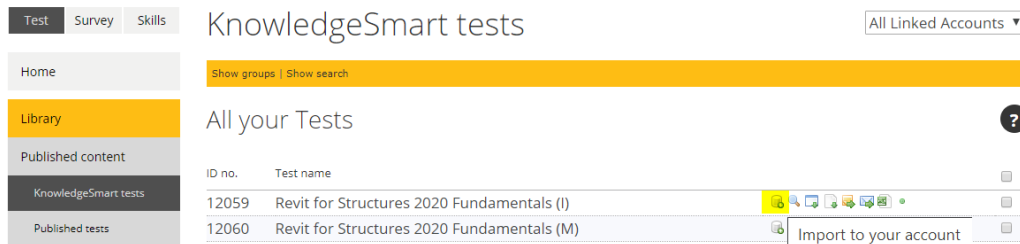


EDITING A KS QUESTION

KS administrators have full editorial rights to make changes to KS 'off the shelf' questions. We have built an intuitive, 6-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.

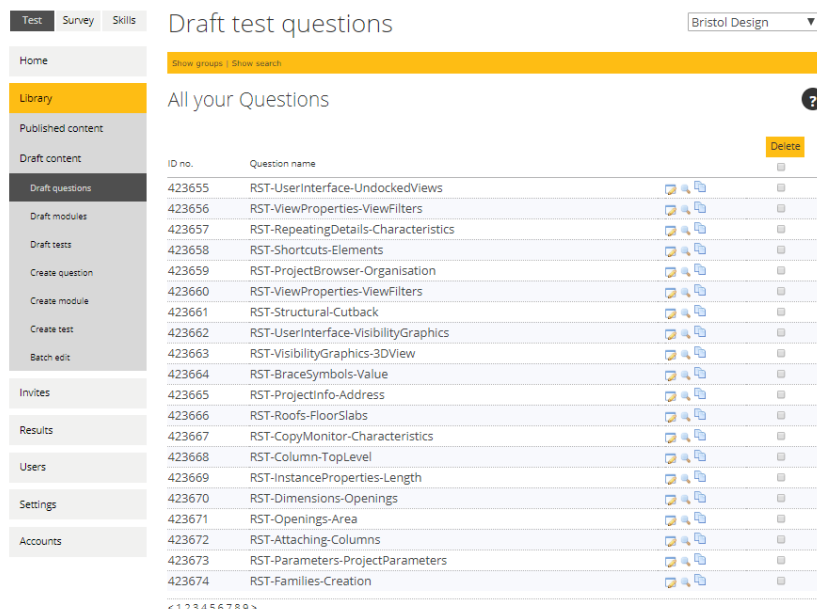


The screenshot shows the 'KnowledgeSmart tests' page. On the left is a sidebar with navigation links: Home, Library (selected), Published content, KnowledgeSmart tests, and Published tests. The main area has a header 'KnowledgeSmart tests' and a search bar. Below the header, it says 'All your Tests'. A table lists tests with columns 'ID no.' and 'Test name'. Two tests are visible: '12059 Revit for Structures 2020 Fundamentals (I)' and '12060 Revit for Structures 2020 Fundamentals (M)'. To the right of the table is a button labeled 'Import to your account'.

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

When building a KS test, we usually group questions by theme into modules. These can be deployed individually in a short test/quiz, or, they can be linked together in a 'daisy-chain' to create a longer skills assessment.

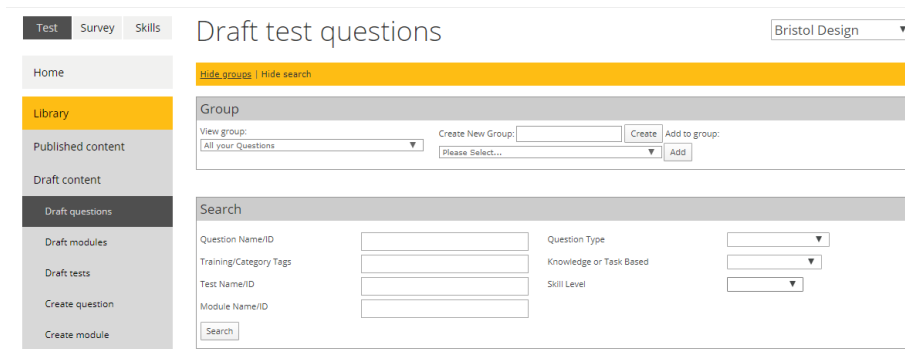
When you create a copy of a KS test, you will find the editable library of associated questions in the **Library > Draft content > Draft questions** page of your dashboard.



