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## Competency Tool

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Competencies help track information about knowledge, skills and abilities as students participate in your course. Use manual [alongside video](#)

### [illustrating Competency tool setup.](#)

Brightspace Competency tool enables you to create **competency structures** to help assess students learning outcomes to determine if they acquired the intended knowledge, skills, and abilities from a learning experience/activity.

### Competency structure

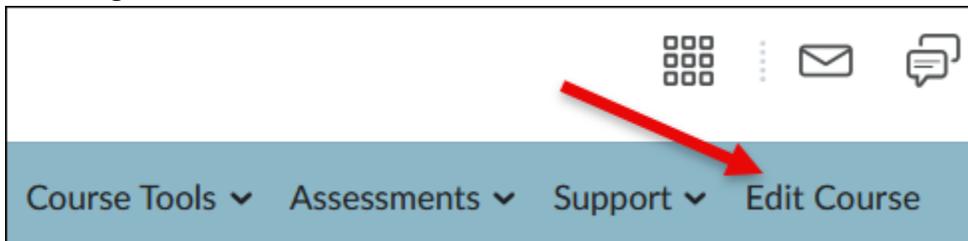
A hierarchy composed of:

1. **Competency** (is a broad outcome which isn't directly measured, it can be a program outcome or course goal)
2. **Learning objective** (also known as a Learning Outcome, represents what needs to be learned to be "competent" in a given area. A learning objective or outcome is written in "measurable" terms)
3. **Activity** (an instrument of measurement which either teaches or assess whether the student has learned what is needed to meet the objective)

A competency structure can be as simple as containing one competency, objective, and an activity while complex ones contain multiple competencies, objectives, and activities. You can have a single **competency** for an entire course, multiple **learning objectives** to represent specific modules, and then associate **activities** from within each to create an entire course hierarchy.

### Create a Competency

1. Using the course menu select Edit Course.



2. Under the Assessment header select Competencies.

The screenshot shows the 'Course Administration' interface. At the top, there are two tabs: 'Category' and 'Name'. Below this is a section titled 'Tools' containing a grid of icons and labels for various administrative functions. A red arrow points to the 'Competencies' icon, which is a triangle with a red top and a blue bottom.

| Category                   | Name                        |
|----------------------------|-----------------------------|
| Availability Date Defaults | Awards                      |
| Broken Links               | Calendar                    |
| Checklists                 | Class Progress              |
| <b>Competencies</b>        | Content                     |
| Course Design Accelerator  | Course Offering Information |
| Dropbox                    | External Learning Tools     |
| Grades                     | Groups                      |

3. Select New Competency.

The screenshot shows the 'Competency Home' page. At the top, there is a 'New' button with a dropdown arrow and a 'More Actions' button with a dropdown arrow. The 'New' dropdown menu is open, showing two options: 'Competency' and 'Learning Objective'. A red arrow points to the 'Competency' option. To the right of the dropdown menu is a search icon and the text 'Show Search Options'. Below the dropdown menu, there are two sections: 'Available Competency Structures' and 'Independent Learning Objectives'.

4. Enter a title, using a name which clearly identifies the competency (description is optional), but is a good place to list out all objectives which fall under it.

## New Competency

Type  
Competency

Name \*

5. Scroll down and **leave Status as Draft** and other settings as they are at this time since they can be changed later. Click Save.

Status  
Draft 

Additional Identifier

Make competency and its children visible to users 

Evaluation Settings  
 Allow re-evaluation of users who have achieved this competency 



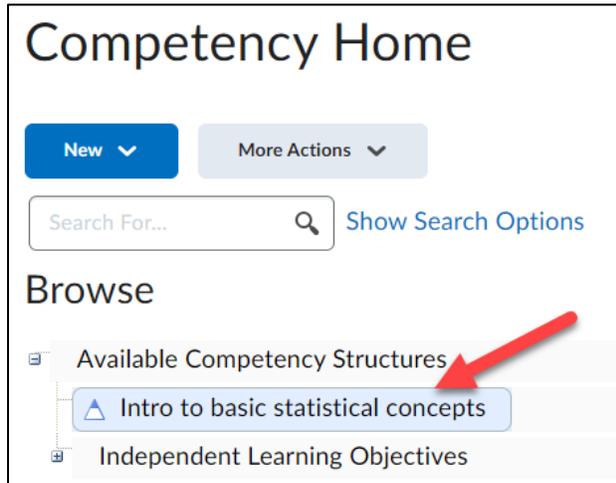
Never select Status as Archive; this prevents the ability to make changes.

