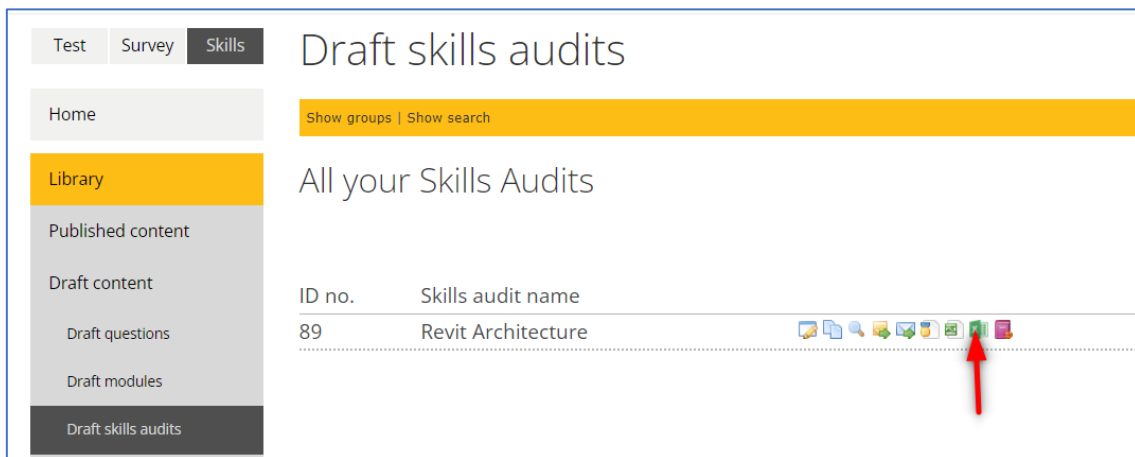# Skills Batch Edit Function

The Batch Edit function available within the KnowledgeSmart dashboard allows the offline editing and creation of questions using Microsoft Excel.

This brief guide will take you through the steps to using Batch Edit in Skills mode.

Editing Questions

Batch Edit functionality is only available for draft skills audits and questions. It does not work for the published KnowledgeSmart off-the-shelf skills audits.

Therefore, the starting point for downloading and offline editing of questions is in the Draft skills audits area. The green 'X' icon to download the questions is indicated below by the red arrow. Hover your mouse pointer over that icon and it will display "Batch edit question export".

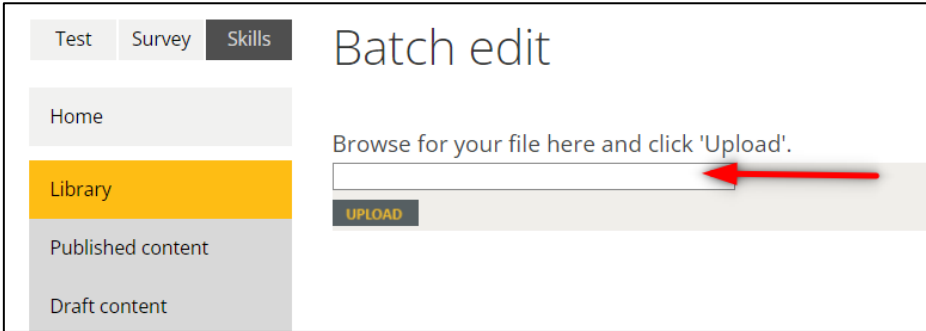Click on the icon to download the questions for a skills audit.

The columns of the download file are shown below,

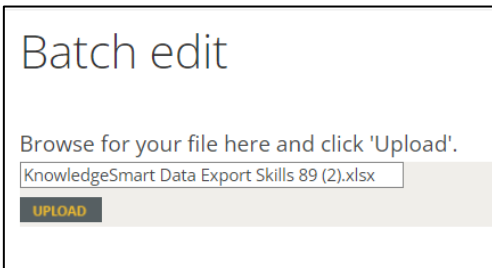|	A	B	C	D	E	F
1	QuestionID	QuestionName	RatedSkill	QuestionText	TrainingTags	CategoryTags
2	124085	RAC-Copy/Monitor	Copy/Monitor	As part of your coc	Copy/Monitor, System	Revit Architecture, Collaboration,
3	124086	RAC-Worksharing and Worksets	Worksharing	You have been ask	Worksharing, Setting	Revit Architecture, Collaboration,
4	124087	RAC-Import DWG	Import DWG	As part of the proje	Import DWG, Import	Revit Architecture, Collaboration,
5	124088	RAC-Worksets Visibility	Worksets visibility	A colleague is havir	Collaboration, Works	Revit Architecture, Collaboration,

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 questions.

