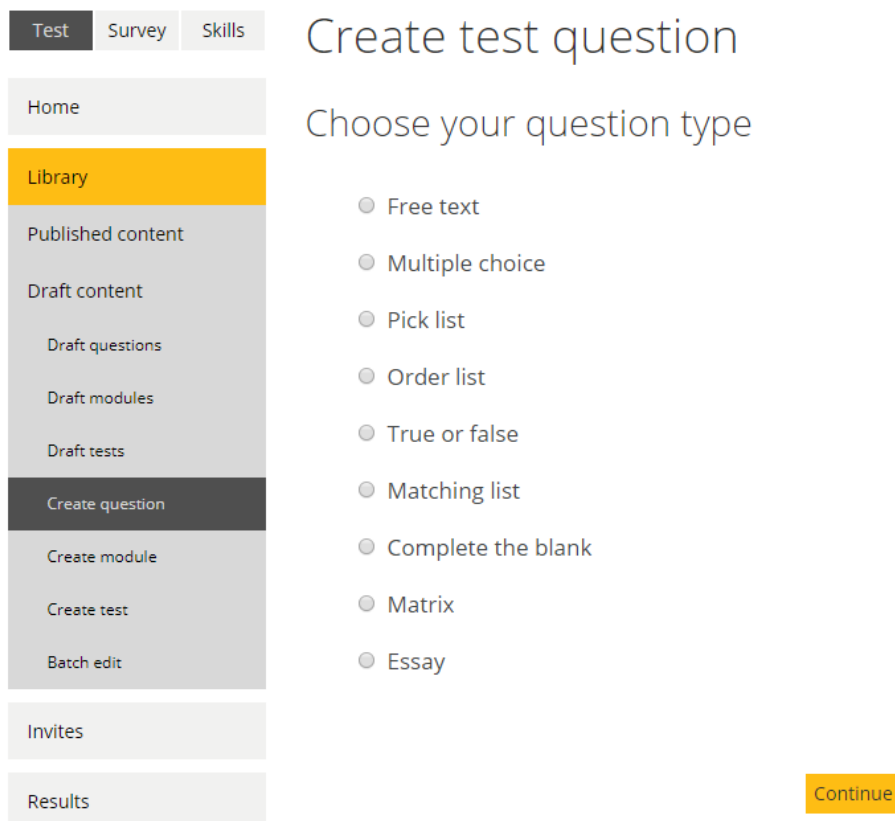# CREATING NEW LIBRARY CONTENT

KS admins have a range of blank templates, for creating new questions, modules and tests from scratch.

Questions

To create a new question, go to the **Library > Draft content > Create question** page.
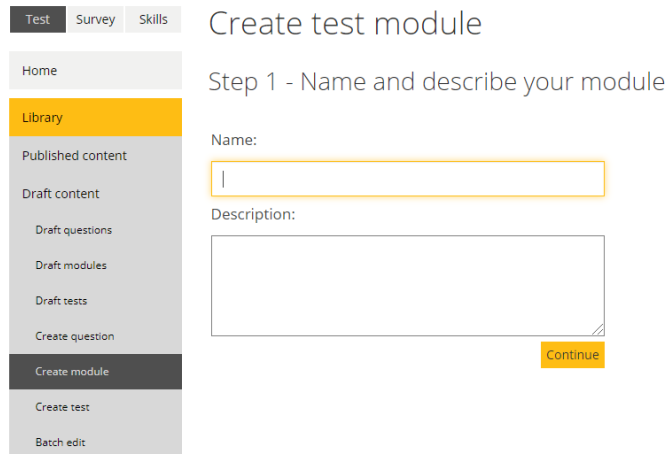

(Refer to the help sheet, **9 Question Types** for more information on the different types of questions available in the KS platform).