**Make competency and its children visible to users** option allows students and your students to view competency achievement results in My Progress. This can be changed later.

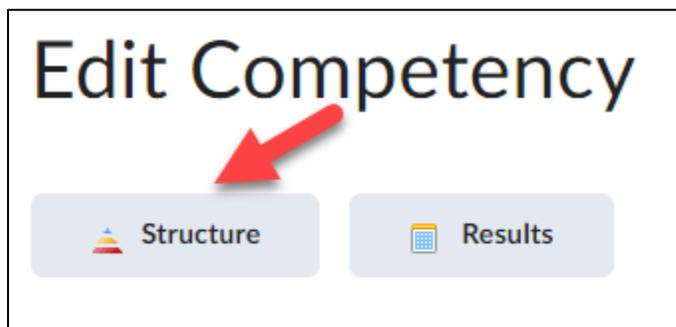
**Allow re-evaluation of users who have achieved this competency** option can be selected so if you modify structures users are working on, it will automatically re-evaluate each user's progress to determine if they meet new requirements and update their results. This can be changed later.

## Create a Learning Objective

1. Click on the competency title that was just created.



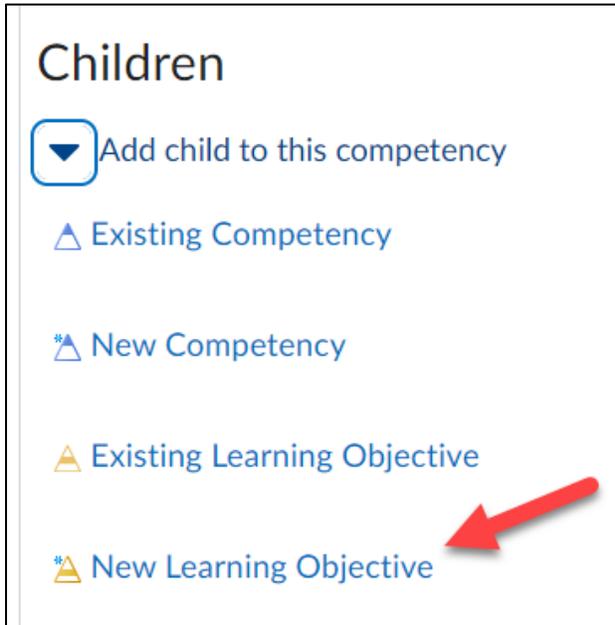
2. Click the Structure button.



3. Click the Edit Structure tab.



4. When a competency structure is created the components (competency, learning objective, and activity) have a “parent”-“child” relationship. For example, a Learning Objective would be considered a “child” and the Competency in which it falls under would be a “parent”. Scroll down and under the Children header select “New Learning Objective” (you may need to click on the arrowhead icon to view this option).



5. Enter a title for the objective (description is optional).

The image shows a screenshot of a form titled "Add New Child to Intro to basic statistical concepts". The form has a section titled "General Information". Under this section, there are two labels: "Type" and "Name \*". The "Type" field contains the text "Learning Objective". The "Name \*" field is a text input box containing the text "Calculate the mean, median, and mode.". A red arrow points from the right side of the form towards the "Name" input field.

6. Scroll down and leave Enforced Assessment Method at “No” (this will give you more flexibility to assign these later) and under Ready for evaluation select “Yes”. Click Add when done.

Enforced Assessment Method

No ?

Yes ?

Discussions ?

Dropbox ?

Grades ?

Manual Assessment ?

Quizzes ?

Surveys ?

Ready for evaluation

No ?

Yes ?

7. Repeat process till all Learning Objectives for Competency have been added.

Children

▼ Add child to this competency

△ Existing Competency

△ New Competency

△ Existing Learning Objective

△ New Learning Objective

| Name                                    | Type               |
|---|--------------------|
| △ Calculate the mean, median, and mode. | Learning Objective |

New Learning Objective or Outcome is added.

## Create Activity

It is a best practice to create activities outside of the Competency Tool and then associate the activity to a Learning Objective.

1. Create your assessments or activities using course tools such as the Dropbox, Discussions, Quizzes, etc. When creating activities make sure you use the most appropriate assessment tool for that Learning Objective (outcome). If the outcome says “Discuss”, a multiple-choice quiz would not be the best tool to use as a measurement; discussion, dropbox, or a long answer question quiz would be more appropriate.

