

# Process for Using Blackboard to Track Skill Demonstrations

## Using Self-Attestation Test

This document outlines the recommended process for using Blackboard to document observed skill demonstrations. Observers will not have access to modify student grades because of the way the systems are designed and configured, so this process uses a self-attestation model. As self-attestation relies on a level of trust and it is possible for users to enter false information or not enter any information at all, some manual review of the final data is needed to enforce the process.

The steps below use the Nursing Department as an example. Please adapt the details for your department or area as appropriate.

### Attestation Test Setup

1. Create a new test, with appropriate name such as “Attestation of Skill Demonstration”, Under the **Create Assessment** button.
2. **Question Settings** – just use the defaults, no changes.
3. Include instructions on the attestation to alert users that they may need to log off to perform a skill demonstration. (Example: This may require you to log out of Blackboard until you can find a designated trainer. Once the demonstration is complete, log back in to Blackboard to complete an Attestation Statement on Blackboard.)
4. Optional - Add Service Area question if applicable

Insert Multiple Choice Question

- This is the recommended Question Text, including the red “Required” text:  
**REQUIRED:** Please select the service area where you work. (If you work in more than one area, please choose the area where you spend the majority of your time.)
- Answer options - enter the following service areas:
  - OB
  - Pediatrics
  - Adult - Medical Surgical
  - Adult - Cardiovascular and Thoracic
  - Adult - Critical Care
  - Adult - Emergency
  - Cancer Center
  - Perioperative
  - Ambulatory
  - Behavioral Health
  - Other

1. Add a Fill in the Multiple Blanks question for the name of the trainer. Below is the recommended Question Text, including the red “Required” text. Be sure to add the [bracketed text], which indicates where the blanks will appear:

**REQUIRED:** What is the name of the trainer who witnessed your skills demonstration? Last Name: [last], First Name: [first]

Do not change Point Value – that value will not matter because a user will always get a 0 score. Click Next, then put any text in the “Answer for:” fields. , e.g. “Name” and “Name”. The answers will be graded as incorrect anyhow, so it doesn’t matter what text you put in – just don’t leave those fields blank.

See print screen below for same answers in the “Answer for” fields:

**Create/Edit Fill in Multiple Blanks Question**

Fill in Multiple Blanks questions use variables to identify different places in the text for Students to enter missing values. [More Help](#)

Enter one or more correct answers for each variable in the question. Click Next after completing the fields on this page to provide feedback for responses.

Previous Cancel Next

**1. Question Text**  
Last Name [last], First Name [first]

**2. Answers for: last**  
Number of Answers 1  
\*Answer 1

**3. Answers for: first**  
Number of Answers 1  
\*Answer 1

**4. Submit Information**  
Click Next to specify feedback. Click Back to go back to the previous page. Click Cancel to quit.

Previous Cancel Next

2. If needed, add a Fill in the Multiple Blanks question for the date that the activity was done (**not the Blackboard/HRMS completion date, which is the date that the attestation is submitted**). – Note that this question may not be needed depending on your particular documentation requirements or design. The trainer name is often sufficient along with the attestation date, which is automatically recorded. This is the recommended Question Text:

**REQUIRED:** What was the date of your skill demonstration?

Month (please use a number 1-12): [month] Day (1-31): [day], Year (please use 4 digits for the year): [year]

Follow the example above by putting any text in the “Answer for:” fields. Although it is possible to put all of the correct numeric responses here, it doesn’t really add value overall due to the fact that the name of the trainer is not gradable, so just put in any text for the “Answer for:” fields.

3. Once submitted, click on the test to see what it will look like for the student.

**Test Canvas: Attestation of Skill Demonstration**

The Test Canvas allows instructors to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test before deploying it to users. [More Help](#)

**Create Question** | **Reuse Question** | **Upload Questions** | **Question Settings**

**Description**

**Instructions** This may require you to log out of Blackboard until you can find a designated trainer. Once the demonstration is complete, log back in to Blackboard to complete an Attestation Statement on Blackboard.

**Total Questions** 3  
**Total Points** 30

Select: **All** **None** | Select by Type: **- Question Type -**

**Delete** | **Points** | **Update** | **Hide Question Details**

**1. Multiple Choice: REQUIRED: Please select the service a...** **Points: 10**

**Question** **REQUIRED:** Please select the service area where you work. (If you work in more than one area, please choose the area where you spend the majority of your time.)

**Answer**  OB  
Pediatrics  
Adult- Medical Surgical  
Adult- Cardiovascular and Thoracic  
Adult- Critical Care  
Adult- Emergency  
Cancer Center  
Perioperative  
Ambulatory  
Behavioral Health  
Other

**2. Fill in Multiple Blanks: REQUIRED: Last Name: [last], First Na...** **Points: 10**

**Question** **REQUIRED:**  
**Last Name: [last], First Name: [first]**  
What is the name of the trainer who witnessed your skills demonstration?

**Answers for: last** Name  
**Answers for: first** Name

## Test Deployment and HRMS Bridge Configuration

4. Next, deploy the test and Modify Test Options as follows:

- Allow multiple attempts
- Force completion
- Uncheck all of the show feedback options

Open Test in New Window  Yes  No

**2. Test Availability**

Make the Link Available  Yes  No

Add a New Announcement for this Test  Yes  No

**Multiple Attempts**

Allow Unlimited Attempts

Number of Attempts

**Force Completion**

Once started, this (0) must be completed in one sitting. Do not leave the (0) before clicking Save and Submit.

