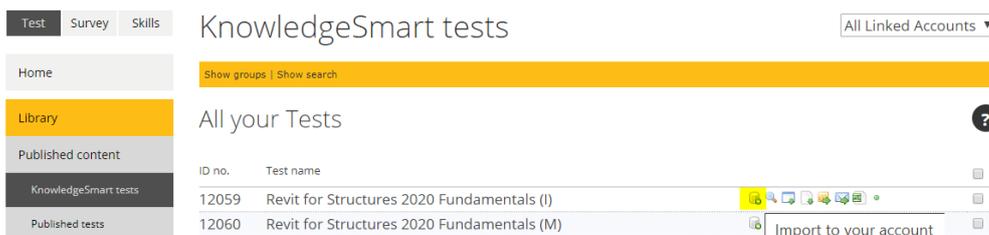


EDITING A KS TEST

KS administrators have full editorial controls to make changes to KS 'off the shelf' tests. We have built an intuitive, 4-step edit process. First, you need to take a copy of the original 'off the shelf' test.

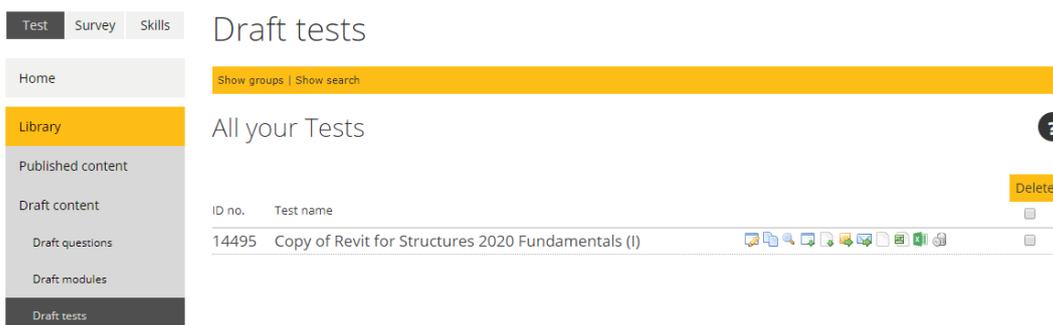
Go to the **Library > Published content > KnowledgeSmart tests** page and use the **Import to your account** tool to create an identical, editable copy of your chosen test.



The screenshot shows the 'KnowledgeSmart tests' page. The left sidebar has tabs for 'Test', 'Survey', and 'Skills'. The main content area is titled 'All your Tests' and contains a table with the following data:

ID no.	Test name	
12059	Revit for Structures 2020 Fundamentals (I)	[Action icons]
12060	Revit for Structures 2020 Fundamentals (M)	[Action icons] Import to your account

Your test copy will be displayed in the **Library > Draft content > Draft tests** page of your dashboard.

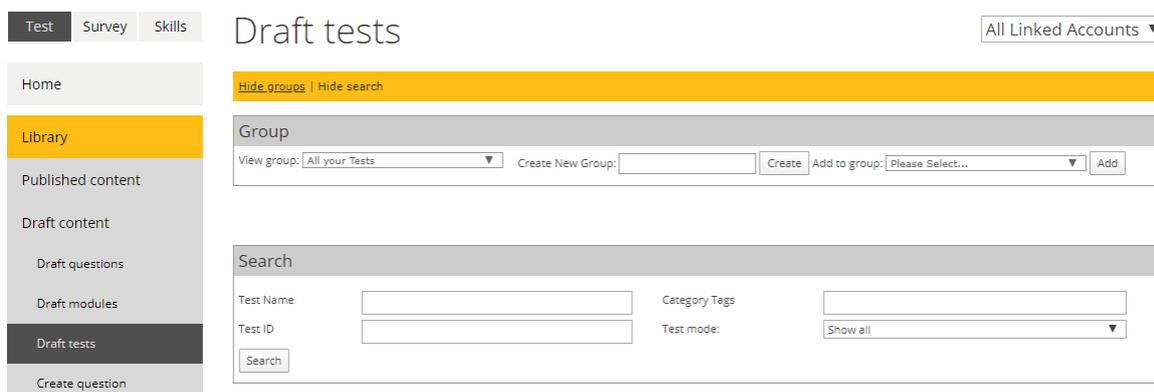


The screenshot shows the 'Draft tests' page. The left sidebar has tabs for 'Test', 'Survey', and 'Skills'. The main content area is titled 'All your Tests' and contains a table with the following data:

ID no.	Test name	
14495	Copy of Revit for Structures 2020 Fundamentals (I)	[Action icons] Delete

Tests are listed by A-Z; you can reverse the list by clicking the **ID no.** and **Test name** links. Use the **page numbers** at the bottom of the screen to move through your library.

