BATCH EDITING KS QUESTIONS

The **Batch edit** function available within the KnowledgeSmart dashboard allows the offline editing and creation of questions using Microsoft Excel. It includes the ability to link questions to relevant learning content.

This brief guide will take you through the steps to using the **Batch edit** tools.

Editing Questions

Batch edit functionality is only available for draft tests and questions. It does not work for the published KnowledgeSmart 'off-the-shelf' tests.

Therefore, the starting point for downloading and offline editing of questions is in the **Library > Draft content > Draft tests** area. The green 'X' icon to download the questions is highlighted below inside the red box. Hover your mouse pointer over that icon and it will display **Batch edit question export**.
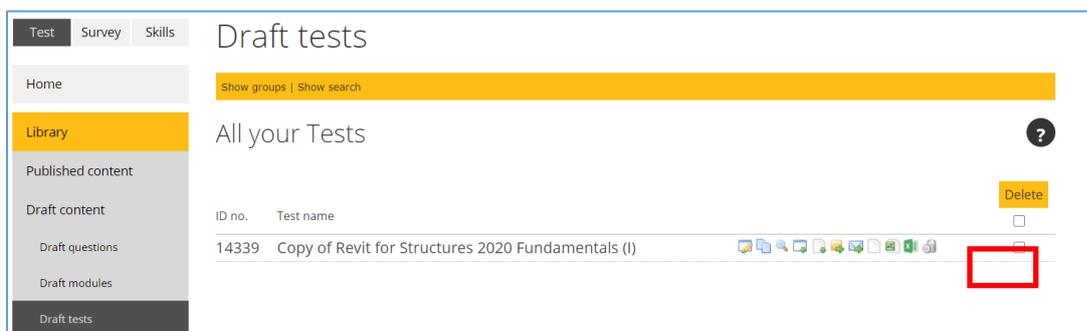
Click on the icon to download the questions for a test. You will see an information notice, as below:
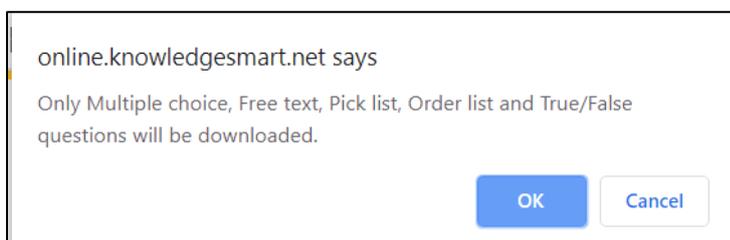
Only these question types will be downloaded and can then be edited and uploaded using **Batch edit**. Other question types must be edited using the normal question editing tools within the KnowledgeSmart dashboard. Note: these question types comprise the majority of KnowledgeSmart 'off-the-shelf' tests.

Click OK.

The first few columns of the download file are shown below,

	A	B	C	D
1	QuestionType	QuestionID	QuestionName	QuestionSummary
2	TF	380028	User Interface	This question queries your knowledge of the Revit User Interface (UI).
3	TF	380029	User Interface 2	This question queries your knowledge of the Revit User Interface (UI).
4	MC	380030	User Interface 3	This question is about the Revit User Interface (UI).
5	TF	380031	User Interface 4	This question queries your knowledge of the Revit User Interface (UI).

Note that the Question ID has been downloaded. Do not change this number as it will be used by the KnowledgeSmart system during the upload process to look for updates to existing questions.

Where there is downloaded text, such as in the **QuestionSummary** and **QuestionText** columns, the formatting tags are also downloaded. Examples of formatting tags are <p> and <span style="font-style: italic;">. Retaining these formatting tags means the questions will be automatically formatted upon upload. If these tags are omitted then the questions will upload without error, however they will need formatting using the normal KnowledgeSmart question editing tools.

Adding Links to Learning Material

Columns AA and AB of the downloaded file are where you may add links to external learning material. This content may be part of an eLearning subscription, publicly available material, or generated within your own firm. It needs to be accessible using an external or internal URL.

