

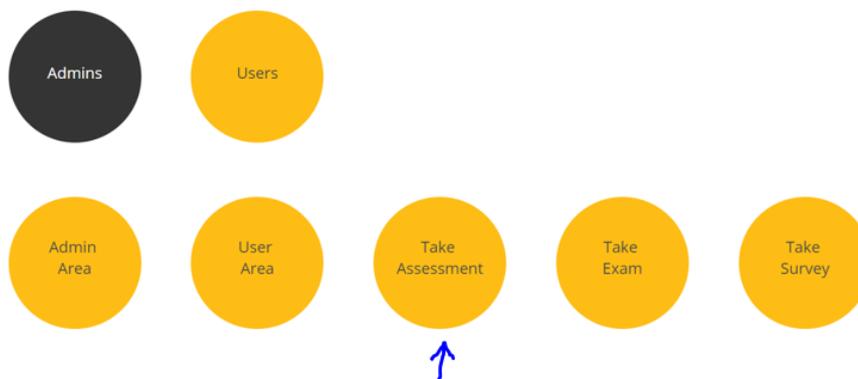
SETTING UP A TEST FROM A BROWSER

It's not always possible for users to access a test invite via email. For example, interview candidates or in-house candidates using a training room, where access to their email account is not available.

For this reason, you will occasionally need to set up a test session, straight from a web browser. Here's how it works:

Step one

Click **Admins** and select the **Take Assessment** link, on the dashboard landing page.



Step two

Enter your KS admin User name and Password and hit Log In to access your account.

Login

Enter your KS User name and Password in the boxes below, then select 'Log in' to get started.

[Forgot password](#)

Step three

Select your account from the dropdown menu (for firms with multiple accounts) and select the required test title from your library list. This list includes KnowledgeSmart OTS (off the shelf) titles and custom tests, displaying in A-Z order. Test ID numbers are also included, so you can easily identify which test you want from your library.

- > Revit for Architecture 2020 - Advanced (I) - (ID: 12501)
- > Revit for Architecture 2020 - Advanced (M) - (ID: 12525)
- > Revit for Architecture 2020 - Xpress (I) - (ID: 12040)
- > Revit for Architecture 2020 - Xpress (M) - (ID: 12041)
- > Revit for Architecture 2020 (Occasional Users) - (ID: 12033)
- > Revit for Architecture 2020 Fundamentals (I) - (ID: 12031)
- > Revit for Architecture 2020 Fundamentals (M) - (ID: 12030)

Step four

This is where the candidate takes over. They enter their name and email address, select their status (employee, interview candidate, contractor, etc.) and proceed to the next page.

Invitee details

<input type="text" value="John"/>
<input type="text" value="Smith"/>
<input type="text" value="John.Smith@xyz.com"/>
<input type="text" value="Employee"/>
<input type="button" value="SUBMIT"/>

Step five (optional)

You have the option to present candidates with an additional information page, where they can submit a brief user profile.

Welcome

You are about to take the KnowledgeSmart assessment for 'Revit for Architecture 2020 Fundamentals (I)'.
Before you begin, please check and amend where necessary the following brief user profile fields, which will help your organisation to develop a tailored training plan for you. You can view and edit your user profile data at any time via your KnowledgeSmart user profile page.

Office <input type="text" value="Bath"/>	Team <input type="text" value="Wednesday325"/>
Job Title <input type="text" value="Project Manager"/>	Industry Discipline <input type="text" value="Architecture"/>
Work sector experience <input type="text" value="Healthcare"/>	
Primary Industry/Discipline: <input type="text" value="Architecture"/>	Primary Role: <input type="text" value="Architect"/>
Country: <input type="text" value="United Kingdom"/>	State: <input type="text" value="N/A"/>

Please select one of the below that best describes your knowledge of this assessment topic:

Very basic knowledge <small>I don't know enough to work confidently on a project.</small>	Basic knowledge <small>I can get by working on a project but could do better.</small>	Good knowledge <small>I can produce a good standard of work on projects.</small>	Advanced knowledge <small>I can teach the basics to others.</small>	Expert knowledge <small>I can teach others at an advanced level.</small>
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Step six

Here is the main start page. This is the same page users' see when they click on the test link in their invite mails. From here, the process for taking a test is the same, irrespective of how they were invited. When they have read their test instructions and downloaded their sample data files, they hit the **Start your assessment** button to begin their session.

You are about to take the KnowledgeSmart assessment for **Revit for Architecture 2020 Fundamentals (I)**

This assessment looks at your knowledge and skills across a range of Revit Architecture functionality.

Modules include: Setting up a Project, User Interface, Annotation, View Properties, System Families, Families, Worksets, Schedules, Massing, Rooms and Areas, Sheets, Doors, Links.



Watch this short movie which will guide you through the assessment process, explain how to navigate through the questions and offer tips on what to look out for.

 **Before you begin**

Click the 'Download files' orange button below to download the datasets needed for your assessment in a single zip file. Save the files locally (e.g. My Documents/Desktop, etc.) and extract the zip file. Some questions refer to images and these will be displayed on screen during the assessment.

[Download files](#)

 **Question Navigator**

You can answer the questions in any order. The Question Navigator and Key will guide your progress during the assessment. Please note you can revisit questions and edit your answers at any point.

Question Navigator

1	2	3	4	5
6	7	8	9	

 **When you have finished**

It is important to click the 'Finish and submit' button at the end of your assessment.

You have completed all of the questions. However the following questions have not been attempted.

QUESTIONS

Click on the links to return to the assessment, review and edit your answers or finish your assessment.

[Revisit questions](#)
[Finish and submit](#)

At the end of your assessment you will receive a final score and feedback on any dropped points and training recommendations for future learning opportunities. Your assessment results will be instantly available. You may need to contact your administrator for this information. Assessment results, skills gap analysis and benchmark data are also available on your KnowledgeSmart user profile page.

[Start your assessment](#)