The screenshot shows the 'Draft test questions' page. On the left is a sidebar with navigation links: Home, Library (selected), Published content, Draft content, Draft questions (selected), Draft modules, Draft tests, Create question, Create module, Create test, Batch edit, Invites, Results, Users, Settings, and Accounts. The main area has a header 'Draft test questions' and a search bar. Below the header, it says 'All your Questions'. A table lists questions with columns 'ID no.' and 'Question name'. Questions are listed from 423655 to 423674. To the right of the table is a button labeled 'Delete'. At the bottom of the table, there are page numbers: '< 1 2 3 4 5 6 7 8 9 >'.

Questions are listed by ID number; you can reverse the list by clicking the **ID no.** and **Question 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 questions list.



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

424434	RST-VisibilityGraphics-3DView	Write question
424435	RST-BraceSymbols-Value	Upload question files
424436	RST-ProjectInfo-Address	Provide the answer
424437	RST-UserInterface-UndockedViews	Question tags
424438	RST-ViewProperties-ViewFilters	Coaching material
424439	RST-RepeatingDetails-Characteristics	Learning material

Edit step one

Enter the question name, a brief summary of the key features being covered by the question, and the question body text.

Edit test question

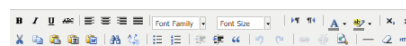
[Step 1 >>](#) [Step 2 >>](#) [Step 3 >>](#) [Step 4 >>](#) [Step 5 >>](#) [Step 6](#)

Step 1 - Name, summarise and write your question

Question type: Multiple choice

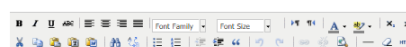
Name:

Question summary:



This question looks at your understanding of Visibility/Graphics.

Question text:



Open the dataset, *Revit Structure Basics 3.rvt*.

In the default (3D) view which structural category has the analytical model lines turned off?

Choose the best answer from the list of options below:

Edit step two

Here, you have the option of adding a file (or multiple files) to your task-based questions. There are several file types which can be assigned to questions, for example, .dwg, .rvt, PDF's, image files, movie files, and so on. If you move questions around your library, from one module to another, the files move with the question.

Edit test question

Step 1 >> **Step 2 >>** Step 3 >> Step 4 >> Step 5 >> Step 6

Step 2 - Upload files

Name	Size (bytes)	
Revit Structure Basics 3.rvt	3,444,736	Delete
RVTSTR_07.jpg	148,671	Delete

[Download](#)

Browse for your file here and click 'Upload':

[UPLOAD](#)

[Continue](#)

[Save](#)






Edit step three

This is where you input the answer to a question. The fields vary, depending on the type of question, for example, free text, multiple choice, pick list, order list, true/false, matching list, matrix, complete the blank or essay question styles.

Edit test question

Step 1 >> Step 2 >> **Step 3 >>** Step 4 >> Step 5 >> Step 6

Step 3 - Provide the options

Options	Correct	
Analytical Columns	<input checked="" type="radio"/>	
Walls	<input type="radio"/>	
Structural Framing	<input type="radio"/>	
Boundary Condions	<input type="radio"/>	
Structural Connections	<input type="radio"/>	

[Add Option](#)

[Continue](#)

[Save](#)

Edit step four

Here, you assign your training tags, or keywords (meta data), to each question. Category tags are used to help you search and group the questions in your library. Training tags are used to help determine skills gaps across your teams. It is important to think carefully about which tags are assigned to your questions, as these will play an important part in your results analysis.

Edit test question

Step 1 >> Step 2 >> Step 3 >> **Step 4 >>** Step 5 >> Step 6

Step 4 - Tag your question

Category tags

Revit Structure Fundamentals, Autodesk, Imperial, English, Basic, Multiple choice, Visibility/Graphics

Training tags

Visibility/Graphics

Knowledge or Task Based

Task (Interrogate)

Skill Level

Basic

[Continue](#) [Save](#)

Edit step five

Here, you can view and edit the coaching notes for each question. Coaching notes provide detailed feedback for users on how to answer each question accurately and efficiently, or provide some additional background detail to a particular subject. Coaching notes can be provided in a variety of formats, for example, text only, text with accompanying screen shots, PDF's with words & images, short movies, etc.

