Job Aid: Revise Items	**Course: Learning Needs Management** **Topic Lab: Revise an Item**

Prerequisite Courses

- Introduction to LearningLink Learning Administration
- Learning Needs Management

Description

The purpose of this job aid is to guide administrators through the step-by-step process of revising an item.

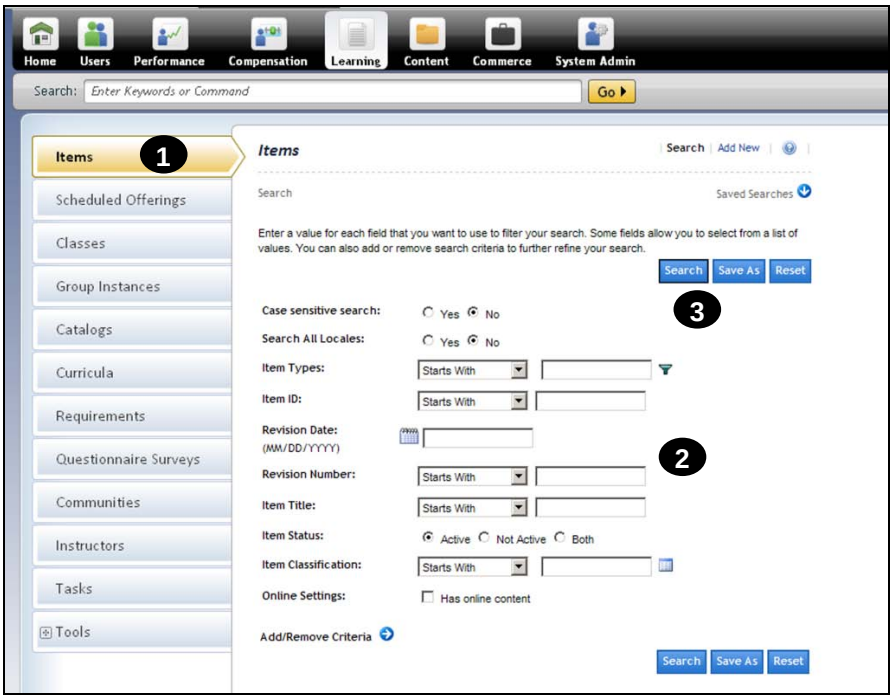
Tasks

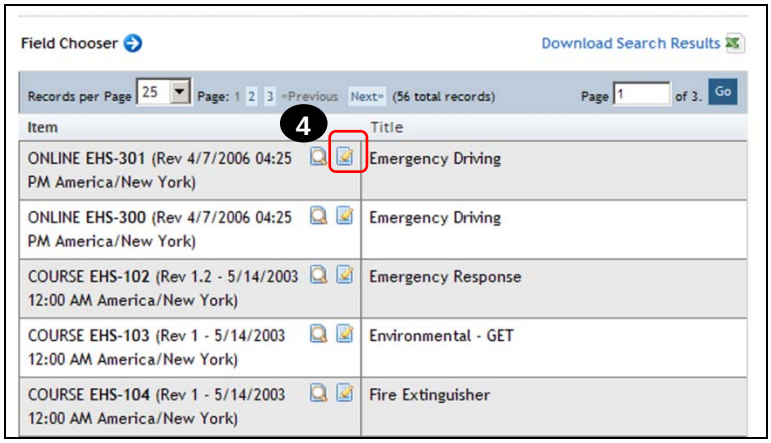
