



# What to do when eLearning content gets updated

V3\_01.07.2025



# About this resource

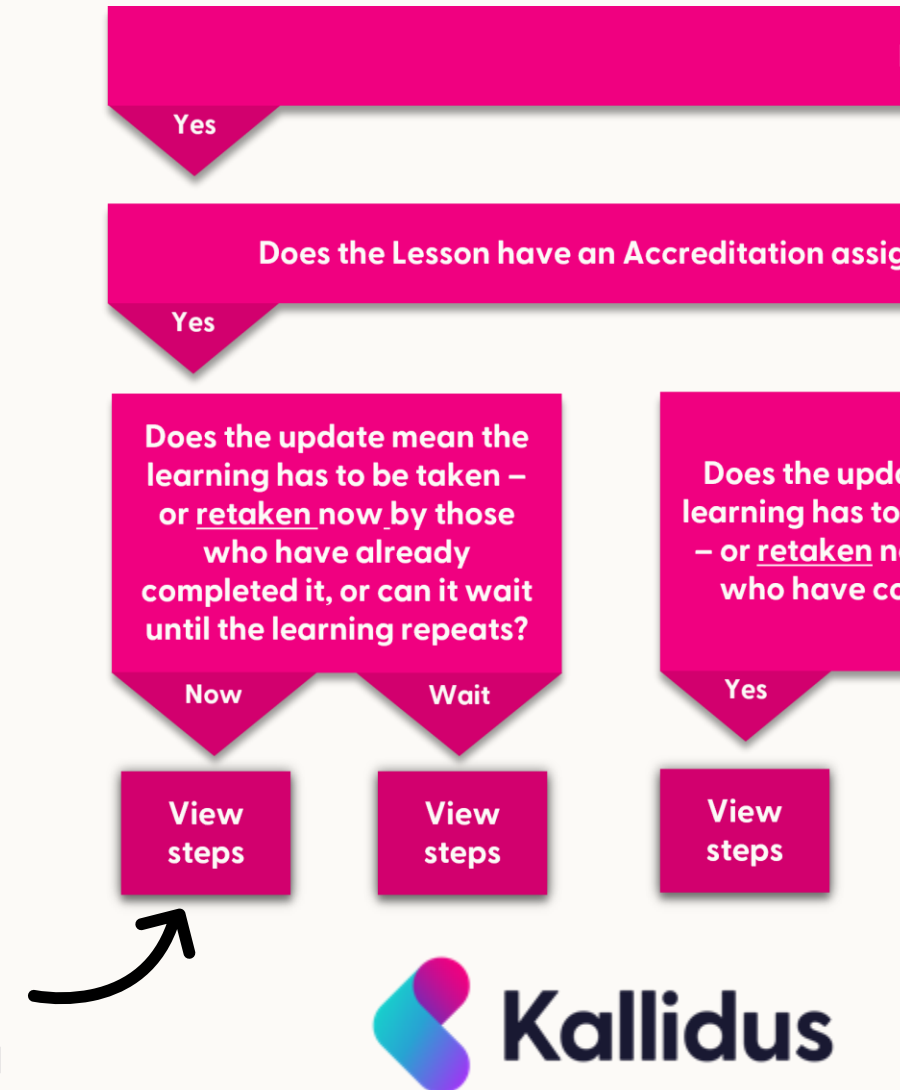
eLearning content often changes over time – perhaps to update branding, correct a typo, or more significant changes, for example, to account for new/updated regulatory requirements.

In this interactive PDF we'll share recommended steps, including where the learning has an Accreditation attached.

