











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. Open the **Admin** tab in the menu bar, then select **Catalog** from the dropdown menu.
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** button  under the Options column 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. Use the Add Section , Add Training , Add Note , and Add Form  buttons at the right end of the section's row to perform the respective actions.
 - 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. 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

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

Reversion Options

Confirm

Reversion Options

To complete the curriculum reversion, define which users will be impacted by this change, if any.

Version:

Status: Not Started
 In Progress
 Completed

Assign To: Users with Previous Version(s) on Transcript
 Users Assigned by Dynamic Proxy
 Define by OU

Results

Uncheck/Check All (2 Results)

Select	Version	Name	Organizational Unit(s)	Status
<input checked="" type="checkbox"/>	4.0	Johnson, Mark	Talent (Division) Manager, Talent (Position)	In Progress
<input checked="" type="checkbox"/>	4.0	Smith, Jennifer	Talent (Division) Manager, Talent (Position)	In Progress

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.

- 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.
- Select the **Update User List** button and confirm that 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.
- Select the **Next** button.

Reversion Options

Confirm

Effective Date:

Immediately

Assign On:

Allow users to maintain progress?:

Yes

No - Force Initial Enrollment (affects all statuses)

- 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.