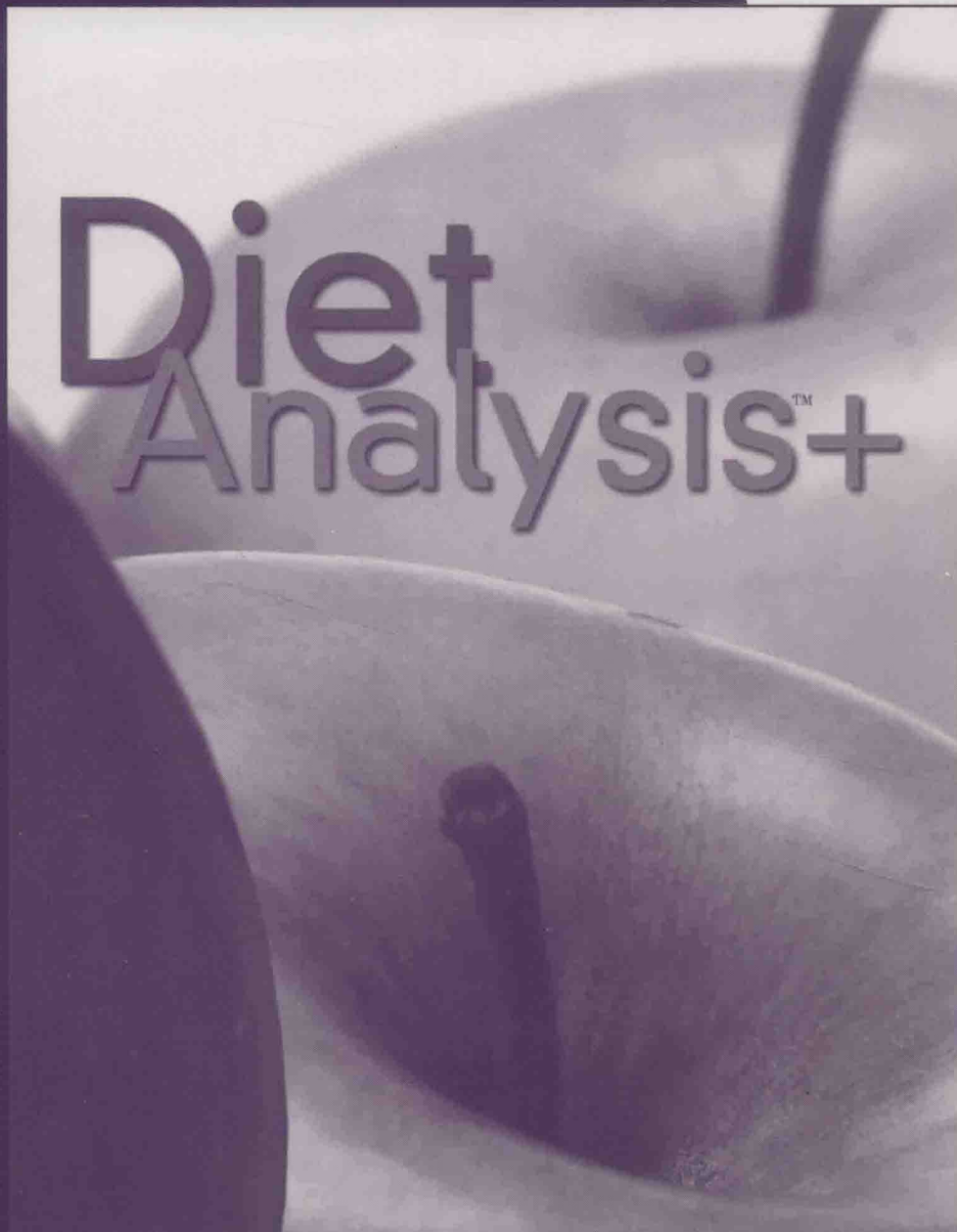


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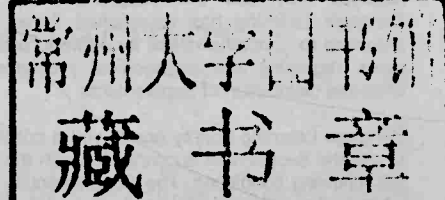
Instructor's Manual



