KS SKILLS AUDITS

The **Library > Published content > KnowledgeSmart skills audits** page lists all the 'off the shelf' Skills audits available on your account.

Skills audits are listed A-Z; you can reverse the list by clicking the **ID no.** and **Skills audit name** links.

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

View Skills audit summary information by clicking the **View details** (magnifying glass) icon.

KnowledgeSmart skills audits

Show groups | Show search

All your Skills Audits

ID no.	Skills audit name	
1299	AEC Process	
1303	AEC Project Types	
1300	AEC Workflows	View details
1295	BIM 360 - Administrators	
1293	BIM 360 - Users	
1376	Bluebeam	
1288	Coaching Skills	

This opens a new page with a summary of Skills audit name, description, module names, question totals, welcome text, learning path filter, category tags, UI options and custom rating descriptions.

Skills Audit Summary

Name

AEC Project Types

Description

AEC Project Types.

ID	Module Name	Questions
103206	Residential Projects	9
103207	Commercial Projects	19
103208	Leisure Projects	28
103210	Educational Projects	10
103209	Institutional Projects	38
103212	Healthcare Projects	13
103213	Energy Projects	22
103211	Transport Projects	26
103214	Industrial Projects	11
103215	Heavy Projects	21
103228	Technology Projects	5
103229	Agricultural/Horticultural Projects	18

Total Questions	**220**

Welcome Text

This skills audit covers a variety of different AEC project types, including: Residential, Commercial, Leisure, Educational, Institutional, Healthcare, Energy, Transport, Industrial, Heavy, Technology and Agricultural/Horticultural.

It is not possible to edit a Skills audit from this page. To make custom changes to the KS 'off the shelf' library material, first use the **Import to your account** tool to create a duplicate copy of the Skills audit.

The copied Skills audit will have a different ID number to the original and is fully editable. Your copy will display in the **Library > Draft content > Draft skills audits** page.

(See below for notes on **Editing Skills Audits, Skills Modules and Skills Questions**).

Click the **List all training tags** icon to download a text file with a A-Z list of training tags (meta data) for all the questions in each Skills audit.

Invite users to take a Skills audit by selecting the **Invite users** (envelope) icon.

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

Select the **Click to enable self-invite** icon to allow users to invite themselves to Skills audits from their individual user pages.

(Refer to the help sheet **Individual User Pages** for more information about self-invite options).

CREATING & EDITING SKILLS AUDITS

When you import a KS Skills audit into your drafts area, the copy will be displayed in the **Library > Draft content** area of your dashboard.

Skills Audit Questions

Select the **Create question** tool, to write new Skills audit questions from scratch, and follow the same two editing steps as described below.

To edit a Skills audit question, go to the **Draft questions** page and hover your mouse over the **Edit question** button; note that a small pop-up menu appears to the left of the **Edit question** icon.

This menu allows you to skip straight to the relevant step of the edit process, depending on the change you want to make.

Email: info@knowledgesmart.net   www.knowledgesmart.net

Edit step one

Enter the Skills audit question name, a brief description of the Skill being rated, and the question body text.

Question name

Choose a name which reflects the Knowledge, Skill or Ability (KSA) which you require the User to rate. For example, 'Revit Family Creation' or 'Spanish Language - Written Skill'.

Short description of skill being rated

This short description is the Knowledge, Skill or Ability (KSA) being rated. This can be the same as the question name, or a shortened version. For example, 'Revit Family Creation' or 'Written Spanish'. Or it may be just one word. To ask about experience and knowledge with Healthcare projects the word 'Healthcare' may be enough. Ideally keep this short description to three words or fewer. NB, the skill description is also the data that will be included in **People Finder** searches.

Skills audit question text

Write a question to capture the skill of interest. It could be a direct type of question, for example, *'What is your experience and knowledge of working on projects in the Healthcare sector?'* Alternatively, you may choose to write a question which is more a reflection of the situation in which someone may find themselves. For example, *'Prior to a model being issued to the design team, you are responsible for reviewing the warnings and working through to resolve as many as possible. How experienced are you at managing reviews? How positive are you that you will be able to work through the reviews successfully?'*

When you have completed Step one, click on the orange **Continue** button to edit step two.

