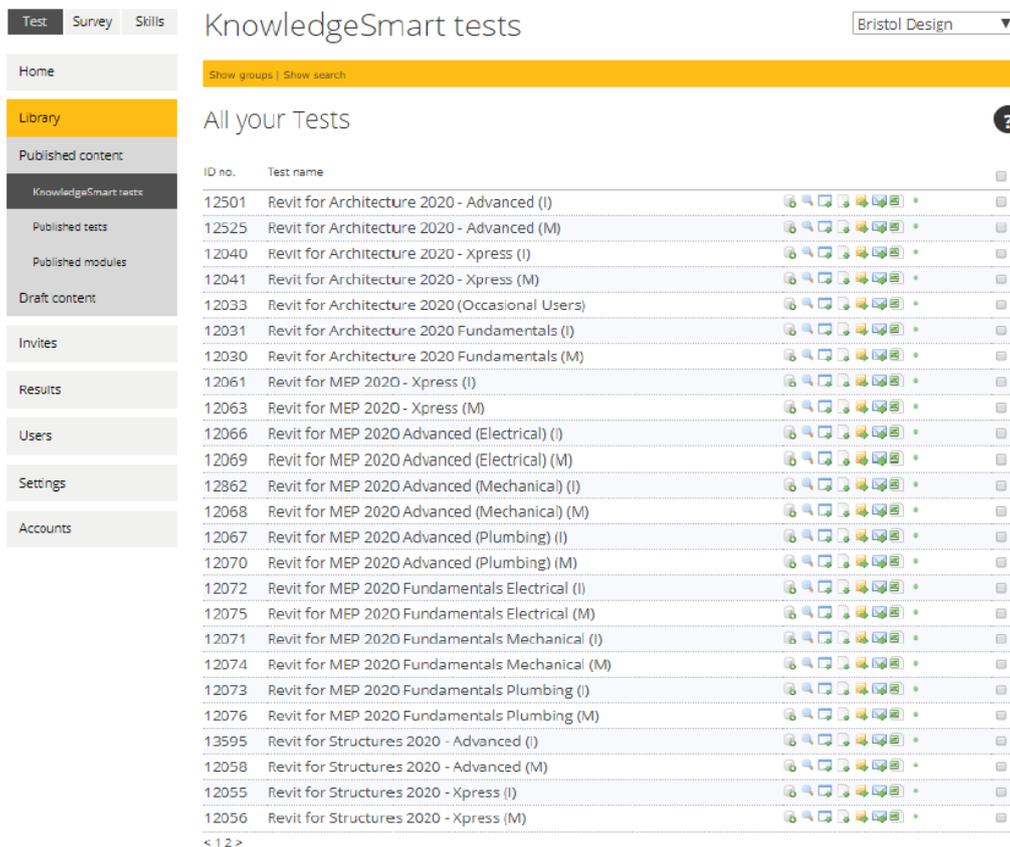


## ORGANISING LIBRARY CONTENT

### Managing your Tests

The **Library > Published content > KnowledgeSmart tests** page lists all the 'off the shelf' tests available on your account, as written by KnowledgeSmart authors.