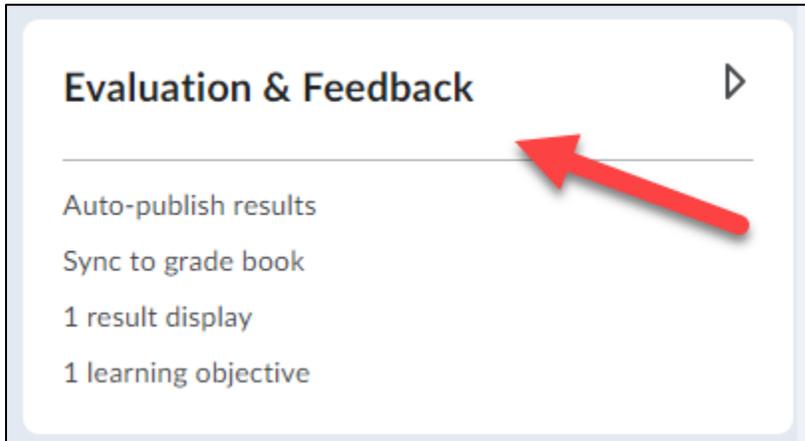
The following chart provides some examples of tools to use for verbs used in Learning Objectives.

|   |                                  |  |                                  |
|---|----------------------------------|--|----------------------------------|
| <b>Identify</b>                           | <b>Describe</b>                  | <b>List</b>                            | <b>Explain</b>                   |
| Discussion                                | Discussion                       | Discussion                             | Discussion                       |
| Dropbox                                   | Dropbox                          | Dropbox                                | Dropbox                          |
| Quiz using multiple choice or long answer | Quiz using long answer questions | Quiz using long/short answer questions | Quiz using long answer questions |
| <b>Examine</b>                            | <b>Discuss</b>                   | <b>Demonstrate</b>                     | <b>Compare</b>                   |
| Dropbox                                   | Dropbox                          | Dropbox                                | Discussion                       |
| Discussion                                | Discussion                       |  | Dropbox                          |

2. Once an activity is created it then needs to be associated with a Learning Objective. In your course, click on an activity title, in this case I am associating a quiz to the learning objective. **Note:** Other tools you might use for an activity (Discussions or Dropbox) would follow this same process.

|   |  |
|---|--|
|  Bulk Edit |  |
| <input type="checkbox"/>  | Current Quizzes  |
| <input type="checkbox"/>  | Quiz 1- Requires Respondus LockDown Browser   |

3. Click on the Evaluation and Feedback tab.



**Evaluation & Feedback**

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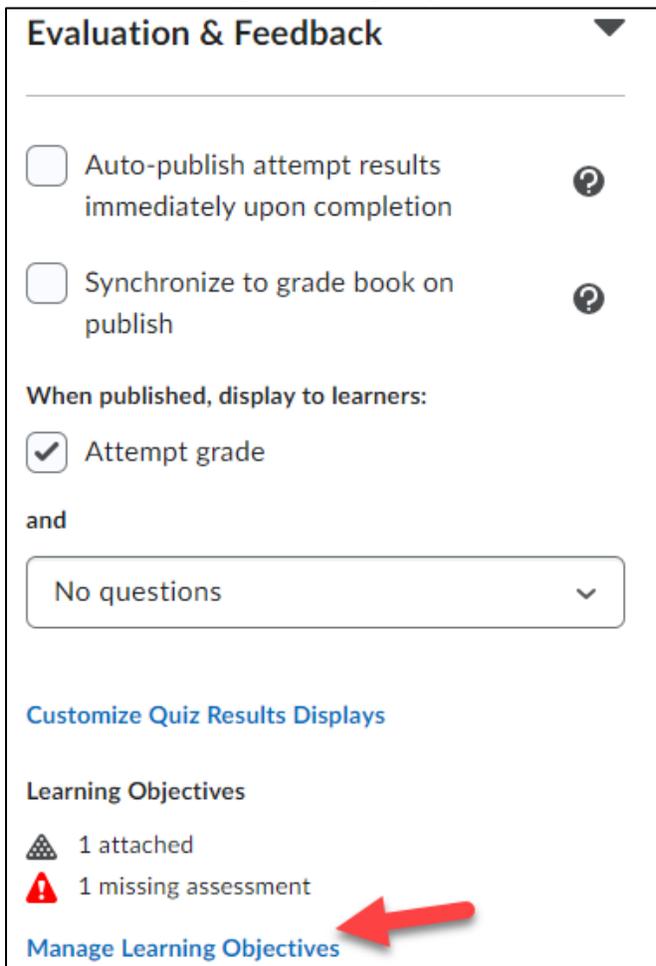
Auto-publish results

