

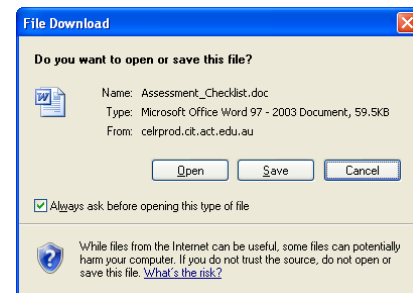


## Updating and versioning eLearn resources

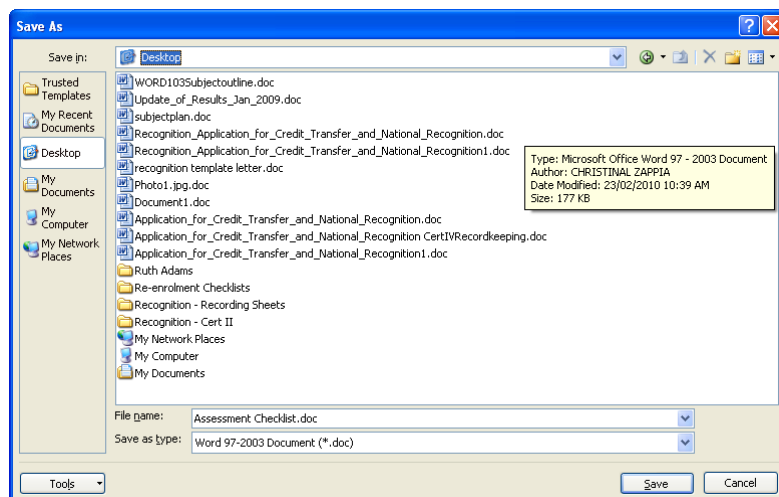
### > Select a Migrated document

Select the **document hyperlink** that you want to edit.

Then select **Save**.



Save to a convenient and temporary place.