KnowledgeSmart tests Bristol Design ▾

Home Show groups | Show search

**Library** ?

Published content

**KnowledgeSmart tests**

Published tests

Published modules

Draft content

Invites

Results

Users

Settings

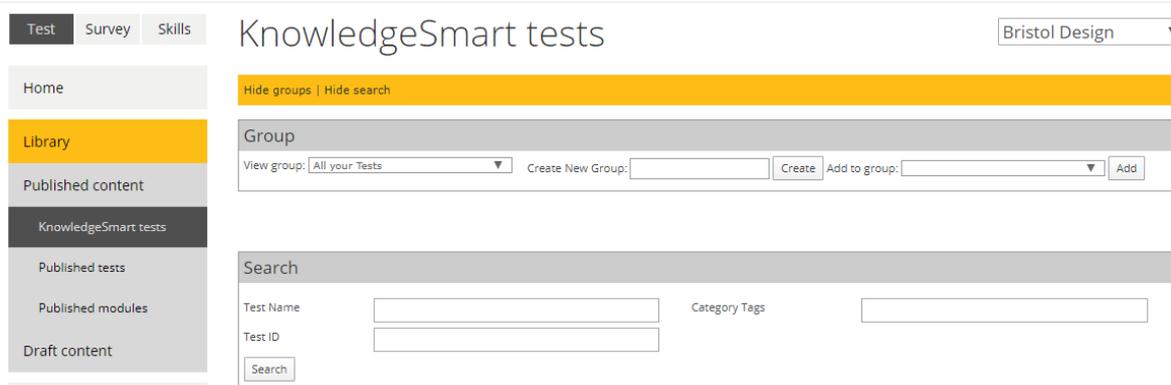
Accounts

ID no.	Test name		
12501	Revit for Architecture 2020 - Advanced (I)		
12525	Revit for Architecture 2020 - Advanced (M)		
12040	Revit for Architecture 2020 - Xpress (I)		
12041	Revit for Architecture 2020 - Xpress (M)		
12033	Revit for Architecture 2020 (Occasional Users)		
12031	Revit for Architecture 2020 Fundamentals (I)		
12030	Revit for Architecture 2020 Fundamentals (M)		
12061	Revit for MEP 2020 - Xpress (I)		
12063	Revit for MEP 2020 - Xpress (M)		
12066	Revit for MEP 2020 Advanced (Electrical) (I)		
12069	Revit for MEP 2020 Advanced (Electrical) (M)		
12862	Revit for MEP 2020 Advanced (Mechanical) (I)		
12068	Revit for MEP 2020 Advanced (Mechanical) (M)		
12067	Revit for MEP 2020 Advanced (Plumbing) (I)		
12070	Revit for MEP 2020 Advanced (Plumbing) (M)		
12072	Revit for MEP 2020 Fundamentals Electrical (I)		
12075	Revit for MEP 2020 Fundamentals Electrical (M)		
12071	Revit for MEP 2020 Fundamentals Mechanical (I)		
12074	Revit for MEP 2020 Fundamentals Mechanical (M)		
12073	Revit for MEP 2020 Fundamentals Plumbing (I)		
12076	Revit for MEP 2020 Fundamentals Plumbing (M)		
13595	Revit for Structures 2020 - Advanced (I)		
12058	Revit for Structures 2020 - Advanced (M)		
12055	Revit for Structures 2020 - Xpress (I)		
12056	Revit for Structures 2020 - Xpress (M)		

< 1 2 >

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 KS test list.



KnowledgeSmart tests Bristol Design ▾

Home Hide groups | Hide search

**Library**

Published content

**KnowledgeSmart tests**

Published tests

Published modules

Draft content

**Group**

View group: All your Tests ▾ Create New Group:   Add to group:

