

SuperTracker Training Guide

<https://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:

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

Total Training Length: 1.5 hours

Part 1 – Introductions (10 minutes)

- Introduce trainer and participants
- Review training objectives
- Provide background information about SuperTracker:
 - SuperTracker is a free, online food and physical activity tracking tool from ChooseMyPlate.gov.
 - It's available as a desktop and mobile website (no app to download)
 - Helps Americans of all ages identify how their food and physical activity choices compare to customized recommendations based on the Dietary Guidelines for Americans.
 - Users can choose from a variety of features to:
 - Get personalized recommendations for what and how much to eat
 - Track their foods, physical activities, and weight
 - Build, track, and analyze recipes
 - Set personal goals, sign up for tips and support, share successes with friends and family on social media
 - Measure progress with comprehensive reports
 - Join groups and participate in healthy eating competitions

Part 2 – SuperTracker Feature Demonstrations and Exercises (1 hour)

1. Homepage and Navigation (5 minutes)

Demo

- Demonstrate how to access SuperTracker. Homepage URL is: <https://www.SuperTracker.usda.gov>
- 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.
- Review application navigation:
 - Home
 - Food-A-Pedia
 - My Plan
 - Track Food & Activity
 - My Reports
 - My Features
 - Groups

2. Food-A-Pedia (10 minutes)

Demo

- Demonstrate how to access Food-A-Pedia
- Demonstrate how to look up foods in Food-A-Pedia and compare foods
 - Example: Compare 1% latte vs. 1% mocha with whipped cream

Participant Exercise

- Compare 2 foods you might eat for breakfast

Discussion Point

- What's the biggest difference that you noticed between the foods?

3. Create Profile/My Plan (10 minutes)

Demo

- Demonstrate how to access the Create Profile page
- Provide overview of steps to create a profile (personalization and registration)

- Emphasize that both personalization and registration are optional, but registration is necessary to save data. Recommended to register with an email address for account retrieval.
- Demonstrate how to personalize an individual SuperTracker profile
 - Example: Mia, 38, female, 30-60 min, 5'3", 145 pounds, maintain your weight
- Show how to register to save a profile and get a personalized plan
- Demonstrate how to access My Plan
 - <https://supertracker.usda.gov/myplan.aspx>
- Review the information provided in My Plan (daily calorie allowance and food group recommendations)

Participant Exercise

- Create your own profile (emphasize that participants should only enter information they are comfortable providing or enter a sample profile instead)
- View My Plan

Discussion Points

- Do you think you can use this plan?
- Does anything surprise you about your plan?

4. Food Tracker (20 minutes)

Demo

- Demonstrate how to access Food Tracker
- Demonstrate how to use Food Tracker
 - Example: 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
- Explain that you can save time with favorite foods, My Combo and copying meals. Briefly demonstrate where these features can be accessed on the Food Tracker page
- 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 backend for raw meats and dry grains

Participant Exercise

- Enter yesterday's dinner into Food Tracker
- Create a combo of your favorite sandwich; add it 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?

5. Physical Activity Tracker (10 minutes)

Demo

- Demonstrate how to access Physical Activity Tracker
- Physical Activity Tracker is based on the *Physical Activity Guidelines for Americans*
Demonstrate how to use Physical Activity Tracker
 - Example: Add walking 2.8 mph (moderate intensity), swimming freestyle fast (vigorous intensity), and washing dishes (light intensity)
- Explain Moderate Intensity Equivalent (MIE) minutes and show Weekly Total table (30 minutes moderate activity = 30 MIE minutes; 30 minutes vigorous activity = 60 MIE minutes; 30 minutes light activity = 0 MIE minutes)
- Explain weekly targets for muscle strengthening activity (and for children and teens - bone strengthening and vigorous activity)
- Explain that SuperTracker users can connect their Fitbit accounts with SuperTracker to sync their steps and physical activities

Participant Exercise

- Add an activity you did this week into the Physical Activity Tracker

- Save a favorite activity, and add it to your week

Note

- The U.S. Department of Agriculture has partnered with the President’s Council on Fitness, Sports & Nutrition to bring two new programs to SuperTracker. To find out more information, please visit the [Presidential Champions](#) and the [Presidential Active Lifestyle Award \(PALA+\)](#) pages on SuperTracker

Discussion Points

- Based on the results of your activity entry, would you make changes to your physical activity?

6. Other Features (5 minutes)

Demo

- **My Reports** – Briefly visit the My Reports overview page and indicate that a variety of reports are available to analyze your dietary intake over time. Encourage participants to review the reports in more detail on their own time.
- **My Top 5 Goals** – Briefly demonstrate how to access My Top 5 Goals and indicate that this is where you can set personal goals if desired
- **My Weight Manager** – Briefly demonstrate how to access My Weight Manager and indicate that this is where you can track your weight over time if desired

Part 3 – Independent Practice Session (10 minutes)

Independent work time to experiment with SuperTracker features with support from trainer.

Part 4 – Guided Discussion (10 minutes)

- What SuperTracker features will you take advantage of?
- How do you think SuperTracker will help you reach your personal health goals?
- How will you be sharing what you’ve learned today with others?

Additional Resources

- **SuperTracker Site Tour Videos**
<https://www.supertracker.usda.gov/sitetour.aspx>
- **SuperTracker User Guide**
<https://www.supertracker.usda.gov/Documents/SuperTrackerUserGuide.pdf>
- **SuperTracker Groups & Challenges User Guide**
<https://supertracker.usda.gov/Documents/SuperTracker Groups And Challenges User Guide.pdf>
- **10 Tips for Getting Started with SuperTracker**
<https://www.choosemyplate.gov/ten-tips-supertracker>
- **SuperTracker FAQs**
https://www.supertracker.usda.gov/Documents/SuperTracker_FAQs.pdf
- **Best Practices for Conducting SuperTracker Trainings**
<https://www.supertracker.usda.gov/Documents/Best Practices for SuperTracker Training.pdf>