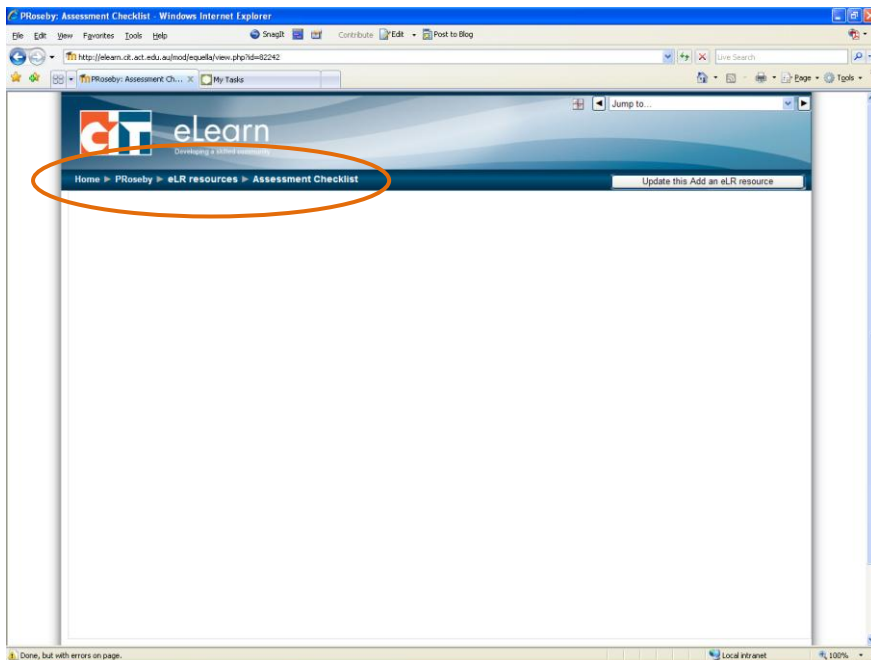


## > Edit the document

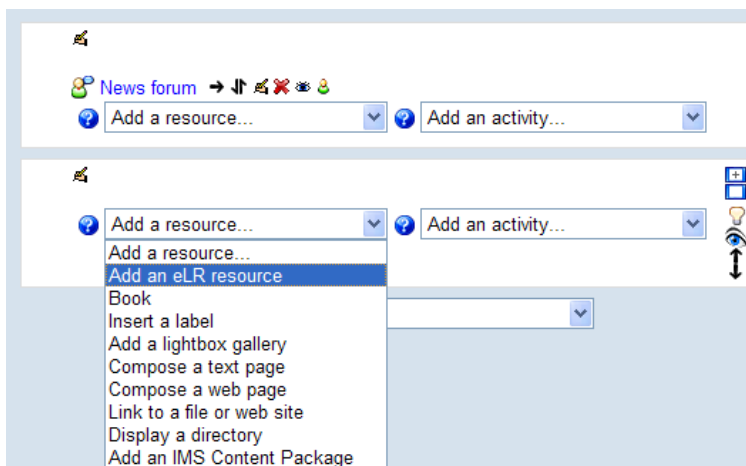
- Make all changes required
- Edit footers
  - > Remove old file locations
  - > Retain Page numbers
  - > Remove any information that relates to dates, file locations or teacher names (as appropriate)
- Save the document

Currently, eLR does not return you to your normal course view.

Select the **course name** after **HOME** in the breadcrumb trail.