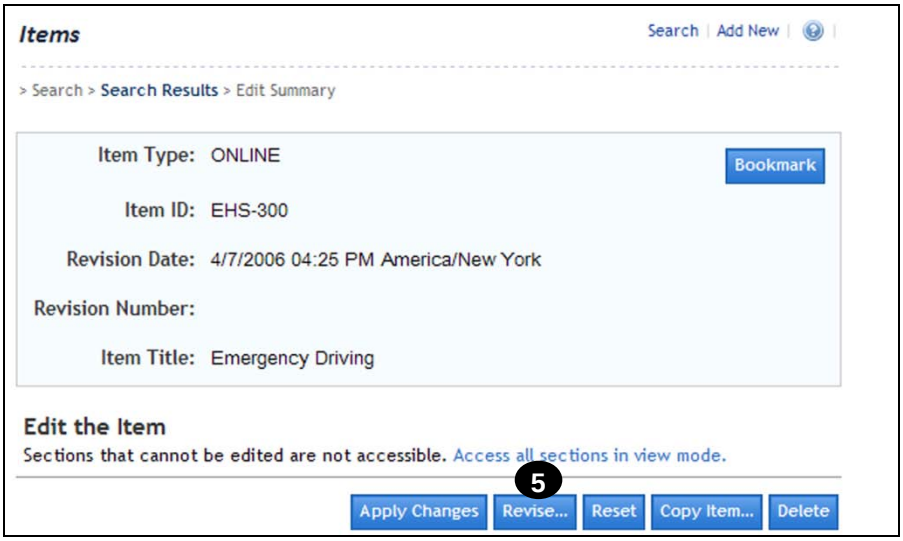
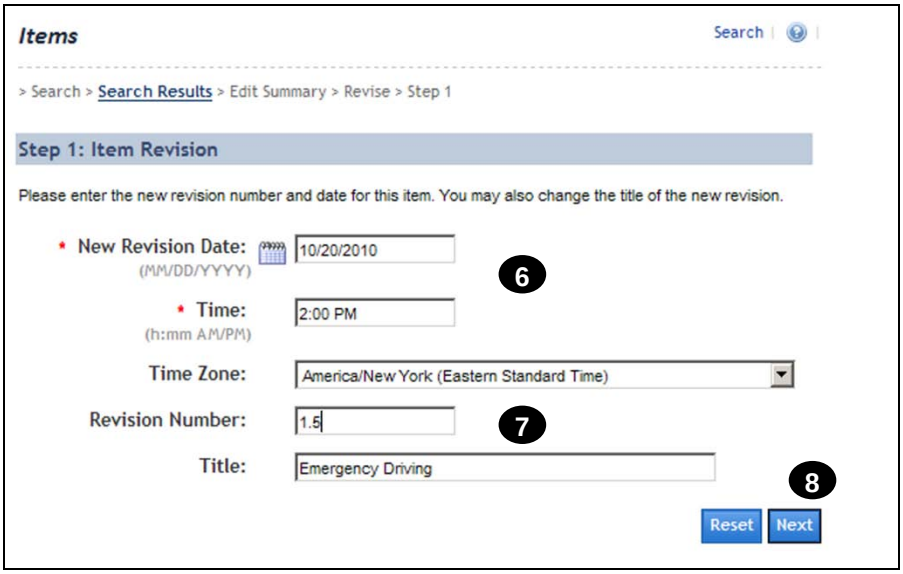
A. Use the Item Revision Assistant to Revise an Existing Item
B. Determine the Desired Effects of Item Revision and the Impact on Users

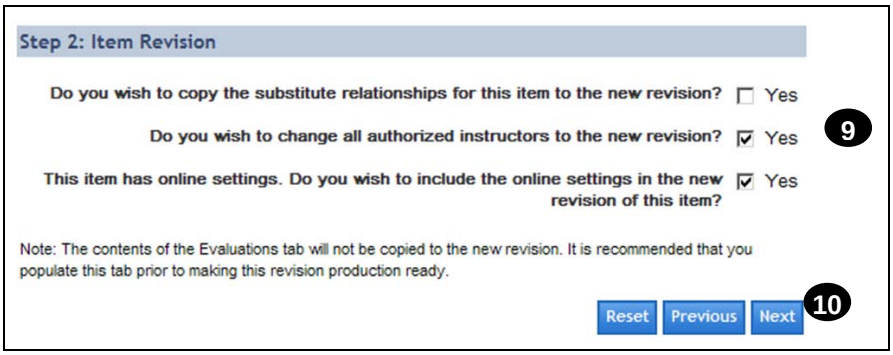
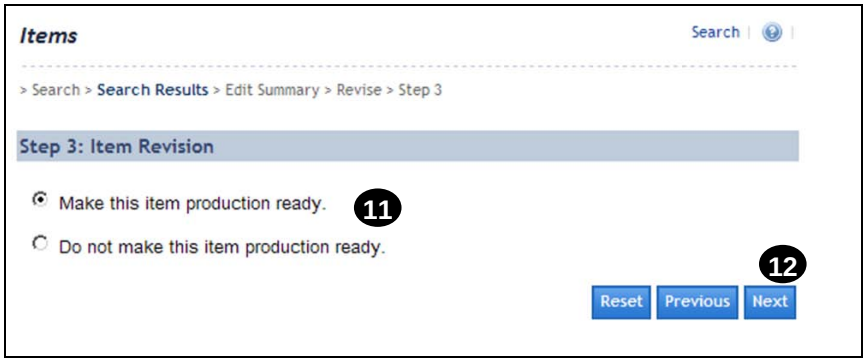
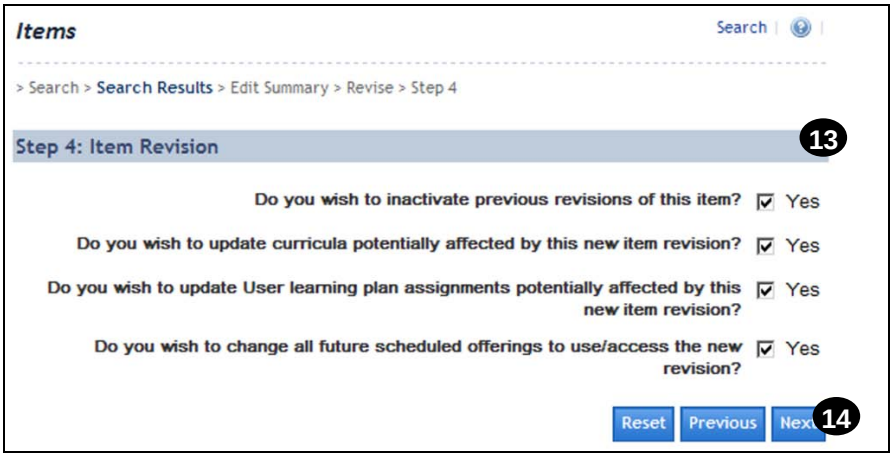
Task A. Use the Item Revision Assistant to Revise an Existing Item