Sync to grade book

1 result display

1 learning objective

4. Click on Manage Learning Objectives.



**Evaluation & Feedback**

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Auto-publish attempt results immediately upon completion

Synchronize to grade book on publish

When published, display to learners:

Attempt grade

and

No questions

[Customize Quiz Results Displays](#)

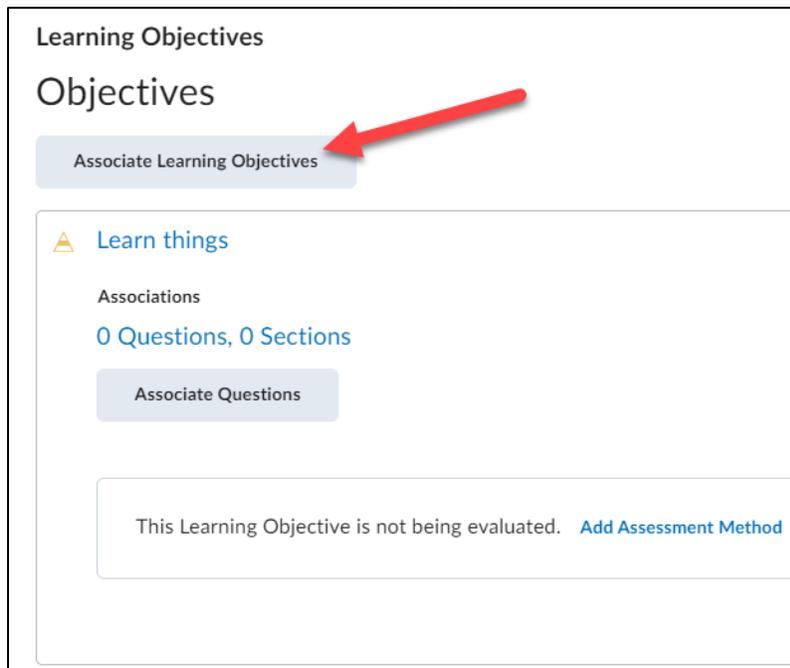
**Learning Objectives**

▲ 1 attached

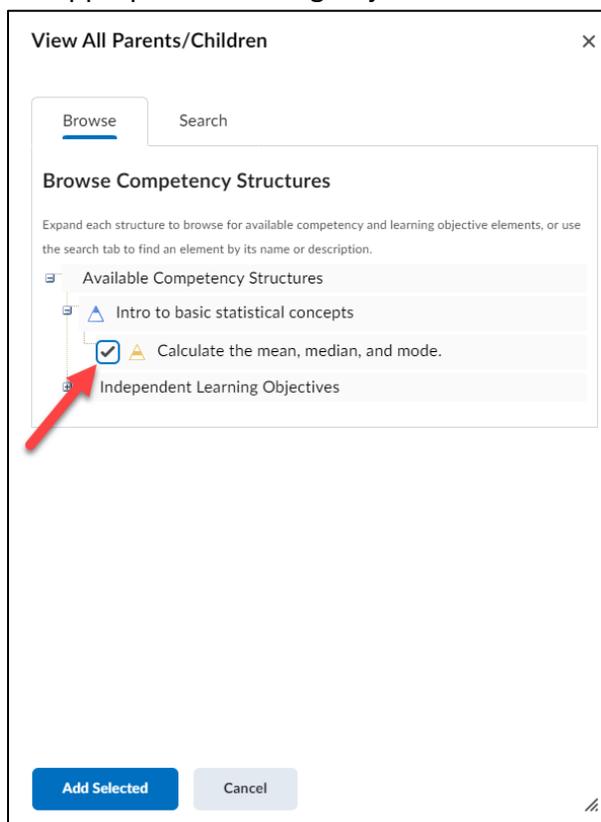
▲ 1 missing assessment

[Manage Learning Objectives](#)