CAROLE SLOAN

Diet Analysis

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PERSONAL DIETARY ASSESSMENT

CONTENTS LIST

PART I	3
• Creating a Course	3
• Adding TAs and Students	5
• How to Assign Labs	6
• Creating a Primary Profile	8
• Instructions for using the Diet Analysis Plus Software	10
o Tracking Activities	12
o Quick Tips	13
o Summary of REPORTS	14
PART II	18
• Instructions for Diet Analysis Plus Project: Generic Student	18
• Dietary Reference Intake (DRI) Quiz	21
• MyPyramid Quiz	24
• Macronutrient Ranges Quiz	26
• Intake vs. Goals Quiz	28
• Intake Spreadsheet Quiz	30
• Energy Balance Quiz	32
• Generic Student Answer Key	34
PART III: PERSONALIZED THREE-DAY FOOD INTAKE/ACTIVITY RECORD PROJECT	35
• Macronutrient Ranges Quiz	37
• MyPyramid Analysis Quiz	38
• Intake vs. Goals Quiz	39
• Source Analysis Quiz	40
• Energy Balance Analysis Quiz	42
• Summary Quiz	43
• Challenge Activities	45
PART IV: ADVANCED ASSIGNMENTS	46
• Fluid and Water Intake Quiz	46
• Calcium Quiz	50
• Dietary Fat and Cholesterol Quiz	53

• Fast Fool Meal Quiz	56
• Portion Size and Physical Activity Quiz	59
• MyPyramid Quiz	63
• Sodium and Hypertension Quiz	65
• Nutrient Density Quiz	67
PART V	70
• Diet Analysis Answer Key	70
• Diet Analysis Software Rubric	70
• Level 1	70
○ Food Label I	70
○ Eating Healthier I	71
○ Focus on the Physical	72
○ Serving Size	73
• Level 2	74
○ Protein Analysis	74
○ Lipid Analysis	75
○ Carbohydrate Analysis	76
○ Food Label II	77
○ Eating Healthier II	79
• Level 3	80
○ The Perfect Day	80
○ Perfect Day Grading Rubric	82
○ Diet Comparison	83
▪ Tallulah	83
▪ Margaret	86
▪ Maria	88
▪ Julie	90
▪ Comparing the College Students	91
• Advanced Projects Answer Key	93
IMPORTANT NUTRITION CALCULATIONS AND FORMULAS	96

PERSONAL DIETARY ASSESSMENT

CONTENTS LIST

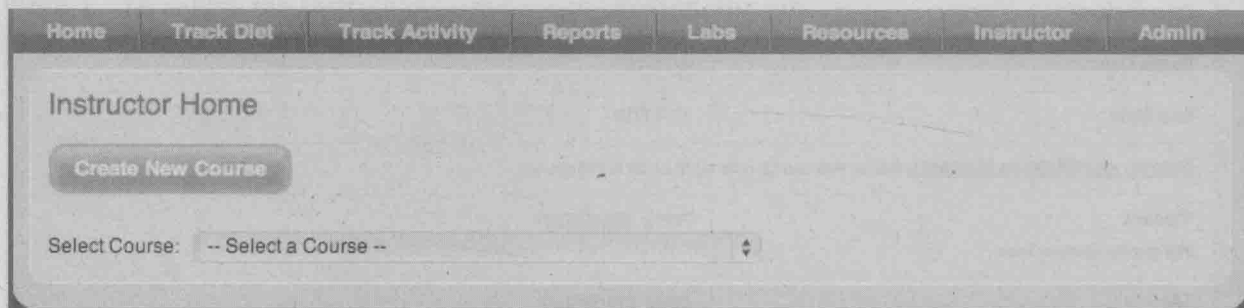
PART I	3
• Creating a Course	3
• Adding TAs and Students	5
• How to Assign Labs	6
• Creating a Primary Profile	8
• Instructions for using the Diet Analysis Plus Software	10
o Tracking Activities	12
o Quick Tips	13
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• Instructions for Diet Analysis Plus Project: Generic Student	18
• Dietary Reference Intake (DRI) Quiz	21
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• Macronutrient Ranges Quiz	26
• Intake vs. Goals Quiz	28
• Intake Spreadsheet Quiz	30
• Energy Balance Quiz	32
• Generic Student Answer Key	34
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• Macronutrient Ranges Quiz	37
• MyPyramid Analysis Quiz	38
• Intake vs. Goals Quiz	39
• Source Analysis Quiz	40
• Energy Balance Analysis Quiz	42
• Summary Quiz	43
• Challenge Activities	45
PART IV: ADVANCED ASSIGNMENTS	46
• Fluid and Water Intake Quiz	46
• Calcium Quiz	50
• Dietary Fat and Cholesterol Quiz	53