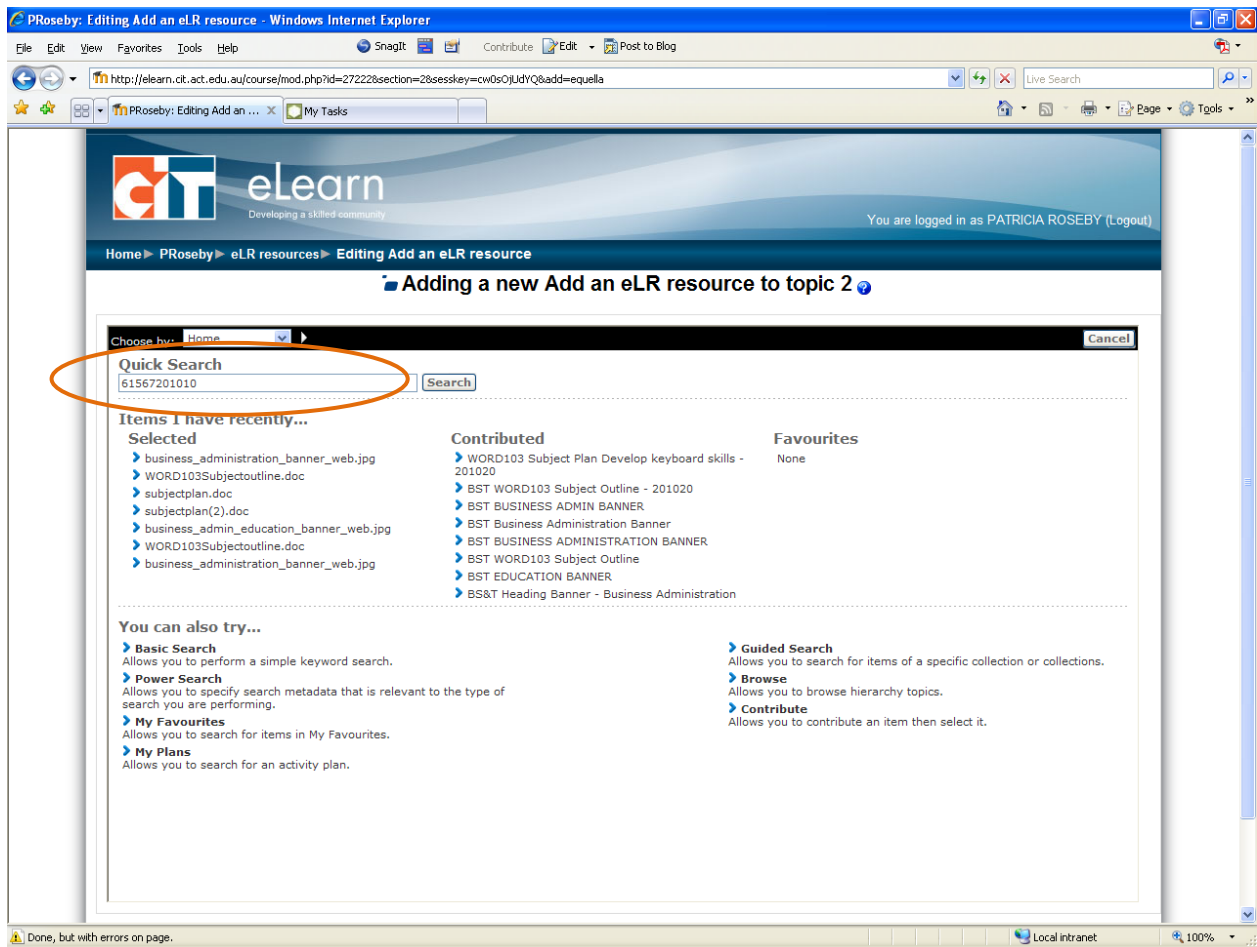


Select **ADD AN ELR RESOURCE**



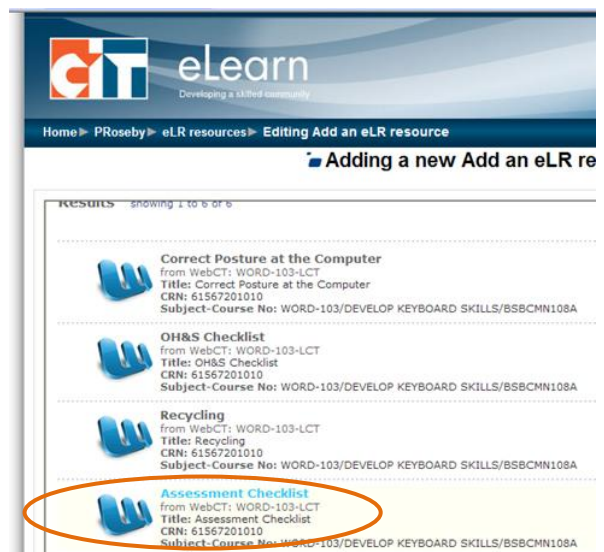
You now need to search for the original document that was migrated over from WebCT.

In the **Quick Search** bar, search for the **CRN** that was migrated over from WebCT.

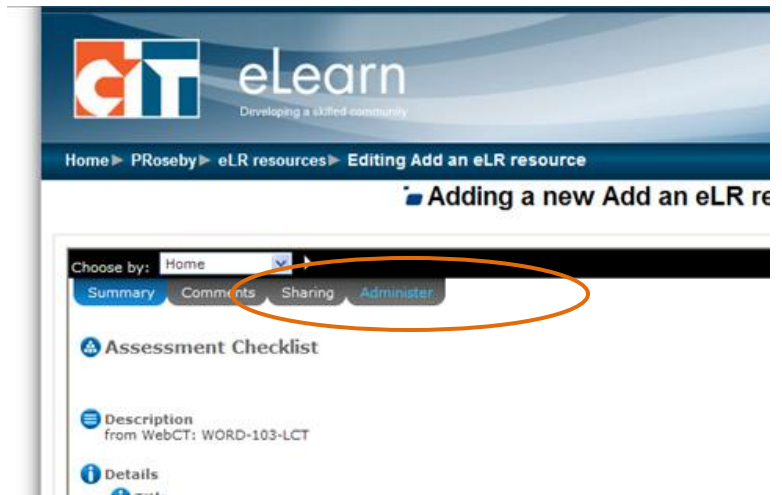


The search will return all the items from WebCT. Identify the document that you have downloaded and edited.