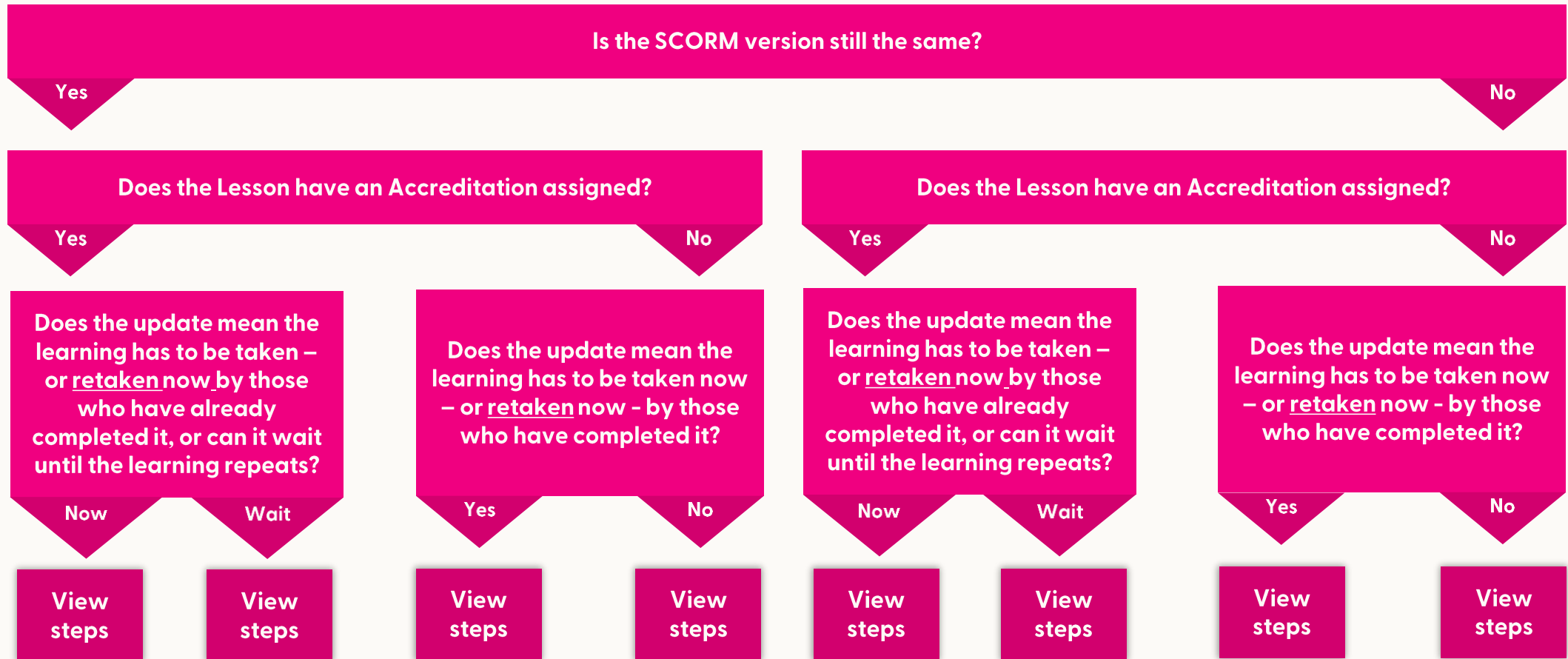
## Use for any eLearning Lesson or imported file

We'll use the example of SCORM eLearning here, but you could equally apply these steps to any eLearning Lesson (e.g. URL Lesson, or video Lesson) and also for any imported content such as PDF, PPT, Excel or Word documents

Follow the flow on the next page and select 'View steps' to see the recommended steps for the options selected



# Follow the flow, view the steps



This is the simplest scenario, and most often necessary where a minor change to content is required. For example to rectify a typo, or update branding.

Steps:

1. Navigate to the eLearning Lesson
2. Select eLearning set-up
3. Select '[Replace content files](#)', follow the steps
4. Update version number
5. Save and finish

What does a change like this mean for learners and administrators?  
[Find out more here.](#)

**Options selected:**

Is the SCORM version the same?

Yes

Does the Lesson have an Accreditation assigned?

No

Does the update mean the learning has to be taken now – or retaken now - by those who have completed it?

No

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This scenario is likely where a significant change is made to the content or if the project has been republished with a different SCORM version.

The below steps will also apply if the original eLearning project file has been lost and subsequently recreated.

Steps:

1. [Import SCORM as new content](#)
2. [Copy lesson history from the old Lesson, to the new Lesson](#)
3. Assign the new lesson to existing course
4. Archive/unenable the old lesson
5. Save and finish

What are the considerations for learners and administrators when a Lesson is archived? [Find out more here.](#)

Options selected:

Is the SCORM version the same?

No

Does the Lesson have an Accreditation assigned?

No

Does the update mean the learning has to be taken now – or retaken now - by those who have completed it?

No

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In this scenario, the key consideration is that the updated version of the learning must be completed by everyone. Completions of the previous version, are no longer sufficient.

The SCORM version is therefore irrelevant. The original Lesson - and associated training history will be archived/unenabled (and can therefore be included in reporting as a separate piece of content), and the new Lesson is shared with everyone.

Steps:

1. [Import SCORM as new content](#)
2. Assign the new lesson to existing course
3. Archive/unenable the old lesson
4. [Change/update the Course deadline if required](#)
5. Save and finish

What are the considerations for learners and administrators when a Lesson is archived? [Find out more here.](#)

Options selected:

Is the SCORM version the same?

Yes

No

Does the Lesson have an Accreditation assigned?

No

Does the update mean the learning has to be taken now – or retaken now - by those who have completed it?

