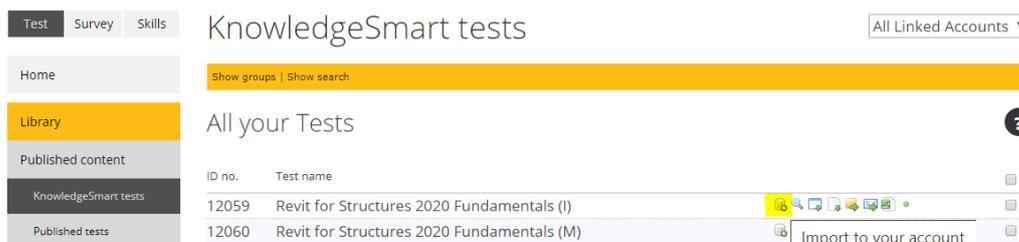


EDITING A KS MODULE

KS administrators have full editorial rights to make changes to KS 'off the shelf' modules. We have built an intuitive, 3-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.

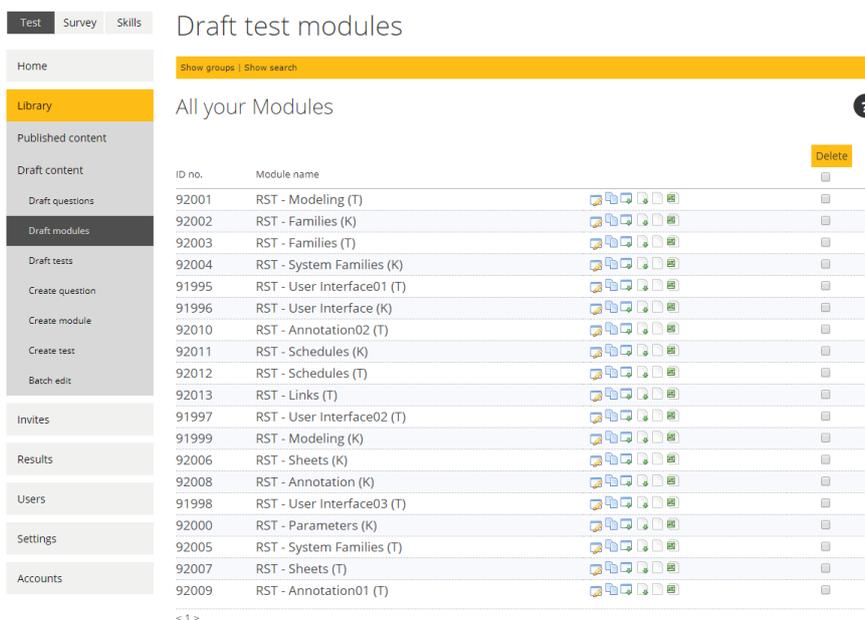


ID no.	Test name	
12059	Revit for Structures 2020 Fundamentals (I)	<input type="checkbox"/>
12060	Revit for Structures 2020 Fundamentals (M)	<input type="checkbox"/>

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.

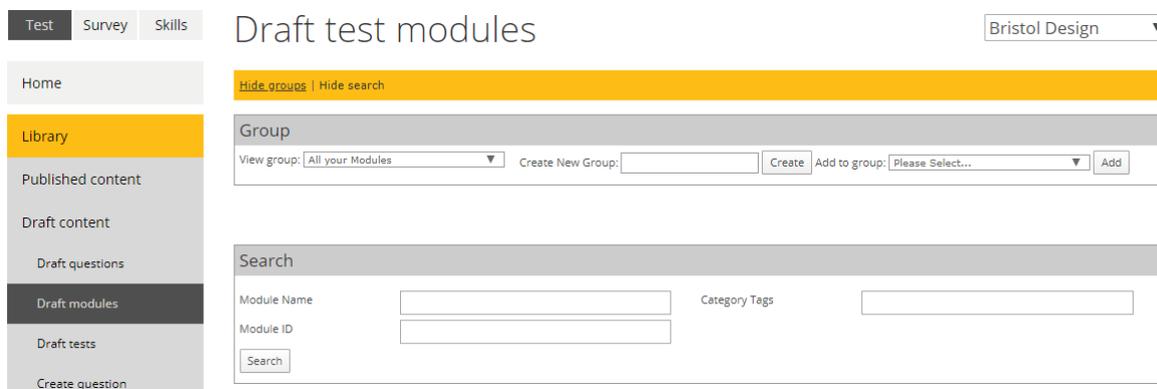
When you create a copy of a KS test, you will find the editable library of associated modules in the **Library > Draft content > Draft modules** page of your dashboard.