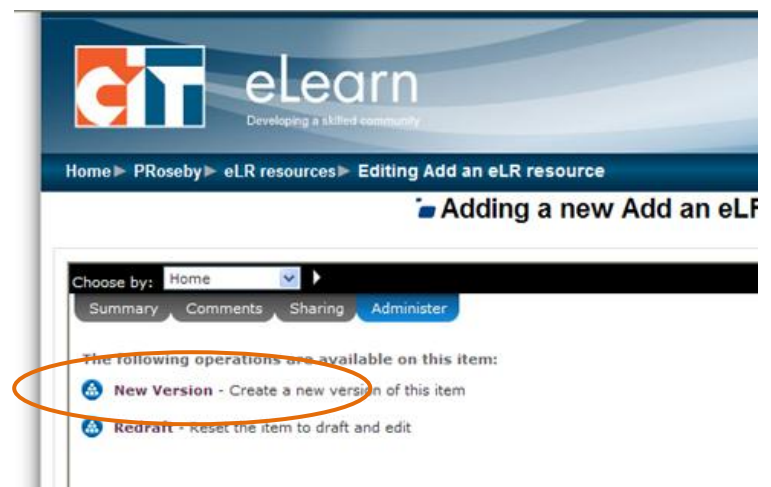
**Select the document.**



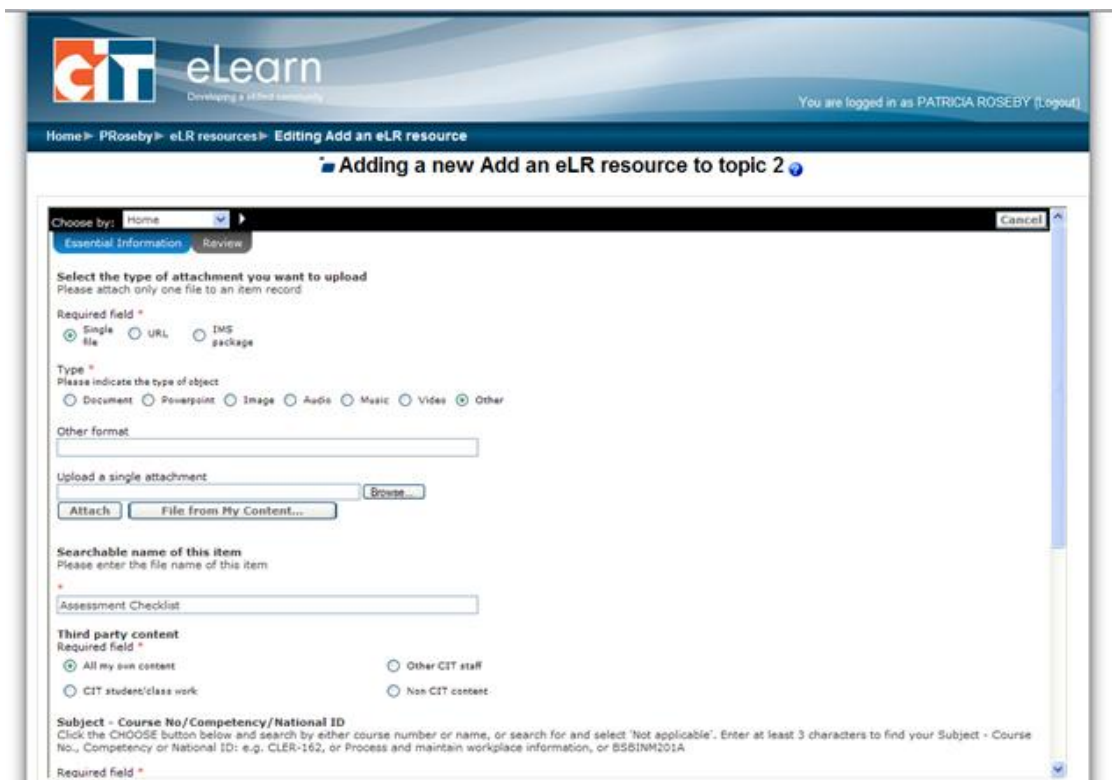
Select the **ADMINISTER** tab.



Select the **NEW VERSION** option.

