Role Matrix • Workday LMS Terminology

When updating a blended course, Workday provides the option to update with or without versioning. Course Versioning is only available on blended course. Versioning is useful when there are substantial content changes and there is a need to track which version of a course was taken by learners.

Tasks

• Update Without Versioning
• Update Using Versioning
• Update Offering to Course Version

Update Without Versioning

This option allows changes to the course; however, reports will not differentiate whether learners took the course before or after the changes. Use this for minor content changes or when versioning is not essential.

1. From the Learning Admin app, click on Manage Learning Content.
2. Type the course title in the search bar.
3. Select the course.
4. Click theEdit button.
5. Choose the Update Version radio button.
6. In the drop down, select Current or Past to update today’s version or a version previous to this version.
7. Click OK.
8. The course opens in edit mode.
   Note: For information on editing the course, see the job aid Created Blended Course & Schedule Offering.
10. Click Submit, then Done.

Update Using Versioning

This option allows differentiation between learners who completed an earlier version of the course and those who completed an updated version.
WD Learning: Update Blended Course (Course Versioning)

Note: Only blended courses have versioning capability.

1. From the Learning Admin app, click on Manage Learning Content.
2. Type the course title in the search bar to locate the desired course.
3. Select the course.
4. Choose the Add New Version Effective radio button.
5. Use the calendar icon to select the date that the new version will be effective.
6. Click OK.
7. The Edit Course page will open. Make the desired changes.
   Note: For information on editing the course, see the job aid Created Blended Course & Schedule Offering.
8. Click Submit, then Done.

Update Offering to Course Version

Use this feature if you update a course with existing offerings that are scheduled in the future. This ensures reports will reflect that the offerings are associated to the updated version of the course.

First you must update the course to a new version.

1. From the Learning Admin app, click on Manage Learning Content.
2. Type the course title in the search bar.
3. Select the Update Offering to Version button.
4. A table of course offerings displays. Check the box of each offering that will be associated to the new version of the course.
5. Click Submit and Done.