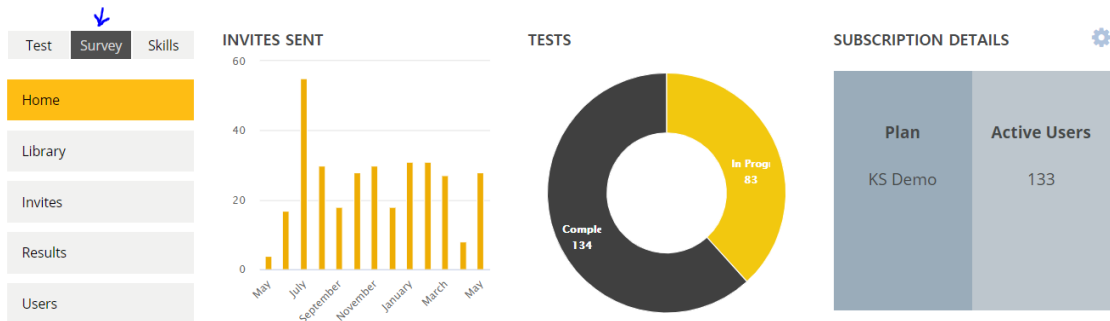
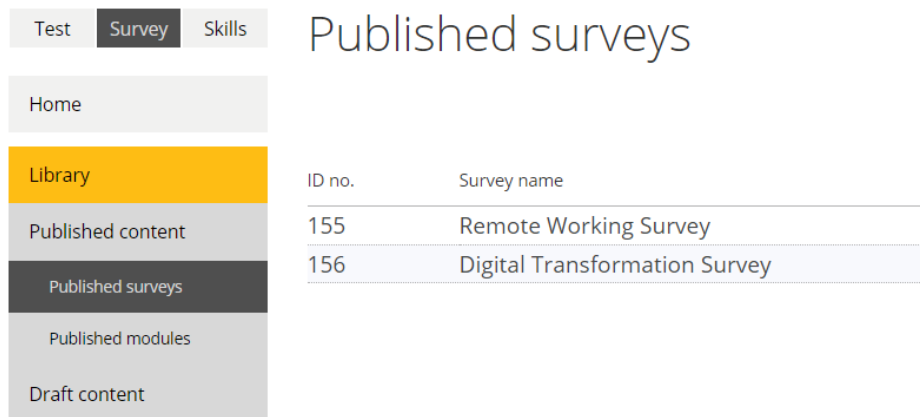


CREATING A KS SURVEY

Log in to the admin dashboard and click on the **Survey** tool, at the top of your menu.

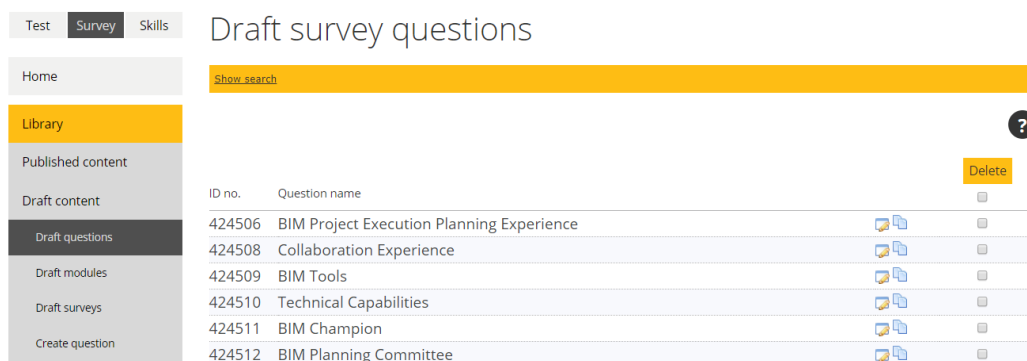


You will see the **Library > Published content > Published surveys** page.



The **Library > Draft content** area has a similar look & feel to the **Draft tests** menu layout.