**Set Timer**

Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

Hours  Minutes

**Display After** 08/11/2011 09:55 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**Display Until** 08/11/2011 09:56 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**Password**

Require a password to access this Test.

Password

**3. Due Date**

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**4. Self-assessment Options**

**Include this Test in Grade Center Score Calculations**

Grade Center items excluded from item-weight calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

**Hide Results for this Test Completely from Instructor and the Grade Center**

If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

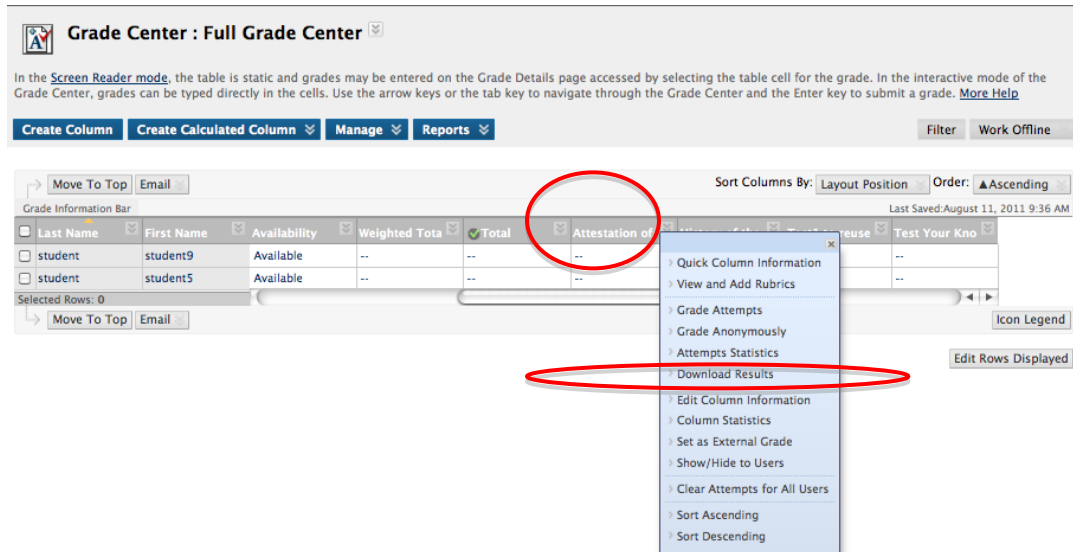
**5. Test Feedback**

Select the Type of Feedback Displayed Upon Completion

5. Contact the Online Learning team to have the HRMS Bridge link configured.

## Downloading Attestation Results

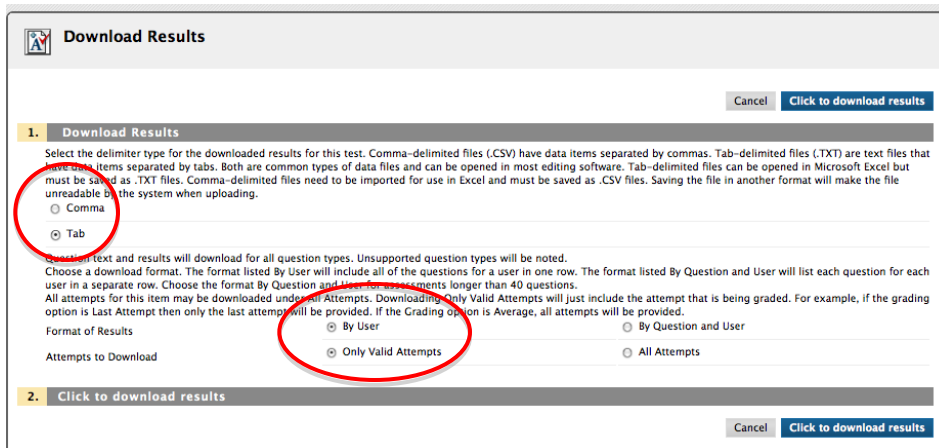
6. From the **Control Panel, Grade Center**, in the **Full Grade Center**, select **Download Results** for the **Attestation** column.



7. Choose the type of file you would like download, either **“Comma”** or **“Tab”** separated is fine, and both can be opened in MS Excel.

8. Select **“By User”**, **“Only Valid Attempts”** and **“Click to Download Results”**.

9. Save (or open then save).



10. Open the file in Excel, if not already open. Remove the columns that are highlighted below, because these are extra noise in your data.

Attestation\_of\_Skill\_Demonstrationdownload[1].xls - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Username	Last name	First name	Question	Question	Answer 1	Possible p	Auto score	Manual sc	Question	Question	Answer 2	Possible p	Auto score	Manual score 2		
2	student4	student	student4	Question	Please sel	Pediatrics	10	0		Question	<p>What i	Grillo,Janet	10	0			
3																	
4																	

11. Use Excel sorting and filtering to organize your reporting data.
12. Now the data is ready for manual review or spot checking, depending on the process that your department has identified.