



This document outlines the reasons why you may need to revise an instructor-led (ILT) course and the steps to take.

**Note:** To revise eLearning courses, please refer to the job aids below. These job aids include a section on revising the eLearning course:

- [Upload Content via Content Controller](#) *All eLearning **except** Epic/PennChart, PDFs, or external content*
- [Upload Content Directly to KL](#) *Epic/PennChart, PDFs, or external content (HealthStream, Elsevier)*

Before revising content, consider the questions below and click the recommended actions:

Question	Yes	No
Does the existing item ID need to be replaced – for example, is the ID format incorrect or does the provider code need to be changed?	<a href="#">Create a New Item</a>	Go to next question...
Are there significant changes to the length, structure, or training objectives of the course? 	<a href="#">Revise the Item</a>	You may not need to revise the course. Contact your <a href="#">core administrator</a> if you are unsure.
Are you adding or removing the number of days over which the course takes place? 		
Do your reports need to include whether a user completed the old course vs. the new course? 		

## Create a New Item

1. Follow the steps in [How to Create an ILT Item](#).
2. Open the new item and add the old item to the substitute list. This will ensure that users receive credit if they completed the old item.
  - A. In the new item, 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**.

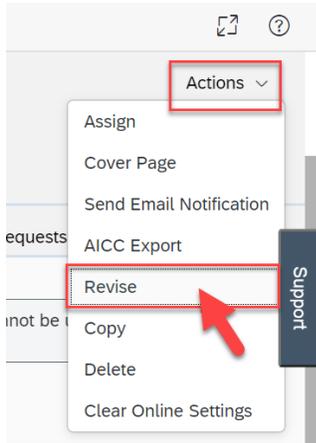
The screenshot displays the 'Substitutes' tab in the LMS interface. The 'Add Substitute Items To Item' dialog box is open, showing a search for 'testcob' with 'Not Active' status selected. The search results table lists 'COURSE JAR.0000.ITEM.TESTCOBJ2' with a 'Substitute' status. The 'Add' button is highlighted, and the 'Add' checkbox in the table is checked.

3. To avoid confusion, DEACTIVATE the old course.

**NOTE:** If there are existing programs, curricula, substitutes, prerequisites, classes, or enrollments for the old course, you will need to update them manually for the new course.

## Revise the 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**.

A screenshot of the 'Revise' wizard, Step 1: Item Revision. The page title is 'Revise' and the breadcrumb is '> Search > Edit Summary > Revise > Step 1'. The main heading is 'Step 1: Item Revision'. Below it, a message says: 'Please enter the new revision number and date for this item. You may also change the title of the new revision.' The form contains the following fields:

- A** \* New Revision Date: (MM/DD/YYYY) with a calendar icon and a date of 11/12/2020.
- \* Time: 12:00 PM with a dropdown icon.
- Time Zone: Eastern Standard Time (US/Eastern) with a dropdown arrow.
- C** Revision Number: 2.
- D** \* Title: Course for Testing.

Below the form, a note states: 'Title entered here will be saved in English locale. There may be values in other locales that can be edited by clicking the globe icon, after the revised item has been created.' At the bottom right, there are 'Reset' and 'Next' buttons. The 'Next' button is highlighted with a red box and a red letter 'E' in a circle.

- 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**.

**Revise**

*Items* | ?

> Search > Edit Summary > Revise > Step 2

**Step 2: Item Revision**

**A** Do you wish to copy the substitute relationships for this item to the new revision?  Yes

**B** Do you wish to change all authorized instructors to the new revision?  Yes

**C** This item has online settings. Do you wish to include the online settings in the new revision of this item?  Yes

Reset Previous **Next** **D**

- 7. Proceed as follows:
  - A. Select **Make this item production ready**.
  - B. Click **Next**.

**Revise**

*Items* | ?

> Search > Edit Summary > Revise > Step 3

**Step 3: Item Revision**

**A**  Make this item production ready.

Do not make this item production ready.

Reset Previous **Next** **B**

8. Proceed as follows:
  - 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 automatically updates all existing future classes, saving you the time of updating those classes manually.
  - E. Click **Next**.

**Revise**

*Items*

> Search > Edit Summary > Revise > Step 4

**Step 4: Item Revision**

**A** Do you wish to deactivate previous revisions of this item?  Yes

**B** Do you wish to update curricula potentially affected by this new item revision?  Yes

**C** Do you wish to update User learning plan assignments potentially affected by this new item revision?  Yes

**D** Do you wish to change all future classes to use/access the new revision?  Yes

Reset Previous **Next** **E**

9. 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**.

**Revise**

*Items*

> Search > Edit Summary > Revise > Step 5

**Step 5: Item Revision**

Curriculum ID	Assignment Type	Status	Effective Date (MM/DD/YYYY)
JAR.TESTCURR (How to Create a Curriculum)	Required (REQ) <span style="color: green;">+</span>	Active	11/12/2020

Initial Number: 30 Initial Period: Days Initial Basis: Event

Initial Required Date Basis: Assignment Date

Retraining Number: 30 Retraining Period: Days Retraining Basis: Event

**B**  Add the revised item to this curriculum using the information above.  
(Do not check the checkbox if you do not want to add the revised item to the curriculum.)

Reset Previous **Next** **C**

10. Check the revision information to verify that the data is correct and then click **Run Job Now**.

### Revise

**Items** | 🔍

> Search > Edit Summary > Revise > Final Step

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**Final Step: Complete**

**Revise Item**

Item: COURSE **JAR.TESTCOBJ** (Rev 1 - 11/3/2020 02:29 PM US/Eastern)

New Revision Date: 11/12/2020 12:00 PM US/Eastern

New Revision Number: 2

New Revision Title: Course for Testing Online Content

Copy Substitutes: Yes

Update Authorized Instructors: Yes

Copy Online Settings: Yes

Make Item Production Ready: Yes

Inactivate Previous Revisions: Yes

Update Curricula: Yes

Update User Learning Plans: Yes (1 curricula selected)

Update Future Classes: Yes

Previous
Run Job Now
Schedule Job

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. In the new item, 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**.

**A** Substitutes Competencies Objectives Materials Document Links Pricing Purchasing Cost Calculation Government Reporting OCN Course Sessions

**B** + ✎ ✕ ↕

<input type="checkbox"/>	Item	For-Credit Status	Provide Credit for Base Item If Not Assigned	Not-for-Credit Status	Status
<input type="checkbox"/>					

**Substitutes**

Keyword:

Search All Locales:  Yes  No

Item ID: Contains testcoj

Revision Date: (MM/DD/YYYY)

Revision Number:

Item Title:

Item Status:  Active  Not Active  Both

Item Classification:

Online Settings:  Has online content

Delivery Methods:

Curricula:

Course Owner:

Orders Enabled:  Yes  No  Both

**C** Search Reset

**Add Substitute Items To Item**

**D** Add Reset

Records per Page: 25 (13 total records) Select All / Deselect All

Item	Title	For-Credit Status	Provide Credit for Base Item If Not Assigned	Not-for-Credit Status	Effective Date (MM/DD/YYYY)	
COURSE JAR.00000.ITEM.TESTCOBJ2 (Rev 1 - 11/12/2020 01:45 PM US/Eastern)	Item for Testing COBJ's	Substitute	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<b>Add</b> <input checked="" type="checkbox"/>