Edit test question

Step 1 >> Step 2 >> Step 3 >> Step 4 >> **Step 5 >>** Step 6

Step 5 - Coaching material

Coaching Text

Along with the physical model, Revit Structure also creates an analytical model that can be integrated with structural analysis software.

The analytical aspect of a component can be switched on and off like any other sub-category of an element. Similarly, the analytical frame can be isolated for review if required.

View templates may be used to shortcut this process. To make a view that will display the Analytical model simply enable the Structural Analytical Stick Template (which is found on the View tab) in a particular view. That will turn off all of the other model categories and allow you to just view the Analytical elements.

Coaching Files

Name	Size (bytes)	
KS Coaching_Visibility-Graphics.png	59,577	Delete

[Download](#)

Browse for your file here and click 'Upload':

[Upload](#)

[Continue](#) [Save](#)

Edit step six

Here, you can link modular learning material to your KS questions. The key is to map the learning content to the training tags (meta data) for each question. The training content can be a variety of formats. For example, in-house training notes, PDF help-sheets, videos, SharePoint pages, etc. Or, alternatively, training material from a 3rd party, such as video tutorials, LMS systems or E-Learning platforms.

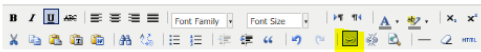
You can use the text box to add notes or web links and the file upload tool to assign documents or videos. (NB to ensure that any web links open in a new browser, please use the **Insert/Edit Link** icon, enter the relevant web address(es) and select 'New window' in the dropdown).

Edit test question

Step 1 >> Step 2 >> Step 3 >> Step 4 >> Step 5 >> **Step 6**

Step 6 - Learning material

Learning Text/Links



Click [here](#) for a short video about Visibility/ Graphics.

Insert/Edit Link

Learning Files

Browse for your file here and click 'Upload':













When you have finished creating or editing your questions, you can view a complete summary of all the key elements for each question by clicking on the question name, in the **Draft questions** page. This displays a popup summary box - what we refer to as the question 'footprint'.

RST-UserInterface-VisibilityGraphics	
RST	NAME: RST-VisibilityGraphics-3DView
RST	SUMMARY: This question looks at your understanding of Visibility/Graphics.
RST	QUESTION TEXT: Open the dataset, <i>Revit Structure Basics 3.rvt</i> . In the default {3D} view which structural category has the analytical model lines turned off? Choose the best answer from the list of options below.
RST	TYPE: Multiple choice
RST	USED IN (MODULES): 91995 RST - User Interface01 (T)
RST	USED IN (TESTS): 14495 ABC_Revit for Structures 2020 Fundamentals

The KS system is very flexible. Administrators can move questions around between modules and move modules around between tests.













(Refer to the help sheet **Creating Custom Library Content** for more information about writing custom KS questions).

Click the **View preview in a new window** (magnifying glass) icon, to see how your questions display to users in the test UI.

424434	RST-VisibilityGraphics-3DView	  	<input type="checkbox"/>
424435	RST-BraceSymbols-Value	  	<input type="checkbox"/>
424436	RST-ProjectInfo-Address	  	<input type="checkbox"/>
424437	RST-UserInterface-UndockedViews	  	<input type="checkbox"/>

























View preview in a new window

Create copies of questions by selecting the **Copy question** icon.

424434	RST-VisibilityGraphics-3DView	  	<input type="checkbox"/>
424435	RST-BraceSymbols-Value	  	<input type="checkbox"/>
424436	RST-ProjectInfo-Address	  	<input type="checkbox"/>
424437	RST-UserInterface-UndockedViews	  	<input type="checkbox"/>

Copy question

Delete questions by checking the box(es) and click the **Delete** button.

ID no.	Question name		Delete
424430	RST-ProjectBrowser-Organisation	  	<input type="checkbox"/>
424431	RST-ViewProperties-ViewFilters	  	<input type="checkbox"/>
424432	RST-Structural-Cutback	  	<input type="checkbox"/>
424433	RST-UserInterface-VisibilityGraphics	  	<input type="checkbox"/>
424434	RST-VisibilityGraphics-3DView	  	<input checked="" type="checkbox"/>
424435	RST-BraceSymbols-Value	  	<input type="checkbox"/>
424436	RST-ProjectInfo-Address	  	<input type="checkbox"/>
424437	RST-UserInterface-UndockedViews	  	<input type="checkbox"/>