



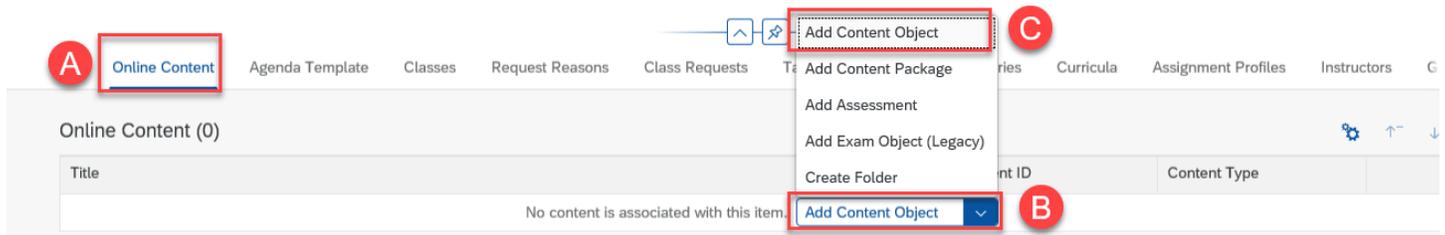
This document outlines the steps to add quizzes to Knowledge Link.

Use the following instructions to add one or more quizzes to an Item in Knowledge Link. These instructions assume the quiz has already been created in Knowledge Link. For more information on creating quizzes, see the document *How to Preview, Edit, and Publish a Quiz in Knowledge Link*.

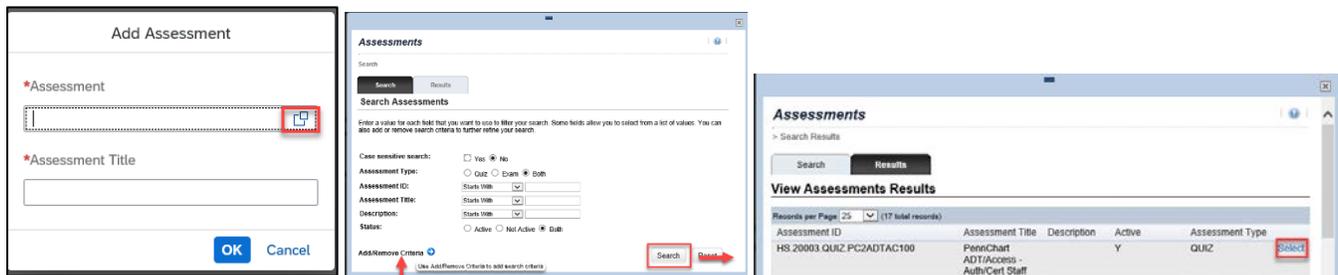
Attach a Quiz to an Item

1. Open the Item in Knowledge Link.
 - A. Go to **Online Content**
 - B. Click the **Add Content Object** drop down
 - C. Click **Add Assessment**
 - D. If you are replacing an existing quiz, click the ellipses and click **Remove**

NOTE: Data associated with the existing quiz will not be deleted. Use quiz reports to access previous quiz data.



2. If you do not know the Assessment ID, click the magnifying glass to search and select the quiz.



3. Enter the Assessment Title and Click **OK**.

4. Click the gear  to open Online Content Settings

- A. Click Course Progression
- B. Checkmark Allow Assessment Review and click OK

Title	Content Type	Complete Content in Sequence	Allow Assessment Review
Test Course	Root	<input type="checkbox"/>	
Assessment Test	Quiz		<input checked="" type="checkbox"/>

- C. Click Completion
- D. Click the Completion Status drop down, select the Completion Status and click OK

5. If you need to add additional quizzes, click the ellipsis to the right of Root to open the menu, click **Add Assessment** and click **Save**

Title	Content ID	Content Type	Actions
Test Course		Root	⋮
Assessment Test	HS.20001.QUIZ.INPTONCOLPHARM	Quiz	⋮

6. If you have multiple quizzes, Click the ellipsis to the right of the quiz to **Move** the quiz

Online Content (3) ⚙️ ↑ ↓

Title	Content ID	Content Type	Edit
<ul style="list-style-type: none"> Test Item <ul style="list-style-type: none"> Assessment 1 Assessment 2 	HS.20003.QUIZ.PC2ADTAC100	Quiz	<ul style="list-style-type: none"> Move Remove ⋮ >

7. Click the Assessment whose order is to be changed, click **Insert Before** and click Save

Move to

Selected: Assessment 2

- Test Item
 - Assessment 1

Insert Before
Insert After
Insert Inside
Cancel

8. Note that the quiz order has changed

Title	Content ID	Content Type	
<ul style="list-style-type: none"> Test Item <ul style="list-style-type: none"> Assessment 2 Assessment 1 		Root	⋮
	HS.20003.QUIZ.PC2ADTADMSUP100	Quiz	⋮ >
	HS.20003.QUIZ.PC2ADTAC100	Quiz	⋮ >

9. To force sequential completion of multiple quizzes, click the gear to open **Online Content Settings**

- A. Click **Course Progression**
- B. Checkmark **Complete Content in Sequence** and click **OK**

Online Content Settings

Launch Course Progression A npletion

Title	Content Type	Complete Content in Sequence	Allow Assessment Review
<ul style="list-style-type: none"> Test Item <ul style="list-style-type: none"> Assessment 2 Assessment 1 	Root	<input checked="" type="checkbox"/> B	
	Quiz		<input type="checkbox"/>
	Quiz		<input type="checkbox"/>

