Custom Content Courses

In addition to the STAR courses, you can also upload your own **Custom Content Courses** into the LMS. Common examples of custom content courses include company policies or a basic first aid course, but you can make courses for just about anything. Creative uses we've seen include site walkthroughs highlighting where to find water and gas shutoff valves, fire extinguisher training, service-specific documentation, and much more.

While this guide is a valuable tool, the Edvance360 LMS has a variety of options for building courses. This guide focuses on the most common types of custom content courses.

If you have never built custom content courses before, please reach out to the Help Desk to schedule a training. We will also sync Custom Content Templates to your site.

Click on an option to jump directly to that section

STAR SERVICES

Custom Content Courses

Course Organization

There is a hierarchy to the structure of courses and content within your LMS. See the **STAR Fundamentals Course Directory** for detailed information about course content and course Model Years.

A **Term** is a group of **Courses**. **Courses** are made up of **Lessons**. **Lessons** contain **Content**, which can be videos, PDFs, links, tests, or other materials. Students are enrolled in **Courses** and complete **Lessons.** Completed **Courses** generate **Training Records**.

Term

A **Term** is a group of similar courses - a way to organize and categorize courses

Examples:
New Hire Orientation
Annual Training
Breakout Lessons
Courses - 2025

Course

A **Course** generates a training record with a grade. A Course must have a gradebook item to trigger completion

Example:
Positive Supports Rule Core

Lesson

Each course is made up of one or more **Lessons**. All Lessons within a course must be completed to trigger course completion and generate a training record

Content

Each piece of **Content** within a course must be completed to finish a Lesson. In STAR courses, Content typically consists of an interactive video followed by a test

Templates

One of the most time consuming parts of creating custom courses is adjusting instructions and settings. By using a template, you set those items up once, and they are automatically copied to subsequent course buildouts. Courses take 10 minutes to build out instead of 40 when you use a template.

You can also customize multiple templates to fit different needs. Some courses may have a single lesson with a PDF to review and just an acknowledgement question instead of a test. Others may have a single lesson with a test. You may have courses with multiple lessons. Templates give you flexibility while saving you time.

The following guide includes specific instructions to clone and customize the Custom Content Template courses. Read through this entire guide before starting as you may want to make updates to the templates, prior to cloning, to better fit your needs.

STAR SERVICES

Custom Content Courses

Best Practices

Build more courses not more lessons

For example, you want a course for all your policies and procedures. You decide to make a course called Policies and Procedures with a lesson for each policy or procedure. It works great for several months. Then there is a legislative change which requires an update to the mandated reporting policy which requires the re-training of your staff. You don't want them to train on all your policies and procedures again—just the single policy. So now you have to both update your first course and create a new course. If you had instead created a Term called Policies and Procedures - 20XX with a Course for each of them all you need to do is quick clone your original Mandated Reporting Policy, update the title it with the effective date, swap out the file, and enroll all your staff for retraining. It's much less maintenance.

Build stand-alone courses as opposed to adding lessons to the STAR courses

The same reasoning as above works here as well. Let's say that instead of building a course for your Mandated Reporting policy, you add it as a lesson to the existing STAR course. You CAN do this. It works just fine...until there is a policy change. You don't need your staff to go through the entire Mandated Reporting course again, you just need them to re-train on the policy. Keeping them separate gives you more flexibility.

Keep custom content separate

We recommend custom content be housed in a separate term(s) from STAR content so it's easy for you to find your company-specific courses. You'll need to create new terms prior to cloning.

Use User Training Settings instead of Terms to organize class enrollments

You don't need to create new Terms and copies of courses to simplify your enrollments. User Training Settings allow you to select courses as part of a custom training map based on the learner's job title, site, or cost center. For more information on *User Training Settings*, please see the **User Management & Enrollments guide**

Determine how you want to set up the course before you build it in the LMS

Your lesson content and structure should be determined in advance. Single files can be uploaded directly into the course, but if you are using multiple files for lesson content, it may be easier to upload the course files into the repository before you start. Note: SCORM files can only be uploaded within the course.

Reminder Emails (Agents)

If you use Reminder Emails in your site, you will want to set up an Agent in the template course(s) prior to cloning so that a reminder email is in place for your custom content. Otherwise, you will need to clone the agent separately into your courses. See also *Reminder Emails (Agents)* in the **Course Management guide**

STAR SERVICES

Custom Content Courses

Lesson Content

A variety of different types of content can be added in the LMS to create a lesson(s) within a course. Most frequently used options are highlighted in gold. If you would like to use a lesson content type that is currently disabled, please reach out to the Help Desk.

Content Type	Description
Add a file	Add a file directly from your device. The file is automatically added to the repository (File will be saved in a new folder with the Course Name and a subfolder for each lesson)
Folder from Course Resources	Add folder from course resources folder. Folders allow you to organize files
File from Course Resources	Add file from course resources folder
File from My Repository	Add a file or link from My Repository (repository for the administrator currently logged in). See **Files & Links**
File from Global Repository	Add a file or link from the Global Repository. See **Files & Links**
File from Department Repository	Add a file or link from Department Resources. **This option is disabled by default in most sites.**
Discussion Forum	Group of discussion posts, usually by topic or purpose. **This option is disabled by default in most sites.**
Discussion Post	Allows users to communicate in an online discussion format by holding ongoing, threaded discussions, as well as provide a forum for requiring and assessing user's participation. The discussion homepage summarizes all the forums and posts for the current course or community, providing the date and time of the post as well as the number of comments left for each post. The instructor and user may search posts by keywords, category and the author of the post. **This option is disabled by default in most sites.**
Test	Assess the user's knowledge by asking multiple choice, true/false, multiple answer, matching, ordering, fill in the blank or essay questions. Questions are automatically graded except essay questions. See **Test Questions**

STAR SERVICES

Custom Content Courses

Lesson Content continued

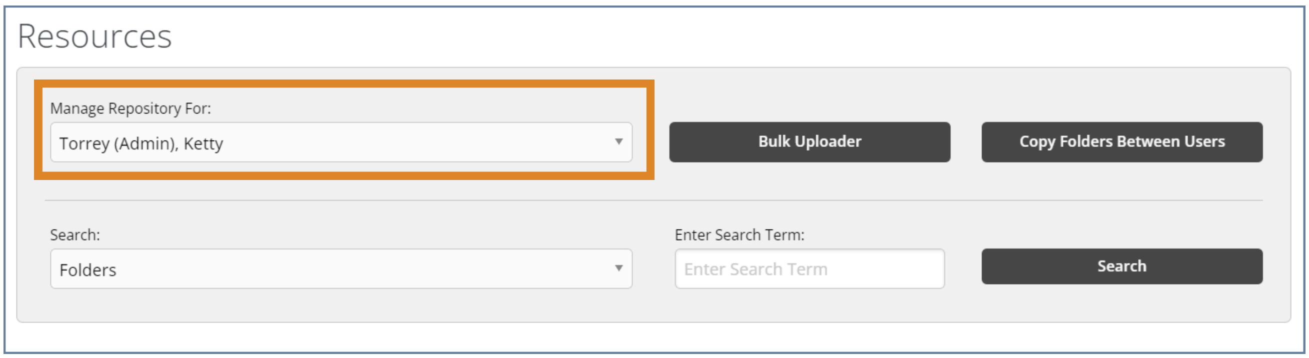
Content Type	Description
SCORM	Zip file with a collection of standards based XML. The file may contain all of the course content within or utilize the Course Tools (discussions, tests, etc.) available in a Course. Edvance360 is SCORM compliant. SCORM 1.2 is the recommended format. SCORM files are more interactive than video or PowerPoint. STAR Fundamentals courses use SCORM files for video. SCORM files are uploaded directly into a course.
Dropbox	Allows instructors to create multiple folders or "inboxes" to which users submit assignments. Notifies instructors when completed assignments have been turned in. Allows instructors to grade papers using TurnItIn or inline grading options. **This option is disabled by default in most sites.**
Survey	Obtain specific feedback from course participants, or to answer questions with the purpose of reflecting on the results. Can be anonymous if desired. **This option is disabled by default in most sites.**
Text/HTML Block	Add text/HTML block with information for lesson. Use the full text editor to share information. We recommend inserting text from a Word document into Notepad or similar program to remove the hidden macros Word embeds. Alternatively, use the HTML editor if you have the expertise.
YouTube, Google, or Other External Video Embed	Code provided by external video platforms to embed video in lessons. Instructions on how to get the embed code for a YouTube video
Other External Embed Code	Code provided by external platforms to embed information (videos, audio files, documents) in lessons.
Wiki	One of the fastest growing tools in corporate America, as they allow learners to collaborate in the definitions, responses, and results of presented material, words/phrases, and situations. Use it to present challenges that require a team effort to respond. Use it for role-playing and ask the entire class to decide on a response. **This option is disabled by default in most sites.**