Draft questions:



Draft modules:

Test **Survey** Skills

Home

Library

Published content

Draft content

Draft questions

Draft modules



















Draft surveys

Create question

Create module

Draft survey modules

Show search

ID no.	Module name		Delete
92014	BIM Qualification - Contractors	  	<input type="checkbox"/>
92015	Remote Working	  	<input type="checkbox"/>
92076	Digital Design Capabilities	  	<input type="checkbox"/>
92077	Digital Design Expectation	  	<input type="checkbox"/>
92078	Inhibiting Future Success	  	<input type="checkbox"/>
92079	Revit Interview Questions	  	<input type="checkbox"/>

< 1 >

Draft surveys:

Test **Survey** Skills

Home

Library

Published content

Draft content

Draft questions

Draft modules

Draft surveys










Create question

Create module

Draft surveys

Show search

All your surveys

ID no.	Survey name		Delete
154	BIM Qualification - Contractors	    	<input type="checkbox"/>
156	Digital Transformation Survey	    	<input type="checkbox"/>
155	Remote Working Survey	    	<input type="checkbox"/>
157	Revit Questions for interviewees	    	<input type="checkbox"/>

Creating a survey follows the same logic and authoring process as KS tests.

Create question:

There are 4 types of question to choose from. You have a 3,000-character limit on question text. Check the **Mandatory question** box to ensure the question is answered during a survey.

Test **Survey** Skills

Home

Library

Published content

Draft content

Draft questions

Draft modules

Draft surveys

Create question

Create survey question

Choose your question type

- Free comment
- Yes or no
- Multiple choice (select one)
- Multiple choice (select many)

Continue

Free comment

This is a free text question, where the user can enter any text to an open-ended question.

Edit question

Step 1 >>

Step 2 >>

Step 3 >>

Step 1 - Name and write your question

Question type: Free comment

Name:

Making Work Easier

Question text:

Name one thing we could do for you that would make your work easier or better?

Mandatory question:

Continue Save

There are no additional settings or inputs required, after the main question text has been entered.

Edit question

Step 1 >>

Step 2 >>

Step 3 >>

Step 2 - Question settings

There are no additional configuration items that you need to set with this style of question.

Continue Save

Category tags can be added at step 3, to help content management in your survey library.

Edit question

Step 1 >>

Step 2 >>

Step 3 >>

Step 3 - Tag your question

Category tags

Working remotely, Remote working

Finish

Yes or No

This is a straightforward yes or no question, where the user can enter a direct response to a closed question.

Edit question

[Step 1 >>](#)

[Step 2 >>](#)

[Step 3 >>](#)

Step 1 - Name and write your question

Question type: Yes or no

Name:

Team Decisions

Question text:

Do you feel included in our team decisions? Answer Yes or No.
(In the next question we will give you an opportunity to tell us a reason for your answer).

Mandatory question:

[Continue](#) [Save](#)

There are no additional settings or inputs required, after the main question text has been entered.

Edit question

[Step 1 >>](#)

[Step 2 >>](#)

[Step 3 >>](#)

Step 2 - Question settings

There are no additional configuration items that you need to set with a 'yes/no' style question.

[Continue](#) [Save](#)

Category tags can be added at step 3, to help content management in your survey library.

Edit question

[Step 1 >>](#)

[Step 2 >>](#)

[Step 3 >>](#)

Step 3 - Tag your question

Category tags

Working remotely, Remote working

[Finish](#)

Multiple Choice (Select one)

This is a multiple-choice question, where the user can enter one valid answer option.

Edit question

[Step 1 >>](#) [Step 2 >>](#) [Step 3 >>](#)

Step 1 - Name and write your question

Question type: Multiple choice (select one)

Name:

Question text:

How do you rate your 3D Modeling experience?

Mandatory question:

[Continue](#) [Save](#)











Enter your answer options at edit step 2, after the main question text has been entered.

Edit question

[Step 1 >>](#) [Step 2 >>](#) [Step 3 >>](#)

Step 2 - Question settings

Options

No knowledge	 
Basic	 
Intermediate	 
Advanced	 
Not relevant to my role	 

[Add Option](#)

[Continue](#) [Save](#)

Category tags can be added at step 3, to help content management in your survey library.

Edit question

[Step 1 >>](#) [Step 2 >>](#) [Step 3 >>](#)

Step 3 - Tag your question

Category tags

BIM, 2020, Digital Transformation, 3D Modeling

[Finish](#)

Multiple Choice (Select many)

This is a multiple-choice question, where the user can enter one or more valid answer options.

Edit question

[Step 1 >>](#) [Step 2 >>](#) [Step 3 >>](#)

Step 1 - Name and write your question

Question type: Multiple choice (select many)

Name:

Question text:

More and more corporations invest directly in business incubators and innovation labs, bringing design capabilities in-house. How will our company benefit from building in-house design capabilities? Select all that apply.

Mandatory question:

[Continue](#) [Save](#)













Enter your answer options at edit step 2, after the main question text has been entered.