Select your chosen question type and follow the 6 steps in the question creation process:

- Step 1: Question name, question summary, question text
- Step 2: Upload file(s), i.e. image file, video file, .rvt file, .dwg file, etc.
- Step 3: Enter the answer(s)
- Step 4: Add category tags, training tags and question type info
- Step 5: Add coaching material
- Step 6: Add links to learning

Modules

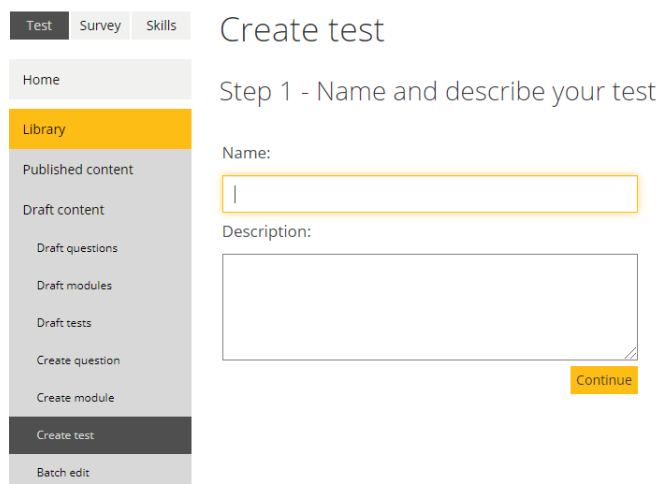To create a new module, go to the **Library > Draft content > Create module** page.

Follow the 3 steps in the module creation process:

- Step 1: Name and describe your module
- Step 2: Assign questions to your module
- Step 3: Add category tags

Tests

To create a new test, go to the **Library > Draft content > Create test** page.

Follow the 4 steps in the test creation process:

- Step 1: Name and describe your test
- Step 2: Assign modules to your test
- Step 3: Add category tags

Author hints and tips

Here are some practical hints & tips for authors:

- A full question set is defined as follows: usually 20-25 questions, format to be determined by author, typically covering a range of core skills in a specified software application.

- A question set comprises live skills (task-based) and theory (knowledge-based) content. (Author to determine appropriate mix of questions).

- A task-based question requires the candidate taking the test to have access to and use the appropriate software to elicit the answer.

- A knowledge-based question can be answered without direct use of the software.

- You have 9 types of questions to choose from: Free text, Multiple choice, Pick list, Order list, True or false, Complete the blank, Matching list, Matrix and Essay. Try to get a balance of different styles in your question set.

- When writing multiple-choice or pick-list questions, provide at least 4-5 answer options. Try to avoid general answers, such as 'All of the above', or 'None of the above'.

- Don't write too many 'True or False' type questions – it's too easy to guess the answers!

- Use screen shots and image files, or short videos, to enhance the effectiveness of some questions (i.e. PNG, JPEG, AVI, etc.).

- Think about the training tags (meta data) to be assigned to your questions. You will be making practical use of these tags when you analyse your test results and create groups and charts with your results data.

- Coaching notes should accompany each question. They are the author's way of telling a user how they should answer a particular question accurately and efficiently or provide some additional background detail to a particular subject.

- Coaching notes can be provided in a number of formats, for example: text only, text with accompanying screen shots, PDF help sheets with words & images, short movies, etc.

- Add Learning links to your questions. Use the training tags to perform a mapping exercise to the most relevant, modular learning content for each question.

Each KS question comprises the following:

- Question name.

- Question summary (one-line description about what the question is testing, i.e. 'This question looks at your understanding of conceptual massing in Revit').

- Question text (i.e. the question wording).

- Sample data set(s) (only required if the question is task based; knowledge-based questions do not need an accompanying data set).

- Image files (i.e. if the question displays a screen shot) or short video files.

- The question answer(s).

- Question tags (key words describing the features in the relevant software being covered by the question, i.e. the corresponding training topics).

- Coaching text (how you would answer the question 100% accurately and a line or two of background notes about the topic being covered by the task).

- Coaching files (perhaps a screen shot of the correct answer or a help sheet or video outlining the required steps the user must take to answer a question correctly).

- Learning text & files (links to the corresponding training material, which maps back to the keywords assigned to each question. This could be in-house training material, third party training tools, or a mix of different types of learning material). The main aim of 'Links to Learning', is to match the keywords highlighted in the results, to the corresponding modular training material.

(Refer to the help sheets, **Editing a KS Question**, **Editing a KS Module** and **Editing a KS Test** for more information on the KS library content authoring/editing process).