KN@WLEDGE**LINK**

The following steps describe how to preview, edit, and publish a quiz in Knowledge Link.

NOTE: After students answer questions, and data is stored in Knowledge Link, quiz questions may still be updated. The updates will be reflected in future quiz attempts. User results from past attempts will not be affected and can still be accessed from reports. *However, once questions are answered, quiz questions cannot be deleted.* If deletion of questions is necessary after the quiz has been taken, please contact the IS Service Desk at 215-662-7474 and submit a request to create a new quiz.

Open the Quiz

- 1. From the Learning Administration page
 - A. Click Content
 - B. Click Assessments
 - C. Enter the Assessment ID or Title
 - D. Click Search.
 - E. Click on the **Quiz ID** to open the quiz.

Learning Administration

t_ 1≣				
Home	Assessments			Search Add New
> Manage User Learning	Search > Search Results		and Orma Salda alla	Saved Searches 💟
> Learning Activities	also add or remove search criteria to fu	inther refine your search	arch. Some lieids allow yo	ou to select from a list of values. You can
Content A	Case sensitive search:) Yes 🖲 No		
Import Content	Assessment Type:	Quiz 🔿 Exam 🖲	Both	
Content Packages	Assessment ID: s	itarts With 🗸 🗸	nnChart Researc	
Content Objects	Description:	itarts With 🗸		
Open Content Network	Status:	○ Active ○ Not Active	e 🖲 Both	
Activate/Deactivate OCN Courses	Add/Remove Criteria 😌			
Assessments				Search Save As Reset
Question Library	Field Chooser 😌			Download Search Results 🕿
Question Import/Export	Assessment ID .	Assessment Type	Assassment Title	Description
Objectives	HS.20003.QUIZ.PC2RESBILL	Quiz	PennChart Research - Research Biller EXAM	Description
Tasks	HS.20003.QUIZ.PC2RESCOORD	Quiz	PennChart Research -	
Surveys	• — — — — — — — — — — — — — — — — — — —	-	Research Coordinator EXAM	
Document Links	HS.20003.QUIZ.PC2RESCOORDNE	Quiz	PennChart Research - Existing Research Coordinator - Non Biller	Exam for the Existing Research Coordinator - Non Biller
Questions (Legacy)			EXAM	

Preview the Quiz

1. Once the quiz is open, click the "preview" button to preview the quiz.

PennChart Research - Existing Research Coordinator - Non Biller EXAM Quiz ID: HS.20003.QUIZ.PC2RESCOORDNB						
						Add Locale
Primary	Locale	Pending Questions	Total Questions	Published		
۲	English (Primary)	0	30			

- 2. The quiz will open in a new window. Navigate the quiz and answer questions as if you were a student. Take notes on any changes that need to be made. (You cannot make changes in the preview.)
- 3. When finished, submit the quiz.
- 4. Review the results. When finished, click **Exit** to return to the quiz editor.

Publish/Unpublish the Quiz

A quiz must be unpublished in order to edit it.

 The status is indicated on the Overview screen. A dark blue toggle button indicates the quiz is published. Click the toggle to unpublish and publish, and then click Yes to confirm.

PennChart F Quiz ID: HS.2	Research - Existing Re 20003.QUIZ.PC2RESCO	esearch Coordinator - ORDNB	Non Biller EXAM			
					Add Locale	
Primary	Locale	Pending Questions	Total Questions	Publishe	ed	
۲	English (Primary)	0	30			
				• Г	Confirmation	
					You are about to make the primary locale una will result in all other locales being made una want to continue?	available to users. Thi available as well. Do ye
						Yes

IMPORTANT: After your edits are complete, repeat these steps and click the Published button to publish the quiz. *If you do not publish the quiz, users will not be able to access it.*

Edit the Quiz Questions

1. Once the quiz is unpublished, click the **Menu** link, then click **Questions**.

Return to Sea	arch Results		Overview			Men
						Quiz Overvier
PennChart Research - Existing Research Coordinator - Non Biller EXAM Quiz ID: HS.20003.QUIZ.PC2RESCOORDNB						
Deire ere i	Landa	Dending Overtings	Tatal Quantings	Dublished		Сору
Primary	Locale	Pending Questions	Total Questions	Published		Copy Delete
Primary	Locale English (Primary)	Pending Questions	Total Questions	Published	Þ	Copy Delete
Primary	Locale English (Primary)	Pending Questions	Total Questions	Published	×	Copy Delete Search