• Fast Fool Meal Quiz	56
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• MyPyramid Quiz	63
• Sodium and Hypertension Quiz	65
• Nutrient Density Quiz	67
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• Diet Analysis Software Rubric	70
• Level 1	70
○ Food Label I	70
○ Eating Healthier I	71
○ Focus on the Physical	72
○ Serving Size	73
• Level 2	74
○ Protein Analysis	74
○ Lipid Analysis	75
○ Carbohydrate Analysis	76
○ Food Label II	77
○ Eating Healthier II	79
• Level 3	80
○ The Perfect Day	80
○ Perfect Day Grading Rubric	82
○ Diet Comparison	83
▪ Tallulah	83
▪ Margaret	86
▪ Maria	88
▪ Julie	90
▪ Comparing the College Students	91
• Advanced Projects Answer Key	93
IMPORTANT NUTRITION CALCULATIONS AND FORMULAS	96

PART I

CREATING A COURSE

The first step in managing a course is to create it.



The screenshot shows the 'Instructor Home' page. At the top is a navigation bar with tabs: Home, Track Diet, Track Activity, Reports, Labs, Resources, Instructor, and Admin. Below the navigation bar, the page title is 'Instructor Home'. There is a button labeled 'Create New Course'. Below the button is a 'Select Course' dropdown menu with the text '-- Select a Course --' and a small arrow icon.

To Create a Course

Step 1. Click the **Instructor** tab.

Step 2. Click the **Create New Course** button to open the **Create or Edit Course** page.

Step 3. Enter the following information in the appropriate boxes:

- **Course Name.**
This should be the name of the course as it appears in your department or institution catalog.
- **Begin Date and End Date.**
The dates of a course are used to help keep courses organized — they have no effect on enrollment, assignments, or grading. Click the calendar menu icons to the right of the date text boxes to enter the dates.
- **Using Course Identification Numbers**
In addition, you need to create a **Course Identification Numbers** as part of the process of making a course. These codes are used to allow students and teaching assistants (TAs) to log in and register for courses. Only one code is needed per course. You may regenerate a code, but doing so invalidates the previous code.

To Create a Course Identification Number

Step 1. Click the **Instructor** tab.

Step 2. Select the course from the **Select Course** drop-down list.

Step 3. Click the **generate** link in the Student and/or TA section(s).

Home	Track Diet	Track Activity	Reports	Labs	Resources	Instructor	Admin
------	------------	----------------	---------	------	-----------	------------	-------

Instructor Home

[Create New Course](#)

Select Course: Making Healthy Food Choices

Course Name:	Making Healthy Food Choices
Begin Date:	8/15/10
End Date:	12/17/10

Course Identification Numbers (codes that can be entered to enroll in this course)

Student: (fills empty sections first)	none (generate)
TA:	none (generate)

[edit course info](#) [delete course](#)

[View Student Submissions](#)

[Edit Assignments](#) [Edit Custom Nutrient List](#)

[Manage Students and Sections](#) [Manage Teaching Assistants](#)

Step 4. A new Course Identification Number will now be displayed.

Note: If a course has multiple sections, you can create Course Identification Numbers for each section by clicking on the Manage Students and Sections button. This will generate codes specific to each section, enrolling the user directly in that section. If a user enters the general Course Identification Number for your course that has multiple sections, then the students will be assigned to sections by adding them to the section with the fewest students in it at that time.