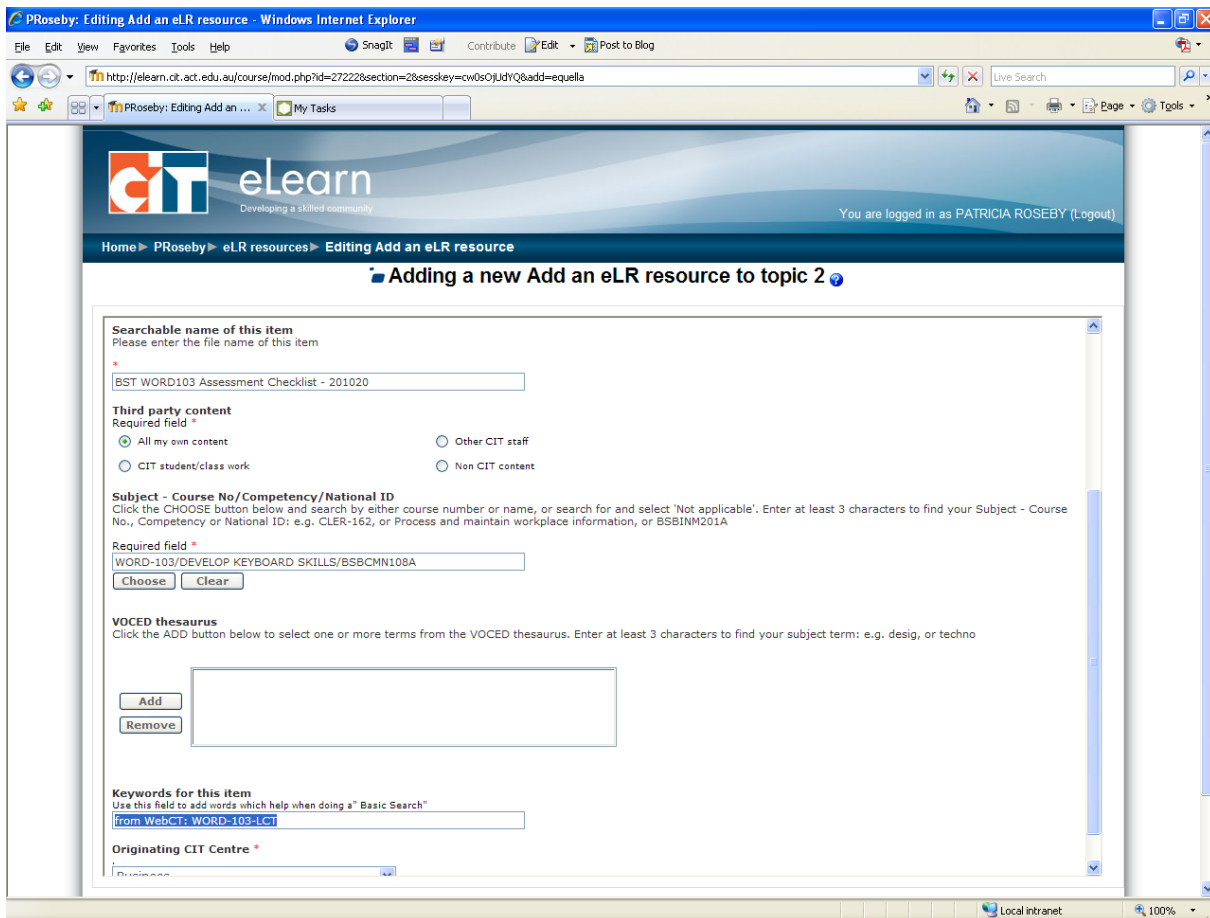


You will be presented with the same **CONTRIBUTE** screen as you would when uploading objects to eLR.



