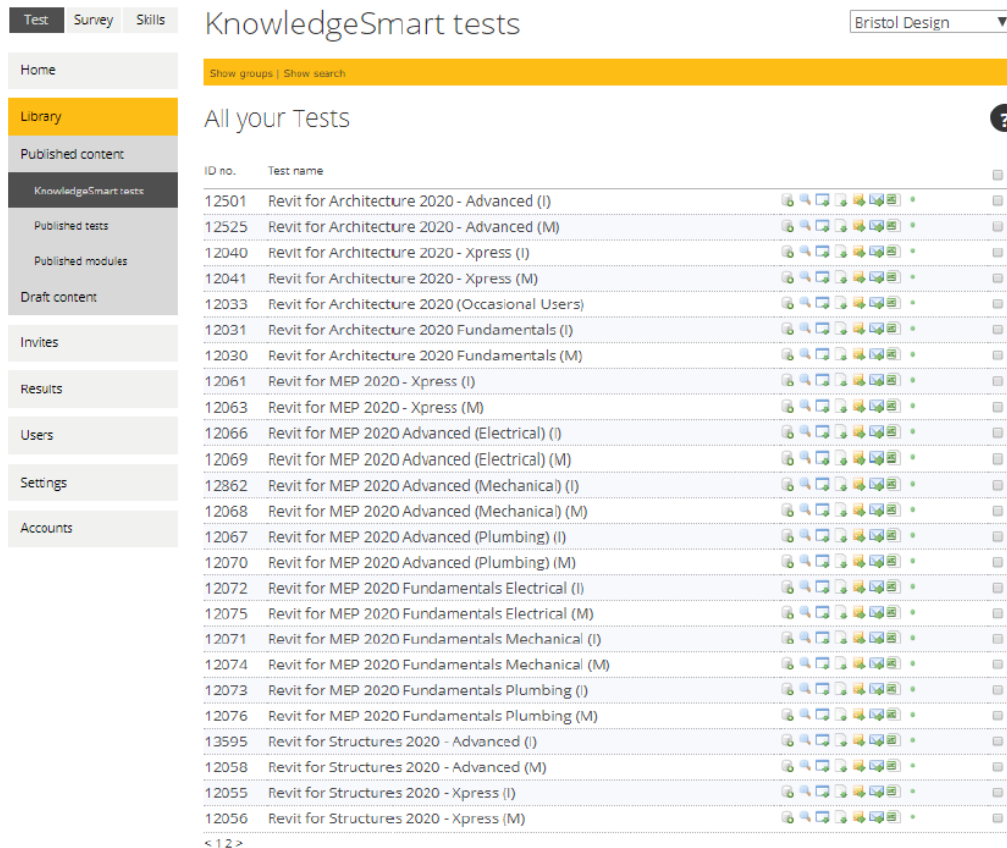


ORGANISING LIBRARY CONTENT

Managing your Tests

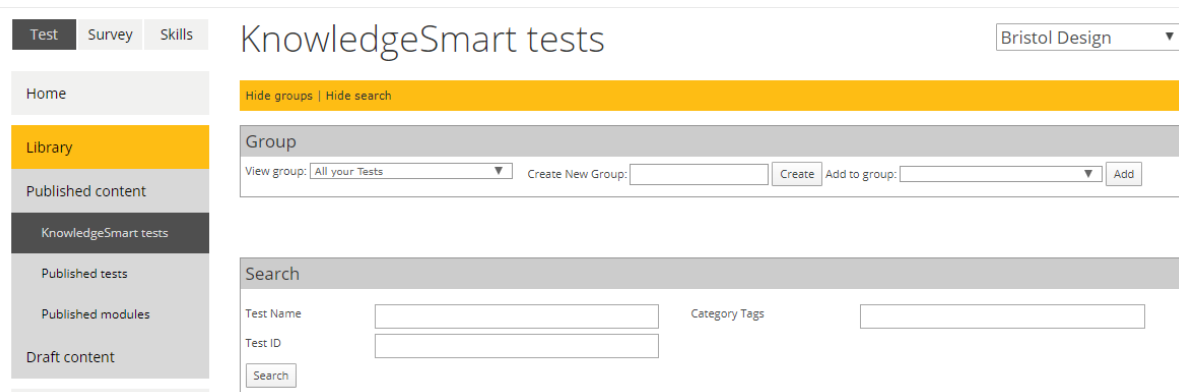
The **Library > Published content > KnowledgeSmart tests** page lists all the 'off the shelf' tests available on your account, as written by KnowledgeSmart authors.