Step 5. Distribute the Course Identification Number to your students along with instructions on how to use it. Students can enroll themselves by entering the number on their Home page when they log into DA+. **Note:** You can use the **re-generate** link to create a new Course Identification Number for an existing course; however, this will invalidate the old code.

ADDING TAs AND STUDENTS

Teaching Assistants will need student accounts in order to access DA+ (your sales representative can provide these student access codes for TAs). You will need to generate a **TA Course Identification Number** and give it to your TAs for them to access your course with TA privileges.

Step 1. To access the Instructor side, click the **Instructor** tab.

Step 2. Click the **generate** link in the TA section(s).

Student (fills emptier sections first)	none (generate)
TA:	none (generate)

A new TA Course Identification Number will now be displayed

Student (fills emptier sections first)	CBXAJQXMYD8RD6 (re-generate)
TA:	T8HXNAPBRWT7CU (re-generate)

TAs can view student submissions and comment on them just like an instructor and have student/section management capabilities (unenrolling students, moving them between sections, emailing them, etc), but cannot create their own unique nutrient lists nor do they have any ability to create, delete, rename, or otherwise modify the sections themselves. By default TAs have access to all sections but you can restrict a TA to one or more specific sections by clicking the **Manage Teaching Assistants** button and selecting or unselecting TAs for each section.

Once a TAs registers in the course you can select or unselect their name next to each section name.

Teaching Assistants for ExampleCourse

There are no Teaching Assistants associated with this course yet. TAs can register themselves for this course using the TA access code.

TA Access Code: T8HXNAPBRWT7CU [re-generate](#)

☐ Select/unselect all TAs in all sections

Email All Selected TAs in All Sections

001

002

HOW TO ASSIGN LABS

Editing Lab Assignments

When a course has been created, lab assignments **are not enabled** by default. To edit which Lab Assignments are associated with a course, click the **Edit Assignments** button to open the **Assign Labs** page. From here you can choose which labs you would like to assign to the course as well as their (optional) due dates. The **Due Date** is not enforced but will be displayed to students. Students can still complete and submit assignments after the due date.

The available labs within the software include:

Level 1

- **Food Label 1:** Teaches students how to read a food label and understand how to make healthier food intake choices by reading food labels.
- **Healthier Eating 1:** Teaches students how small changes to food intake can result in HUGE changes to nutrient intake.
- **Focus on the Physical:** Teaches students how modifications to physical activity can affect macronutrient, micronutrient, and water requirements.
- **Serving Size:** Helps students visualize serving sizes for foods at different meals.

Level 2

- **Protein Analysis:** Teaches students to understand dietary protein intake and the importance of protein sources.
- **Lipid Analysis:** Teaches students to understand fat intake, the types of fats consumed, and how this might affect overall health.
- **Carbohydrate Analysis:** Teaches students how to understand dietary carbohydrate and macronutrient intake and the importance of the types of carbohydrates consumed.
- **Food Label II:** Teaches students how to calculate nutrient intakes for the foods using a food label.
- **Eating Healthier II:** Teaches the student the differences in processed and unprocessed foods and to discover how nutrient intake is affected by eating whole, fresh food.

Level 3

- **Perfect Day:** Teaches students to discover if it is possible to get the RDA for all of the nutrients from food alone in a single day, and what that would take.
- **Diet Comparison:** Teaches students to draw conclusions about the nutritional completeness of four female college students' different approaches to eating on a budget.

IMPORTANT: There is a key to the answers to all the lab questions at the end of this manual.

Note: If a student completes a lab before enrolling in a course and then enrolls in the course, their lab work will not flow to the course. The only way they can see their work again is to unenroll from the course, go back at their lab, copy and paste the information, and then re-enroll back into the course.

Editing the Custom Nutrient List

In addition to assigning and viewing labs and reports, setting up your course allows instructors to customize the nutrients that appear in students' reports. Click **Edit Custom Nutrient List** and add or delete the nutrients you want your students to see in their reports. Nutrients will appear when there is data in the database. The default nutrient set is **enabled** by default. You can modify this, but some nutrients are required for reports and are thus always enabled. Required nutrients are indicated by dimmed (grayed-out) checkboxes. To edit the default Nutrient List, click the **Edit Custom Nutrient List** button.