Edit step two

This is where you assign your meta tags, or keywords, to each question.

Category tags

These are tags which are used for searching, filtering and grouping questions. For example, all questions related to Revit skills could be tagged 'Revit'. Or, all questions related to language skills could be tagged 'Language'. The category tag can be any text or number which will assist you in managing your library of Skills audit questions.

Training tags

Training tags are used in the Skills audit reporting process to identify opportunities for improvement of the skill which is being rated. For example, if the question for the skill being rated is *'How would you rate your skills at using Autodesk BIM 360 in an administrator role?'* then a suitable training tag could be *'Autodesk BIM 360 Administrator'.*

When the tags have been completed click on the orange **Finish** button and the question is complete.
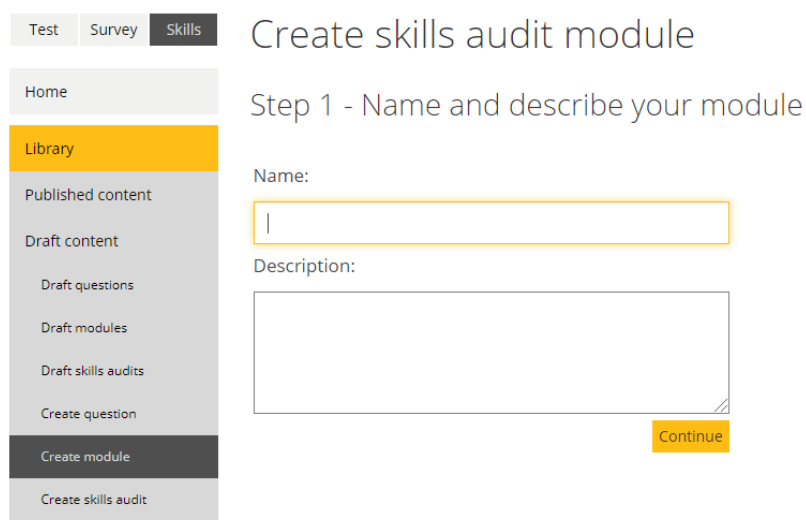
When you have finished creating or editing your Skills audit questions, you can view a complete summary of all the key elements for each question by clicking on the question name, in the **Draft questions** page.

ID no.	Question name
519869	Spa Complexes
519957	Solar Reflector Power Generation Complexes
519941	Sol...
519837	Sky
519868	Ski
503555	Ske
503574	Site
519826	Sin
519835	Sho
519834	Sho
520016	Shi
519956	Sha
520005	Sev
520004	Sev

NAME:
Solar Energy

QUESTION TEXT:
How much experience do you have working on Solar Energy projects?

SHORT DESCRIPTION OF SKILL BEING RATED:
Solar Energy

TYPE:
Multiple choice (select one)

USED IN (MODULES):
110295 Energy Projects

USED IN (SKILLS AUDITS):
1463 ABC Architects - Project Types

AUTHOR:
KS Skills Demo (RoryVance)

CATEGORY TAGS:
Solar Energy

TRAINING TAGS:
Solar Energy, Renewable Energy

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

Create copies of questions by selecting the **Copy skill** icon.

ID no.	Question name		
519869	Spa Complexes		☐
519957	Solar Reflector Power Generation Complexes		☐
519941	Solar Energy		☐
519837	Skyscrapers		Copy skill
519868	Ski Resort Buildings		☐
503555	SketchUp		☐
503574	Site Visits		☐
519826	Single-Unit Dwellings		☐
519835	Shopping Malls		☐
519834	Shopping Centers		☐

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

Delete

ID no.	Question name		
519869	Spa Complexes		☑
519957	Solar Reflector Power Generation Complexes		☑
519941	Solar Energy		☑
519837	Skyscrapers		☑
519868	Ski Resort Buildings		☐
503555	SketchUp		☐
503574	Site Visits		☐
519826	Single-Unit Dwellings		☐
519835	Shopping Malls		☐
519834	Shopping Centers		☐