Custom Content Courses

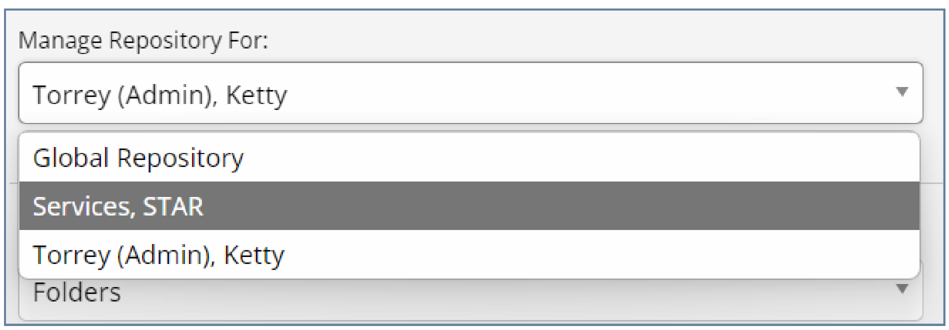
Resources/Repository

Resources tab (top navigation)

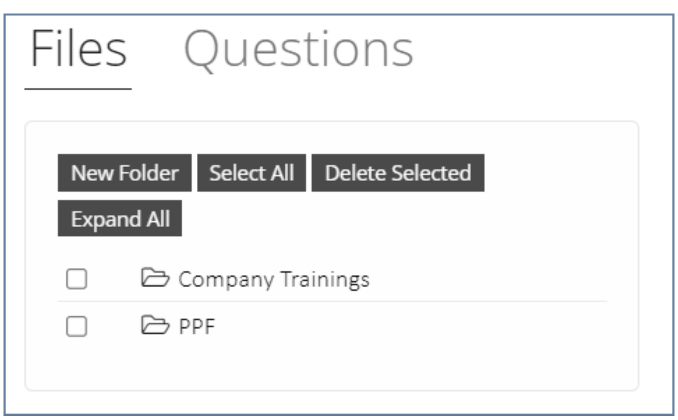
Resources is where course content and test questions are uploaded and stored. When you first click on the Resources tab, it will open the repository, **defaulting to the repository of the admin user currently logged in.**

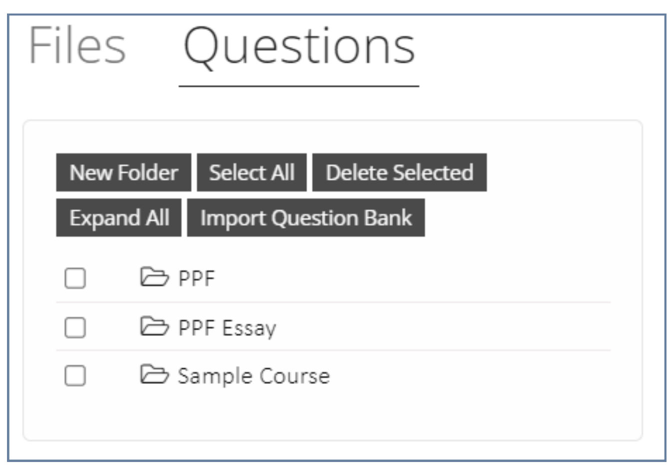


IMPORTANT: We recommend uploading content to either the Global Repository that can be accessed by any administrator or the repository for the initial company administrator set up for your site. This ensures that custom courses are not tied to a user who is no longer with your organization



Within Resources, there are separate tabs for **Files** and **Questions.** The Files tab contains files and links previously added to the repository <u>and</u> files uploaded directly into the course. The Questions tab is where test questions are stored. Click on the heading to toggle between the two. **As this is a repository, the same files/folders/questions can be used in multiple Courses and/or Communities and updated in one location.**



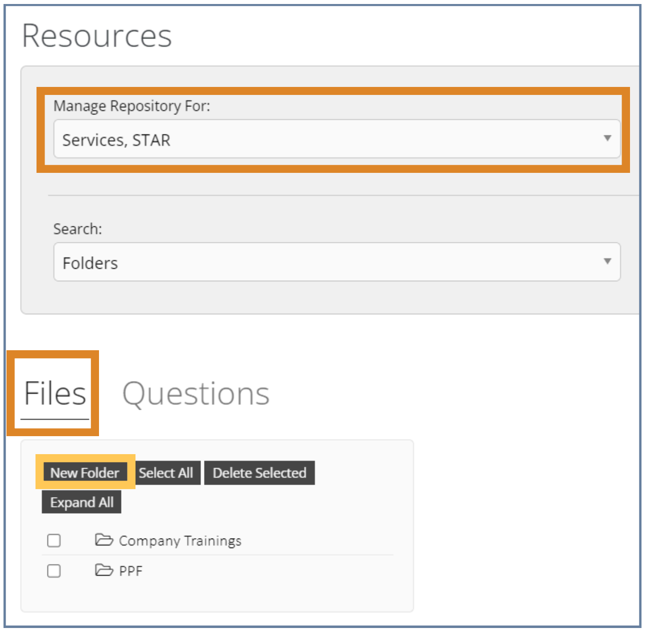


Custom Content Courses

See also the E360 video tutorial on **Resource/Repository Files & Folders**

Files & Links

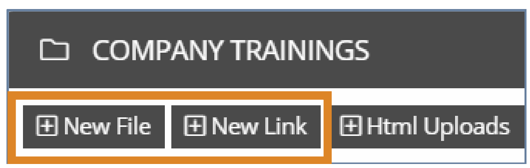
Resources tab → **Files**



To upload content into the repository, first ensure you are managing the correct repository by selecting from the dropdown, then click on the **Files** tab

Click on an existing folder to add additional content to it or click **New Folder** to add a new folder to house content, then click on the new folder to open it

Once in the folder, click the corresponding button to add a **New File** or **New Link**



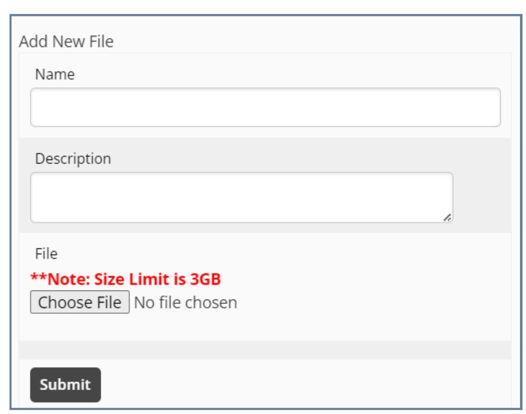
Files

You can upload most file types into the LMS. However, you must use a file type that a STUDENT will be able to open on the device they are using for training. For example, you can upload a PowerPoint file to the LMS. The student, though, must have PowerPoint on their device to open the file. We recommend using PDFs instead of Word and PowerPoint files as any device can open a PDF and they can easily be opened in the browser. PowerPoint files with transitions and audio can also be exported as an .mp4 video file from PowerPoint and uploaded as a video. **SCORM files are uploaded directly into a course via the SCORM tab, not in the repository.**

You can also add folders from the repository to Resources in a Course or Community.

Give the file a **Name** (as it will display within the Course/Community), enter a **Description**, if desired, and **Choose File** from your device. **Submit** when done.

To edit and/or replace a file previously uploaded, click the **Edit** button to make changes which will update all places it is used in the LMS. **If students need to be retrained on the updated version, DO NOT REPLACE THE FILE. Upload a New File instead. See Updating Custom Content**



Custom Content Courses

See also the E360 video tutorial on **Resource/Repository Files & Folders**

Files & Links

Resources tab → **Files**

Links

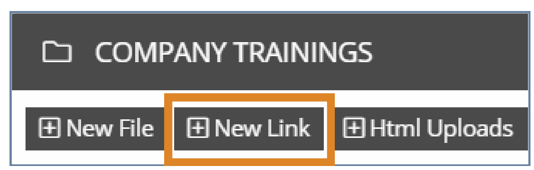
In addition to files, you can also add **Links** to the repository which can be used in a Course or Community.

For example, instead of uploading a PDF of a company policy, you could instead add a link to view the file on SharePoint or Google Drive. If the content is updated on SharePoint/Drive, as long as the link remains the same, the course or community content will also get automatically updated.

You can also add links to external content hosted by third parties. For example, your insurance company requires staff to complete a specific defensive driving video that's hosted on the insurance company's website. You add a link to that training. Staff are still enrolled in the course within the LMS, they watch the video on the insurance company's website, but after watching the video, they complete a test or acknowledgement in the LMS and generate a training record without it needing to be tracked elsewhere or entered as an Offline Training.

YouTube Videos: While you could use the links option to link to a YouTube video, we recommend instead embedding that video within the course. A link will bring the student out to YouTube. An embedded video will play directly within the course.