Verify the **Admin** tab is selected.

1. Navigate to **Learning > Items**.
2. Enter criteria to search for the item you wish to revise.
3. Select **Search**.



4	Access the item you wish to revise by selecting the **edit icon** ( ).	
5	Select **Revise** on the Summary tab page.	
6 7 8	*Step 1: Item Revision* of the Item Revision Assistant wizard displays. Enter a new revision date and timestamp. Edit the revision number and item title, if necessary. Select **Next**.	

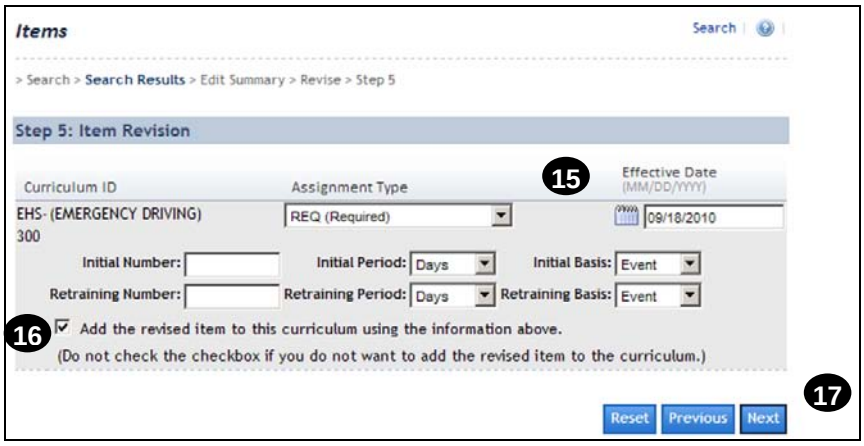
	Step 2: Item Revision of the Item Revision Assistant wizard displays. 9 Select the appropriate checkbox(s). 10 Select **Next**.	 ***Note:*** *The contents of the Evaluations tab are not copied to the new revision. For more information on evaluations refer to the* ***Training Evaluations*** *guide.*
	Step 3: Item Revision of the Item Revision Assistant wizard displays. 11 Select the appropriate radio button. 12 Select **Next**.	 ***Note:*** *A production ready item is a finished item and ready for use in curricula or scheduled offerings.*
	Step 4: Item Revision of the Item Revision Assistant wizard displays. 13 Select a checkbox for production ready options. ***Note:*** *If you do not make the item production ready, Step 4 does not display.* 14 Select **Next**.	

Step 5: Item Revision of the Item Revision Assistant wizard displays if the item is associated with a curriculum.