2. Refer to the graphic below to add or edit a question. When the changes are made, click **Save**.

Keturn to Search Results	Questions	English 🗸 Menu
Search Question text Q 30	Single Answer Question Details	preview th question
01 Single Answer All of the following are true EXCEPT:	Single select the answer type (cannot be edited once the question is created)	
02 Single Answer move a question What component gives you access to your most frequently used activities and the EPIC (PennChart) drop down menu?	Question: All of the following are true EXCEPT: Answers: type to update text	delete the question
03 True Or False You can easily navigate from field to field to enter text by pressing tab instead of using your mouse to click.	 Your ID ensures that the appropriate tools and to you Documentation will be tied to your unique 	activities are av able ick to randomize le answers
04 True Or False	You can log into PennChart using a shared ID	<u></u>
When enterin mark the correct answer you must use option to select or change the date.	You cannot obtain a username until after you c training	ompleted appropriate
05 True Or False	Correct Answer Feedback:	
"Research" when you need to bill an insurance company for the research visit.	That is correct! type correct & in	ncorrect feedback
+ Add	Incorroct Answor Foodback:	Cancel Save
	add a new question	

Edit the Quiz Settings

1. Click the **Menu** link, then click **Settings**.



2. Refer to the graphic below to edit Global Settings. When the changes are made, click **Save**.

	Keturn to Search Results	Settings		Menu
	Global Settings Localized Settings		di	splay the results summary the learner
	General	Post Quiz Behavior		
	Quiz ID: HS.20003.QUIZ.PC2RESCOORDNB	Results Summary	YES O AI qu qu	low the learner to review Justions (only while the Juz window is open)
toggle whether the quiz is active/inactive	Active YES O	Allow Quiz Review *Passing Percentage	90 %	
domain - leave as default (PUBLIC)	Default Public Access Domain (PUBL		s	et the passing percentage
	Quiz Behavior			
Type of quiz: - Free-form (can skip back and forth) - Sequential (must answer in order, cannot go back to change answers)	Quiz Type Free-form			
Feedback: - No feedback - Show feedback only (correct/incorrect)	Show feedback Display Show feedback only *Quiz Attempts Limit (0 = unlimited)	set number of allowed at exceeds number of atten locked out and requires r	ttepmts (if learner npts, quiz will be manual intervention)	
choices	Resumable YES O	can learner exit and resur off? (recommend = YES)	me where they left	
		randomize questions		Save

3. Click **Localized Settings**. Refer to the graphic below to edit Localized Settings. When the changes are made, click **Save**.

Keturn to Search Results	Settings	Menu
Global Settings]	
Locale (lang	uage option)	
English	~	_
General Quiz nam	e	
*Quiz Name PennChart Research - Existing Res	search Coordinator - Non Biller EXAM	- 1
Description		- 1
Exam for the Existing Research Co	ordinator - Non Biller	- 1
		- 1
	Quiz description (not displayed to learner)	- 1
Messages		- 1
Welcome	Walcome message (displayed to learner)	- 1
This is the PennChart Assessment PennChart account.	created for your role. It is important to welcome message (displayed to learner)	- 1
Please answer all questions. You and IF YOU DO NOT PASS ON THE SI MEMBER.	re able to skip questions and return to them on the menu screen. You have two attempts to pass. ECOND ATTEMPT, YOU WILL BE REQUIRED TO COMPLETE REMEDIATION WITH AN OCR STAFF	
Success	Message if learner passes quiz	- 1
Congratulations! You passed the as Please complete the course evaluation	ssessment with a score of at least 90%! tion in Knowledge Link to receive credit.	
Failure	Message if learner does not pass quiz	- 1
If this was your 1st attempt, you ma assessment before you retake it a 2	ay contact the Office of Clinical Research at <u>psom-ocr@pobox upenn.edu</u> , 215-662-4484, to review the 2nd time OR if you feel comfortable, you may proceed directly to the 2nd attempt.	
If this was your 2nd attempt, you M remediation.	UST contact the Office of Clinical Research at psom-ocr@pobox.upenn.edu, 215-662-4484, for	
		- 1
	Sav	/e

IMPORTANT: After your edits are complete, remember to PUBLISH the quiz. (See page 2.) *If you do not publish the quiz, users will not be able to access it.*

View Item Usage

1. Click the Menu link, then click Item Usage.

			Overview			Menu
PennChart Research - Existing Research Coordinator - Non Biller EXAM Quiz ID: HS.20003.QUIZ.PC2RESCOORDNB						
					- 4	Item Usage
Primary	Locale	Pending Questions	Total Questions	Published	-	Copy Delete
۲	English (Primary)	0	30			Search
						Help