Skills Audit Modules

A Skills audit module is a collection of Skills audit questions which have a common theme. For example, all questions relating to language skills may be grouped together in a module called 'Languages'. All questions relating to design software may be grouped in a module called 'Design and Drafting Software'.
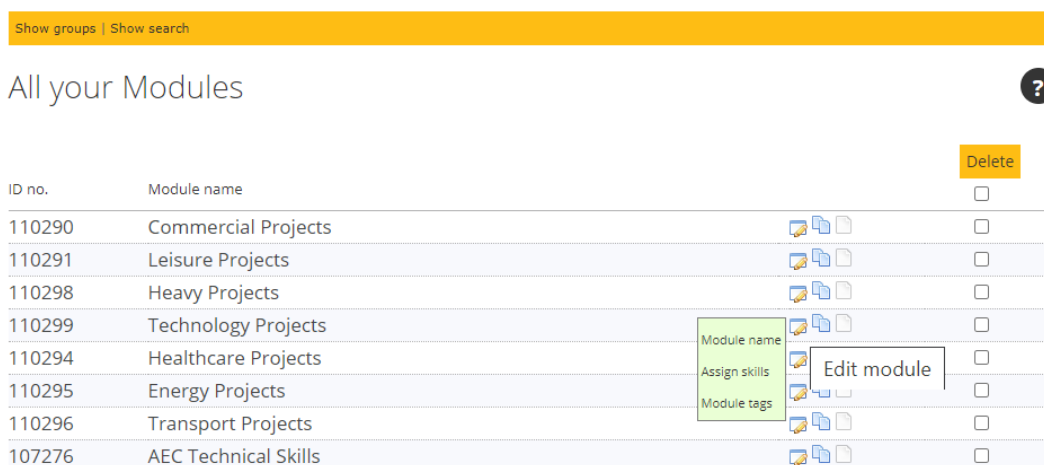
Each module displays on a separate page on the Skills audit UI.

Select the **Create module** tool, to add new Skills audit modules from scratch, and follow the same three editing steps as described below.

To edit a Skills module, go to the **Draft modules** page and 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 skills audit module

Step 1 - Name and describe your module

Name:

Technology Projects

Description:

Projects in the Technology sector.

Continue

Name

Choose an appropriate name for the module.

Description

A description of the collective types of Skill being rated. For example, 'A module which explores the language skills of our employees; reading, writing and speaking.'

When you have completed Step one, click on the orange **Continue** button to Step two, where questions may be assigned to the module.

Edit step two

Here, you can assign questions 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 the screen.

Use the green arrows to re-order the questions and choose the order in which they will be presented to users during their Skills audit.

Edit skills audit module

Step 2 - Assign questions to your modules

Search questions

[   ]

[Search]

ID no.	Question name	Assign questions
520039	Landscaping	⊕
520038	Vineyard and Winery Buildings	⊕
520037	Horticultural Buildings	⊕
520036	Gardens and Arboretums	⊕
520035	Forestry Buildings	⊕
520034	Animal Products Processing Buildings	⊕
520033	Timber Processing Buildings	⊕
520032	Livestock Paddocks and Fields	⊕
520031	Livestock Buildings	⊕
520030	Horticultural Products Processing Buildings	⊕
520029	Fishing Buildings	⊕
520028	Fish Processing Buildings	⊕
520027	Farm Buildings	⊕

Your questions

Broadcast Communications Buildings

Film and Television Studio Complexes

Communications Complexes

Telecommunications Buildings

Data Centers

Summary

Module Name:
Technology Projects

Module Description:
Projects in the Technology sector.

Questions assigned :
Broadcast Communications Buildings (520017), Communications Complexes (520018), Data Centers (520019), Film and Television Studio

Edit step three

This is where you assign your meta tags, or keywords, to each module.

Edit skills audit module

Step 3 - Tag your module

Category tags:

[Technology Projects, Communications, Data Centers, Telecoms]

[Finish]

Summary

Module Name:
Technology Projects

Module Description:
Projects in the Technology sector.