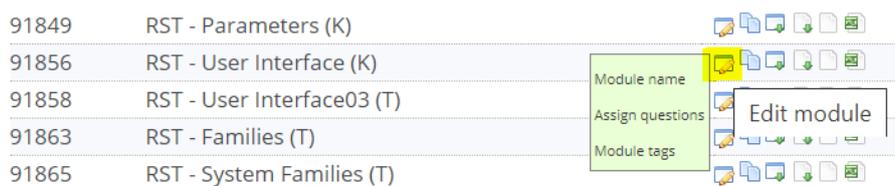
ID no.	Module name		Delete
92001	RST - Modeling (T)	<input type="checkbox"/>	<input type="checkbox"/>
92002	RST - Families (K)	<input type="checkbox"/>	<input type="checkbox"/>
92003	RST - Families (T)	<input type="checkbox"/>	<input type="checkbox"/>
92004	RST - System Families (K)	<input type="checkbox"/>	<input type="checkbox"/>
91995	RST - User Interface01 (T)	<input type="checkbox"/>	<input type="checkbox"/>
91996	RST - User Interface (K)	<input type="checkbox"/>	<input type="checkbox"/>
92010	RST - Annotation02 (T)	<input type="checkbox"/>	<input type="checkbox"/>
92011	RST - Schedules (K)	<input type="checkbox"/>	<input type="checkbox"/>
92012	RST - Schedules (T)	<input type="checkbox"/>	<input type="checkbox"/>
92013	RST - Links (T)	<input type="checkbox"/>	<input type="checkbox"/>
91997	RST - User Interface02 (T)	<input type="checkbox"/>	<input type="checkbox"/>
91999	RST - Modeling (K)	<input type="checkbox"/>	<input type="checkbox"/>
92006	RST - Sheets (K)	<input type="checkbox"/>	<input type="checkbox"/>
92008	RST - Annotation (K)	<input type="checkbox"/>	<input type="checkbox"/>
91998	RST - User Interface03 (T)	<input type="checkbox"/>	<input type="checkbox"/>
92000	RST - Parameters (K)	<input type="checkbox"/>	<input type="checkbox"/>
92005	RST - System Families (T)	<input type="checkbox"/>	<input type="checkbox"/>
92007	RST - Sheets (T)	<input type="checkbox"/>	<input type="checkbox"/>
92009	RST - Annotation01 (T)	<input type="checkbox"/>	<input type="checkbox"/>

Modules are listed by ID number; you can reverse the list by clicking the **ID no.** and **Module 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 modules list.



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



Edit step one

Enter the module name and add a brief description of the key features being covered by the module.

Edit test module

Step 1 - Name and describe your module

Name:

Description:

[Continue](#)

Edit step two

Here, you can assign question from your library, to be grouped together according to topic. Use the **Search Questions** box to locate questions using the assigned category tags. Use the green **+** icon, to add questions to your module.

You can remove questions by selecting the **delete** icon next to the question name, in the **Your questions** panel on the right of your dashboard. Use the green arrows to re-order the questions and choose the order in which they will be presented to users during their test session.

Edit test module

Step 2 - Assign questions to your modules ?

Search Questions

All your Questions

Search

ID no.	Question name	Assign questions
423821	RST-Links-RvtLinks	➕
423820	RST-Links-CAD	➕
423819	RST-GraphicalColumnSchedule-ViewProp	➕
423818	RST-Schedules-TotalVolume	➕
423817	RST-Schedules-Sorting	➕
423816	RST-Schedules-Data	➕

Your questions

- RST-UserInterface-UndockedViews ⌵
- RST-ViewProperties-ViewFilters ⌵
- RST-RepeatingDetails-Characteristics ⌵
- RST-Shortcuts-Elements ⌵

Summary

Module Name:
RST - User Interface (K)

Edit step three

This is where you assign your meta tags, or keywords, to each module. Category tags are used to help you search and group modules in your library.

Edit test module

Step 3 - Tag your module

Category tags:

Revit Structure, User Interface

Finish

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

91849	RST - Parameters (K)	
91856	RST - Parameters (K)	<p>MODULE NAME: RST - User Interface (K)</p> <p>MODULE DESCRIPTION: Revit Structure, User Interface</p> <p>QUESTIONS ASSIGNED : RST-UserInterface-UndockedViews (423753), RST-ViewProperties-ViewFilters (423754), RST-RepeatingDetails-Characteristics (423755), RST-Shortcuts-Elements (423756)</p> <p>TOTAL NUMBER OF QUESTIONS: 4</p> <p>AUTHOR: Bristol Design (RoryVance)</p> <p>USED IN: Copy of Revit for Structures 2020 Fundamentals (I) (14481)</p> <p>CATEGORY TAGS: Revit Structure, User Interface</p>
91858	RST - Parameters (K)	
91863	RST - Parameters (K)	
91865	RST - Parameters (K)	
91872	RST - Parameters (K)	
91820	RST - Parameters (K)	
91821	RST - Parameters (K)	
91837	RST - Parameters (K)	
91851	RST - Parameters (K)	
91852	RST - Parameters (K)	
91853	RST - Parameters (K)	

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

Create copies of modules by selecting the **Copy module** icon.

91849	RST - Parameters (K)	
91856	RST - User Interface (K)	
91858	RST - User Interface03 (T)	
91863	RST - Families (T)	

Click the **Download question files** icon to download all the data sets and image files associated with this module.

91849	RST - Parameters (K)	
91856	RST - User Interface (K)	
91858	RST - User Interface03 (T)	
91863	RST - Families (T)	

Click the **Download coaching files** icon to download all the coaching material associated with this module. Please note that not all authors provide their coaching notes as downloads; some display as plain text notes assigned to each question. These can be viewed in the master question CSV export, on a per module basis.

91849	RST - Parameters (K)	
91856	RST - User Interface (K)	
91858	RST - User Interface03 (T)	
91863	RST - Families (T)	

Use the **Publish module** icon to publish your module. This will create a locked copy of the module in the **Published content > Published modules** page.

91849	RST - Parameters (K)	
91856	RST - User Interface (K)	
91858	RST - User Interface03 (T)	
91863	RST - Families (T)	

(Refer to the help sheet **Published Content** for more information about published modules).

Click the **Export Questions to CSV** icon to download a master sheet containing all the questions associated with this module.

91849	RST - Parameters (K)	     	<input type="checkbox"/>
91856	RST - User Interface (K)	     	<input type="checkbox"/>
91858	RST - User Interface03 (T)	     	<input type="checkbox"/>
91863	RST - Families (T)	     	<input type="checkbox"/>

Export Questions to CSV

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

91849	RST - Parameters (K)	     	<input type="checkbox"/>
91856	RST - User Interface (K)	     	<input checked="" type="checkbox"/>
91858	RST - User Interface03 (T)	     	<input type="checkbox"/>
91863	RST - Families (T)	     	<input type="checkbox"/>