Click the **Show search** and **Show groups** tools to filter your KS library content and create sub-groups of your draft tests list.



The screenshot shows the 'Draft tests' page with filters. The left sidebar has tabs for 'Test', 'Survey', and 'Skills'. The main content area is titled 'Draft tests' and contains a 'Group' section and a 'Search' section.

Group

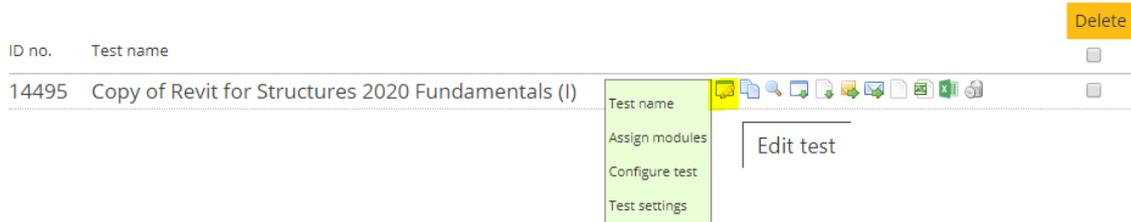
View group: [All your Tests](#) Create New Group: [Create](#) Add to group: [Please Select...](#) [Add](#)

Search

Test Name: Category Tags:
 Test ID: Test mode: [Show all](#)

[Search](#)

Hover your mouse over the **Edit test** button; note that a small pop-up menu appears to the left of the **Edit test** icon. This menu allows you to skip straight to the relevant step of the edit process, depending on the change you want to make.



Edit step one

Enter the test name and a brief description of the key features being covered by the test.

Edit test

Step 1 - Name and describe your test

Name:

Description:

Continue

Edit step two

Here, you can assign modules from your library, to be linked together in a 'daisy-chain', creating a longer test. Use the **Search Modules** box to locate modules using the assigned category tags. Use the green **+** icon, to add modules to your test.

You can remove modules by selecting the **delete** icon next to the module name, in the **Your modules** panel on the right of your dashboard. Use the green arrows to re-order the modules and choose the order in which they will be presented to users during their test session.

Edit test

Step 2 - Assign modules to your test



Search Modules

Search

ID no.	Module name	Assign modules
91995	RST - User Interface01 (T)	✓
91996	RST - User Interface (K)	✓
91997	RST - User Interface02 (T)	✓
91998	RST - User Interface03 (T)	✓
91999	RST - Modeling (K)	✓
92000	RST - Parameters (K)	✓

Your modules

RST - User Interface01 (T)	🔍 ↑ ↓
RST - User Interface (K)	🔍 ↑ ↓
RST - User Interface02 (T)	🔍 ↑ ↓
RST - User Interface03 (T)	🔍 ↑ ↓
RST - Modeling (K)	🔍 ↑ ↓
RST - Parameters (K)	🔍 ↑ ↓
RST - Modeling (T)	🔍 ↑ ↓
RST - Families (K)	🔍 ↑ ↓
RST - Families (T)	🔍 ↑ ↓
RST - System Families (K)	🔍 ↑ ↓
RST - System Families (T)	🔍 ↑ ↓
RST - Sheets (K)	🔍 ↑ ↓

Edit step three

This is where you choose how many questions you want to be assigned in each module.

The **Available questions** column displays the total number of questions in the library 'pool'.

The **Assigned questions** column displays how many questions will be randomly presented to users during a test.