The screenshot shows the 'KnowledgeSmart tests' page. On the left is a sidebar with navigation links: Home, Library (selected), Published content, KnowledgeSmart tests, Published tests, Published modules, Draft content, Invites, Results, Users, Settings, and Accounts. The main area is titled 'All your Tests' and contains a table of tests. The table has columns for 'ID no.', 'Test name', and a set of icons representing different test types. The tests listed include 'Revit for Architecture 2020 - Advanced (I)', 'Revit for Architecture 2020 - Advanced (M)', 'Revit for Architecture 2020 - Xpress (I)', 'Revit for Architecture 2020 - Xpress (M)', 'Revit for Architecture 2020 (Occasional Users)', 'Revit for Architecture 2020 Fundamentals (I)', 'Revit for Architecture 2020 Fundamentals (M)', 'Revit for MEP 2020 - Xpress (I)', 'Revit for MEP 2020 - Xpress (M)', 'Revit for MEP 2020 Advanced (Electrical) (I)', 'Revit for MEP 2020 Advanced (Electrical) (M)', 'Revit for MEP 2020 Advanced (Mechanical) (I)', 'Revit for MEP 2020 Advanced (Mechanical) (M)', 'Revit for MEP 2020 Advanced (Plumbing) (I)', 'Revit for MEP 2020 Advanced (Plumbing) (M)', 'Revit for MEP 2020 Fundamentals Electrical (I)', 'Revit for MEP 2020 Fundamentals Electrical (M)', 'Revit for MEP 2020 Fundamentals Mechanical (I)', 'Revit for MEP 2020 Fundamentals Mechanical (M)', 'Revit for MEP 2020 Fundamentals Plumbing (I)', 'Revit for MEP 2020 Fundamentals Plumbing (M)', 'Revit for Structures 2020 - Advanced (I)', 'Revit for Structures 2020 - Advanced (M)', 'Revit for Structures 2020 - Xpress (I)', and 'Revit for Structures 2020 - Xpress (M)'. At the bottom of the table, there are pagination links: '< 1 2 >'. Above the table, there are links for 'Show groups' and 'Show search'.

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.

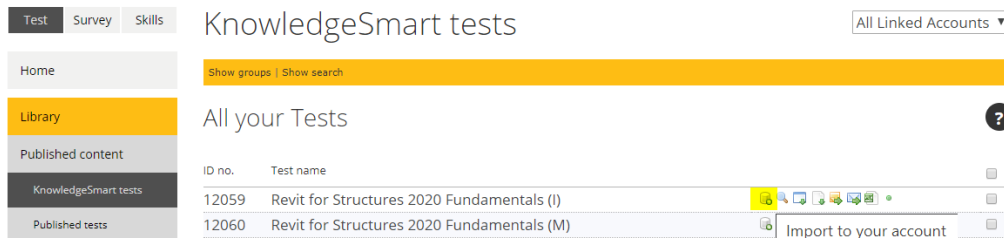
Click the **Show search** and **Show groups** tools to filter your KS library content and create sub-groups of your KS test list.



The screenshot shows the 'KnowledgeSmart tests' page with the 'Group' and 'Search' sections expanded. The 'Group' section has a 'View group:' dropdown menu set to 'All your Tests', a 'Create New Group:' text input field, a 'Create' button, an 'Add to group:' dropdown menu, and an 'Add' button. The 'Search' section has a 'Test Name' text input field, a 'Test ID' text input field, a 'Category Tags' text input field, and a 'Search' button.

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

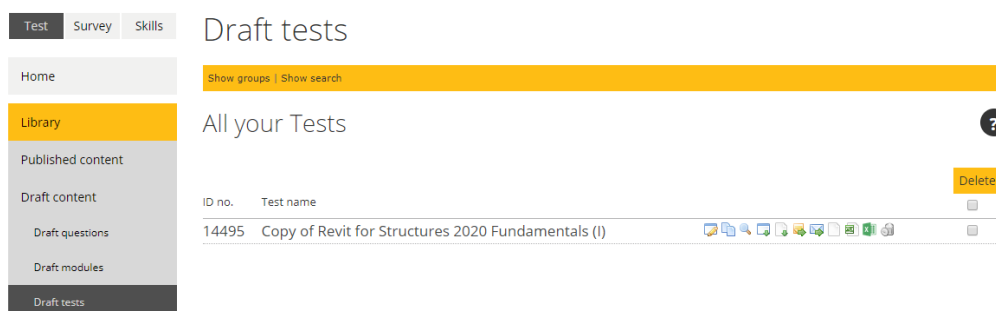
Go to the **Library > Published content > KnowledgeSmart tests** page and use the **Import to your account** tool to create an identical, editable copy of your chosen test.



The screenshot shows the 'KnowledgeSmart tests' page. On the left is a sidebar with 'Library' selected. The main area is titled 'All your Tests' and contains a table with two rows of test data. The second row has an 'Import to your account' button next to it.

