






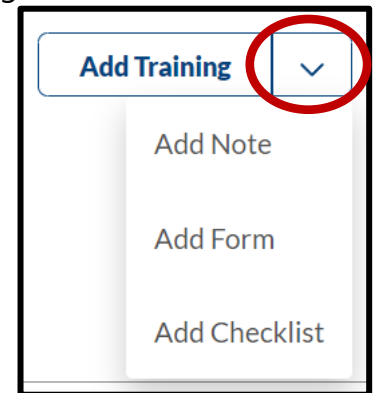
Administrators can edit or reversion curricula for users in a Registered or In Progress status, and also for future users of that curriculum. Not all edits to a curriculum will result in reversioning; some edits will simply be saved to the existing version of the curriculum. In this job aid, we'll focus on the scenario where a new version of the curriculum must be created, which is called reversioning.

Edit the curriculum

1. Navigate to the **Menu** and select **Admin**, then select **Catalog**.
2. Select **Curricula**.
3. Search for the curriculum you'd like to reversion. There are two methods you can use to find curricula.
 - Search by the **Curriculum Title** field when you're looking for a specific curriculum.
 - Search by the **Training Title** field when you're looking for all curricula that contain a specific learning object.
4. Select the **Edit** link to the right of the name of the curriculum you will reversion.
5. Select the **Structure** link in the left menu and make the desired changes to the curriculum structure. The following structural changes will cause the curriculum to reversion:
 - Adding or removing an object, training, note, form, or section.
 - Use the Remove Training button  at the right end of the item's row to remove the item.


For events, sessions, materials, and online learning objects, you have 2 choices; "Add this learning object as standalone training in user's transcript" or "Remove this learning object from the user's transcript." Adding the LO as a standalone will remove the LO from the curriculum and place it on the users' transcript. The second option will remove the LO completely.

- Use the Add Section  button at the bottom of the form to add a new section.
- Use the Add Training  button to add new training. Use the Add Training dropdown menu to add a Note, Form or Checklist.




- Changing the sequence or order of the items. This is done by clicking the row of the item, then dragging and dropping it into a different position.

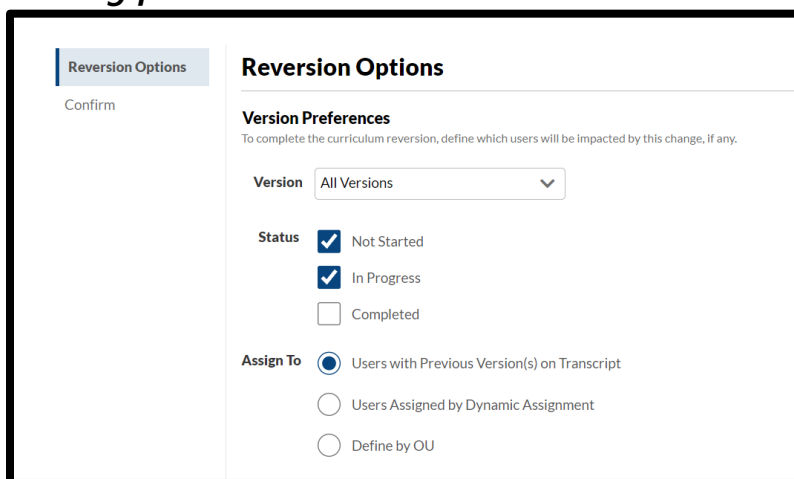


- Moving an item to a new section. This is done by creating a new section via the Add Section button and then dragging the item under the section header using the double dotted lines  to the left of the item name. The item will indent under the section header when it has been added to that section.

6. Select **Save**.

 A new version of a curriculum is triggered when these types of changes are made only if the curriculum has already been assigned to one or more users.

Complete the reversioning process



The screenshot shows the 'Reversion Options' page. On the left, there is a 'Confirm' button. The main content area is titled 'Reversion Options' and includes a 'Version Preferences' section with the following settings:

- Version:** A dropdown menu set to 'All Versions'.
- Status:** Three checkboxes: 'Not Started' (checked), 'In Progress' (checked), and 'Completed' (unchecked).
- Assign To:** Three radio buttons: 'Users with Previous Version(s) on Transcript' (selected), 'Users Assigned by Dynamic Assignment' (unchecked), and 'Define by OU' (unchecked).