5. Click on Associate Learning Objectives

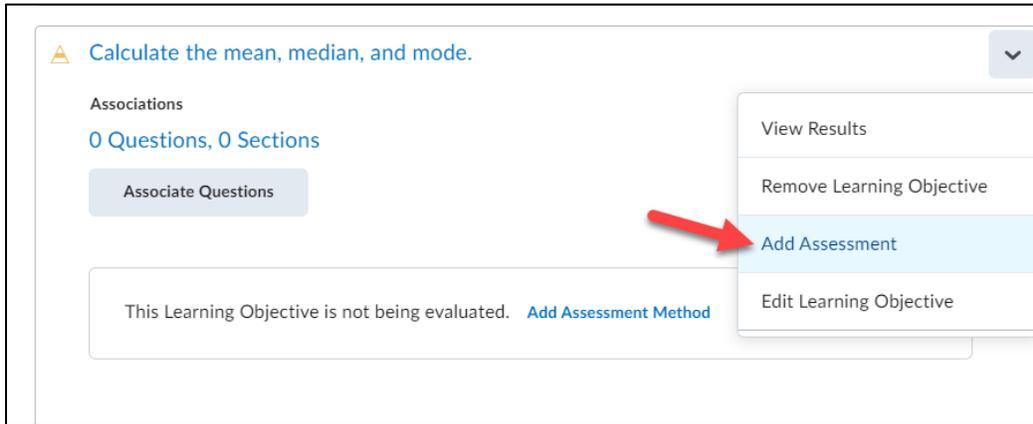


6. Click the + sign next to the desired competency and click the selection box next to the appropriate Learning Objective. Click Add Selected when done.



7. In general, this activity is now aligned with the objective, but we now need to determine the trigger for achievement or how the performance on the learning objective is going to be measured.

Click on the arrowhead to the right of the objective title and select the option to “Add Assessment”.



8. At this step there are a few options which need to be selected:

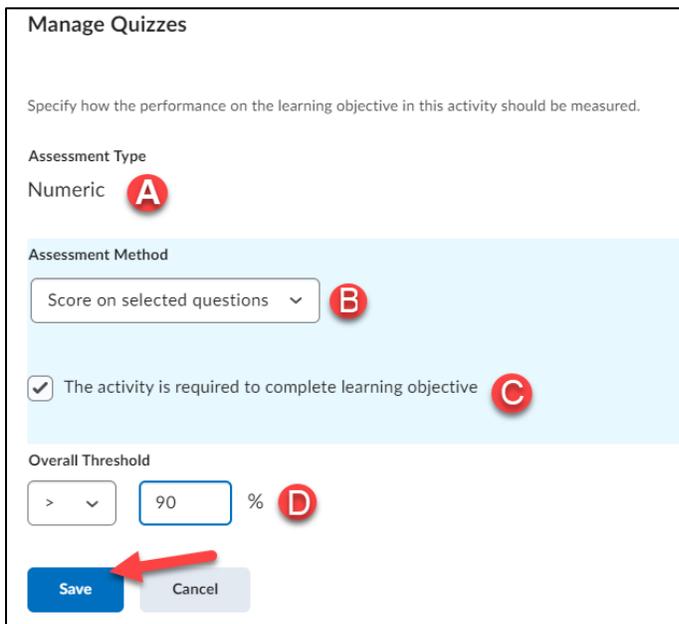
A. **Assessment type** (the quiz in this case) can be numeric or rubric based. Since this is a quiz activity, leave at the default of Numeric.

B. **Assessment Method** can be based on the total score of the quiz or specific question(s). For this example, I am going to choose to “score on selected questions”.

C. **Select** the box for this activity to be required to complete the learning objective.

D. **Enter** a “Threshold” or what level must be achieved.

Click Save when done.



9. Since the assessment method is based on selected questions, **we need pick which questions will be used**. If you base the assessment on just the total score of the quiz this last step does NOT need to be done. **Click** the Associate Questions button.

 Calculate the mean, median, and mode.

