- Demonstrate how to use Food Tracker
  - Example: Add multigrain bagel, cream cheese, boiled egg, and orange juice to breakfast; add grilled cheese sandwich, apple, milk, and baby carrots to lunch
- Explain food card, including amounts, meals, profiles, food group and nutrient info
- Show the “Customize” link to create a My Food (need to be logged in to SuperTracker to see link)
  - Demonstrate how to create a My Food
  - Example: Search and select: Yogurt, fruit, fat free; choose the customize link and rename food to “Strawberry banana fat free yogurt.” Make the following changes: Calories to 150, Sodium to 120 mg, Protein to 8 g, Carbohydrate to 28 g, and Potassium to 410 mg
- Explain food group graphs
- Explain daily limits section
- Show how to use My Favorite Foods (tab and page)
  - Explain that customized foods (My Foods) and My Recipes are saved to the My Favorite Foods.
- Show how to create a combination food (My Combo)
  - Example: coffee + 2% milk + sugar
- Show how to copy foods to one day and multiple days using recurrence
- Navigate to the My Recipe feature
  - Demonstrate how to create a recipe: 1) Search for and add ingredients 2) Enter the number of portions 3) Name and save the recipe
  - Show the Recipe Details export options
  - Mention that SuperTracker automatically accounts for raw-to-cooked conversions on the backed for raw meats and dry grains

## Participant Exercise:

- Enter yesterday’s dinner into Food Tracker
- Create a My Food; add it to a meal
- Create a combo of your favorite sandwich; add it to a meal
- Create a My Recipe; export the Recipe Details; add a portion of the recipe to a meal

## Discussion Points:

- What was easy about this process? Was anything challenging?
- Based on the results of your meal entry, would you make changes to what you ate?
- When would you choose to use the My Combo feature versus the My Recipe feature?



<p><u>Physical Activity Tracker Demo:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate how to access Physical Activity Tracker</li> <li>• Physical Activity Tracker is based on the <i>2008 Physical Activity Guidelines for Americans</i> from the Department of Health &amp; Human Services (HHS)</li> <li>• Demonstrate how to use Physical Activity Tracker             <ul style="list-style-type: none"> <li>○ Example: Add walking 2.8 mph (moderate intensity), swimming freestyle fast (vigorous intensity), and washing dishes (light intensity)</li> </ul> </li> <li>• Explain estimated Calories burned (estimated per activity based on activity METS, duration, and person's weight)</li> <li>• Explain Moderate Intensity Equivalent (MIE) minutes and show on gauge (30 minutes moderate activity = 30 MIE minutes; 30 minutes vigorous activity = 60 MIE minutes; 30 minutes light activity = 0 MIE minutes)</li> <li>• Demonstrate differences in Physical Activity Tracker page for adults and children             <ul style="list-style-type: none"> <li>○ Adults: Weekly target of at least 150 minutes a week</li> <li>○ Children: Daily target of at least 60 minutes a day</li> </ul> </li> <li>• Explain weekly targets for muscle strengthening, bone strengthening, and vigorous activity</li> </ul> <p><u>Participant Exercise:</u></p> <ul style="list-style-type: none"> <li>• Add an activity you did this week into the Physical Activity Tracker</li> <li>• Save a favorite activity, and add it to your week</li> <li>• Copy activities</li> </ul> <p><u>Discussion Points:</u></p> <ul style="list-style-type: none"> <li>• What was easy about this process? Was anything challenging?</li> <li>• Based on the results of your activity entry, would you make changes to your physical activity?</li> </ul>	<p>10 min.</p>
<p><b>BREAK</b></p>	<p><b>10 min.</b></p>
<p><u>My Reports Demo:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate how to access My Reports</li> <li>• Provide a brief overview of each report on the Reports Overview page             <ul style="list-style-type: none"> <li>○ Food Groups &amp; Calories</li> <li>○ Nutrients</li> <li>○ Food Details</li> <li>○ Meal Summary</li> <li>○ Physical Activity</li> <li>○ History Charts</li> </ul> </li> <li>• Demonstrate how to run a Food Groups &amp; Calories Report</li> <li>• Show drill-down functionality and export options</li> <li>• Demonstrate how to run History Charts</li> <li>• Show drill-down functionality</li> </ul>	<p>15 min.</p>



