



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.

The screenshot shows the 'Learning Administration' interface. On the left is a navigation menu with 'Assessments' highlighted. The main area shows the 'Assessments' search page with filters for Case sensitive search, Assessment Type (Both), Assessment ID (PennChart Researc), and Status (Both). Below the filters is a table of search results with columns for Assessment ID, Assessment Type, Assessment Title, and Description. The row with ID 'HS.20003.QUIZ.PC2RESCOORDNB' is highlighted.

Assessments

Search > Search Results

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Assessment Type: Quiz Exam Both

Assessment ID: Starts With []

Assessment Title: Starts With [PennChart Researc]

Description: Starts With []

Status: Active Not Active Both

Add/Remove Criteria

Search Save As Reset

Field Chooser Download Search Results

Assessment ID	Assessment Type	Assessment Title	Description
HS.20003.QUIZ.PC2RESBILL	Quiz	PennChart Research - Research Biller EXAM	
HS.20003.QUIZ.PC2RESCOORD	Quiz	PennChart Research - Research Coordinator EXAM	
HS.20003.QUIZ.PC2RESCOORDNB	Quiz	PennChart Research - Existing Research Coordinator - Non Biller EXAM	Exam for the Existing Research Coordinator - Non Biller

Preview the Quiz

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

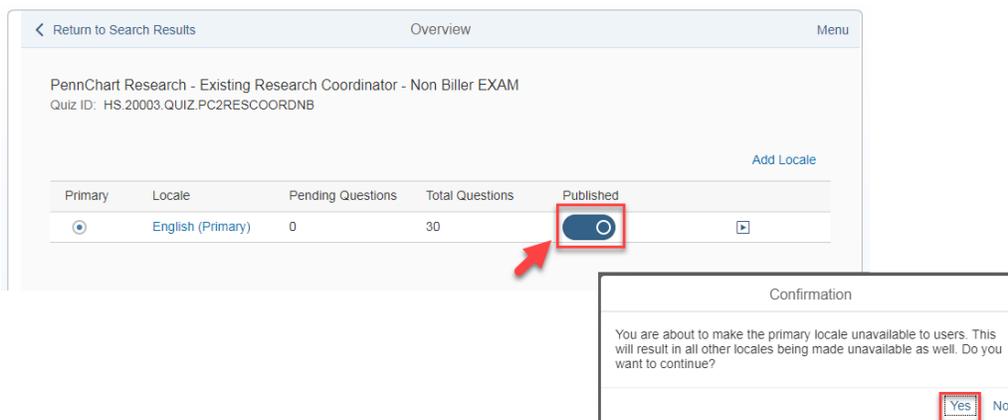


2. The quiz will open in a new window. Navigate the quiz and answer questions as if you were a student. Take notes on any changes that need to be made. (You cannot make changes in the preview.)
3. When finished, submit the quiz.
4. Review the results. When finished, click **Exit** to return to the quiz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

Publish/Unpublish the Quiz

A quiz must be unpublished in order to edit it.

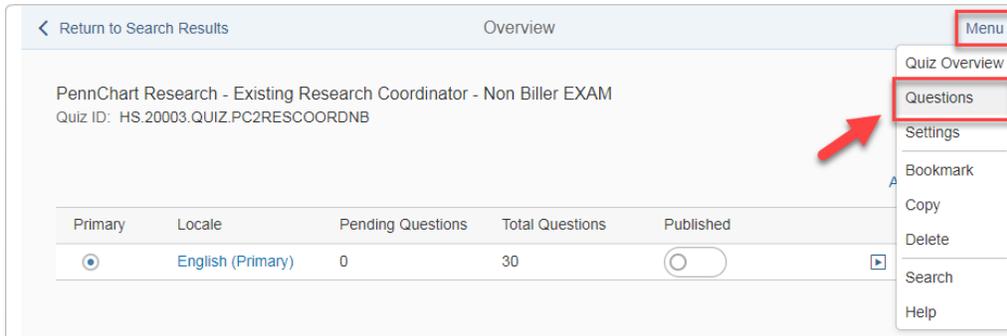
1. The status is indicated on the Overview screen. A dark blue toggle button indicates the quiz is published. Click the toggle to unpublish and publish, and then click **Yes** to confirm.