Associations

0 Questions, 0 Sections

 Associate Questions

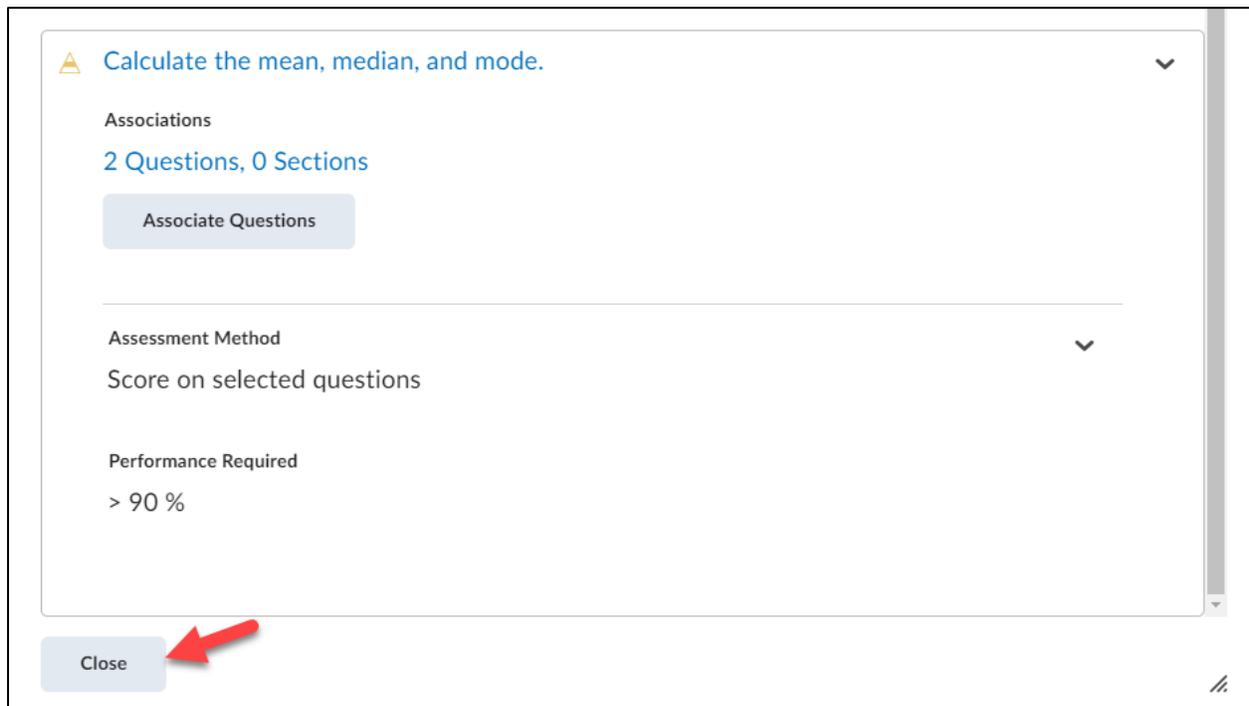
10. Scroll down and check off a question or questions to associate with the objective and click the Associate questions button.

|                                     |   |     |   |   |  |  |                       |
|-------------------------------------|---|-----|---|---|--|--|-----------------------|
| <input checked="" type="checkbox"/> | <a href="#">? Which of the following are animals? Select all that apply</a> | M-S | 1 | 1 |  |  | Mar 30, 2023 11:35 AM |
| <input checked="" type="checkbox"/> | <a href="#">? Which of the following names belongs to my cat?</a>           | MC  | 1 | 1 |  |  | Mar 30, 2023 11:35 AM |

20 per page 

0 questions selected, 1 sections selected  Associate questions

**11. Click Close when done.**

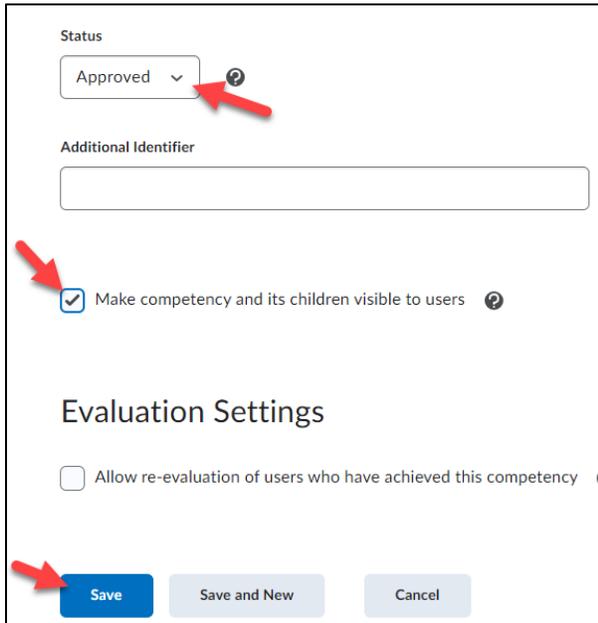


**12. If needed, continue with this process till all activities are associated with the Learning Objective(s) within the Competency.**

## Approve Competency

Once all objectives and associated activities have been added to a Competency you need to “Approve” or publish the Competency.