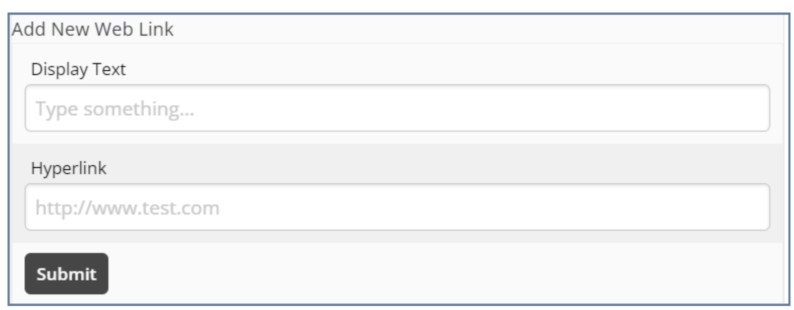
The process for adding a link is similar to adding a file. Click **New Link**



Enter **Display Text** for the link
(as it will display within the Course/Community)

Enter/paste the **Hyperlink**

Submit when done



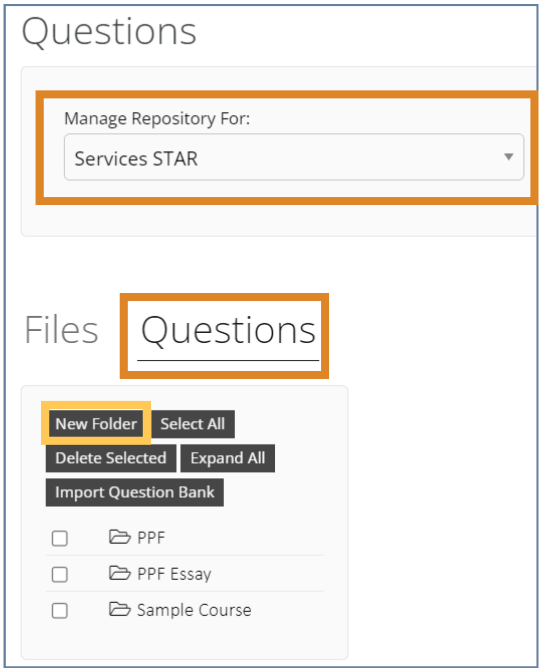
Links appear just like files in the folder. To edit and/or replace a link previously updated, click the **Edit** button to make changes which will update all places it is used in the LMS.

Custom Content Courses

See also the E360 video tutorial on **Question Bank & Building Tests**

Question Bank

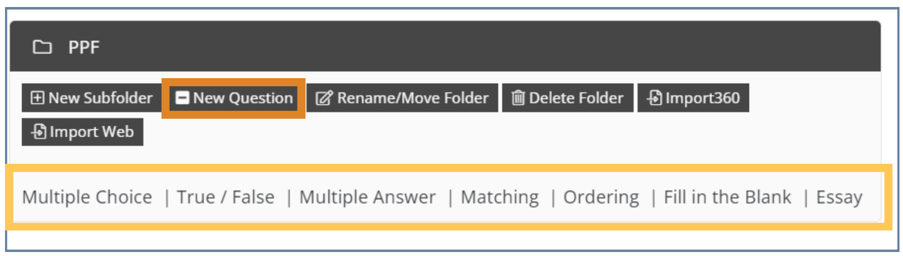
Resources tab → **Questions**



To add **Test Questions** to the Question Bank, first ensure you are managing the correct repository by selecting from the dropdown, then click on the **Questions** tab

Click on an existing folder to add additional questions to it or click **New Folder** to add a new folder for questions, then click on the new folder to open it

Once in the folder, click the button for **New Question**. This will open a menu to allow for the selection of the question type



Question Types

The LMS has robust testing capabilities including several different options for question types. You can also add images or audio to test questions, enter feedback to pop-up for students throughout the testing experience, provide pre/post test messages, and much more. All of the STAR Fundamentals courses use inline tests (no feedback pop-ups) with multiple choice or true/false questions because we've found they have the highest success rates and provide for the best learner experience, especially on mobile devices.

Multiple Choice: Learners select one correct response from 3+ potential answers. Autogrades upon completion

True/False: Learners select one correct response from 2 potential answers. Default answers are true or false but can be edited. Autogrades upon completion

Multiple Answer: Learners select one or more correct responses from 3+ potential answers. Settings can be adjust to reflect a minimum/maximum selection and to grant partial credit. Autogrades upon completion

Matching: Learners match items from one column to items in another column. Includes option for partial credit. Autogrades upon completion

Ordering: Learners put items in a correct order. Includes option for partial credit. Autogrades upon completion

Fill in the Blank: Learners type the correct response. Autogrades BUT REQUIRES THAT THE ANSWER MATCH EXACTLY. Typos, spelling errors, extra spaces will all result in an incorrect answer. Use with caution unless you want to manually grade tests. We recommend changing these questions to multiple choice

Essay: Learners write an essay response. Allows for entry of suggested response to use when grading. Manual grading ONLY

Custom Content Courses

See also the E360 video tutorial on **Question Bank & Building Tests**

Question Bank

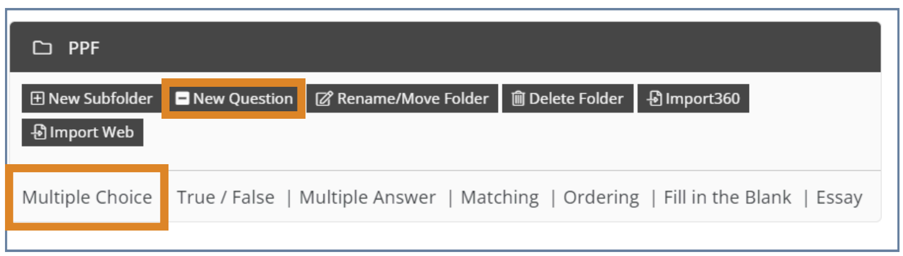
Resources tab → **Questions**

The remainder of this section will focus on Multiple Choice and True/False questions as they are most commonly used. For a comprehensive overview of all question types and testing options, please see the E360 video tutorial linked above or reach out to the Help Desk. **Please note that the repository is used to build questions. These questions still need to be added to a test within a course during the course building process.**

ACKNOWLEDGEMENT QUESTIONS: For some custom content, like policies, you may determine you want staff to complete an "acknowledgement" instead of a "test". If you're using the Custom Content Templates, there is an "Acknowledgement template" course with a pre-built acknowledgement question.

Adding Questions

To start adding test questions, click the **Question Type** for the first question to open the **Question Editor**

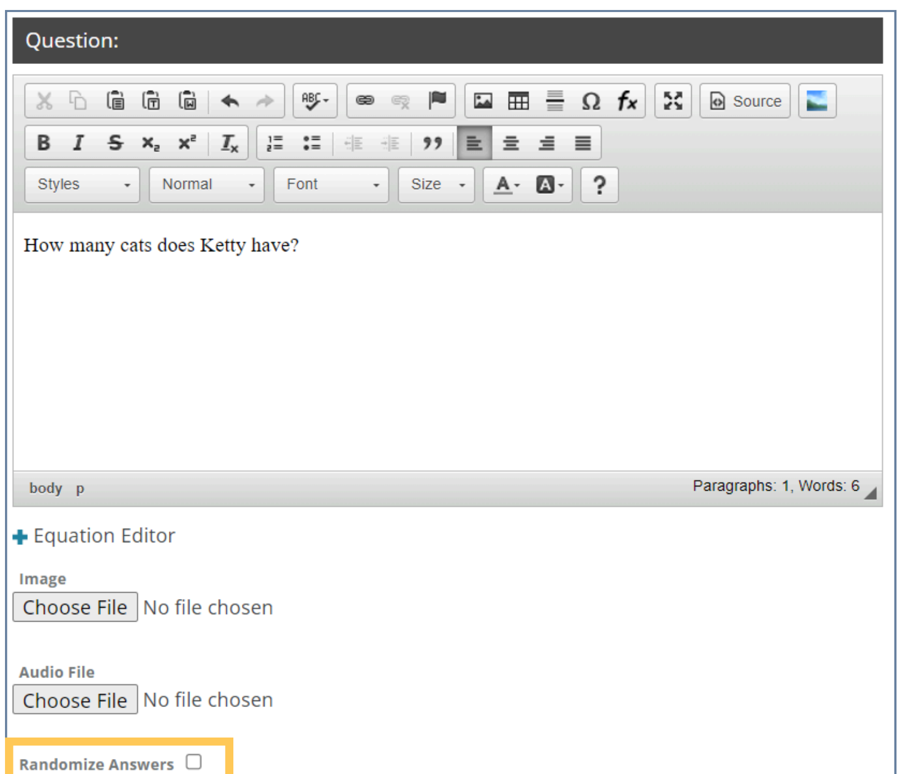


A **Short Name** of "Question #" will be autopopulated. You can change this default name, if desired. You can also use the dropdown menu to move the question to a different **Question Folder**

In the **Question** field, type the question you want to display to learners

This is a full rich text editor. You can use bolding, colors, add images, links, audio files, etc. These features are OPTIONAL. Most organizations choose to keep test questions simple

You also have the option to **Randomize Answers** for learners so they show up in random order



STAR SERVICES

Custom Content Courses

See also the E360 video tutorial on **Question Bank & Building Tests**

Question Bank

Resources tab → **Questions**

Adding Questions continued

There is an option to add **Feedback for Correct and Incorrect Answers** both on the question level and on the answer level. This is **NOT REQUIRED**. In order for feedback to be displayed for learners, the Test the questions are used in must be set to "pop-up" rather than inline questions. This means that each test question opens in a pop-up window during the testing experience. This can be especially difficult for users on mobile devices. The feedback we've received from learners is that the inline option is preferable as all questions are presented at once.