As an example, here is a link of a question about the Revit User interface to an Autodesk video available on YouTube,

AA	AB
LearningText	LearningLinks
Revit User Interface Video	https://knowledge.autodesk.com/support/revit-products/learn-explore/caas/video/youtube/watch-v-p249HL1pz0E.html

When the edited file is uploaded this link will automatically be inserted into the question at Step 6:
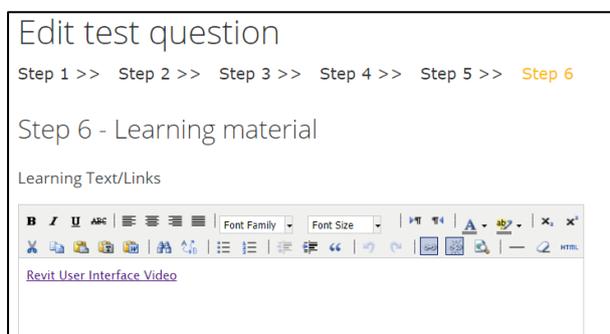

When you have completed all the question editing, save the edited file.

Uploading the edited questions

Go to **Library > Draft Content > Batch Edit**, as below, to find the Batch Import function.
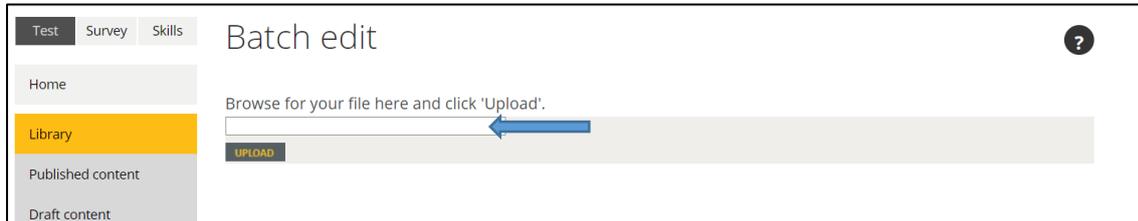
Locate your edited question file and upload it. Click in the white box (marked with a blue arrow above) and you will be taken to File Explorer to locate the file to be imported.
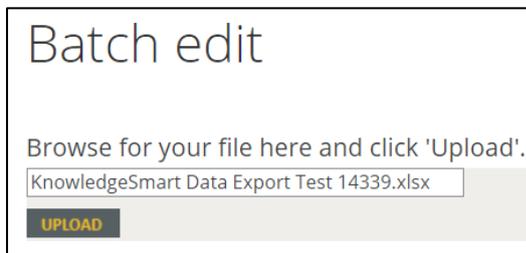
Click on the **UPLOAD** button.

You will be presented with a list of all questions to be uploaded.

At the bottom of the list is an orange **Import Questions** button. Click on this button.
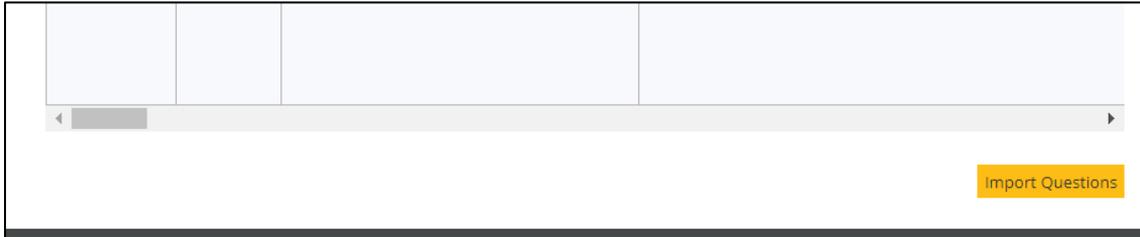
The KnowledgeSmart system will automatically create a new group for all imported questions from this file.