Questions assigned :
Broadcast Communications Buildings (520017), Communications Complexes (520018), Data Centers (520019), Film and Television Studio Complexes (520020), Telecommunications Buildings (520021)

Total Number of questions:
5

Category tags

These are tags which are used for searching, filtering and grouping modules. For example, all modules related to Revit skills could be tagged 'Revit'. Or, all modules related to language skills could be tagged 'Language'. The category tag can be any text or number which will assist you in managing your library of modules.

When the tags have been completed click on the orange **Finish** button and the module is complete.

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.

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

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. This also allows you to share skills modules between linked accounts, using the **Accounts > Share content** tool.
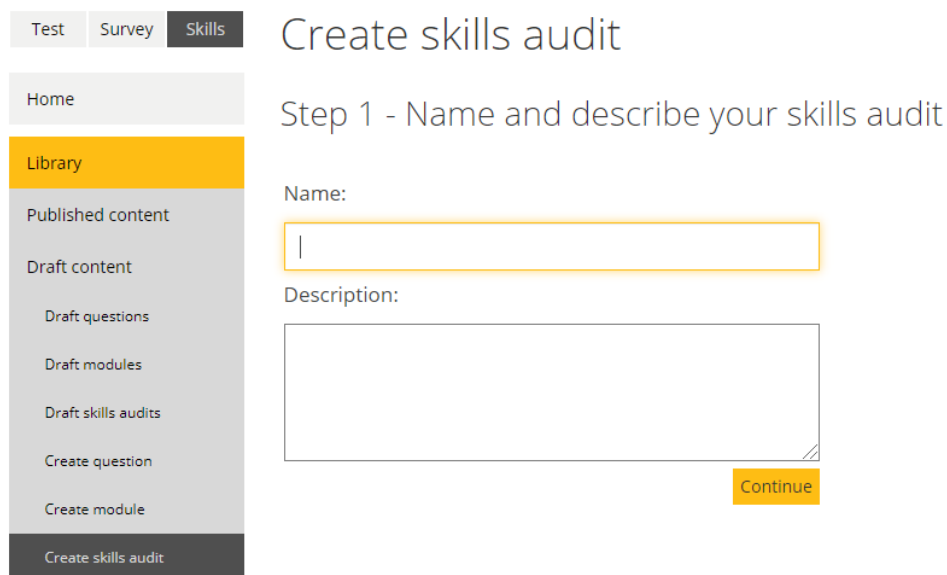
Delete modules by checking the box(es) and click the **Delete** button.

Skills Audits

A Skills audit is created by assembling modules of Skills questions. Each Skills audit must have a minimum of one module. Each module must have a minimum of one question.

Select the **Create skills audit** tool, to create a new Skills audit from scratch, and follow the same two editing steps as described below.

To edit a Skills audit, go to the **Draft skills audits** page and hover your mouse over the **Edit skills audit** button; note that a small pop-up menu appears to the left of the **Edit skills audit** 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 Skills audit name and a brief description of the key features being covered by the skills audit.

Edit skills audit

Step 1 - Name and describe your skills audit

Name:

ABC Architects - Project Types

Description:

A survey about different types of AEC project types.

Continue

Name

Choose an appropriate name for the Skills audit.

Description

A description of the Skills audit, which will be displayed to the user on the Skills audit start page. For example, 'This Skills audit looks at your knowledge and experience of technical software skills used in a design firm'.

When you have completed Step one, click on the orange **Continue** button to Step two, where modules may be assigned to the Skills audit.

Edit step two

Here, you can assign modules from your library, to be linked together to create the overall skills audit. Use the **Search Modules** box to locate modules using the assigned category tags. Use the green **+** icon, to add modules to your skills audit.

Remove modules by selecting the **delete** icon next to the module name, in the **Your modules** panel on the right of the screen.

Use the green arrows to re-order the modules and choose the order in which they will be presented to users during their Skills audit.

Each module will present on a different page during the Skills audit.

Edit skills audit

Step 2 - Assign modules to your skills audit

?