Fill in the **Answer** fields. These fields are also rich text editors that allow for bolding, images, links, etc.

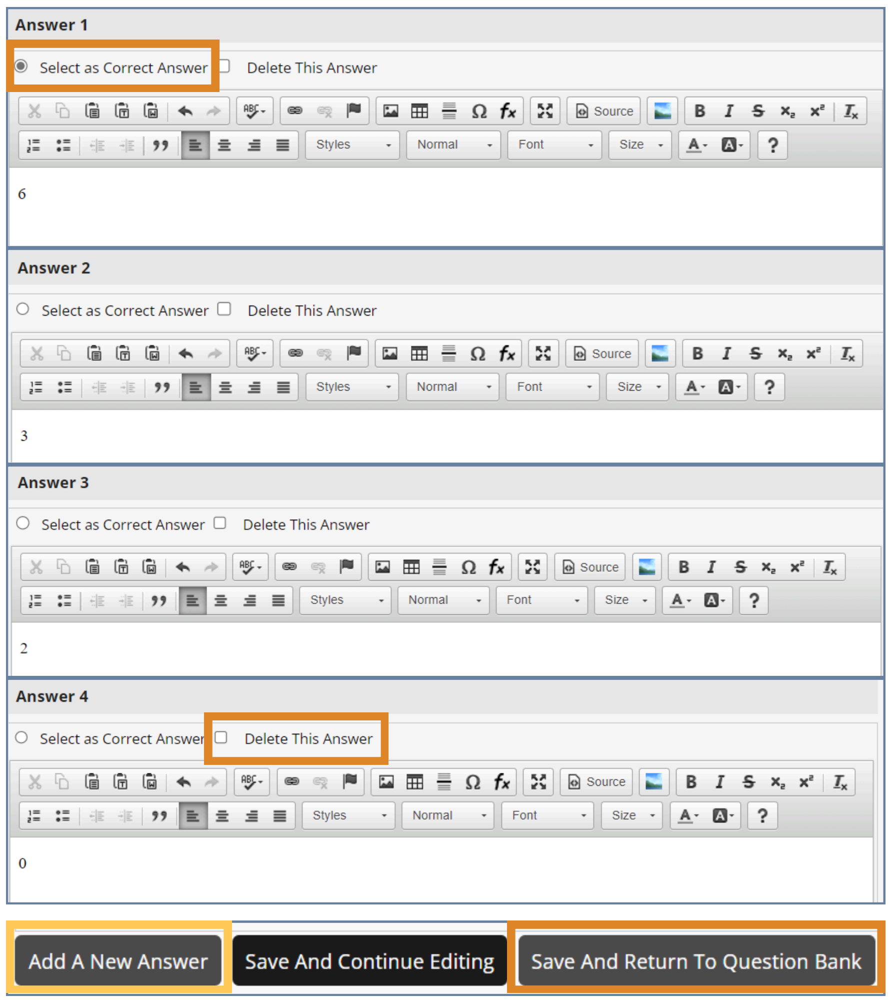
By default, a multiple choice question will include four Answer fields

Use the radio button for the appropriate answer to **Select as Correct Answer**

To delete an answer, click the checkbox for **Delete This Answer**

To add additional Answer fields, click the **Add a New Answer** button

When done with the question, click **Save and Return to Question Bank**



Repeat this process to add additional questions

True/False questions work the same way as multiple choice except they will default to 2 answers with pre-filled text for True and False. You can edit those options to Yes/No or other combinations, as desired

Custom Content Courses

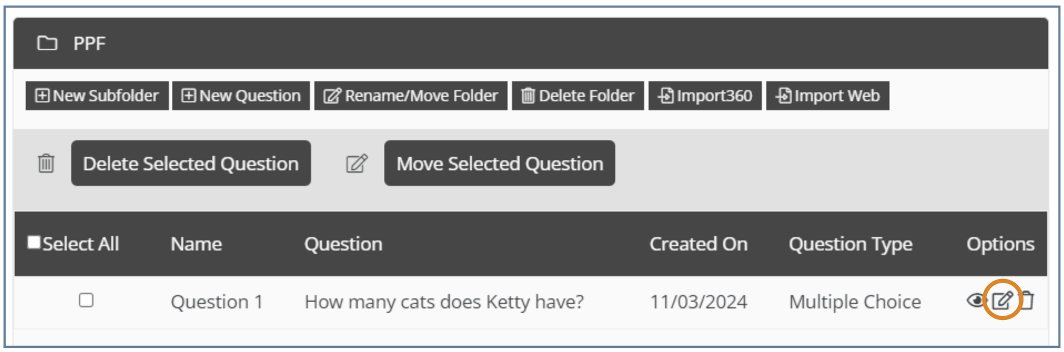
See also the E360 video tutorial on **Question Bank & Building Tests**

Question Bank

Resources tab → **Questions**

Editing Test Questions

As the repository allows you to use the same questions in more than one test, **when you edit test questions, you are editing them everywhere they are used in the LMS.**



To edit a question, click the **Edit** button and make changes as needed

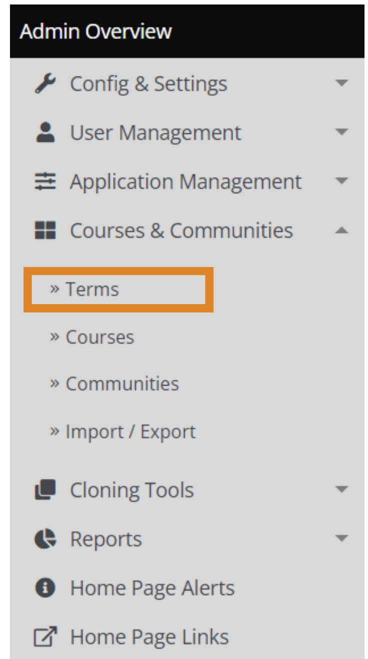
IMPORTANT: When test questions have been added to a test and students have begun taking that test, you can no longer add or remove questions on the test! You can, however, still edit the test questions. So while you cannot remove, you can change the question and all answers for the question you want to replace. As you don't want to affect existing grades for students who have already taken the test, you will want to make sure that the same correct answer is selected in the edited version. Also note that you are editing this question everywhere it is used in the LMS, not just within a single test.

For example, you have a multiple choice question you want to replace. You can overwrite the text in the Question and Answers fields but if Answer 2 was previously set as the correct answer, you will want to keep Answer 2 the correct answer in your edited version.

Custom Content Courses

Adding Terms

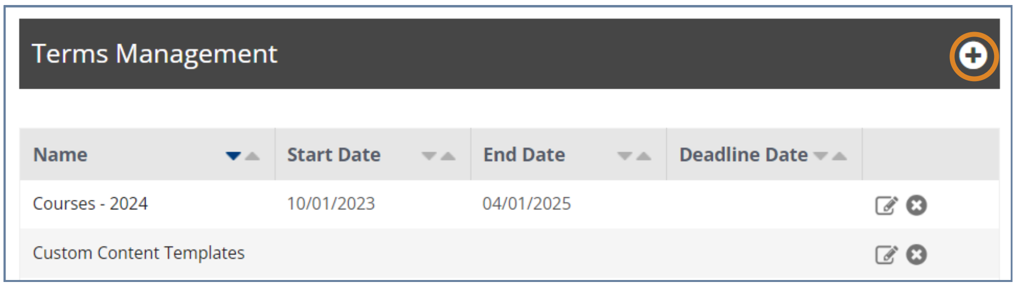
Admin tab → **Courses & Communities** → **Terms**