Uploading the edited questions.

Go to "Library", Draft Content", "Batch Edit", as below, to find the Batch upload function.

Locate your edited question file by clicking in the box shown above by the red arrow. You will be taken to File Explorer to locate the upload file.
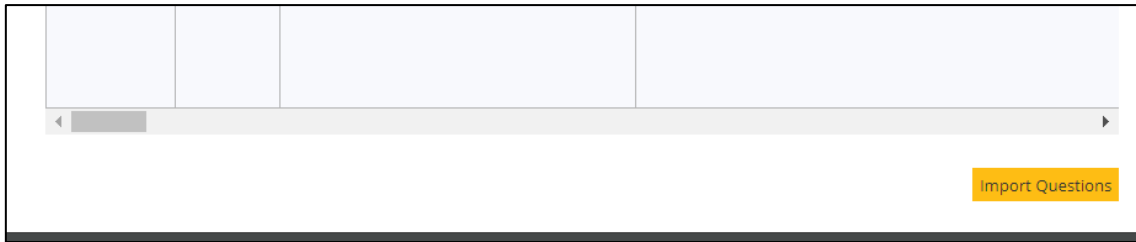

Click on the 'UPLOAD' button.

You will be presented with a list of all questions to be uploaded. A new question will have a blank QuestionID column. An existing question will show the Question ID.
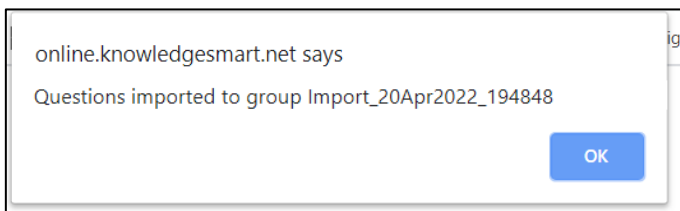
Review questions to add

Review the imported questions and click the 'Import Questions' button to complete the import.

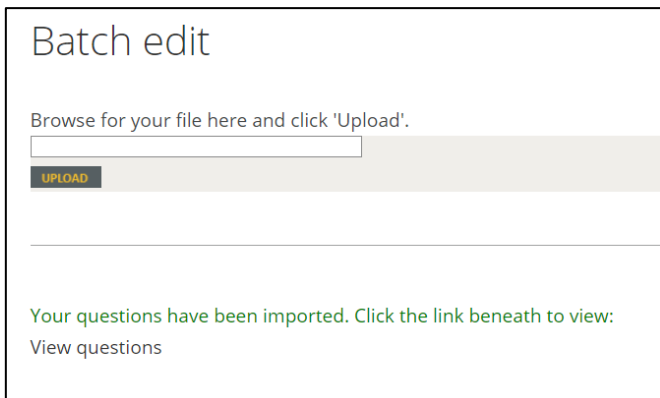| Excel row	QuestionID	QuestionName	RatedSkill	QuestionText	TrainingTags	CategoryTags
2		RAC-Copy/Monitor	Copy/Monitor	As part of your coordination works, you will need to copy monitor the structural engineer's walls and add some openings. How much experience do you have of modifying copy monitored	Copy/Monitor, System Families, Modifying Copy Monitored Elements	Revit Architecture, Collaboration, Copy/Monitor, System Families, Modifying Copy Monitored Elements

At the bottom of the list of questions 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.

online.knowledgesmart.net says

Questions imported to group Import_20Apr2022_194848

OK

You will be able to view imported questions using the link in green shown below.

Batch edit

Browse for your file here and click 'Upload'.

UPLOAD

Your questions have been imported. Click the link beneath to view:
View questions

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, except, <u>leave rows under the QuestionID column empty</u>. During the import process the KnowledgeSmart system will know that this is a new question and assign it a Question ID. You will distribute the newly imported questions to modules and tests.

For all questions, the QuestionName, RatedSkill and QuestionText values are mandatory. Enter your category tags and training tags in the columns provided. Separate each entry with a comma.

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: 50 characters limit.

RatedSkill: 100 characters limit.

QuestionText: 3,000 characters limit.

CategoryTags And TrainingTags: 400 characters limit.