You will be able to view imported questions using the link below:
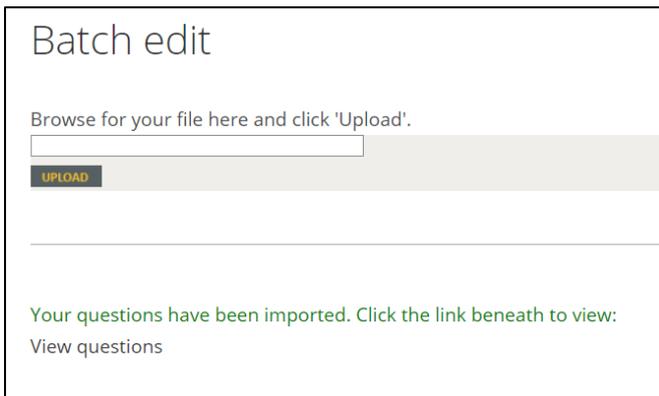
Changes made to questions can be previewed in the normal way:
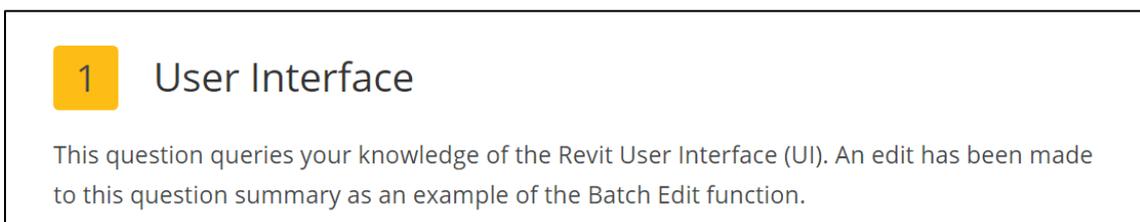
Creating New Questions

The same download file used for editing questions can also be used for creating new questions.

When creating a new question complete all the required columns for each question type, except, leave rows under the following columns empty: **QuestionID**, **UsedInModules** and **UsedInTests**. During the import process the KnowledgeSmart system will know that this is a new question and assign it a Question ID. You will then distribute the newly imported questions to modules and tests.

Using the downloaded file for creating new questions

The first column denotes the question type. This can be one of 5 values: FT, MC, PL, OL, or TF. These represent the question types: Free text, Multiple choice, Pick list, Order list and True or false, respectively. For all questions, the **QuestionName**, **QuestionSummary** and **QuestionText** values are mandatory. Enter your category tags and training tags in the fields provided. Separate each entry with a comma.

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Free Text
For free text questions, enter your answer into the Answer1 column. With free text questions, you can also provide the following details:

FTNumeric - enter **True** if the answer is numeric.
FTCaseWhitespaceVariance - enter **True** to enable case and white space variance. When true, the marking will disregard incorrect case and white spacing.
FTAllowVariance - for numeric questions, enter **True** to enable variance.
FTPercent - when variance is true, you can enter a percentage value.
FTLower - when variance is true, enter the lower threshold.
FTUpper - when variance is true, enter the upper threshold.
FTPrecisionHint - for numeric questions, enter **True** to enable precision hint.

True or False
For true or false questions, enter the correct answer into the Answer1 column. Valid values are **True** or **False**.

Multiple Choice
For multiple choice questions, enter the available options in the columns Answer1 through to Answer10. Prefix the correct answer with a * symbol. If more than one column contains a * symbol, the import process records the first answer with a * symbol as the correct option.

Pick List
For pick list questions, enter the available options in the columns Answer1 through to Answer10. You can prefix multiple correct answers with a * symbol.

PLPartialScoring - for pick list questions, enter **True** to enable partial scoring.

Order List
For order list questions, enter the answers in the columns Answer1 through to Answer10. You should enter the answers in the correct sequence.

Important Note – Batch Edit Character Limits

When editing existing questions or creating new ones it is important to keep the contents of each column in the Batch Edit Excel file within the limit for the number of characters for that field within the KnowledgeSmart Library. Exceeding the character limit may lead to an error at Upload, or truncation of the text within the question.

These limits are as set out below. Columns in Batch Edit Excel file:

QuestionName, All Answers for Free Text, Pick List, Multiple Choice and Order List:
50 characters limit

QuestionSummary, QuestionText, CoachingText and LearningText:
3,000 characters limit

CategoryTags and TrainingTags:
400 characters limit