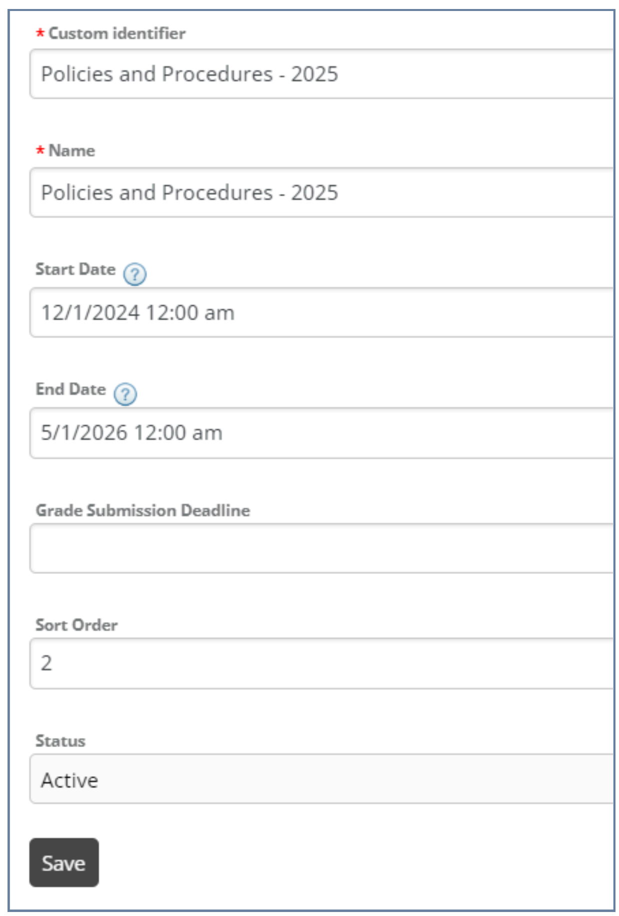


You may need to **Add a New Term** to hold your custom content

Once entering the Terms Management page, you can filter down to view All Terms, Active Terms, or Deactivated Terms.

To add a new Term, click the **PLUS** button. To edit an existing Term, click the **Edit** button





For **New Terms**, the **Custom Identifier** and **Name** can be the same as long as they are unique

DO NOT edit the Custom Identifier for STAR Terms or updates will not sync in the future. You may change the **Name** of STAR Terms, if desired.

The **Start Date** is the date courses in a term are visible to enrolled students. The **End Date** is when they expire from student view

The **Grade Submission Deadline** is not used

The **Sort Order** allows you to adjust the order of terms on the Courses page separate from alphabetically

To **deactivate** a term, change the **Status** to **"Inactive"**

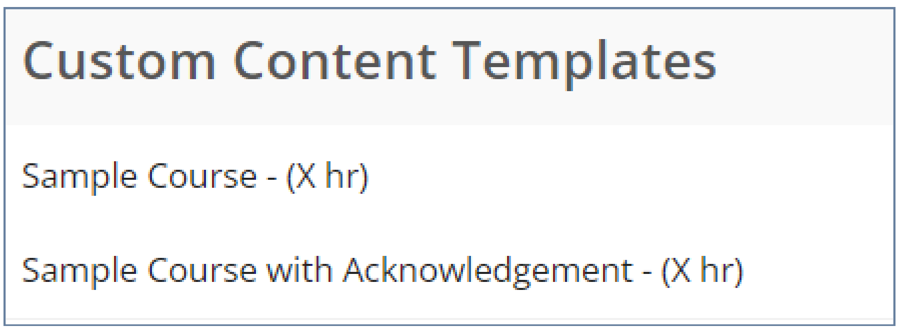
While Terms disappear from student view once they have expired, they remain visible in admin view until deactivated. You can still run Offline Reportings (Transcripts) on inactive Terms, but they will no longer show up as courses eligible for enrollment

Note: If you need to access information such as Test Reviews or Course Reports for courses in deactivated Terms, change the Term status back to active. Do not deactivate terms until they have expired or are no longer in use.

Custom Content Courses

Using Custom Content Templates

Prior to your custom content training, we likely synced a term of **Custom Content Templates** to your site. They may also be called the STAR Templates. Your organization may have further customized templates available for use. You can use either a template course or an existing course as a starting point to clone and build out new courses. We highly recommend using templates as opposed to building courses from scratch as it's a much faster process with less opportunity for errors. We use them to create the STAR courses. By default, templates will behave similarly to STAR courses in that the default passing grade is 80% for tests, tests are built into the lesson structure, etc. If you need templates added to your site, please contact the Help Desk.



You will have at least two different templates available:

Sample Course - this is a single lesson course with a test shell to which you can add test questions. All settings are in place to make it behave just like a STAR course. Successfully passing the test triggers course completion and the resulting training record.

Sample Course with Acknowledgement - this is a single lesson course with a test consisting of an acknowledgement question. All settings are in place to make it behave just like a STAR course except students will complete an "acknowledgement" in lieu of a test with test questions. Submitting the acknowledgement question triggers course completion and the resulting training record

Your site may also have templates for multi-lesson courses (see Best Practices for why we advise against multi-lesson courses in most situations) and/or customized templates created by your organization. You can make a variety of templates to suit your needs.

Before You Begin

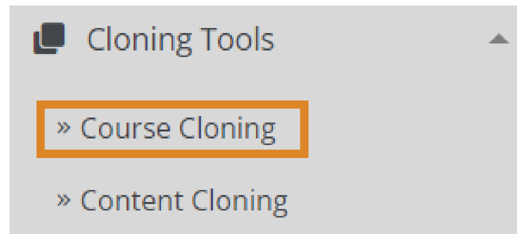
Before you begin, you will want to have your content prepared and uploaded to the repository OR ready to upload from your device, test questions built in the repository, if needed, and a Term in place to put your new content. Once those items are ready, you'll start by cloning a template.

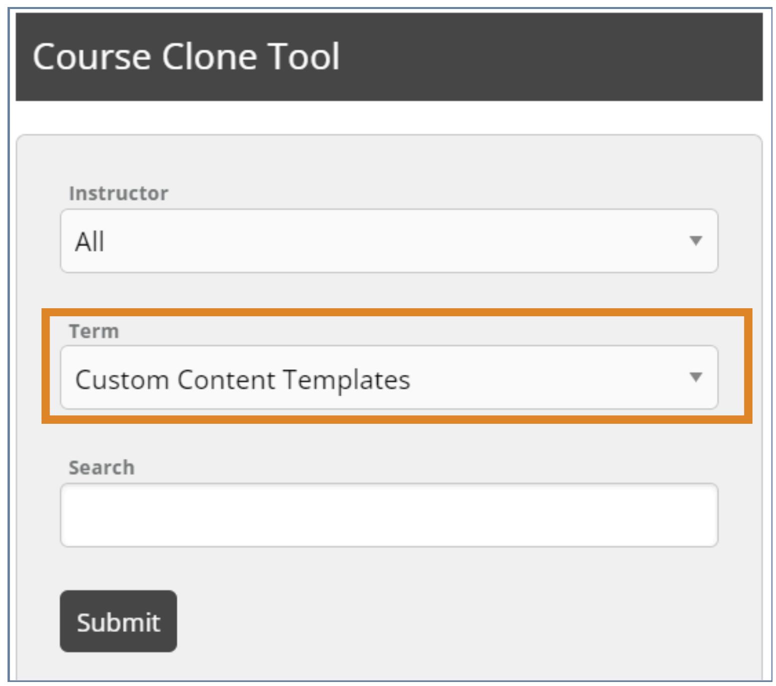
Custom Content Courses

1. Clone a Template Using Course Cloning

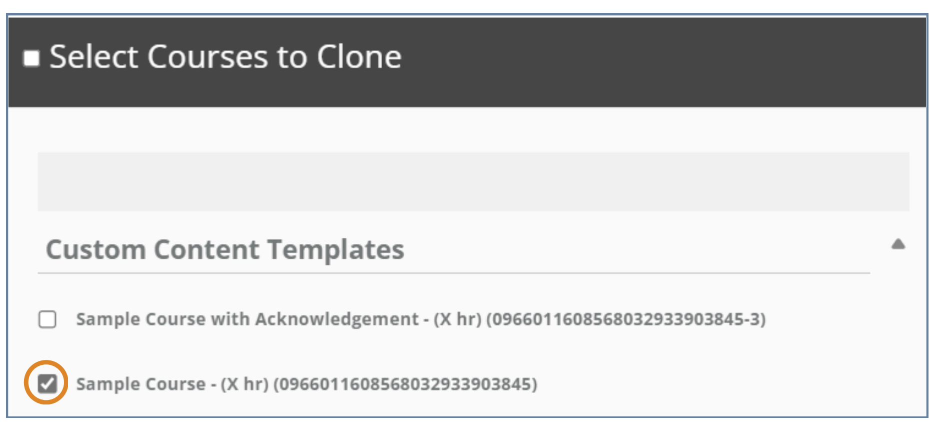
Admin tab ➞ **Cloning Tools** ➞ **Course Cloning**

