This document outlines the reasons why you may need to revise an item, other options that are available, and the steps for revising an item. While the revision process outlined here may be used for instructor-led courses, these steps will focus mainly on eLearning courses.

**Why Revise an Item?**

When courses must be updated, there are generally three options. Those options and cases when they can be used are described in the table below. **NOTE:** Content structure refers to the number and order of content objects in an eLearning course. If the number of content objects is increasing or decreasing, or the order of the content objects is changing, then content structure is changing.

<table>
<thead>
<tr>
<th>Option</th>
<th>When to use…</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Use the same item, no revisions</td>
<td>When content and length of classes has not changed substantially and (for eLearning) when the content structure does not change OR no completions* have been recorded for the item. For example, if one content object is simply being replaced with another content object and the content itself has not changed substantially, then you can use the same item.</td>
</tr>
<tr>
<td>B. Create a new item</td>
<td>When content, content structure, or length of classes are changing OR a new item ID is desired. Requires manual work.</td>
</tr>
<tr>
<td>C. Revise an item</td>
<td>When content, content structure, or length of classes are changing AND you want to use the same item ID. Requires less manual work than creating a new item.</td>
</tr>
</tbody>
</table>

* You can tell if completions have been recorded for an eLearning by looking at the Online Content tab and observing the message at the top of the tab. Also, the "Root" options and Content Object options will be limited. If the "Root" ellipsis is missing or the Content Object option only shows "Edit" then completions have been recorded.
Create a New Item vs. Revise an Item

When content changes for an item, you can either create a new item (and new item ID) or revise the item (and retain the same item ID). In certain cases, it is easier to revise the item. The chart below shows what activities need to take place when an item is either revised or replaced with a new item, and how the activity is accomplished.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Revise Item</th>
<th>Create a New Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create new Item ID</td>
<td>n/a</td>
<td>Manual process</td>
</tr>
<tr>
<td>Update Prerequisites for new/revised item</td>
<td>Automatic (click a checkbox during revision process)</td>
<td>Manual process</td>
</tr>
<tr>
<td>Update Curricula that contain the old item</td>
<td>Automatic (click a checkbox during revision process)</td>
<td>Manual process</td>
</tr>
<tr>
<td>Update Substitutes Tab</td>
<td>Only the old (previous revision) must be manually added to the revised item</td>
<td>All existing substitutes must be manually added to the new item</td>
</tr>
<tr>
<td>Deactivate old item</td>
<td>Automatic (click a checkbox during the revision process)</td>
<td>Manual process</td>
</tr>
<tr>
<td>Replace item on individuals' learning plans</td>
<td>Automatic</td>
<td>• Manual process for courses assigned without a curriculum (one-by-one)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Automatic for courses assigned by curriculum</td>
</tr>
</tbody>
</table>

How to Revise an Item

1. In Learning administration, click Learning Activities > Items.
2. Search for the learning item that you want to revise, and then open it.
3. Click Actions, then click Revise.
4. The learning item revision wizard opens.
5. Proceed as follows:
   A. Enter **New Revision Date** (or use the calendar selector).
   B. Enter **Time** and **Time Zone**.
   C. Enter **Revision Number**. (Add 1 to the previous revision number.)
   D. Enter a new **Title** (optional).
   E. Click **Next**.

6. Proceed as follows:
   A. Check the box to copy substitutes relationships. By selecting this option, users will continue to get credit for completion of previous substitute courses.
   B. Check the box to change all authorized instructors to the new revision.
   C. Check the box to include the online settings in the new revision. You can modify the online settings after the revision is created.
   D. Click **Next**.
7. Proceed as follows:
   A. Select **Make this item production ready**.
   B. Click Next.

8. Proceed as follow:
   A. Check the box to deactivate previous revisions of this item. Leaving previous revisions active can be very confusing for administrators and users alike.
   B. Check the box to update curricula potentially affected by this new item revision. If you do not select this, then the item may be removed from curricula.
   C. Check the box to update learning plan assignments potentially affected by this new item revision. If you do not select this, then those users will never be able to finish the course.
   D. Check the box to change all future classes so they use the new revision. This option is for instructor-led courses and automatically updates all existing future classes, saving you the time of updating those classes manually.
   E. Click **Next**.
9. (This step is only applicable if the item is part of one or more curricula.) Proceed as follows:
   A. For the curriculum listed, double check that the settings are correct or update them if necessary. (If multiple curricula are listed, do the same for each curriculum.)
   B. Check the box to add the revised item to this curriculum.
   C. Click **Next**.

10. Check the revision to verify that the data is correct and then click **Run Job Now**.
11. When the job is complete, immediately open the new revised Item and add the old item to the substitute list. This will ensure that users receive credit if they completed the old item.
   A. Go to the **Substitutes** tab.
   B. Click the "+" icon to add a new substitute.
   C. Search for the old revision (select "inactive" status since the old revision was made inactive).
   D. Select the old revision, enter the substitute settings, and click **Add**.

**NOTE:** If you do not complete this step, users who completed the previous revision may be expected to take the course again.