10. To define other settings, click the gear to open **Online Content Settings**

11. Select settings as needed for your course, then click **OK**.

Online Content Settings

Launch Course Progression Completion

Content is available for launch (available for users): ON OFF

Content available only during specified time slot of a class: ON OFF

Skip content structure page on launch: ON OFF

Reset User's Progress after Inactivity: Days

Title	Content Type	Downloadable	Lock Other Content When in Progress	Parameters
▼ PennChart Health Information Management (HIM) - Coder	Root	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment	Quiz			

OK Cancel

Online Content Settings

Launch Course Progression Completion

Add to History on Completion of All Content: ON OFF

*Completion Status: COURSE-COMPLETE (Complete) - For Credit

Users can Review Completed Content from History: ON OFF

AICC Max-Normal: 99

Title	Content Type	Complete Content on Launch	Mastery Score	Add to History on Pass	Add to History on Failure
▼ PennChart Health Information Management (HIM) - Coder	Root				
Assessment	Quiz			<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK Cancel

Notes:

- If the item is an instructor-led class AND you only want learners to take the quiz in the classroom, check the box for **Content available only during specified agendas of a class**. (This option will not appear for eLearning courses.)

NOTE: if you do not select this option, users in an instructor-led class can take the quiz anytime and potentially get credit without attending class.

- **Skip content structure page on launch** should be checked if there is only one content object. For items with multiple content objects, do not check this box.

12. Click **OK** and **Save** after modifying the settings.

13. Click **Reassign**.

If you select Cancel, your changes will not be saved.

Warning

There are Users who have been assigned this item. You must reassign it for them to see your changes. If you continue, your changes will be saved, and you may then select which Users to whom the item will be reassigned.

Note: Reassignment of this item (on the next page) will cause Users to lose all of their progress on this item.

Do you want to continue?

Reassign Cancel

14. A list of users will appear. Users who did not start the course yet are selected by default. (Highlighted below.)

NOTE: If you DO NOT see checkboxes to reassign the course, proceed to step 15.

View Users to Reassign

Select all the Users of the search results

Select All / Deselect All

Records per Page: 25 Page: 1 2 3 4 5 «Previous Next» (461 total records) Page 1 of 19 Go

User ID	User Name	Item Status	Reassign
1000000	John, John J.	STARTED	<input type="checkbox"/>
1000001	John, John B.	NOT STARTED	<input checked="" type="checkbox"/>
1000002	John, John C.	NOT STARTED	<input checked="" type="checkbox"/>
1000003	John, John D.	STARTED	<input type="checkbox"/>
1000004	John, John E.	STARTED	<input type="checkbox"/>
1000005	John, John F.	NOT STARTED	<input checked="" type="checkbox"/>
1000006	John, John G.	STARTED	<input type="checkbox"/>
1000007	John, John H.	STARTED	<input type="checkbox"/>

15. At this point, you can choose whether or not to reassign the course to specific people. **NOTE: Learners who completed the course will NOT be forced to complete it again.** These steps only apply to learners who have not started the course or learners who started the course but did not complete it.

If the item contains one quiz OR users are unable to complete the course with the current quiz, select the checkbox: (Select all the Users of the search results). This is the simplest and least confusing option. All users will be assigned the same content and all users will need to start at the beginning, even if they started the course.

If the item contains multiple content objects, only select individual users who you know must have the course reassigned. For example, an SME who needs to review the change, or a user who was having trouble with the original course. (See example in image below.) These users will have to repeat all content objects.

Select All / Deselect All

Records per Page: 25 Page: 1 2 3 4 5 «Previous Next» (461 total records) Page 1 of 19 Go

User ID	User Name	Item Status	Reassign
1000000	John, John J.	STARTED	<input type="checkbox"/>
1000001	John, John B.	NOT STARTED	<input checked="" type="checkbox"/>
1000002	John, John C.	NOT STARTED	<input checked="" type="checkbox"/>
1000003	John, John D.	STARTED	<input checked="" type="checkbox"/>
1000004	John, John E.	STARTED	<input checked="" type="checkbox"/>
1000005	John, John F.	NOT STARTED	<input checked="" type="checkbox"/>
1000006	John, John G.	STARTED	<input type="checkbox"/>
1000007	John, John H.	STARTED	<input type="checkbox"/>

NOTE: Users that you do not select will see the course as it was before you made changes. (They will see the old quiz.) This may cause confusion in some cases.

16. Click **Finish**. If there are a large number of users, you may need to schedule the job. Otherwise, users will be reassigned immediately.

17. If you limited access to the quiz in step 11, follow the steps below. These steps will automatically make the quiz available during any class that is created.

- A. Under the Item Search, click **Online Content**
- B. Click the gear  to open **Online Content Settings**

- C. Click **Launch**
- D. Turn off “Content available only during specified time slot of a class”
If this is a course with multiple days, perform this step only on the class during which the learners will be taking the quiz.
- E. Click **OK**
- F. Click **Save**

Online Content Settings

Launch **C** Progression Completion

Content is available for launch (available for users): ON OFF

Content available only during specified time slot of a class.: ON OFF **D**

Skip content structure page on launch: ON OFF

Reset User's Progress after Inactivity: Days

Title	Content Type	Downloadable	Lock Other Content When in Progress	Parameters
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> PennChart Health Information Management (HIM) - Coder <ul style="list-style-type: none"> Assessment 	Root	<input type="checkbox"/>	<input type="checkbox"/>	

E

F