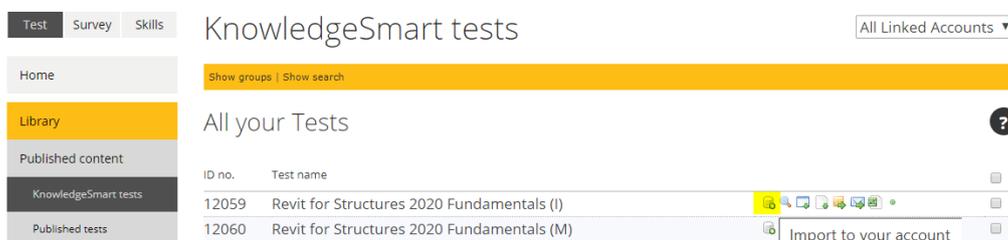
**Search**

Test Name  Category Tags

Test ID

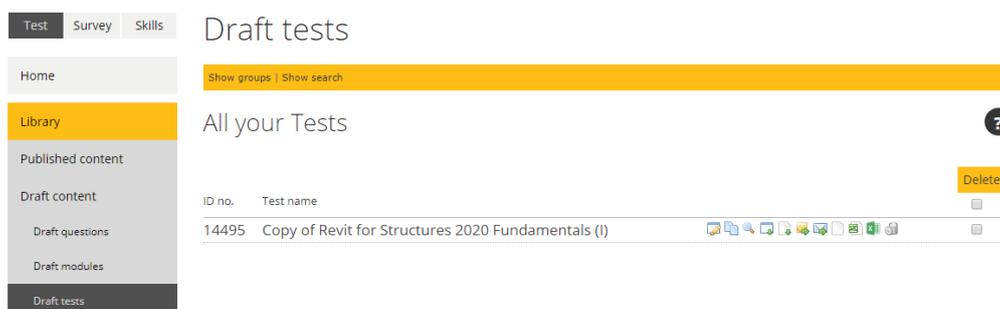
When you want to edit a KS test, first, you need to take a copy of the original 'off the shelf' test.

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 'Library' selected, with 'KnowledgeSmart tests' highlighted. The main content area shows 'All your Tests' with a table of test entries. The first entry is '12059 Revit for Structures 2020 Fundamentals (I)' and the second is '12060 Revit for Structures 2020 Fundamentals (M)'. The 'Import to your account' button is highlighted in yellow for the first entry.

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 'Draft content' selected, with 'Draft tests' highlighted. The main content area shows 'All your Tests' with a table of test entries. The first entry is '14495 Copy of Revit for Structures 2020 Fundamentals (I)'. The 'Delete' button is highlighted in yellow for this entry.

You will notice that your copy has a different test ID number from the original. Every test in the KS system has a unique ID number, so you can distinguish between various copies and easily manage your library material.

When an 'off the shelf' test is 'imported' into your account, this unlocks the test and you can now modify and customize many features of the test.

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

When you import several tests into your account, you will find that your KS draft tests library quickly grows to multiple pages of content. You have several content management tools available, to help you filter, organise and manage your tests.

Draft tests are listed by A-Z. The quickest way to sort your tests is to use the ordering tools at the top of the list; you can reverse the list by clicking the **ID no.** and **Test name** links.

ID no.	Test name	
14480	Copy of Revit for Structures 2020 - Advanced (I)	
14481	Copy of Revit for Structures 2020 Fundamentals (I)	
14476	Revit for Structures 2020 - Exam	

If you want to filter your KS tests library, you can use the searching and grouping tools. Hit the **Show search** link to expand the searching tools box.

You can search on test name, test ID number and by category tags. When a test is created, we assign several keywords, which describe the main subject areas being covered by the test. You can use these keywords to search and filter your tests.

Draft tests Bristol Design ▼

Show groups | [Hide search](#)

**Search**

Test Name  Category Tags

Test ID  Test mode: Show all ▼

When you have run a search and located the test(s) that you need, you can use the grouping tools, to create sub-sets of your draft test library. Highlight the test(s), using the check boxes to the right of the test names. Create a new group, i.e. 'Revit Structure', in the groups table. Then select **Create** and your tests will be copied across to the new group.

Draft tests Bristol Design ▼

Hide groups | [Show search](#)

**Group**

2 Items were added to the new group 'Revit Structure'

View group: Revit Structure ▼ Create New Group:   Add to group: Please Select... ▼

Revit Structure ?

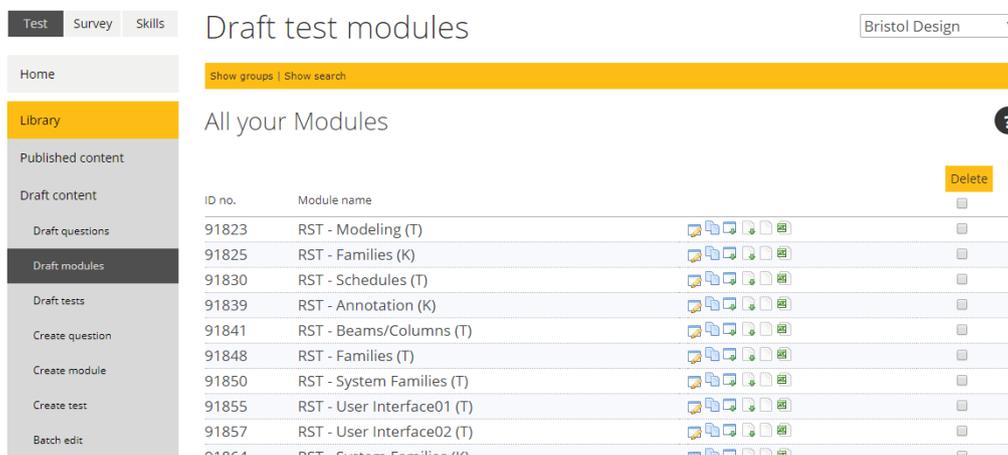
ID no.	Test name		<input type="checkbox"/>
14480	Copy of Revit for Structures 2020 - Advanced (I)		<input type="checkbox"/>
14481	Copy of Revit for Structures 2020 Fundamentals (I)		<input type="checkbox"/>

