Edit, Version, or Copy a Course

Provided by HealthStream Operations

December 2015

Summary

In order to maintain a course library efficiently, it's important to understand when to edit, version, or copy a course to make updates and changes. There are several actions to take into consideration such as extent, effect on the learning outcome, purpose, CE Credit, reporting, and class associations when making updates and changes to a course. Knowledge of when to edit, version or copy a course ensure an appropriate outcome.

How To

Edit

Editing is a quick and effective method to make changes to a course and not effect students, reports, enrollments or other areas. The edit(s) has no significant impact on the content being offered and will track who completed before/after the change(s).

Editing a test (or evaluation) question or answer will result in all of the data for that test (evaluation) being reset to zero on the reports. If Edit is the chosen method, our recommendation is to first run a copy of the Test Question Analysis or Evaluations Scores by Course report before making any changes. It is highly recommended to review the Edit, Version, or Copy Decision chart below before making a final decision.

Version

Versioning a course maintains a record of the material a student learned when they completed the version, allows a student In Progress to complete the current course version, and a student who has not launched the course to see the updates.

Reports can be rendered to indicate which version of the course a student completed, along with the version of the test completed. The version can be inactive to ensure that a student In Progress can start over with the new version or a student can complete the version they are in. New enrollments will be created in the new version.

Keep in Mind

- **Authored learning activities are copied in authoring directory and associated with the new version.** When editing in Contribute select the updated version.

- **Test Question Analysis, Test Scores and other test reports reset to 0.** Report data for the previous version(s) is preserved, reports can be generated for previous versions.
- **CE credit attached to the previous version is transferred to the new course version.** Follow accreditation/approval guidelines to ensure appropriate CE credit are awarded.
- **The new version will <u>not</u> have any previously scheduled classes attached to it.** All classes scheduled for a class learning activity of a course will remain with that version.
- **Course versioning does <u>not</u> affect assignments or exemptions.**
- **Reporting on a course spans all course versions**. <u>EXCEPTION:</u> Test Question Analysis or Evaluation Scores by Course report; selecting a version is required if more than 1 version exists.

Review the Edit, Version, or Copy Decision chart below before making a final decision.

Copy

Copying a course creates a new course instance. The new course instance has no history, no completions, no assignments, and no enrollments. History of completions, current enrollments, assignments will NOT copy from the current course to the new course. New assignments and enrollments will have to take place in order for students to access the course. Copying a course is the same as clicking Add a Course, only the learning activities are copied to the new course.

Edit, Version, or Copy Decision Chart

If you need to	And	Then
Make small edits (fix typos; edit course metadata; course content edits, except SCORM; edit test questions/answers)	You do NOT need a historical record of changes	**Edit** and Republish
	You DO need a historical record of changes	**Version** the course and Publish
Change the properties of the learning activities (Completion mode, minimum passing score, score percent weight; inactivation date)	You do NOT need a historical record of changes	**Edit** and Republish
	You DO need a historical record of changes	**Version** the course and Publish
Add, delete or re-order learning activities	You do NOT need distinct reporting for each course version	**Version** the course and Publish
	You need to report on a course version separate from a previous version	Create a new course by selecting "**Copy**"
	You need students/ administrators to choose which version to complete/assign	Create a new course by selecting "**Copy**"
Make changes to CE Credit	You DO NOT need distinct reporting for each version of the course	Version the course
	You need to report on a course version separate from a previous version	Create a new course by selecting "**Copy**"
	You need students/administrators to choose which version to complete/assign	Create a new course by selecting "**Copy**"
Make significant changes to a learning activity, such as extensive edits to a test or authored content	You DO NOT need distinct reporting for each version of the course	Version the course
	You need to report on a course version separate from a previous version	Create a new course by selecting **"Copy"**
	You need students/administrators to choose which version to complete/assign	Create a new course by selecting **"Copy"**

Resources

- *Online Help* > Courses > Adding a Course
- *Online Help > Courses > Editing a Course*
- *Online Help > Courses > Creating a New Course Version*
- *Online Help > Courses > Copying a Course*
- *Online Help > Courses > Publishing a Course*
- *Online Help > Courses > Republishing a Course*
- *Online Help > Reports > Education Reports > Test Question Analysis Reports*