

INSTRUCTIONS for accessing and completing the Dunn & Chadwick *Protecting Study Volunteers* Exam via Blackboard (Bb)

Copies of the self study book *Protecting Study Volunteers in Research* by Cynthia Dunn and Gary Chadwick are available on loan from the Office of Research Integrity, Clinical Research Development & Operations Center (CR DOC) or the reserve desks of the Young or Medical Center Library.

Once you review the chapters log onto [UK's Blackboard website](http://www.uky.edu/Blackboard/) (<http://www.uky.edu/Blackboard/>) to complete the online exam. If you are new to Blackboard you may review the student help and resources website at <http://www.uky.edu/Blackboard/student.php>.

Log in to Blackboard using your [Link Blue](#) account. If you are having trouble accessing Blackboard because you have forgotten or need to reset your password, please call the [IT Customer Service Center](#) at (859) 257-1300.

You may search by course title or from the courses tab, select the Non-Catalog Courses then the course title *Protecting Study Volunteers in Research*. Enroll in the course and click the exam menu button to begin the exam.

Complete the personnel information questions so that the IRB can properly record your completion of this course in their database. In addition to the personnel questions, the test consist of 50 multiple choice or true and false questions. Complete all of questions and click the **Submit** button. You can enter and leave the exam and with the option of saving what you have completed up to that point.

A passing score is considered 85% (43/50 correct). Double click the top colored bar above the menu bar to get FULL-SCREEN VIEW. Upon Saving and Submitting your answers, you will be given an option to review results that list feedback on any incorrect answers that will direct you to the appropriate section of the book to find the correct information.

At any time before or after submitting the test, you may right click the screen and select print to print a hard copy of the test. You may take the test as many times as you needed to successfully complete, however you **MUST** click the SAVE and SUBMIT button each time to keep from locking yourself out of the exam. Answer all questions including the initial personnel information questions.

Once you have obtained a passing grade, you can click the right mouse button and print a copy to retain in your records. The software will confidentially maintain test scores. The instructors may use aggregate scores (without identifiers) to evaluate the curriculum and exam. The Office of Research Integrity will obtain a weekly list of all individuals who successfully complete this exam and will send you an official certificate of completion. Please retain the certificate for your records as documentation of HSP training.

Human Subject Protection Training

For questions regarding Human Subject Protection initial or refresher continuing education requirements and further options, refer to the Office of Research Integrity website at http://www.research.uky.edu/ori/human/Human_Research_Mandatory_Education.htm or call 257-9428.