Add Quizzes to Items



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.*

	_				~	- Add Content Object	C					
Online	Content	Agenda Template	Classes	Request Reasons	Class Requests	Add Content Package	ries	Curricula	Assignment Profiles	Instruc	tors	G
Online Con	tent (0)					Add Assessment Add Exam Object (Legacy)				ô	^-	Ą
Title						Create Folder	nt ID		Content Type			
				No content is a	ssociated with this item.	Add Content Object 🗸 🗸						

Online Content (2)		8	Edit
Title	Content ID	Content Type	Move
✓ Test Item		Root	Remove
Assessment 1	HS.20003.QUIZ.PC2ADTAC 100	Quiz	000

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

Add Assessment	-	
Add Assessment	Assessments	
	Search	
*Assessment	Search Results	-
	Search Assessments	Assessments
	ense a value of sault has been you want to save to must you sound in owners arrow you to send i non a loo in value. I no can also add or remove seerch citeria to further refine your search.	> Search Results
*Assessment Title	Case sensitive search: D Yes No Assessment Type: O page 0 page 0 page	Search Results
	Assessment ID: Stark With V	View Assessments Results
	Description: Starts With V	Records per Page 25 V (17 total records)
_	Status: Active Not Active Both	Assessment ID Assessment Title Description Active Assessment Type
OK Cancel	AddsRemove Criteria O Ues Add Remove Orteria to add search orteria	HS 20003 QUIZ PC2ADTAC100 PennChart Y QUIZ Select ADT/Access - Auth/Cert Sant



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

Add Assessment
*Assessment
HS.20001.QUIZ.INPTONCOLPHARM
Assessment Type Quiz
*Assessment Title
Assessment Test
OK Cancel

- 4. Click the gear to open Online Content Settings
 - A. Click Course Progression
 - B. Checkmark Allow Assessment Review and click OK

A Online Content Settings						
Launch Course Progression Completion						
Title	Content Type	Complete Content in Sequence	Allow Assessment Review			
✓ Test Course	Root					
Assessment Test	Quiz		2 B			

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

Launch Course Progression	Completion		
	Add to History on Completion of All Content:	OFF	
	*Completion Status:	COURSE-COMPLETE (Complete) - For Credit	
	Users can Review Completed Content from History:	COURSE-CHOP RECIPRO (Chop Reciprocity) - For Credit	U
	AICC Max-Normal:	COURSE-COMPLETE (Complete) - For Credit	
		COURSE-EXEMPT (Exempt) - For Credit	
Title	Content Type	COURSE_SUB (Substitute) - For Credit	on Add to History on

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**

	Revision/Date: Version 1, 7/17/2020								Add Content Object			
									Add Content Package	e		
< is	Online Content	Agenda Template	Classes	Request Reasons	Class Requests	Tasks	Libraries	Categories	Curricula	Assig	Add Assessment	
											Add Exam Object (Le	gacy)
Onli	ne Content (2)										Create Folder	
Title	2							Content ID		Conte	Remove	
~	Test Course									Root		000
	Assessment Tes	t						HS.20001.QU LPHARM	Z.INPTONCO	Quiz		000

Add Quizzes to Items

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

Title Content ID Content Type Ed Test Item Test Item	
✓ Test Item No. No. Mo.	dit
	iove
Assessment 1 100 Quiz Re	emove
Assessment 2 HS.20003.QUIZ.PC2ADTAD MSUP100 Quiz	• >

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

Move to							
Selecte	d: Assessment 2						
✓ Test It	em						
Asses	sment 1						
	Insert Be	fore Insert After	Insert Inside	Cancel			

8. Note that the quiz order has changed

Title		Content ID	Content Type	
~	Test Item		Root	000
	Assessment 2	HS.20003.QUIZ.PC2ADTAD MSUP100	Quiz	•••• >
	Assessment 1	HS.20003.QUIZ.PC2ADTAC 100	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

Launch Course Progression Appletion			
Title	Content Type	Complete Content in Sequence	Allow Assessment Review
✓ Test Item	Root		
Assessment 2	Quiz		
Assessment 1	Quiz		