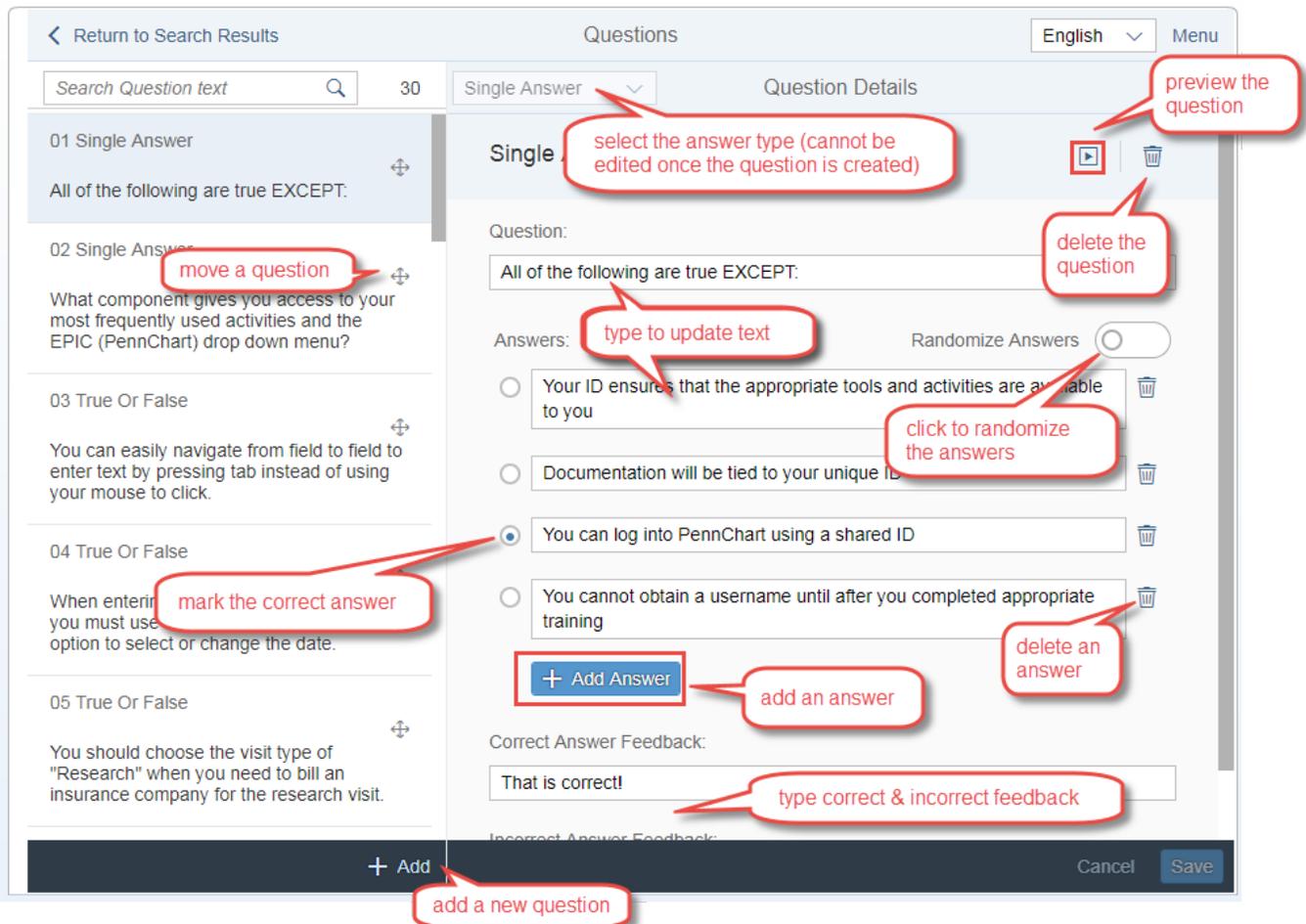
IMPORTANT: After your edits are complete, repeat these steps and click the Published button to publish the quiz. *If you do not publish the quiz, users will not be able to access it.*