Select and change the following fields:

- **Upload a single attachment**
  - upload the document that has the new changes
- **Searchable name of this item**
- **Subject - Course No/Competency/National ID**
- **Keywords for this item**
- **Select SAVE**



Select **SUBMIT FOR MODERATION**



Notice that the item now has two versions

Press the **SELECT THIS ITEM** button

The screenshot shows a dialog box titled "Adding a new Add an eLR resource to topic 2". At the top, it says "The item was successfully submitted". Below this, the following details are listed:

- Name: BST WORD103 Assessment Checklist - 201020
- Description: BST WORD103 Assessment Checklist - 201020
- Owner: Patricia Roseby [CIT102635]
- Item Status: live
- Version: 2

There is an "Add To The Item Hierarchy" section with a button "Add Item to Hierarchy". Below that is a "Version Management" section with a table:

Version	Title	Status
2	BST WORD103 Assessment Checklist - 201020	live
1	Assessment Checklist	archived

At the bottom of the dialog, there is a "Do you want to contribute another item?" section with two radio buttons. A button labeled "Select this item" is circled in orange.

**CAUTION!!**

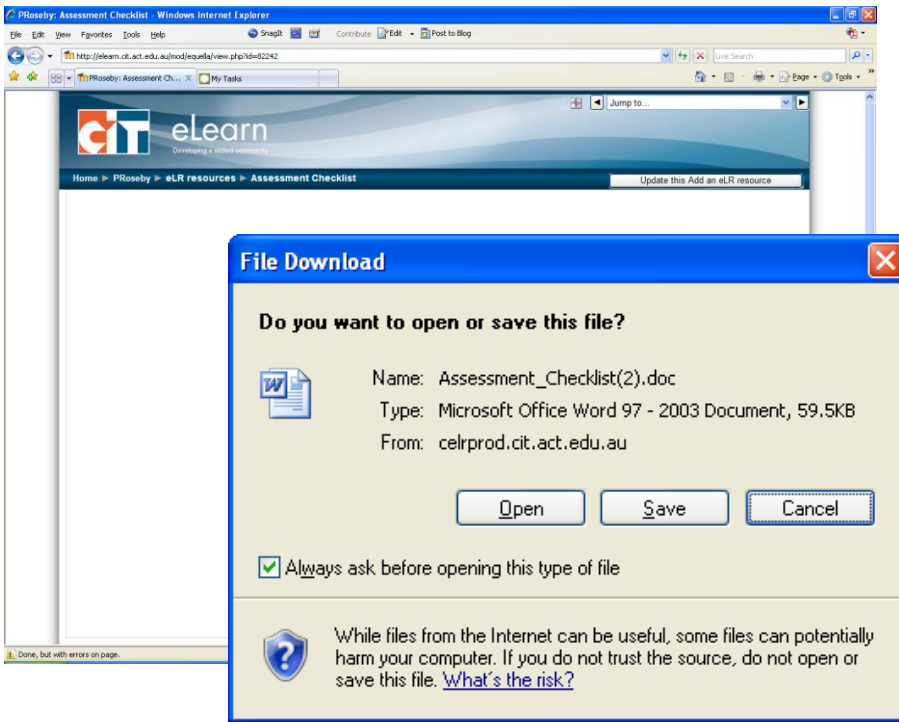
*Make sure that you select the correct version*

The screenshot shows the details page for the resource "BST WORD103 Assessment Checklist - 201020". The page includes the following sections:

- Summary**: BST WORD103 Assessment Checklist - 201020
- Description**: BST WORD103 Assessment Checklist - 201020
- Details**:
  - Title: BST WORD103 Assessment Checklist - 201020
  - CIT Author or Creator: Patricia Roseby
  - CIT Centre: Business
  - Subject-Course No: WORD-103/DEVELOP KEYBOARD SKILLS/BSBCMN108A
  - CRN: 61567201010
- Links To Resources**:
  - Assessment Checklist.doc (HTML Conversion) - File: Assessment Checklist.doc (59.5 KB) - Select
  - Assessment Checklist(2).doc - File: Assessment Checklist(2).doc (59.5 KB) - Select

A "Select Item" button is located at the bottom of the page.

Check that the document is correct by opening it.



Delete the link to old version of the document. This points to the earlier version of the document. It does not delete the original from eLR.

Rename the new version of the document to the correct title. This does not change anything on eLR, only in this subject.