CREATING A PRIMARY PROFILE

What is a Profile?

Nutritional requirements vary depending on an individual's height, weight, age, gender, and activity level. Your profile records this information and uses it to determine your Dietary Reference Intakes (DRIs) and to create custom reports. Before using Diet Analysis Plus, you must first create a profile. **Tip:** Also see **Using Multiple Profiles** for more details on profile management.

Creating a Profile

Step 1. When you log into DA Plus for the first time, you will be asked to create a primary profile. You can create multiple profiles for different analyses.

The screenshot shows the 'Create Profile' form in the DA Plus 10 application. The form is titled 'Create Profile' and contains the following fields and options:

- Profile Name***: Text input field containing 'Main.Profile'.
- Birth Date**: Date picker showing 'Apr 19, 1990'.
- Gender**: Dropdown menu showing 'Male'.
- Height Feet***: Text input field showing '5'.
- Height Inches***: Text input field showing '6'.
- Weight***: Text input field showing '100'.
- Smoker**: Radio button group with 'No' selected.
- Vegetarian**: Radio button group with 'No' selected.
- Next**: Button at the bottom of the form.

Step 2. Enter the information for your primary profile.

Step 3. When you are finished, click the **Next** button to see the **Activity Questionnaire** page.

Note: The **Long Activity Questionnaire** is the default when setting up a primary profile; you can use a shorter version when setting up additional profiles.

Activity Questionnaire

Profile Name:	Main Profile
Age:	20 years
Gender:	Male
Height:	5 ft. 8 inches
Weight:	100.0 lbs.
Smoker:	No
Vegetarian:	No
<input type="button" value="Edit"/>	

1. Do you know your body fat percentage?

☐ Yes ☒ No

2. What type of occupation do you have?

Sedentary desk occupation (I am seated most of the day; ex. student, administr

3. How many hours per week do you perform this occupation?* hrs

4. How much time do you spend on leisure time and activities of daily living in an

5. How would you rate your walking pace? ↓

6. How much time do you spend performing light physical exercise in an average

7. How much time do you spend performing moderate physical exercise in an av

I consider myself an elite athlete. ☐

8. How much time do you spend performing high-intensity physical exercise in a

Step 4. Answer the questions on the questionnaire. The lifestyle related questions on this page will help the DA Plus system determine your activity level.

Step 5. When you are finished, click the **Next** button to see the **Confirm Profile** page.

Step 6. Click the **Edit** button(s) to change any of your information. When you are finished, click the **Save** button to save your profile. After your primary profile is complete, you are directed to the **Home** page where you can access information on your profiles, food intakes, reports, and labs. To begin entering your dietary information, click the **Track Diet** tab on the main menu to find and list the foods you have eaten.

Helpful Reminders:

Students will benefit greatly from a session in class or WebEx conference demonstrating the use of the software. However if this is not possible encourage students to watch the **Tutorial** found at the top of the home page on the software use. This is a useful video with instructions on how to use the software. You will find some students will understand the software quickly as it is very intuitive, others will require more instruction before they will understand all the information that can be gained from using the software. It is important to take the time to be sure everyone understands how to operate the software as this way the student will move more quickly into their own diet analysis. Before beginning any assignments it is useful to encourage the students to simply play with the software and discover on their own the information they can learn about their own food intake. Learning personal information about themselves and their food intake is will keep you students using the software over and over again.

INSTRUCTIONS FOR USING THE DIET ANALYSIS PLUS SOFTWARE

These instructions provide a brief overview of how to get started using the Diet Analysis Plus software. For more detailed instructions, please refer to the help menu located inside the Diet Analysis Plus software.

Step 1. Beginning at the home page for the Diet Analysis Plus software, use your primary profile, created when you first logged into the application or create a new profile for yourself or for someone whose diet you will be evaluating. You will be asked to enter profile information such as age, height, weight, etc.