In this way, you can create several sub-groups for your overall draft test library. When you want to filter your library, simply use the **View group** dropdown to navigate to the required test(s).

You can also use the grouping tools to delete groups, edit group names, add new tests to existing groups and remove tests from existing groups.

## Managing your Modules

When you create a copy of a KS ‘off the shelf’ test, you also create a separate library of the individual component modules, which comprise the overall test. These will appear in the **Library > Draft content > Draft modules** page of your dashboard.



ID no.	Module name		Delete
91823	RST - Modeling (T)		
91825	RST - Families (K)		
91830	RST - Schedules (T)		
91839	RST - Annotation (K)		
91841	RST - Beams/Columns (T)		
91848	RST - Families (T)		
91850	RST - System Families (T)		
91855	RST - User Interface01 (T)		
91857	RST - User Interface02 (T)		
91864	RST - System Families (K)		

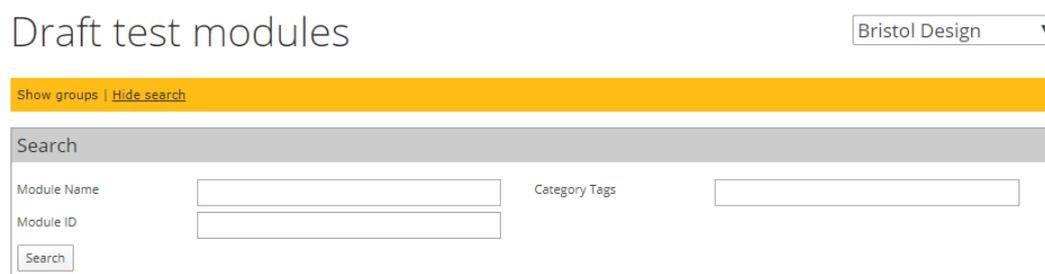
When you import several tests into your account, you will find that your KS modules library quickly grows to multiple pages of content. You have several content management tools available, to help you filter, organise and manage your modules.

Draft modules are listed by ID number. The quickest way to sort your modules is to use the ordering tools at the top of the list; you can reverse the list by clicking the **ID no.** and **Module name** links.

ID no.	Module name	
91823	RST - Modeling (T)	
91825	RST - Families (K)	
91830	RST - Schedules (T)	

If you want to filter your KS module library, you can use the searching and grouping tools. Hit the **Show search** link to expand the searching tools box.

You can search on module name, module ID number and by category tags. When a module is created, we assign several keywords, which describe the main subject areas being covered by the module. You can use these keywords to search and filter your modules.



Draft test modules Bristol Design ▼

Show groups | [Show search](#)

**Search**

Module Name  Category Tags

Module ID

When you have run a search and located the module(s) that you need, you can use the grouping tools, to create sub-sets of your module library. Highlight the module(s), using the check boxes to the right of the module names. Create a new group, i.e. 'Families', in the groups table. Then select **Create** and your modules will be copied across to the new group.

## Draft test modules

Bristol Design ▾

Hide groups | Show search

Group

6 items were added to the new group 'Families'

View group: Families ▾

Create New Group:  Create Add to group:  Add

Remove from Group

Delete Group

### Families

Delete

ID no.	Module name		Delete
91825	RST - Families (K)	    	<input type="checkbox"/>
91826	RST - Families (T)	    	<input type="checkbox"/>
91827	RST - System Families (T)	    	<input type="checkbox"/>

In this way, you can create several sub-groups for your overall module library. When you want to filter your library, simply use the **View group** dropdown to navigate to the required module(s).