<p><u>Participant Exercise:</u></p> <ul style="list-style-type: none"> <li>• Create, export, and print a report of your choice</li> </ul> <p><u>Discussion Points:</u></p> <ul style="list-style-type: none"> <li>• How do the reports differ?</li> <li>• Which reports do you think you might use?</li> </ul>	
<p><u>My Top 5 Goals Demo:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate how to access My Top 5 Goals</li> <li>• Provide an overview of the My Top 5 Goals feature</li> <li>• Demonstrate how to set multiple goals             <ul style="list-style-type: none"> <li>○ Example: Set a goal weight, set a physical activity goal of 180 minutes, set a food groups goal for vegetables, and set a nutrient goal for sodium</li> </ul> </li> <li>• Explain that personal weight and physical activity goals will be used for tracking purposes in place of previous targets throughout the tool</li> <li>• Show how to view daily and weekly progress toward goals</li> <li>• Show how to use My Coach Center to receive tips and congratulations messages             <ul style="list-style-type: none"> <li>○ Example: In My Coach Center sign up to: Send me messages in My Coach Center” for a daily timeframe</li> </ul> </li> <li>• Show congratulations messages and sharing features (Facebook, Twitter)             <ul style="list-style-type: none"> <li>○ Example: Add enough vegetables in Food Tracker to meet the goal, and show the congratulations message in the Coach Center. Share congratulations message on Facebook</li> </ul> </li> </ul> <p><u>Participant Exercise:</u></p> <ul style="list-style-type: none"> <li>• Set a goal</li> <li>• Sign up for My Coach Center</li> </ul> <p><u>Discussion Points:</u></p> <ul style="list-style-type: none"> <li>• What was easy about this process? Was anything challenging?</li> <li>• Will you set and track personal goals using this feature?</li> </ul>	<p>15 min.</p>
<p><u>My Journal Demo:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate how to access My Journal</li> <li>• Provide an overview of My Journal</li> <li>• Show how to create a new My Journal entry</li> <li>• Show how to post journal entry notes fields to Facebook or Twitter</li> <li>• Explain that journal entries can be integrated into History Charts and My Weight Manager to provide useful insight into personal factors when looking at trends</li> <li>• Demonstrate how journal entries can be shown in the context of Weight, Physical Activity, and Calorie History Charts</li> </ul>	<p>10 min.</p>



<p><u>Participant Exercise:</u></p> <ul style="list-style-type: none"> <li>• Post a new journal entry</li> <li>• Show journal entries on a Total Calories History Chart</li> </ul> <p><u>Discussion Point:</u></p> <ul style="list-style-type: none"> <li>• How might you use My Journal?</li> </ul>	
<p><u>My Weight Manager Demo:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate how to access My Weight Manager</li> <li>• Provide an overview of My Weight Manager</li> <li>• Show the weight entry area and demonstrate how to enter your weight</li> <li>• Demonstrate how to track your weight over time</li> <li>• Explain that using the Calorie and physical activity history charts along with the weight history chart can provide a big picture look at your progress</li> <li>• Show how to compare to Calorie intake and physical activity to weight history over time</li> <li>• Demonstrate how journal entries can be shown in context of weight, physical activity, and Calorie history</li> <li>• Point out the Understanding Weight Management section for more information</li> </ul> <p><u>Participant Exercise:</u></p> <ul style="list-style-type: none"> <li>• Add a weight entry</li> <li>• Show My Journal entries on the history charts and access an entry</li> </ul> <p><u>Discussion Points:</u></p> <ul style="list-style-type: none"> <li>• Do you think My Weight Manager will help you track your weight?</li> <li>• Is it helpful to see you Calorie intake and physical activity along with your weight history?</li> </ul>	10 min.
<p><b>PART 3 – Guided Practice Session</b></p>	<p><b>10 min.</b></p>
<p><u>Demonstrate Help features, including:</u></p> <ul style="list-style-type: none"> <li>• User Guide</li> <li>• Site Tour Videos</li> <li>• Site Map</li> </ul> <p><u>Demonstrate Contact Us page, including:</u></p> <ul style="list-style-type: none"> <li>• SuperTracker Help contacts</li> <li>• Recommend a Food Item</li> </ul>	5 min.
<p>Independent work time to experiment with SuperTracker features with support from trainer.</p>	5 min.



PART 4 – Guided Discussion	10 min.
<p><u>Thought Starters:</u></p> <ul style="list-style-type: none"><li>• What SuperTracker features will you take advantage of?</li><li>• How do you think SuperTracker will help you reach your personal health goals?</li><li>• How will you be sharing what you’ve learned today with others?</li></ul>	

### Additional Resources:

- SuperTracker Site Tour Videos:  
<https://www.supertracker.usda.gov/sitetour.aspx>
- SuperTracker User Guide:  
<https://www.supertracker.usda.gov/Documents/SuperTrackerUserGuide.pdf>
- 10 Tips for Getting Started with SuperTracker:  
<https://www.supertracker.usda.gov/Documents/SuperTracker%2010%20Tips.pdf>
- SuperTracker FAQs:  
<https://www.supertracker.usda.gov/Documents/SuperTracker%20FAQs.pdf>
- SuperTracker Site Map:  
<https://www.supertracker.usda.gov/sitemap.aspx>