ID no.	Test name	
12059	Revit for Structures 2020 Fundamentals (I)	[Icons]
12060	Revit for Structures 2020 Fundamentals (M)	[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 sidebar has 'Draft tests' selected. The main area is titled 'All your Tests' and contains a table with one row of test data. A 'Delete' button is visible in the top right corner of the table area.

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

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)	[Icons]
14481	Copy of Revit for Structures 2020 Fundamentals (I)	[Icons]
14476	Revit for Structures 2020 - Exam	[Icons]

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 <input type="text"/>	Category Tags <input type="text"/>
Test ID <input type="text"/>	Test mode: Show all ▼
<input type="button" value="Search"/>	

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: <input type="text"/>	<input type="button" value="Create"/>	Add to group: Please Select... ▼	<input type="button" value="Add"/>	<input type="button" value="Remove from Group"/>	<input type="button" value="Delete Group"/>
Edit Group Title						

Revit Structure ?

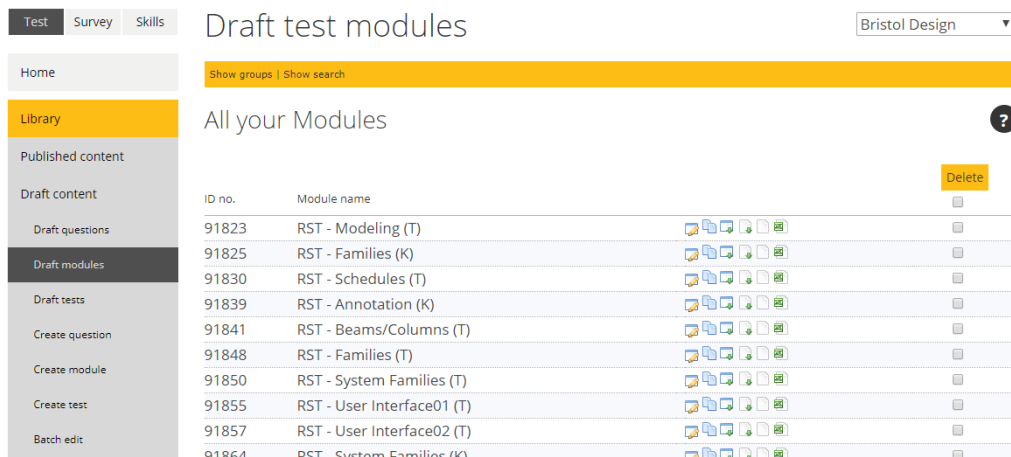
ID no.	Test name		
14480	Copy of Revit for Structures 2020 - Advanced (I)		<input type="checkbox"/>
14481	Copy of Revit for Structures 2020 Fundamentals (I)		<input type="checkbox"/>

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)		

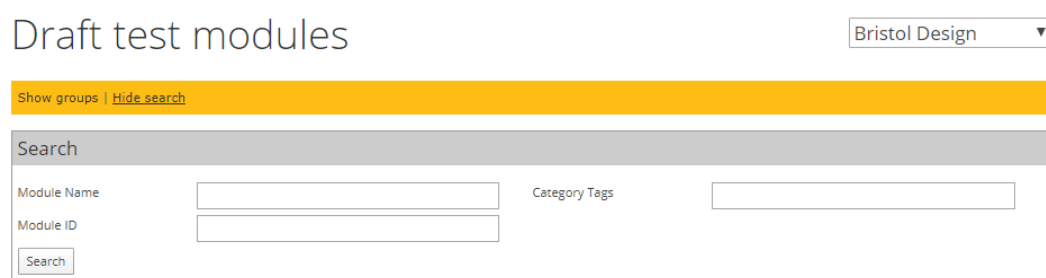
When you import several tests into your account, you will find that your KS modules library quickly grows to multiple pages of content. You have several content management tools available, to help you filter, organise and manage your modules.

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 | Hide search

Search
Module Name
Module ID
Category Tags
Search

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:

Remove from Group

Delete Group

Please Select... ▼

Add

Edit Group Title

Families



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 ▼

Show groups | Show search

Home

Library

Published content

Draft content

Draft questions

Draft modules

Draft tests

Create question





All your Questions

Delete

ID no.	Question name		
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

Question Type

▼

Training/Category Tags

Knowledge or Task Based

▼

Test Name/ID

Skill Level

▼

Module Name/ID

Search

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:

Families ▼

Create New Group:

Please Select... ▼

Create

Add to group:

Add




Remove from Group

Delete Group

Edit Group Title

Families
?

Delete

ID no.	Question name		
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 questions(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

Create New Group: Create
Please Select... ▼ Add

Add to group:
Add

Copy of Revit for Structures 2020 - _All Questions

?