Return to the Competency Homepage by going to Edit Course, select Competencies. Click on the Competency title, scroll down to change Status menu from Draft to Approved, check box for “Make competency and its children visible to users” and click Save when done.



The screenshot shows a form for editing a competency. At the top, there is a 'Status' dropdown menu currently set to 'Approved', with a red arrow pointing to it. Below this is an 'Additional Identifier' text input field. Further down, there is a checkbox labeled 'Make competency and its children visible to users', which is checked, with a red arrow pointing to it. Below the checkbox is the 'Evaluation Settings' section, which includes an unchecked checkbox for 'Allow re-evaluation of users who have achieved this competency'. At the bottom of the form, there are three buttons: 'Save' (highlighted with a red arrow), 'Save and New', and 'Cancel'.

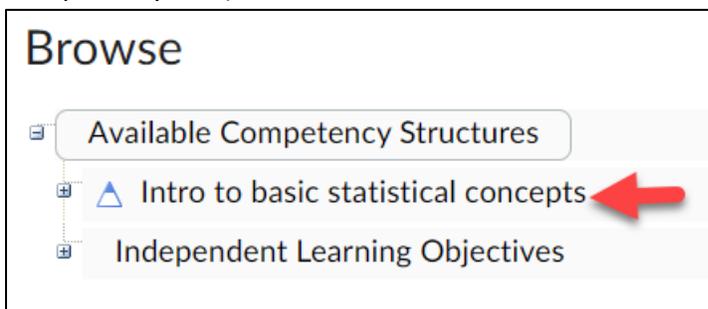
## Viewing Results

Results after activities have been submitted and graded can be viewed either in the Competency tool or the My Progress area.

**NOTE:** if you want to view results of an objective via My Progress, you MUST allow students to view the Competency. To do this return to the Competency tool (Edit Course, Competencies, click on Competency title and check the box for “Make competency and its children visible to users”.