Edit question

[Step 1 >>](#) [Step 2 >>](#) [Step 3 >>](#)

Step 2 - Question settings

Options

Help speed up project delivery	 
Help us focus on human-centered design	 
It will give us a competitive advantage	 
Speed up how we generate and validate ideas	 
Supports leaner innovation management	 
Supports the transition to Energy Efficiency	 

[Add Option](#)

[Continue](#) [Save](#)

Category tags can be added at step 3, to help content management in your survey library.

Edit question

[Step 1 >>](#) [Step 2 >>](#) [Step 3 >>](#)

Step 3 - Tag your question

Category tags

Digital Transformation

[Finish](#)

Modules

Once created, you can group questions of a similar theme into a survey module.

Edit survey module

Step 1 - Name and describe your module

Name:

Description:

Continue

Select questions from your library and use the green + tool to add them to your module.

Edit module

Step 2 - Assign questions to your modules









Search Questions

Search

ID no.	Question name	Assign questions
424795	Hatches	
424794	CAD Files 2	
424793	Shortcuts	

Your questions

First Name	 ↓
Last Name	 ↑ ↓
Current Role	 ↑ ↓
Frequency of Use	 ↑ ↓
3D Modeling Experience	 ↑ ↓
Building in-house Design	 ↑
Capabilities	

Category tags can be added at step 3, to help content management in your survey library.

Edit module

Step 3 - Tag your module

Category tags:

Finish

In the survey UI, questions from each module will display on separate pages. i.e. if you have 3 modules assigned to a survey, then it will be a 3-page survey.

Surveys

Once created, you can assign one or more modules to your new survey.

Edit survey

Step 1 - Name and describe your survey

Name:

Digital Transformation Survey

Description:

This survey is focused on digital transformation within our organisation. Digital transformation is the process of using digital technologies to create new — or modify existing — business processes, culture, and customer experiences to meet changing business and market requirements. This reimagining of business in the digital age is digital transformation.

Continue

Select modules from your library and use the green + tool to add them to your survey.

Edit survey

Step 2 - Assign modules to your survey

Search Modules

Search

Your modules

- Digital Design Capabilities
- Digital Design Expectation
- Inhibiting Future Success

ID no.	Module name	Assign modules
92014	BIM Qualification - Contractors	+
92015	Remote Working	+
92076	Digital Design Capabilities	+
92077	Digital Design Expectation	+
92078	Inhibiting Future Success	+

Summary

Survey Name:
Digital Transformation Survey

Survey Description:
This survey is focused on digital transformation within our organisation. Digital transformation is the

Add a welcome message and survey instructions at edit step 3, **Survey settings**.

Edit test

Step 3 - Survey settings

Survey Welcome Message / Instructions

The purpose of this survey is to ask you for your feedback and opinions on the digital transformation process within our organisation.

Category Tags

Digital Transformation

Finish

Survey Link

Use the link below to allow your users to take this survey:

Category tags can be added to help content management in your survey library. When you have created your survey, you can capture a unique URL or a unique survey code, which can be used for inviting users to complete your survey.

Hybrid Test & Survey

KS admins have the option to create a hybrid test & survey, by appending a survey at the end of a standard KS test.

Go to test edit step 4, **Test settings** and look for the survey dropdown at the bottom of the screen. Select the survey to be added and click **Finish** to save your changes.

Edit test

Step 4 - Test settings

Allow file downloads	<input checked="" type="checkbox"/>
Show timer	<input checked="" type="checkbox"/>
Time limit (minutes)	<input type="text"/>
Test Welcome Message / Instructions	<div style="border: 1px solid #ccc; padding: 5px;"><p>Please note: During the assessment, some questions will require you to open sample Revit files. Several questions reference the same file.</p><p>Rather than opening up a new instance of the file each time, you can simply leave the file open and re-use it for more than one question. However, if you modify a sample file, at the end of the task, please close the file without saving your changes. Use a fresh</p></div>
Category Tags	<div style="border: 1px solid #ccc; padding: 5px;"><p>Revit Structure Fundamentals, 2020, Autodesk, Imperial, English, Basic</p></div>
Survey	<div style="border: 1px solid #ccc; padding: 5px;"><p>Digital Transformation Survey ▼</p></div>
Exam mode	<input type="checkbox"/>

Finish

When a user completes their test, they will see a transition page, which takes them to their survey. When the survey has been completed, their test report will display on screen.

Thank you, your assessment has finished.

Please take a moment to complete a survey by **clicking here**.