Edit test

Step 3 - Configure your test



Your modules	Available questions	Assigned questions		Summary
RST - User Interface01 (T)	7	2	🔍 📄	<p>Summary</p> <p>ABC_Revit for Structures 2020 Fundamentals</p> <p>Test Description: This assessment looks at your knowledge across a range of Revit Structure functionality. Modules covered include; The Project Environment; Creating the Model; Editing the Model; Detailing the Model; Documenting the Model.</p> <p>Modules: RST - User Interface01 (T) (91995), RST - User Interface (K) (91996), RST - User Interface02 (T) (91997), RST - User Interface03 (T) (91998), RST - Modeling (K) (91999), RST - Parameters (K) (92000), RST - Modeling (T) (92001), RST - Families (K) (92002), RST - Families (T) (92003), RST - System Families (K) (92004), RST - System Families (T) (92005), RST - Sheets (K) (92006), RST - Sheets (T) (92007), RST - Annotation (K) (92008), RST - Annotation01 (T) (92009), RST - Annotation02 (T) (92010), RST - Schedules (K) (92011), RST - Schedules (T) (92012), RST - Links (T) (92013)</p> <p>Author: Bristol Landscape (PaulTudor)</p> <p>Category Tags: Revit Structure Fundamentals, 2020, Autodesk, Imperial, English, Basic</p> <p>Exam mode: No</p>
RST - User Interface (K)	4	1	🔍 📄	
RST - User Interface02 (T)	7	2	🔍 📄	
RST - User Interface03 (T)	7	2	🔍 📄	
RST - Modeling (K)	2	1	🔍 📄	
RST - Parameters (K)	1	1	🔍 📄	
RST - Modeling (T)	5	1	🔍 📄	
RST - Families (K)	2	1	🔍 📄	
RST - Families (T)	7	2	🔍 📄	
RST - System Families (K)	5	1	🔍 📄	
RST - System Families (T)	6	2	🔍 📄	
RST - Sheets (K)	2	1	🔍 📄	
RST - Sheets (T)	1	1	🔍 📄	
RST - Annotation (K)	2	1	🔍 📄	
RST - Annotation01 (T)	6	1	🔍 📄	
RST - Annotation02 (T)	5	1	🔍 📄	
RST - Schedules (K)	1	1	🔍 📄	
RST - Schedules (T)	4	1	🔍 📄	
RST - Links (T)	2	1	🔍 📄	

Continue

Click on the **Edit Test Module** icon to select the required number of questions in each stage, then click the green tick to save your changes.

Edit test

Step 3 - Configure your test

Your modules	Available questions	Assigned questions	
RST - User Interface01 (T)	7	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
RST - User Interface (K)	4	1	 

Edit step four

Here, you can edit your custom test settings: set your preferences for presenting the test data sets to users, set a time limit on test sessions, provide additional instructions to your users, hide or show the timer in the test UI and assign meta tags, or keywords, to each test. Category tags are used to help you search and group your tests, in your main library. Click **Finish** to save your custom test edits.

Edit test

Step 4 - Test settings

Allow file downloads

Show timer

Time limit (minutes)

Test Welcome Message / Instructions

Please note: During the assessment, some questions will require you to open sample Revit files. Several questions reference the same file.

Rather than opening up a new instance of the file each time, you can simply leave the file open and re-use it for more than one question. However, if you modify a sample file, at the end of the task, please close the file without saving your changes. Like a

Category Tags

Revit Structure Fundamentals, 2020, Autodesk, Imperial, English, Basic

Survey

Exam mode

Finish

Summary

Test Name:
ABC_Revit for Structures 2020 Fundamentals

Test Description:
This assessment looks at your knowledge across a range of Revit Structure functionality. Modules covered include: The Project Environment; Creating the Model; Editing the Model; Detailing the Model; Documenting the Model.

Modules:
RST - User Interface01 (T) (91995), RST - User Interface (K) (91996), RST - User Interface02 (T) (91997), RST - User Interface03 (T) (91998), RST - Modeling (K) (91999), RST - Parameters (K) (92000), RST - Modeling (T) (92001), RST - Families (K) (92002), RST - Families (T) (92003), RST - System Families (K) (92004), RST - System Families (T) (92005), RST - Sheets (K) (92006), RST - Sheets (T) (92007), RST - Annotation (K) (92008), RST - Annotation01 (T) (92009), RST - Annotation02 (T) (92010), RST - Schedules (K) (92011), RST - Schedules (T) (92012), RST - Links (T) (92013)

Author:
Bristol Landscape (PeulTudor)

Category Tags:
Revit Structure Fundamentals, 2020, Autodesk, Imperial, English, Basic

Exam mode:
No

Exam mode

The default user report at the end of a KS test session is a summary of questions and answers, plus coaching notes and a list of training tags which relate to identified skills gaps.