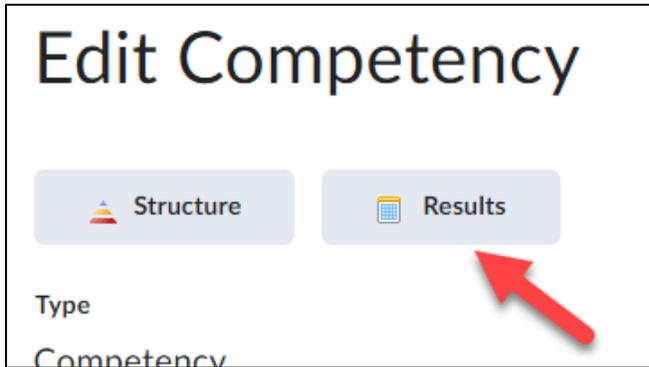
## View Results via Competency Tool

1. Go to Competency Tool (use course menu and select Edit Course, Competency and **click** on Competency title)

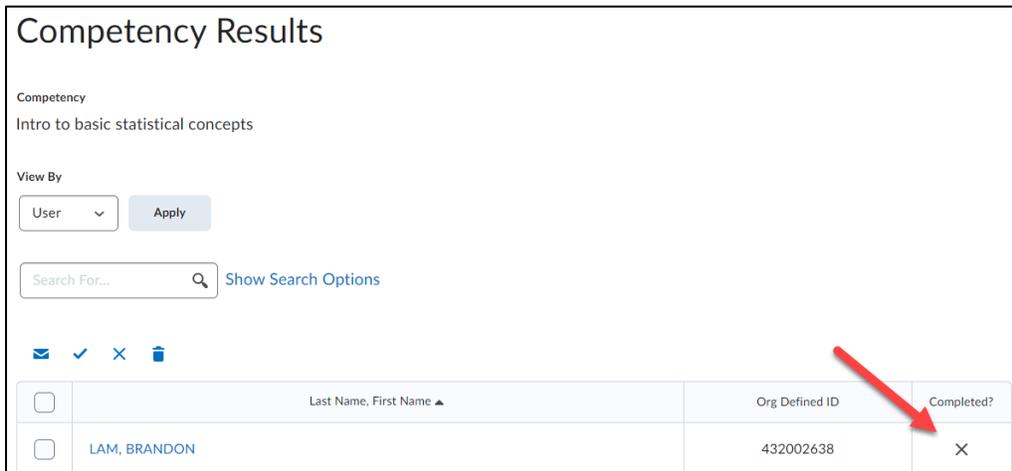


The screenshot shows the 'Browse' page in the Competency Tool. It features a search bar at the top with the text 'Available Competency Structures'. Below the search bar, there is a list of competency structures. The first item is 'Intro to basic statistical concepts', which is highlighted in blue and has a red arrow pointing to it. Below it is 'Independent Learning Objectives'.

**2. Click on Results.**



**3. Check mark indicates completion of competency. NOTE: completion at the competency level will only occur when Learning Objectives associated with it have been completed.**



4. Click on students name to view completion status of associated learning objectives and activities.

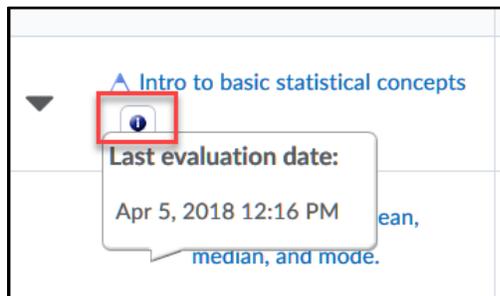
View Competency Results for LMcConnell, gStudent

[Εκπαιδευτής] [Λογισμικό] [Λογισμικό]

|   |                                   |   |
|---|-----------------------------------|---|
| ▼ Intro to basic statistical concepts   |                                   | ✓ |
| ▼ Calculate the mean, median, and mode. |                                   | ✓ |
| Q1 Mean, Median, and Modes              | Scored (100 %)<br>Required (>90%) | ✓ |

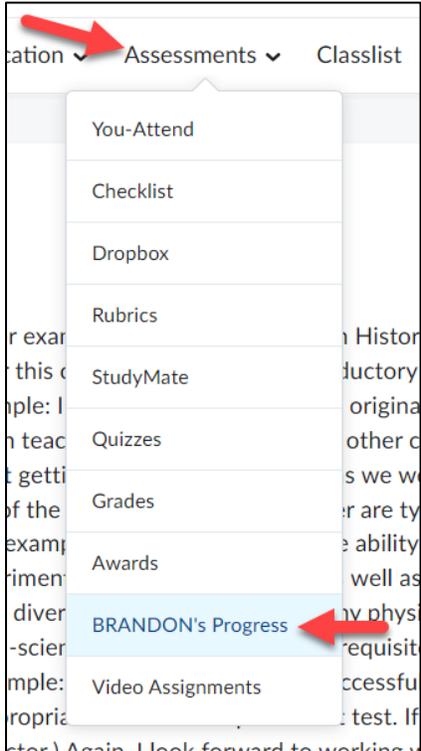
Close

5. Click on the “i” icon to view last evaluation date of competency.



## View Results via My Progress

1. Using course navigation menu **click** on Assessments and then your Progress.



2. Note the Objectives column indicated completed for the student. **Click** the completed status bar.

| Name ▲   | Content Completed  | Objectives    | Logins   | Grades  |
|--|--|---------------|--|---|
| <br><b>Elder, Angela</b><br>aelder5758<br>510005758 | <br>0 % Completed: 0 / 11 | No objectives | <br>Logins: 7 |  |

3. Note the indicator shows the objective has been “Passed”. **Click** on the word “Passed”.

Objectives Progress

Learning Objectives Passed

100 % (1/1) Completed: 1/1

Not Started (0) In Progress (0) **Passed (1)** Needs Remediation (0)

4. This opens the competency and allows you to click on the Competency title to view the associated objective information OR click on the arrowhead next to “1 Activities, 0 Objectives” to view the activity score.

Not Started (0) In Progress (0) Passed (1) Needs Remediation (0)

▲ Calculate the mean, median, and mode. ✓

100 % ( 1 / 1 ) Complete 1 / 1 Achieved

▼ 1 Activities, 0 Objectives Last Updated: Apr 5, 2018 12:16 PM

? Q1 Mean, Median, and Modes 100 % ✓

Based On: Selected Questions Threshold: 90 %