15 Review period based assignment configurations. Make necessary edits.

16 Select to check the **Add the revised item to this curriculum using the information above** checkbox.

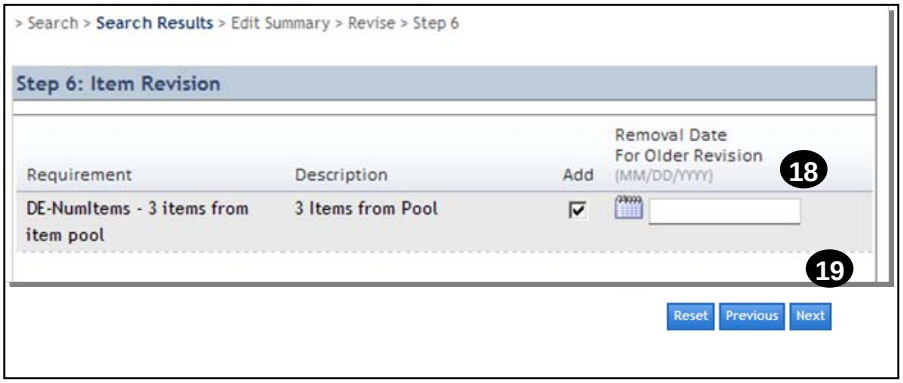
17 Select **Next**.



Step 6: Item Revision of the Item Revision Assistant displays.

18 Enter a removal date for the older version if necessary, from a requirement pool.

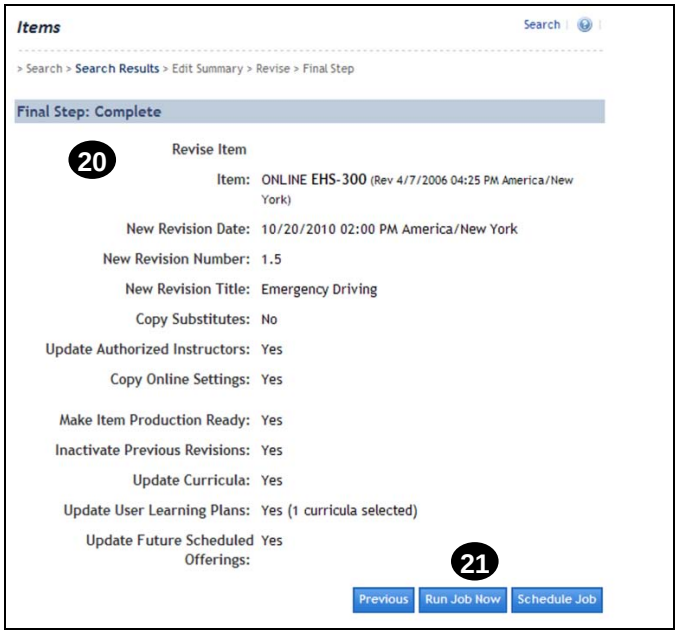
19 Select **Next**.



Final Step: Complete the Item Revision Assistant wizard.

20 Review item revision edits.

21 Select **Run Job Now** or **Schedule Job** to commit changes.



Task B. Determine the Desired Effects of Item Revision and the Impact on Users	
If the revised item has…	**Then the effect is…**
Substitutes	If the admin checks the appropriate checkbox in Step 2 of the Revision Assistant, Plateau Learning copies the substitute items listed under Substitute tab of the original item to the Substitute tab of the revised item.
Instructor Authorization	If the admin checks the appropriate checkbox in Step 2 of the Revision Assistant, authorized instructors of the original item are authorized to teach the revised item.
Curriculum Assignment of the Original Item	If the admin checks the appropriate checkboxes in Step 4 of the Revision Assistant, Plateau Learning lists the revised item on the user's learning plan (even if there is a successful learning event recorded for the original item). If the original item is on the learning plan, both items displays until Plateau Learning runs the curriculum cleanup automatic process.
Free Floating Assignment of the Original Item	If the admin checks the appropriate checkboxes in Step 4 of the Revision Assistant, Plateau Learning lists the revised item on the user's learning plan. Both items displays until Plateau Learning runs the curriculum cleanup automatic process.
Future Scheduled Offerings of the Original Item	If the admin checks the appropriate checkbox in Step 4 of the Revision Assistant, Plateau Learning updates existing scheduled offerings that have start dates in the future with the revised item.
Inactivate	If the admin checks the appropriate checkbox in Step 4 of the Revision Assistant, Plateau Learning deactivates the original item.
Prerequisites	Prerequisites of the original item are automatically transferred to the revised item.

Notes