However, sometimes a more formal output may be required. In such circumstances, you can enable **Exam mode**. This option allows you to assign values to different score bandings, which will display in a certificate at the end of the exam session.

Check the **Exam mode** box to display the editable exam result bandings boxes:

Exam mode Finish

Exam result bandings

Banding	Lower band	Upper band	
Retake	0	40	
Pass	41	60	
Merit	61	80	
Distinction	81	100	

Make your edits and click the **Save banding changes** button to register your changes. Then click **Finish** to save your custom test edits.

You can view a summary page for each test, by clicking on the **View details** (magnifying glass) icon, next to the test name on the **Draft tests** page.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals		<input type="button" value="Delete"/>
		<input type="button" value="View details"/>	

This opens a new page with a summary of test name, description, module names, available questions, assigned questions, test settings, time limit, welcome text and category tags.

Test Summary

Name			
ABC_Revit for Structures 2020 Fundamentals			
Description			
This assessment looks at your knowledge across a range of Revit Structure functionality. Modules covered include: The Project Environment; Creating the Model; Editing the Model; Detailing the Model; Documenting the Model.			
ID	Module Name	Available questions	Assigned questions
91995	RST - User Interface01 (T)	7	2
91996	RST - User Interface (K)	4	1
91997	RST - User Interface02 (T)	7	2
91998	RST - User Interface03 (T)	7	2
91999	RST - Modeling (K)	2	1
92000	RST - Parameters (K)	1	1
92001	RST - Modeling (T)	5	1
92002	RST - Families (K)	2	1
92003	RST - Families (T)	7	2
92004	RST - System Families (K)	5	1
92005	RST - System Families (T)	6	2
92006	RST - Sheets (K)	2	1
92007	RST - Sheets (T)	1	1
92008	RST - Annotation (K)	2	1
92009	RST - Annotation01 (T)	6	1
92010	RST - Annotation02 (T)	5	1
92011	RST - Schedules (K)	1	1
92012	RST - Schedules (T)	4	1
92013	RST - Links (T)	2	1
Total Questions		76	24
Settings			
Allow downloads			<input checked="" type="checkbox"/>
Show Timer			<input checked="" type="checkbox"/>
Time Limit			

Create copies of tests by selecting the **Copy test** icon.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals		<input type="checkbox"/>

Copy test

Click the **Download question files** icon to download all the data sets and image files associated with this test.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals		<input type="checkbox"/>

Download question files

Click the **Download coaching files** icon to download all the coaching material associated with this test. Please note that not all authors provide their coaching notes as downloads; some display as plain text notes assigned to each question. These can be viewed in the master question CSV export, on a per test basis.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals		<input type="checkbox"/>

Download coaching files

Click the **List all training tags** icon to download a text file with a A-Z list of training tags (meta data) for all the questions in each test.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals		<input type="checkbox"/>

List all training tags

Invite users to take a test by selecting the **Invite users** (envelope) icon.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals		<input type="checkbox"/>

Invite users

Use the **Publish test** icon to publish your test. This will create a locked copy of the test in the **Published content > Published tests** page.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals	      	<input type="checkbox"/>

Publish test

(Refer to the help sheet **Published Content** for more information about published tests).

Click the **Export Questions to CSV** icon to download a master sheet containing all the questions associated with this test.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals	      	<input type="checkbox"/>

Export Questions to CSV

Click the **Batch edit question export** icon to download a sheet of questions for offline editing.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals	      	<input type="checkbox"/>

Batch edit question export

(Refer to the help sheet **Batch Edit** for more information about batch editing options).

Delete individual draft tests using the **Delete test** icon. To delete multiple tests, check the boxes and click the **Delete** button.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals	      	<input type="checkbox"/>

Delete test