After saving changes that trigger a new version of the curriculum, you are taken to the Reversion Options page.

Enter the following information:

1. **Version** - Select which previous versions of this curriculum will be replaced by the new curriculum using the Version dropdown menu. "All Versions" is the most commonly selected option.
2. **Status** - Choose which curriculum statuses will be replaced by the new version. For example, you can decide that all users with the old version of the curriculum in a Not Started status on their transcript will automatically receive the new curriculum version. If none of the boxes are selected, then only users who register after the changes have been made get the new version of the curriculum. The most commonly selected option is to apply the new version to both "Not Started" and "In Progress" learners.
 - Not Started - Select this option to only upgrade learners with the status of "Registered" for another version of this curriculum.
 - In Progress - Select this option to upgrade learners with the status "In Progress" for another version of this curriculum.



- Completed - Select this option to upgrade learners with the status "Completed" for another version of this curriculum.



It is not advised to assign the new curriculum version to learners who have already completed a previous version of the curriculum if you have not added any new learning items (e.g., you only removed learning items or only rearranged the sequence of the items on the curriculum). This is because evaluation progress is never maintained. If a learning evaluation is configured for this curriculum or by default for all curricula, and you assign the new curriculum version to Completed learners without adding any new learning items to it, then a previously Completed learner's status for the new curriculum version will be Pending Evaluation, and they will have to fill out the evaluation again. They will not be marked Completed until they either complete the evaluation or the evaluation time period elapses.

3. **Assign To:** - Choose additional options to determine which learners receive the new curriculum.
 - Users with Previous Version(s) on Transcript - Learners with an old version of the curriculum on their transcript will receive the new version, if the status requirements set above are also met. This is the most commonly selected option.
 - Users Assigned by Dynamic Learning Assignment - Learners who were assigned an old version of the curriculum via dynamic learning assignment will receive the new version, if the status requirements set above are also met.
 - Define by OU - Learners who meet organizational unit criteria you select will receive the new curriculum version, if the status requirements set above are also met.
4. Select the **Update User List** button and review the list of learners that will receive the new version matches your intentions. You may also manually deselect individual learners using the checkboxes to exclude them from receiving the new curriculum version.
5. Select the **Next** button.



Confirm

Effective Date

Immediately

Assign On

Allow users to maintain progress?

Yes

No - Assign New Occurrence (affects all statuses)

Please confirm that the selected users and their transcript statuses should receive Version 7.0
All these users will see the selected version in their transcripts and will see the previous version in the Versions History. If a user activated a training from the old version which is not part of the new version, that training will be moved from the Curriculum Details page to the Transcript page. Updating the curriculum version for a user will trigger the Updated Training email, when configured.

Comment: Please describe the changes made to this curriculum.

Comment will be displayed on the Curriculum Details pages of users enrolled in this curriculum.

6. **Effective Date** - Enter a date that this curriculum is effective or choose "Immediately."
 - Immediately - If this option is selected, the new version is implemented immediately after saving the curriculum. However, the time required for the system to process the changes varies, so it may not be instantaneous.
 - Assign On - If this option is selected, the new version is implemented shortly after 12:00 AM on the selected date. The effective date cannot be in the past. The Effective Date may be modified if the date has not yet passed.
7. **Allow users to maintain progress?** - Choose whether learners' progress on the training items within the curriculum should be maintained.
 - Yes – Any progress that learners have made on training items in the previous version of the curriculum will be maintained.
 - No – Learners' training items within the curriculum will be reset to the "Not Started" status.
8. **Comment** - Enter any comments to explain the changes being implemented in the new version. This helps others to distinguish the differences between versions. The comments may also explain why the changes were made.
9. Select **Save**. The curriculum may take several minutes to be updated on users' transcripts.

If a learner is updated to a new version of a curriculum, the Updated Training email may be triggered if it has been enabled by an administrator in Email Administration.



If a learning object has been removed from the curriculum and the learner receives the new curriculum version, the learning object that is not included in the new version will be popped out of the curriculum and will appear as a standalone item on the learner's transcript. If the learner hasn't completed that learning object yet and they are no longer required to do so, you may wish to use the Training Removal Tool to remove it from their transcript.