Edit the Quiz Questions

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

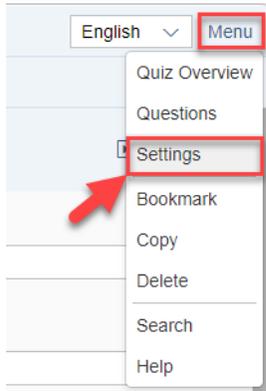


2. Refer to the graphic below to add or edit a question. When the changes are made, click **Save**.

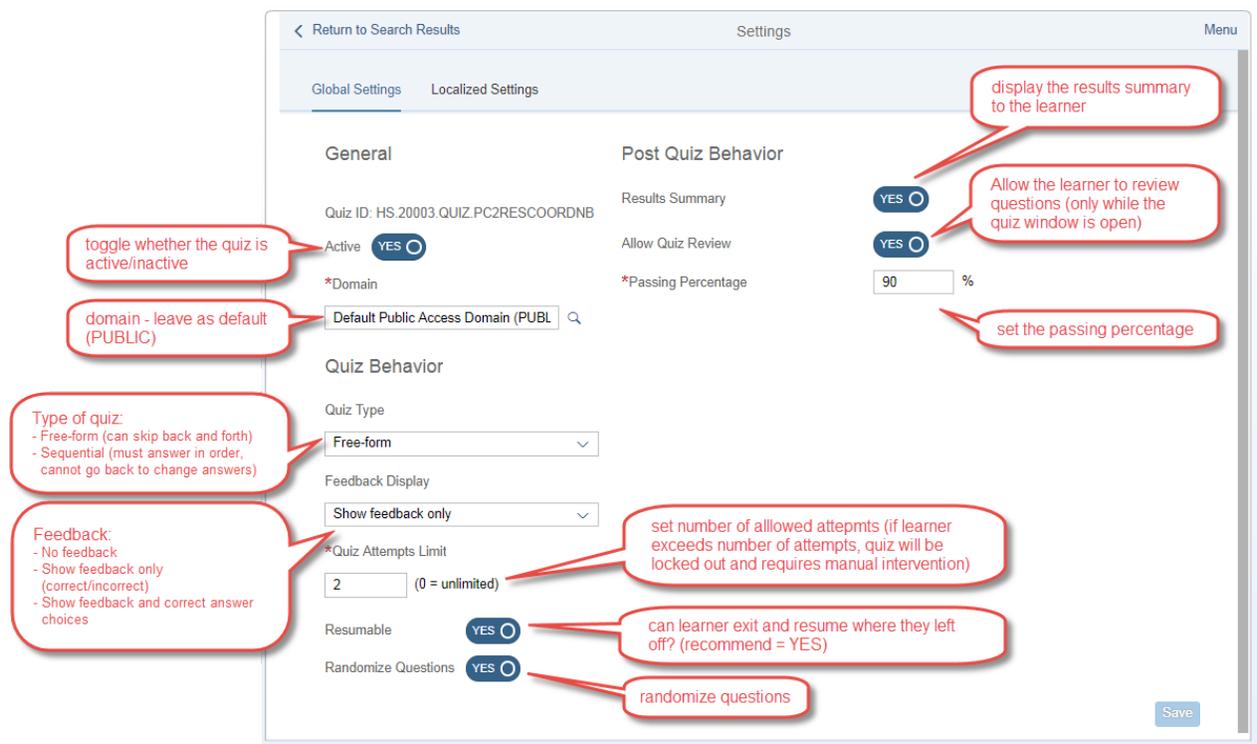


Edit the Quiz Settings

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**.



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

< Return to Search Results Settings Menu

Global Settings Localized Settings

Locale
English

Locale (language option)

General
*Quiz Name
PennChart Research - Existing Research Coordinator - Non Biller EXAM

Quiz name

Description
Exam for the Existing Research Coordinator - Non Biller

Quiz description (not displayed to learner)

Messages
Welcome
This is the PennChart Assessment created for your role. It is important to PennChart account.
Please answer all questions. You are able to skip questions and return to them on the menu screen. You have two attempts to pass.
IF YOU DO NOT PASS ON THE SECOND ATTEMPT, YOU WILL BE REQUIRED TO COMPLETE REMEDIATION WITH AN OCR STAFF MEMBER.

Welcome message (displayed to learner)

Success
Congratulations! You passed the assessment with a score of at least 90%!
Please complete the course evaluation in Knowledge Link to receive credit.

Message if learner passes quiz

Failure
If this was your 1st attempt, you may contact the Office of Clinical Research at psom-ocr@pobox.upenn.edu, 215-662-4484, to review the assessment before you retake it a 2nd time OR if you feel comfortable, you may proceed directly to the 2nd attempt.
If this was your 2nd attempt, you MUST contact the Office of Clinical Research at psom-ocr@pobox.upenn.edu, 215-662-4484, for remediation.

Message if learner does not pass quiz

Save

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

PennChart Research - Existing Research Coordinator - Non Biller EXAM
Quiz ID: HS.20003.QUIZ.PC2RESCOORDNB

Primary	Locale	Pending Questions	Total Questions	Published
<input checked="" type="radio"/>	English (Primary)	0	30	<input type="checkbox"/>

- Menu
- Quiz Overview
- Questions
- Settings
- Item Usage
- Copy
- Delete
- Search
- Help