The screenshot shows the 'Create Profile' form in the Diet Analysis PLUS+ software. The form is titled 'Create Profile' and has a '* required fields' note. It contains the following fields and options:

- Profile Name*: Profile 1
- Age*: 55 Years
- Gender: Female (dropdown menu)
- Pregnancy: Not Pregnant (dropdown menu)
- Height Feet*: 5 ft
- Height Inches*: 10 inches
- Weight*: 160.0 lbs
- Smoker: ☒
- Strict Vegetarian/Vegan: ☒
- Use Long Activity Questionnaire: ☒

At the bottom of the form are two buttons: 'Cancel' and 'Next'.

Step 2. Click on TRACK DIET and begin to input the food items you have eaten for the day. Be sure to choose the correct date on the calendar next to the SELECT THE DATE field. Dates with previous data entry will be easy to locate as they will be highlighted.

Diet Analysis PLUS+

Profile: College Woman | Tutorial | Help | Logout

Home | Track Diet | Track Activity | Reports | Labs | Resources | Instructor

Select a Date: Mar 17, 2011

<< < March, 2011 > >> x

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Find Foods: Search Tips View: Favorites

Optional Sea: 3 4 5 6 7 8 9 is this?

Category Filter: None Mar 17, 2011 Clean Today

Apply Filter Clear Filter

Specialty Foods Filter
☐ Include Specialty Foods

Please search using the search box and/or use the category filter.

Create or Edit Foods and Recipes

Custom Foods Recipes

My Meals

March 17, 2011

You have not recorded any diet entries for this day.

Step 3. In the FIND FOOD field enter the name of the food that you have eaten during the day, initially being as generic as possible. Click on GO. A food list will appear which provides a list of foods that contain the word or words you typed in the food list.

Step 4. Click on the food name that is closest to the food actually eaten. To help narrow down the search suggestions, consider using the category filter. You can use it as a way for you to search by only showing foods that fall into the category you have applied, or use it as a filter after you do a normal search to limit the search results.

Step 5. A pop-up screen will appear asking you to input the quantity of food and units of measurement. Be sure you are very accurate with the input of food as the output will only be as good as the input. Lastly, choose the meal (breakfast, lunch, dinner, or snack) when you ate the food. Complete these steps for each food on your menu.

When inputting the serving size for each food item, a serving size warning will appear if the serving size is above a typical serving size for the food. In addition, make use of the “How big is a serving?” help as this will explain common serving sizes for food. Finally, under the Resources tab, there is a serving size calculator that will be helpful.

If a food that you eat is not in the data base, you can use the customize foods and recipes link to input foods that you create yourself. Specific instructions for how to use this option is available at the Help icon in the upper right hand corner of the page.

Serving Size

Milk, Low Fat, 1%

late fluid ounce(s) - 8 fl oz is 1 cup ▼ for ▼

Save

☒ Enable Serving Size Warning

[How big is a serving?](#)

Tracking Activities

Step 1. Click on the TRACK ACTIVITY tab from the main menu.

Step 2. Click on the calendar icon to open the SELECT THE DATE dialog. Choose the correct date for the activity record

Step 3. In the FIND ACTIVITIES box, type the name of the activity you want to record. Click the GO button.

Step 4. An activity list will appear that lists activities that contain the word or words you typed.

The screenshot shows the Diet Analysis PLUS+ web application. At the top, there is a header with the logo and a navigation bar with tabs: Home, Track Diet, Track Activity (selected), Reports, Labs, Resources, and Instructor. The user profile is set to 'College Woman'. The main content area is titled 'Track Activity' and includes a 'Select a Date' dropdown set to 'Mar 17, 2011'. Below this is a 'Find Activities' search box with the text 'walking' and a 'Go' button. The results are displayed in a list with 104 items, showing the first 15. The activities listed include 'Fishing and hunting', 'Home activities', 'Cooking or food preparation', 'Shopping', and 'Food shopping'. Each item has a star icon and a link to view details. On the right side, there is a 'My Activities' section for 'March 17, 2011' which states 'You have not recorded any activities for this day.'