Course Cloning allows you to make a copy of the template to use for your new course





1. **Select the Term** from which you want to clone - in this case Custom Content Template (or whatever term your template is in). Select by choosing a Term from the dropdown or using the search option and then clicking **Submit**



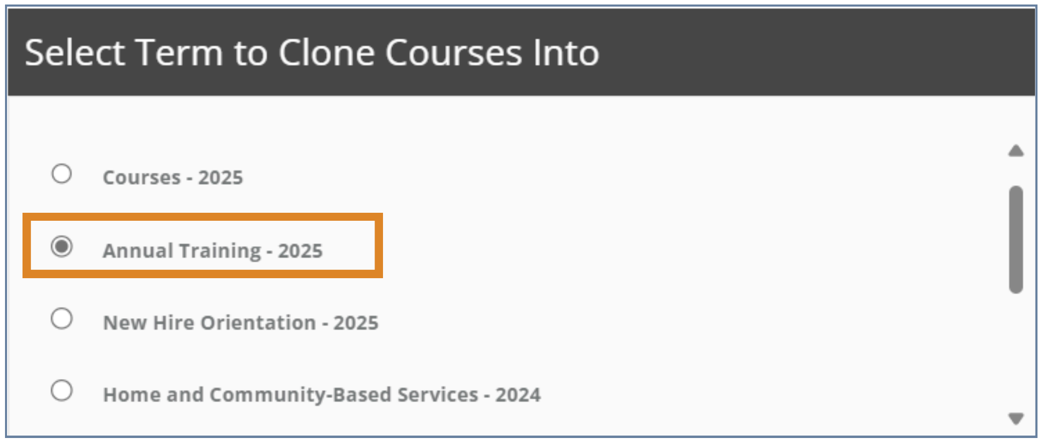
2. **Select the Course(s) to Clone** by clicking the checkbox next to the template course you wish to clone

Custom Content Courses

1. Clone a Template Using Course Cloning continued

Admin tab ➔ **Cloning Tools** ➔ **Course Cloning**

3. **Select the Term** you want to clone the new course(s) into



4. **Select the Content to Copy**

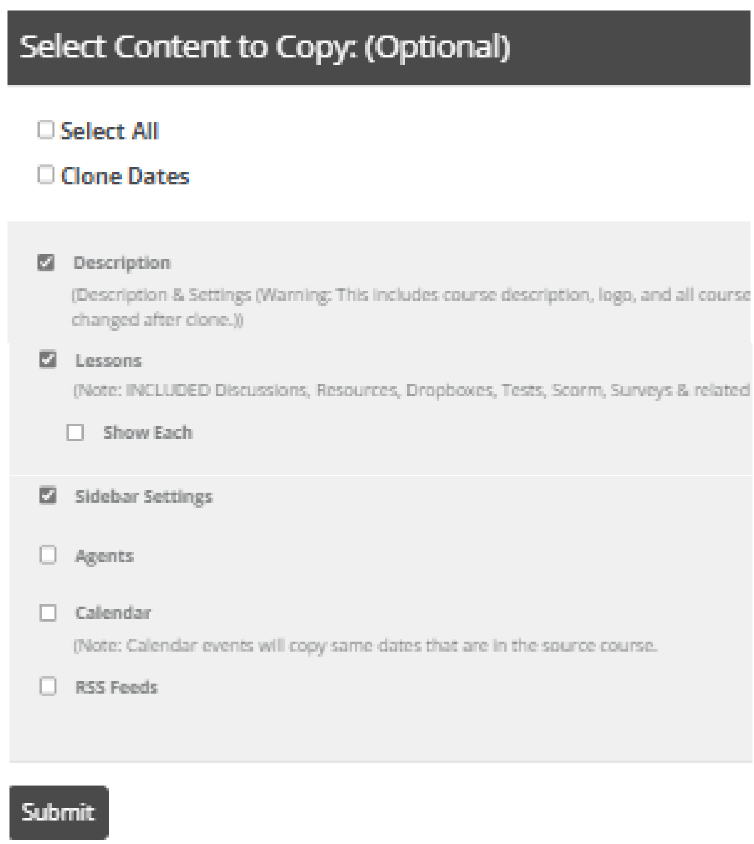
You will always select the following:

- **Description**
- **Lessons**
- **Sidebar Settings**

If you have Reminder Emails added to your template, also select

- Agents

Note: This screenshot has been edited to show only the items you should select. The actual list of available content to copy is much longer



5. Click **Submit**. The page will refresh and you will receive a course cloned successfully message

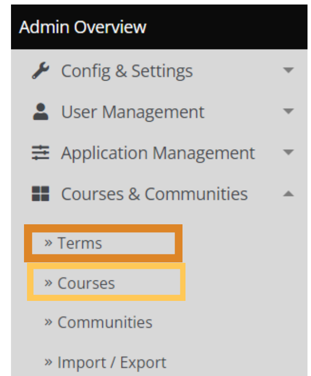
Custom Content Courses

2. Edit the Cloned Copy of the Course

Admin tab → **Courses & Communities** → **Terms** → **Term Title** → **Courses**

Admin tab → **Courses & Communities** → **Courses** → **Term Title** → **Courses**

Courses can be accessed by clicking on either Terms or Courses in the Courses & Communities menu. Reaching the Course Edit Menu is faster when entering through Terms

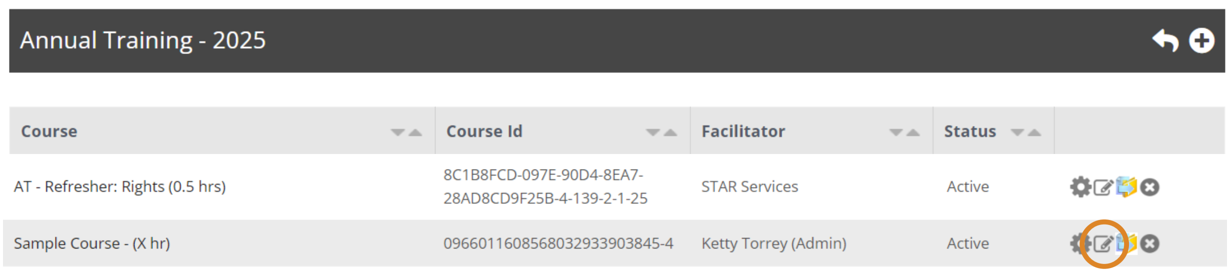


From the **Course Edit Menu**, you will need to give your new course a **Name** and add a **Description,** if desired.

Note: Editing the title of a course and the term in which it is associated can only be done from the Admin tab course settings. Most other course settings such as description and start/end dates can also be changed within the course.

Navigate to the **COPY** of the template you cloned in the previous step

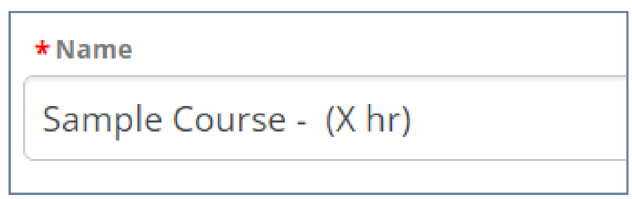
To edit the copied course, click the **Edit** button



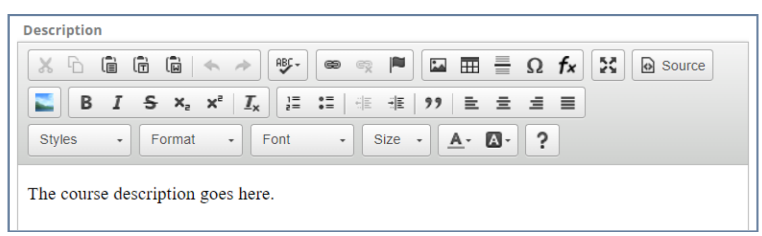
As copying a template has brought over appropriate course settings automatically, you only need to update the following:

REQUIRED: Give your new course a **Name**

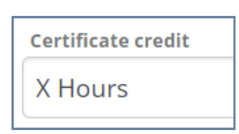
Adding the number of hours is not required but may be helpful for students



OPTIONAL: Add a **Description**. The description is visible to students on the My Course page. This field is also used for a certificate description



OPTIONAL: If you will be printing certificates for this course, enter the **Certificate Credit** hours
THIS IS SEPARATE FROM WHAT APPEARS ON REPORTING