You can also use the grouping tools to delete groups, edit group names, add new modules to existing groups and remove modules from existing groups.

## Managing your Questions

When you create a copy of a KS 'off the shelf' test, you also create separate library of the individual questions, which in turn comprise the modules, which combine to make the overall test. These will appear in the **Library > Draft content > Draft questions** page of your dashboard.

Test Survey Skills

## Draft test questions

Bristol Design ▾

Home

Library

Published content

Draft content

Draft questions

Draft modules

Draft tests

Create question

Show groups | Show search

### All your Questions

Delete

ID no.	Question name		Delete
423655	RST-UserInterface-UndockedViews	 	<input type="checkbox"/>
423656	RST-ViewProperties-ViewFilters	 	<input type="checkbox"/>
423657	RST-RepeatingDetails-Characteristics	 	<input type="checkbox"/>
423658	RST-Shortcuts-Elements	 	<input type="checkbox"/>
423659	RST-ProjectBrowser-Organisation	 	<input type="checkbox"/>
423660	RST-ViewProperties-ViewFilters	 	<input type="checkbox"/>

When you import several tests into your account, you will find that your KS question library quickly grows to multiple pages of content. You have several content management tools available, to help you filter, organise and manage your questions.

Like your draft modules library, your questions will be listed in the order that they were imported into your account, so draft questions are listed by ID number. The quickest way to sort your modules is to use the ordering tools at the top of the list; you can reverse the list by clicking the **ID no.** and **Module name** links.

ID no.	Question name	
423655	RST-UserInterface-UndockedViews	  
423656	RST-ViewProperties-ViewFilters	  
423657	RST-RepeatingDetails-Characteristics	  
423658	RST-Shortcuts-Elements	  

If you want to filter your KS question library, you can use the searching and grouping tools. Hit the **Show search** link to expand the searching tools box.

You can search on question name, question ID number, module name, module ID number, test name, test ID number, question type, knowledge/task-based status, skill level, training tags and category tags. When a question is created, we assign several keywords, which describe the main subject area being covered by the question. You can use these keywords to search and filter your questions.

Draft test questions Bristol Design ▾

Show groups | [Hide search](#)

**Search**

Question Name/ID	<input type="text"/>	Question Type	<input type="text"/>
Training/Category Tags	<input type="text"/>	Knowledge or Task Based	<input type="text"/>
Test Name/ID	<input type="text"/>	Skill Level	<input type="text"/>
Module Name/ID	<input type="text"/>		

When you have run a search and located the question(s) that you need, you can use the grouping tools, to create sub-sets of your question library. Highlight the question(s), using the check boxes to the right of the question names. Create a new group, i.e. 'Families', in the groups table. Then select **Create** and your modules will be copied across to the new group.

Draft test questions Bristol Design ▾

Hide groups | [Show search](#)

**Group**

3 Items were added to the new group 'Families'

View group:	Create New Group:	Create	Add to group:	Remove from Group
Families	Please Select...	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Delete Group"/>

[Edit Group Title](#)

Families 

ID no.	Question name		Delete
423674	RST-Families-Creation	  	<input type="checkbox"/>
423679	RST-Families-PrecastLibrary	  	<input type="checkbox"/>
423681	RST-Families-Types	  	<input type="checkbox"/>

In this way, you can create several sub-groups for your overall question library. When you want to filter your library, simply use the **View group** dropdown to navigate to the required question(s).

You can also use the grouping tools to delete groups, edit group names, add new questions to existing groups and remove questions from existing groups.

As an additional aid to help you manage your question library, when you import a KS test into your account, the system automatically creates a sub-group of the related questions for each test. You'll find these sub-groups by using the **View group** dropdown.

Draft test questions Bristol Design ▾

Hide groups | Show search

Group

View group: All your Questions ▾

All your Questions

Copy of Revit for Structures 2020 - \_All Questions

Create New Group:   Add to group:

Please Select... ▾

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