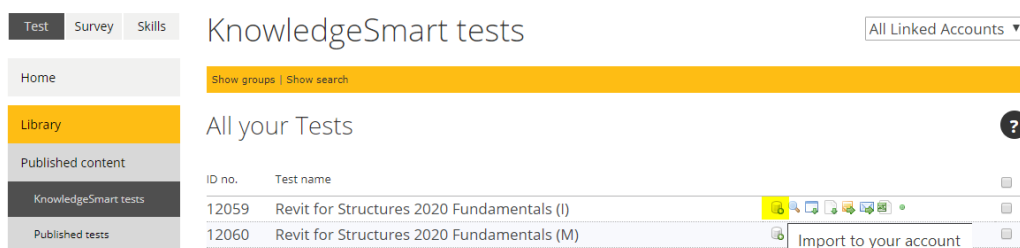


PUBLISHED LIBRARY CONTENT

Publishing a Test

KS administrators can 'publish' draft tests, which locks the content and enables sharing of custom tests across linked accounts. First, you need to take a copy of the original KS 'off the shelf' test.

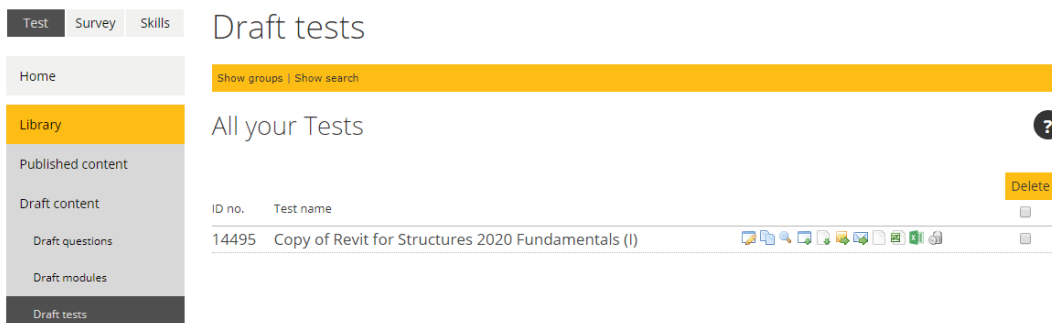
Go to the **Library > Published content > KnowledgeSmart tests** page and use the **Import to your account** tool to create an identical, editable copy of your chosen test.



The screenshot shows the 'KnowledgeSmart tests' page. On the left is a sidebar with tabs: Test, Survey, Skills. Under 'Library', there are sub-tabs: Home, Library (selected), Published content, KnowledgeSmart tests, and Published tests. The main area is titled 'All your Tests' and contains a table with two rows of test data. The first row has ID 12059 and title 'Revit for Structures 2020 Fundamentals (I)'. The second row has ID 12060 and title 'Revit for Structures 2020 Fundamentals (M)'. Each row has an 'Import to your account' button and a delete icon.

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

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



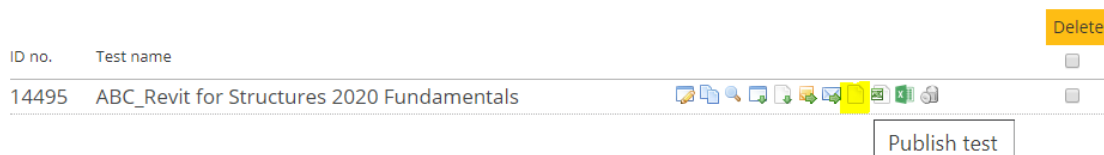
The screenshot shows the 'Draft tests' page. The sidebar is similar to the previous page, but the 'Draft content' tab is selected, showing sub-tabs: Draft questions, Draft modules, and Draft tests (selected). The main area is titled 'All your Tests' and contains a table with one row of test data. The row has ID 14495 and title 'Copy of Revit for Structures 2020 Fundamentals (I)'. It has a 'Delete' button and a delete icon.

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

Tests are listed by ID number; 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.

(Refer to the help sheet **Editing a KS Test** for more information about editing KS tests).

When you are happy with your custom edits, use the **Publish test** icon to publish your test.










This is a close-up of the table from the previous screenshot. It shows the row for ID 14495, 'ABC_Revit for Structures 2020 Fundamentals'. The 'Publish test' icon (a yellow square with a green checkmark) is highlighted. Below the table is a 'Publish test' button.

ID no.	Test name	Actions
14495	ABC_Revit for Structures 2020 Fundamentals	[Publish test] [Delete]

Publish test

The 'Publish' icon will change to a small gold medal when the test has been published.

ID no.	Test name		Delete
14495	ABC_Revit for Structures 2020 Fundamentals	     	

Your published tests will display on the **Library > Published content > Published tests** page of your dashboard.






Test
Survey
Skills

Home
Library
Published content
KnowledgeSmart tests
Published tests
Published modules

Published tests

Show groups | Show search

All your Tests

ID no.	Test name	
14495	ABC_Revit for Structures 2020 Fundamentals	    

If you want to make a change to a Published test, you must first un-publish the test by selecting the **Unpublish test** icon, on the **Draft content > Draft tests** page.

It is possible to copy Published tests from one KS account to another. Go to the **Accounts > Manage content** page. Here you can assign (or unassign) published tests, to (or from) other accounts in your organisation.

(Refer to the help sheet **Moving Library Content Between Accounts** for more information about copying published tests across linked accounts).

Publishing a Module

KS administrators can 'publish' draft modules, which locks the content and enables sharing of custom modules across linked accounts.

When you create a copy of a KS 'off the shelf' test, the component modules are displayed in the **Library > Draft content > Draft modules** page of your dashboard.

(Refer to the help sheet **Editing a KS Module** for more information about editing KS modules).

When you are happy with your custom edits, use the **Publish module** icon to publish your module.

91856	RST - User Interface (K)	    
91858	RST - User Interface03 (T)	   
91863	RST - Families (T)	   

Publish module

The 'Publish' icon will change to a small gold medal when the module has been published.

91856	RST - User Interface (K)	    
91858	RST - User Interface03 (T)	    
91863	RST - Families (T)	    

Your published modules will display on the **Library > Published content > Published modules** page of your dashboard.

Test
Survey
Skills






Published test modules

Bristol Design

Home
Library
Published content
KnowledgeSmart tests
Published tests
Published modules

Show groups | Show search

All your Modules ?

ID no.	Module name	
91856	RST - User Interface (K)	    

< 1 >

If you want to make a change to a Published module, you must first un-publish the module by selecting the **Unpublish module** icon, on the **Draft content > Draft modules** page.

It is possible to copy Published modules from one KS account to another. Go to the **Accounts > Manage content** page. Here you can assign (or unassign) Published modules, to (or from) other accounts in your organisation.

(Refer to the help sheet **Moving Library Content Between Accounts** for more information about copying published modules across linked accounts).