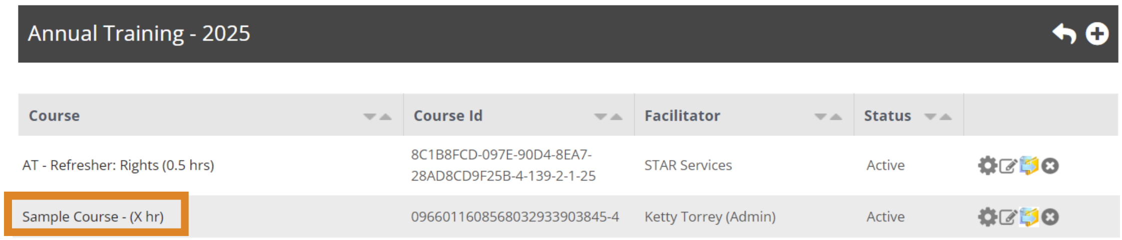


Then scroll to the bottom of the page and click **Save and Go to Course**

Custom Content Courses

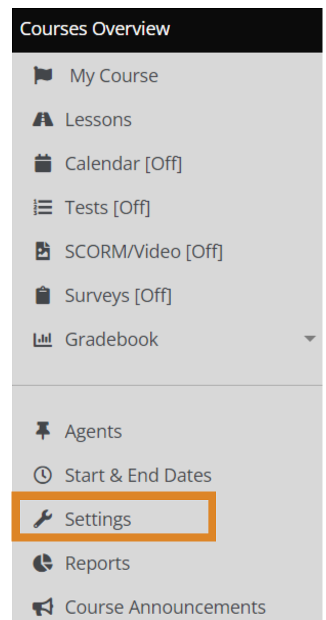
3. Edit the New Course

Click on the **Title** of your new course to enter it from the **Courses** menu in the Admin tab or navigate to the course from the **Courses** tab



Edit Offline Training Settings

Courses tab → **Term** → **Course** → **Settings** → **Offline Reporting**



You will need to add training hours and add any filters that you want to be able to use for your custom course in Offline Reportings

1. Click **Settings** in the lefthand course menu

2. Click on the **Offline Reporting** tab

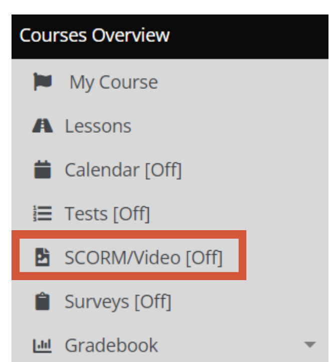
3. Adjust the **Offline Reporting Settings** as desired and **Save**

For more information on Offline Reportings, including how to add new training settings to the dropdowns, please see the **Records & Reporting guide**

All other settings copied from the template and do not need to be adjusted

Uploading SCORM - Optional

Courses tab → **Term** → **Course** → **SCORM/Video**



If you are adding a SCORM file as course content, it needs to be uploaded directly in the course before it can be linked to a lesson

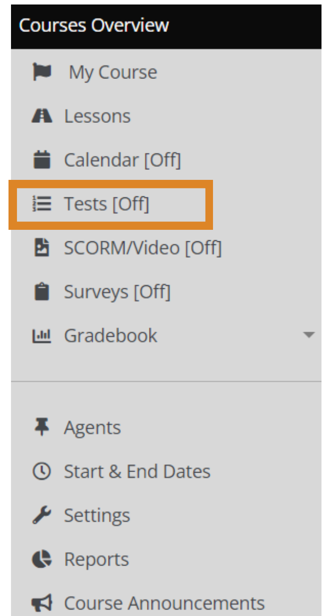
View the E360 guide on How to Use SCORM for instructions

Custom Content Courses

3. Edit the New Course continued

Edit the Test

Courses tab ➜ **Term** ➜ **Course** ➜ **Tests**

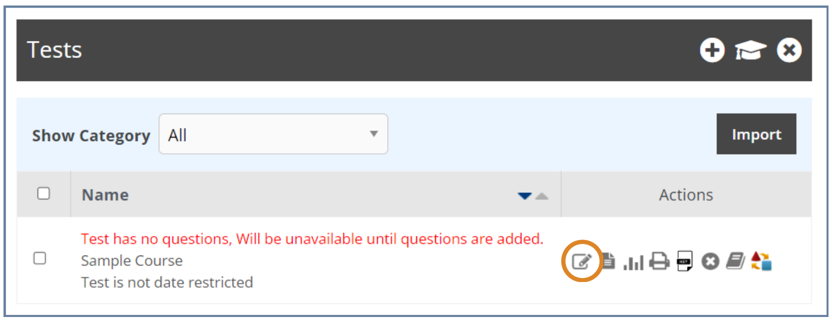


If you selected the template with an Acknowledgement, skip this section

1. Click **Tests** in the lefthand course menu

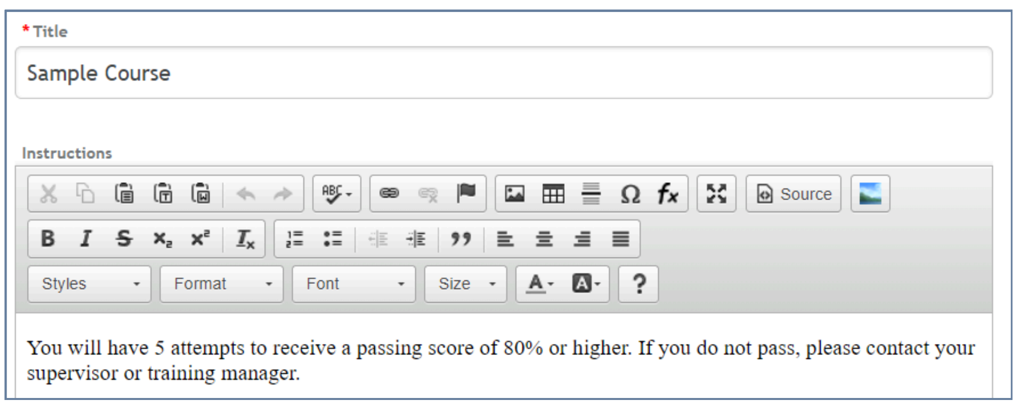
While a test shell copied from the template, you'll need to add test questions that you previously built in the repository.

2. Click the **Edit** icon

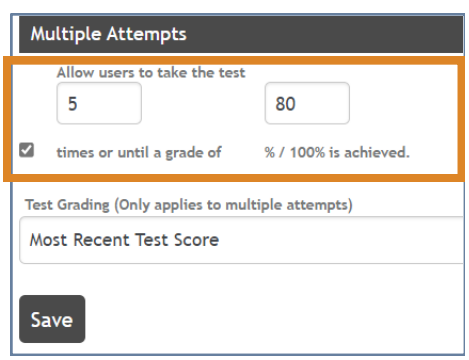


3. The **Settings** tab will open, update the test **Title** and **Instructions**, if needed

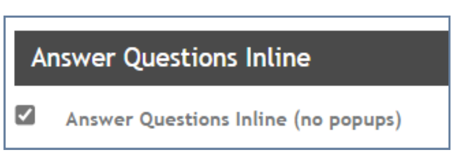
4. Scroll down and click **Save**



OPTIONAL: If you want to adjust the number of test attempts, scroll down to **Options**, under **Multiple Attempts**, change the settings as desired. **NOTE:** The checkbox <u>MUST</u> be checked or students will only be allowed one attempt.



If you've added Feedback to your test questions, you will need to tuncheck **Answer Questions Inline** for feedback to display for students



Custom Content Courses

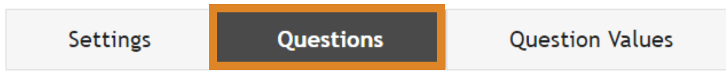
3. **Edit the New Course** continued

Edit the Test continued

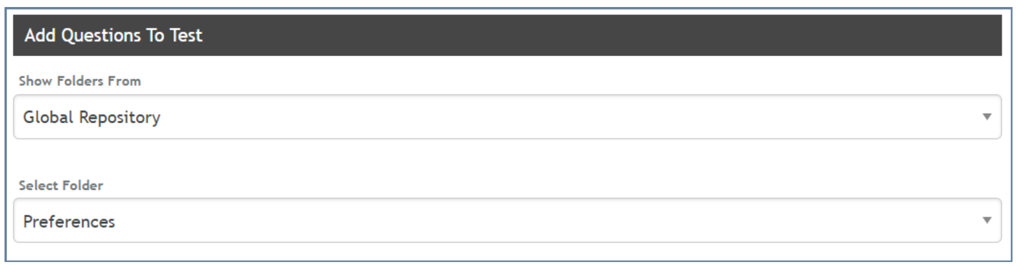
Courses tab ➔ **Term** ➔ **Course** ➔ **Tests**

