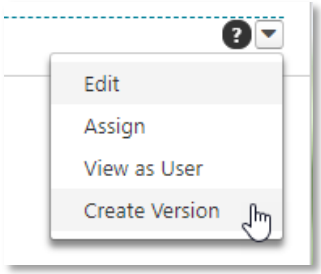
Creating a Version of an Online Course

If you update an online course, you will need to create a version within the system. To do so, search for your online course in the course catalog and click on the title to open the course console page. For more information about the course console page, check out the Reviewing Training for Your Department guide.

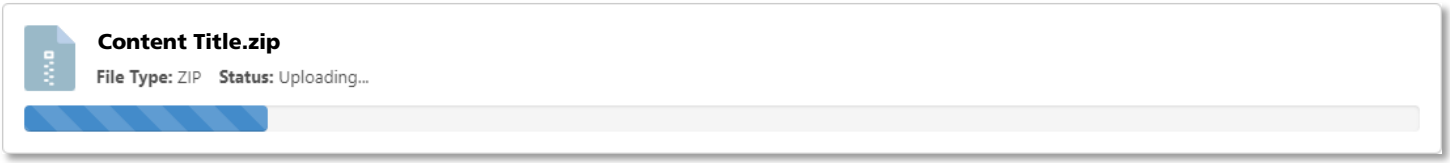
From the course console page, click the down arrow button ( ) at the top of the page next to the title to see more options. Select Create Version from the list. This will open the Create New Version tool.



There are two sections of the Create New Version tool: Training Content and Versioning Options.

Training Content Section

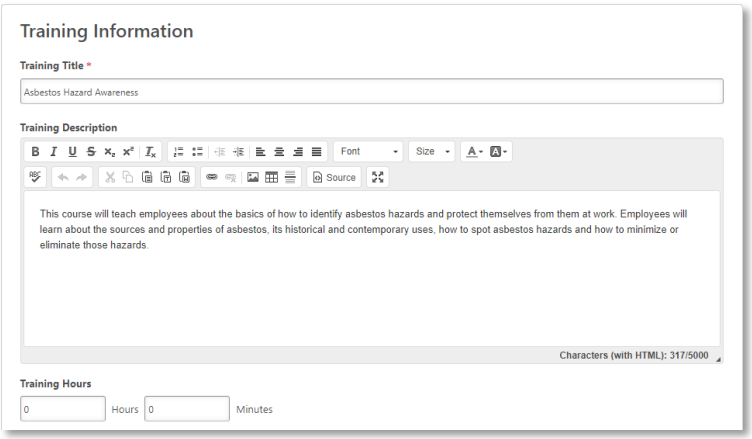
Drag and drop your updated SCORM course (ZIP file) into the provided box or you can use the Select a File button to navigate to and select the file. You will see a progress bar as your course is uploaded.



After your content is uploaded, it will need to be processed; this can take a few minutes.

You may stay on this page or come back later by clicking the Resume button on the Course Console. You can use the Refresh Status button (Refresh Status) to refresh the page and see if you content has been processed. Once processed, click the Preview button (Preview) to preview your content before you update it.

You also have the opportunity to update the title, description and training hours for your updated course in the Training Information box.



When you are ready, click the Next button (Next) to move on to the Versioning Options section.

Versioning Options Section

In this section, you will select Training Preferences and User Filter Preferences options for the updated course.

Training Preferences

Version Options: You can choose to enable/disable the append option. If this option is enabled, it will require a start date and allow two versions of the same online course to be available at the same time on users' transcripts. Both versions can be assigned to users.

If not enabled, the new course version replaces the previous version on the effective date. The previous version becomes the old version or expires.

Unless there is a reason for two versions of the course to be active, POD recommends that you disable the append option.

> **Note:** The append option is only available when the first version of a course is being created. Once a version is created of a certain version type (Append/Replace), following versions must be of that type.

Due Date: Select a due date option for your updated course.

Version Equivalency: Choose an equivalence option for your updated course.

- Select Requires Retraining if you want learners to retake the course. The new version will be in a status of Registered on the users' transcript.
- Select Completed Equivalent if the new version is equivalent to the prior version. The new version will be in a status of Completed Equivalent on the users' transcript.

Comments: You can choose to add a comment that will appear in the Audit History and Transcript History for the new version.

User Filter Preferences

Use the options in the User Filter Preferences to determine which users receive the new version.

Training Version: This drop-down filters the users according to the version of the course in which they are currently enrolled. The list of versions displays the current versions available on the users' transcripts. This enables administrators to easily assign the new online course version to users who are currently enrolled in a specific version of the course.

Training Status: Select which training statuses will be replaced or appended by the new version of your online course.

Assignment Type: Select which users receive the new versions of your online course.

- **Select Users with a previous version**: Selecting this option includes all users, regardless of the assignment method
- **Select Users assigned by Dynamic Assignment:** Selecting this option only includes users who were dynamically assigned the course.
- **Select Users by OUs:** This option allows the administrator to assign the new version to specific organizational units (OUs), such as divisions, locations, groups, etc.

User List

The User List section displays users who will be assigned the new version of the course based on the selections you made in the User Filter Preferences box.

If you make any changes to the User Filter Preference selections in the box above, click the Refresh User List button (Refresh User List) to view an updated user list. To remove any user from the user list and prevent them from receiving the new version of the online course, uncheck the box next to the user's name.

Publishing Updated Version

Click the Publish button (Publish) to publish your new online course version. You will be redirected to the Course Console page for your online course. When the new version is successfully published, the version number and the Last Modified Date are updated on the Course Console page, and the new online course version is active in the portal.