



## Online Course Versioning vs. Modifying - Overview

There are two ways to make updates to an online course. When an online course requires updates, the administrator can either reversion the course or modify the course:

- **Reversion** - Reversioning a course creates a new version of the online course, with a new version number.
- **Modify** - Modifying a course allows administrators to make minor modifications to an online course WITHOUT creating a new version.

**Note:** Content Uploader functionality is only available after it has been activated in your portal. To access Content Activation Preferences, go to [Admin > Tools > Learning > Learning Preferences](#) and click the **Content Activation Preferences** link.

### When should you reversion a class vs. modify a course?

ONLINE CLASS UPDATE METHOD	TYPE OF UPDATE
Reversion	The versioning process is the appropriate choice for major changes to an online class, and administrators can control who receives the new version of the online class.
Modify	The online class modification process allows administrators to make updates to an online class without creating a new version.

### Online Course Update Scenarios

EXAMPLES OF NEEDED CHANGES	APPROPRIATE UPDATE METHOD	USE CASES
<p>The following changes are examples of major online course changes which require you to reversion the course:</p> <ul style="list-style-type: none"><li>• Replacing a segment of the course</li><li>• Making substantive updates to the course content</li><li>• Adding or removing a quiz</li><li>• Removing or adding resources such as audio, video, animations, pdfs, etc.</li></ul> <p>This list of examples is not an exhaustive list of changes which necessitate a new online course version.</p>	Reversion the online course	<p>Holly, an instructional designer and learning administrator at Ventonix, is responsible for creating online courses and uploading them to her organization's portal. Following a quarterly release, Holly needs to update a collection of online courses about Ventonix's product in order to keep the courses up-to-date. She needs to replace the quizzes in two classes, add a few lines of audio to one course, and add sections to two more courses.</p> <p>Once Holly makes all these changes to her online courses, each class files structure is changed from its original structure, which means changes are needed to each manifest file, and she is required to reversion each of the five courses.</p> <p>She uses the <b>Create Version</b> option on the Course Console pages for the courses, uploads her new course files, configures versioning options, and decides who will receive the new course versions on their transcripts, ensuring that people continue to receive accurate information from the online course collection.</p>
<ul style="list-style-type: none"><li>• &lt;Title&gt;</li><li>• &lt;Description&gt;</li><li>• &lt;Keywords&gt;</li><li>• &lt;Duration&gt;</li><li>• Mastery score</li></ul>	Modify the online course	<p>Andy, an instructional designer and learning administrator at ACME Corp, is responsible for creating online courses and uploading them to the portal. He has just noticed a typo in the closed captioning text for one of the slides in his Employee Benefits online course. He wants to quickly fix this minor typo without having to create a whole new version of the online course.</p> <p>Andy incorporates the fix into his course files and then navigates to the Course Console for the course and clicks the <b>Modify Content</b> option in the Content section.</p>