If you selected the template with an Acknowledgement, skip this section

5. Click the **Questions** tab



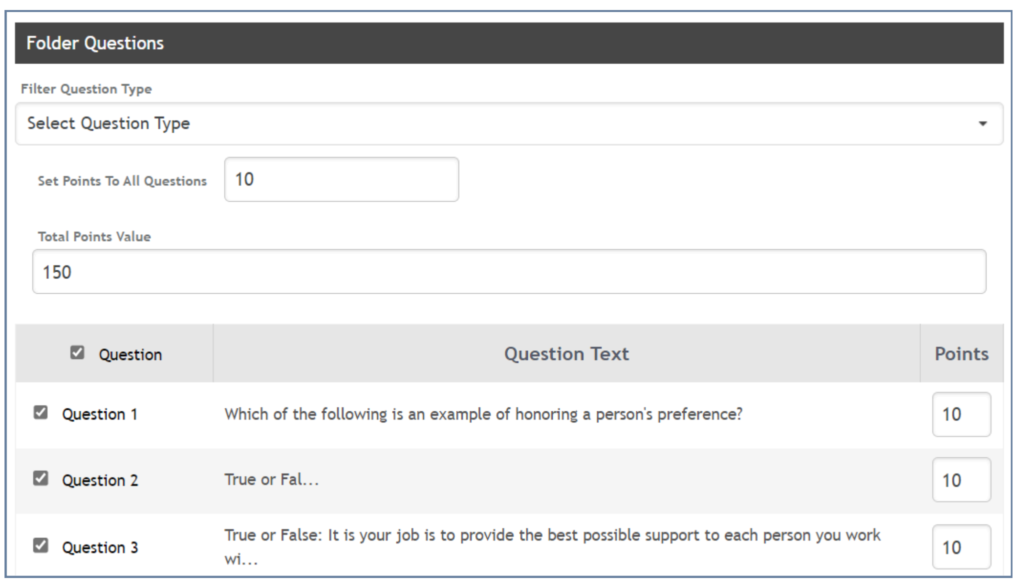
6. Select the **Repository** and **Folder** with the questions for the test



7. Assign a **Point Value** to the Test Questions. You can set a standard value for all questions or use question values to give more weight to some questions than others

Use the **Checkboxes** to select which questions you wish to add to the test or **Select All**

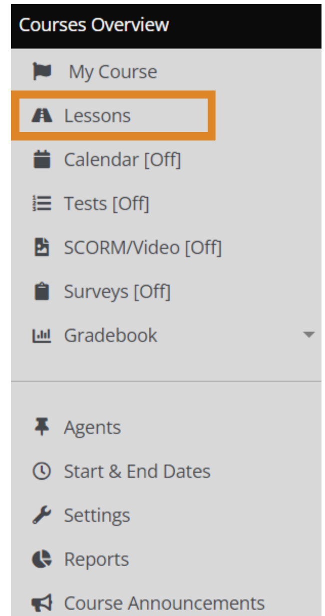
NOTE: Grades will be calculated using a percentage score so it doesn't matter what overall value you assign to test questions



8. Click **Add Selected Questions to the Test** at the bottom of the page

Custom Content Courses

3. Edit the New Course continued

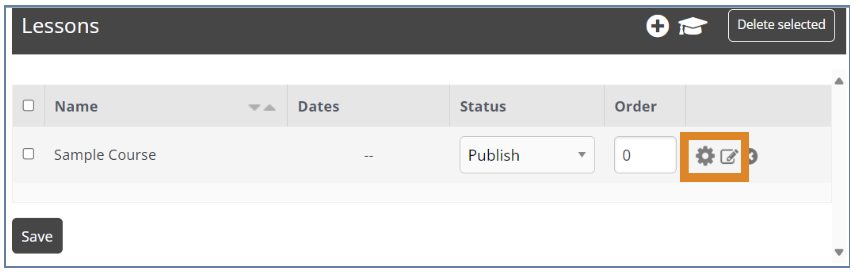


Edit the Lesson

Courses tab → **Term** → **Course** → **Lessons**

1. Click **Lessons** in the lefthand course menu

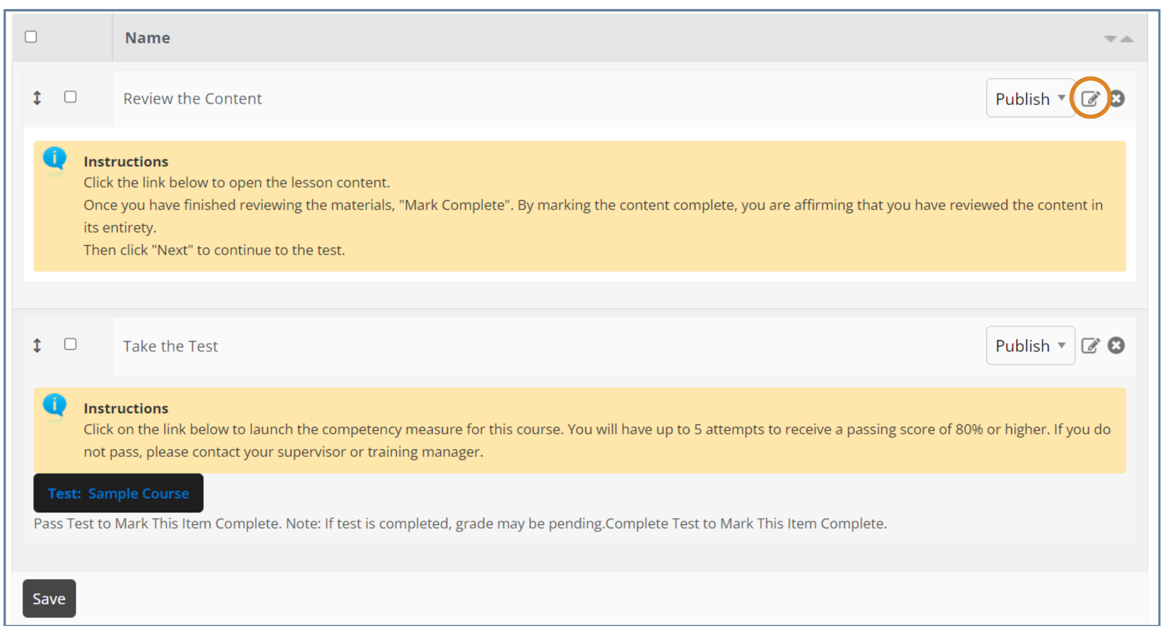
2. Click the **Edit** button to edit the **Title** of the Lesson. Depending on your template, this step may not be necessary



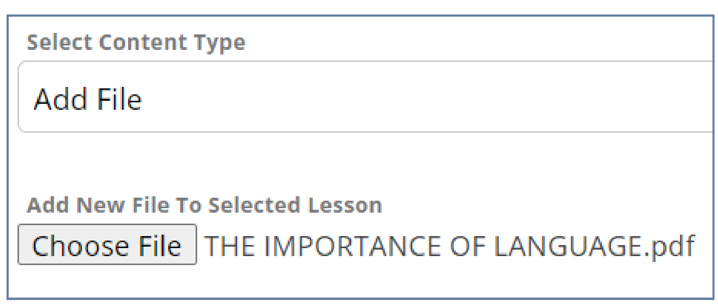
3. Click the **Manage** button to edit the **Lesson Content**

Basic lesson structure has been copied from the template along with instructions for students

The **Test** content doesn't need to be adjusted unless you want to update the instructions. It is already linked to either an **Acknowledgement** or the **Test** you set up in the previous step



4. To add your **Lesson Content**, click the **Edit** button and the Content Management screen will open. From here you can select your **Content Type** and/or **Add a File**



5. Click **Save**
This course is now ready for student enrollment

Custom Content Courses

Updating Custom Content

Your custom content may change with time. How you update your custom content may vary as to whether or not students need to be RETRAINED on the new content. For example, perhaps you have an HR Benefits training that is only used at new hire orientation. If changes are made, staff won't be retrained in the LMS on the new content, you can simply update the file in the repository and new students will get the updated version going forward. More often, however, students **do need to be retrained on the updated content**. In that case, you want to make a **new copy of the course**, so students can be enrolled and there's a training record for each revision.

To make an updated version of the course:

1. **Clone a copy of the existing course**. This is the same process as using a template course but instead of selecting the template as the course to copy, you select the course you need to update.

2. **Update the title** of your new copy to reflect that it's changed. We recommend including "Updated/Effective MM/YYYY" so that it's easy to see the progression of training on reports.

3. **Update the content** of the new copy. This may be as simple as changing out a PDF. You may also need to update the user training settings. Make any changes necessary for your updated version.

4. If the course is part of a learning path in User Training Settings, you'll want to update the selection to reflect the new version of the course. See *User Training Settings* in the **User Management & Enrollment** guide

5. When you're finished with the OLD version of the course, consider making in inactive so students aren't accidentally enrolled in the future. You can make the course inactive in the **Course Edit Menu**

Annual Maintenance

See the **Annual Maintenance** guide for detailed instructions on updating custom courses for a new year. Courses that are used annually will need to be cloned to allow for another enrollment. This is a quick process and doesn't involve editing courses.