Search Modules

[   ]

Search

ID no.	Module name	Assign modules
107272	Management Skills	⊕
107273	Office Software	⊕
107274	Technical Software	⊕
107275	Project Types	⊕
107276	AEC Technical Skills	⊕
110289	Residential Projects	✓
110290	Commercial Projects	✓
110291	Leisure Projects	✓
110292	Educational Projects	✓
110293	Institutional Projects	✓
110294	Healthcare Projects	✓
110295	Energy Projects	✓
110296	Transport Projects	✓

Your modules

Residential Projects	🗑 ⬇
Commercial Projects	🗑 ⬆⬇
Leisure Projects	🗑 ⬆⬇
Educational Projects	🗑 ⬆⬇
Institutional Projects	🗑 ⬆⬇
Healthcare Projects	🗑 ⬆⬇
Energy Projects	🗑 ⬆⬇
Transport Projects	🗑 ⬆⬇
Industrial Projects	🗑 ⬆⬇
Heavy Projects	🗑 ⬆⬇
Technology Projects	🗑 ⬆⬇
Agricultural/Horticultural Projects	🗑 ⬆

Summary

Skills Audit Name:
ABC Architects - Project Types

Edit step three

Here, you can edit your custom Skills audit settings.

Provide a general **welcome message** and additional instructions to users, which displays on the Skills audit start page.

Edit skills audit

Step 3 - Skills audit settings

Survey welcome message/instructions

> This skills audit covers a variety of different AEC project types, including: Residential, Commercial, Leisure, Educational, Institutional, Healthcare, Energy, Transport, Industrial, Heavy, Technology and Agricultural/Horticultural.

Category tags are used to help you search and group Skills audits in your library.

Category tags

> AEC Project Types, Residential, Commercial, Leisure, Educational, Institutional, Healthcare, Energy, Transport, Industrial, Heavy, Technology, Agricultural/Horticultural

Use the **Learning path filter** to create a custom learning path for users, based on the logic in the drop-down boxes. The training tags associated with the Skills questions will be grouped to create a suggested list of future learning topics for each user.

When exporting training tags these filters determine which ones are included in the export. For example, if the User rating is set to 'is less than or equal to 2', in this case all training tags for skills where the User rated themselves 1 or 2 will be exported.

The **UI Options** settings allow you to control what displays to users on the Skills audit user interface. Either skills rating numbers only, skills descriptions only, or both together.

You can set custom skills rating descriptions for each Skills audit using the **Rating descriptions** datafields.

When answering a Skills audit question there will be a choice of 5 answers. As is usual with this type of question the lowest rating, typically 1, indicates no knowledge and experience of the skill, or perhaps very little knowledge and experience. At the other end of the scale a rating of 5 typically indicates expert or very advanced knowledge and experience. The other 3 ratings are moving along the scale from 1 to 5. These ratings are set at a Skills audit level.

The default settings for each KnowledgeSmart account are below:

The default ratings settings are editable on an account basis, as well as on an individual Skills audit basis. It would be entirely possible for a Skills audit relating to software to have 5 ratings something like this:

1	No knowledge. I have never used this software.
2	Basic knowledge. I use this software on occasions.
3	Good knowledge. I use this software most days.
4	Advanced knowledge. This is my area of expertise.
5	Expert knowledge. I teach classes on this.

Click **Finish** to save your custom Skills audit setting changes.

Create copies of Skills audits by selecting the **Copy skills audit** icon.

ID no.	Skills audit name	
1463	ABC Architects - Project Types	
1322	AEC Professional and Technical Skills	
		Copy skills audit

Use the **Publish Skills audit** icon to publish your Skills audit. This will create a locked copy of the Skills audit in the **Published content > Published skills audits** page. This also allows you to share Skills audits between linked accounts, using the **Accounts > Share content** tool.

ID no.	Skills audit name	
1463	ABC Architects - Project Types	
1322	AEC Professional and Technical Skills	Publish Skills audit

Delete Skills audits by selecting the **Delete** icon.

ID no.	Skills audit name
1463	ABC Architects - Project Types
1322	AEC Professional and Technical Skills