Online Content Settings

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

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

Launch Course Progression Completion						Notes:
Content is evailable for I Content available only during sp Skip conten Reset Use	aunch (available for users): ecified time slot of a class,: at structure page on launch: a's Progress after Inactivity:		Days			 If the item is an instructor-led class AND you only want learners to take the guiz in the classroom, check the
Title	Content Type	Downloadable	Lock C	ther Content When gress	Parameters	box for Content available only
✓ PennChart Health Information Management (HIM) - Coder	Root					during specified agendas of a class
Assessment	Quiz					during specified agendas of a class.
						(This option will not appear for eLearning courses.)
	Online Conte	nt Settings			OK Cancel	NOTE: if you do not select this option, users in an instructor-led
Launch Course Progression Completion Add to History on C	ampletion of All Content: (OFF				class can take the quiz anytime and potentially get credit without
Users can Review Comple	Completion Status: [ted Content from History: (COURSE-COMPLETE (C	omplete) - For Credit	~		attending class.
	AICC Max-Normal:	99				
Title	Content Type	Complete Content on Launch	Mastery Score	Add to History on Pass	Add to History on Failure	Skip content structure page on
Y PennChart Health Information Management (HIM) - Coder	Root					launch should be checked if there is
Assessment	Quiz					only one content object. For items with multiple content objects, do
						not check this box.
					OK Cancel	

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

13. Click Reassign.

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



Created by: Penn Medicine Academy

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 U	Jsers of the search results				
			Select All / Deselect All		
Records per Page 25	5 ▼ Page: 1 2 3 4 5 «Previous N	ext» (461 total records)	Page 1 of 19. Go		
User ID	User Name	Item Status	Reassign		
8428882	Abarro, Marile D	STARTED			
13410007	April, Elser B	NOT STARTED			
17827102	Attaugh, Adam E	NOT STARTED			
00022000	Alterfairt, Jenerg L	STARTED			
4	Annumber, Argel A.	STARTED			
10120828	Alari Alia	NOT STARTED			
47723882	Alvanos, Garoscilli,	STARTED			
and an other states of the sta		CTADTED			

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. <u>All users</u> will be assigned the same content and <u>all users</u> 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.) <u>These users will have to repeat all content objects</u>.

			Select All / Deselect Al
Records per Page	25 ▼ Page: 1 2 3 4 5 «Previous Net	Xt» (461 total records)	Page 1 of 19. Go
User ID	User Name	Item Status	Reassign
(com)	Aburn, Barlle D	STARTED	
10010007	April, Disar-D	NOT STARTED	
1007103	Allowage, Asser 3	NOT STARTED	
Care and	Alperfort America's	STARTED	
4-12MM	Annander Ange A	STARTED	
10107828	Auger, Alcon	NOT STARTED	
477(1996)	Avants, Garps R	STARTED	
	vvvic	CTADIED	

NOTE: Users that you <u>do not</u> 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.

Last Modified: 07/29/2020

Add Quizzes to Items

- 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**

Item Search PennChart Health In HS.60004.ITEM.HIMCOD	formation Management (HIM)	- Coder	Actions ~			
	Instructor-Led with Online Content Course (COURSE) Revision/Date: Version 1, 3/28/2017	Status: Active Cover Page: Inactive Online Course: Available for launch				
< s Online Content	nda Template Classes Request	ကြေးကြေးကြေး Reasons Class Requests Libraries Categories Curricula Assignment Profiles Instructors	Grading C >			
This item was completed by one or more users and therefore the content structure cannot be updated. Please revise the item to update the content structure Online Content (2)						

- 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							
La	unch C Progression	n Completion					
	Content is available for launch (available for users): Content available only during specified time slot of a class: Corff Skip content structure page on launch: OFF Reset User's Progress after Inactivity: Days						
Т	itle		Content Type	Downloadable	Lock Other Content When in Progress	Parameters	
	 PennChart Health Inform 	ation Management (HIM) - Coder	Root				
	Assessment		Quiz				
						E	Cancel
						F Save	Cancel

Save