Yes

[Return to flow chart](#)

This is the simplest scenario, and most often necessary where a minor change to content is required. For example to rectify a typo, or update branding.

Steps:

1. Navigate to the eLearning Lesson
2. Select eLearning set-up
3. Select '[Replace content files](#)', follow the steps
4. Update version number
5. Save and finish

What does a change like this mean for learners and administrators?  
[Find out more here.](#)

Options selected:

Is the SCORM version the same?

Yes

Does the Lesson have an Accreditation assigned?

Yes

Does the update mean the learning has to be taken – or retaken now by those who have already completed it, or can it wait until the learning repeats?

Wait

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In this scenario, the SCORM version is changed. This means that the existing Lesson cannot be updated, so the new version must be imported, and a new Lesson created.

The key consideration here is that the learning does not need to be retaken now, so the impact on learners, and on the organisation is minimal.

Steps:

1. [Import SCORM as new content](#)
2. Assign the new lesson, to the old course
3. [Copy lesson history from the old Lesson, to the new Lesson](#)
4. Unlink the accreditation from old Lesson, link to the new lesson
5. Archive/unenable the old lesson
6. Save and finish

What are the considerations for learners and administrators when a Lesson is archived? [Find out more here.](#)

Options selected:

Is the SCORM version the same?

No

Does the Lesson have an Accreditation assigned?

Yes

Does the update mean the learning has to be taken – or retaken now by those who have already completed it, or can it wait until the learning repeats?

Wait

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In this scenario, the key consideration is that the updated version of the learning must be completed by everyone.

The SCORM version is therefore irrelevant. The original Lesson - and associated training history will be archived (unenabled), and the new Lesson is shared with everyone.

Steps:

1. [Import SCORM as new content](#)
2. Assign new lesson to old course
3. Unlink accreditation from old Lesson, link to new lesson
4. Archive the old lesson
5. Change Course deadline if required
6. Save and finish

What are the considerations for learners and administrators when a Lesson is archived? [Find out more here.](#)

Options selected:

Is the SCORM version the same?

Yes

No

Does the Lesson have an Accreditation assigned?

Yes

Does the update mean the learning has to be taken – or retaken now by those who have already completed it, or can it wait until the learning repeats?

Now

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# Considerations if the steps require a Lesson to be archived

## Learner impact

When archived, any learners with a status of 'In progress' will lose access to the Lesson. Therefore, we recommend that learners are contacted ahead of the archive and given a choice, either:

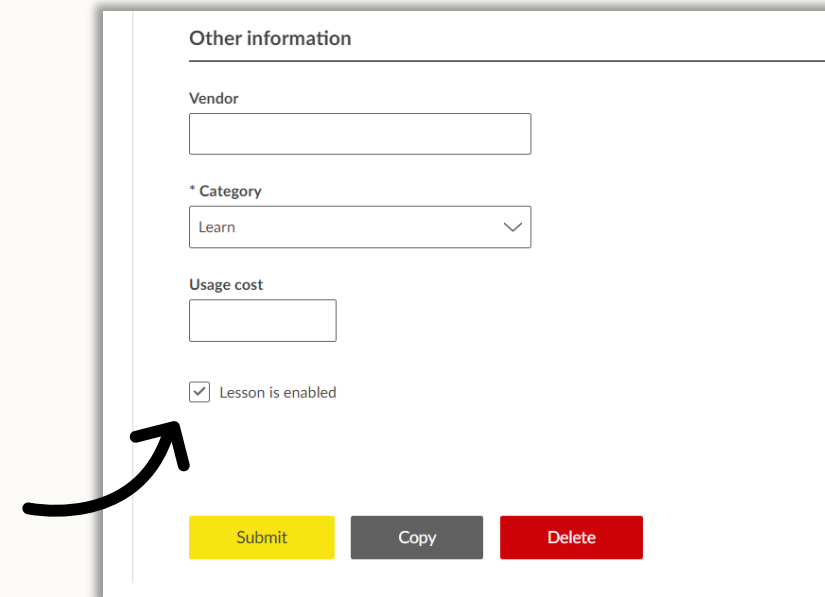
- Complete the old Lesson before the date on which you plan to archive the Lesson
- Wait, and complete the updated version instead

## Admin impact

Is the Lesson code referenced in reporting? If that's the case, you may wish to amend the archived Lesson code with the suffix 'archived', and re-use the original Lesson code with the new Lesson. That way, reports don't need to be changed.

Do the Course and Lesson descriptions need to be updated to account for the change? Update if needed.

You may wish to choose a quiet time to make the switch between old and new Lessons, to avoid any confusion for logged in Users.



Other information

Vendor

\* Category

Learn

Usage cost

☒ Lesson is enabled

Submit Copy Delete

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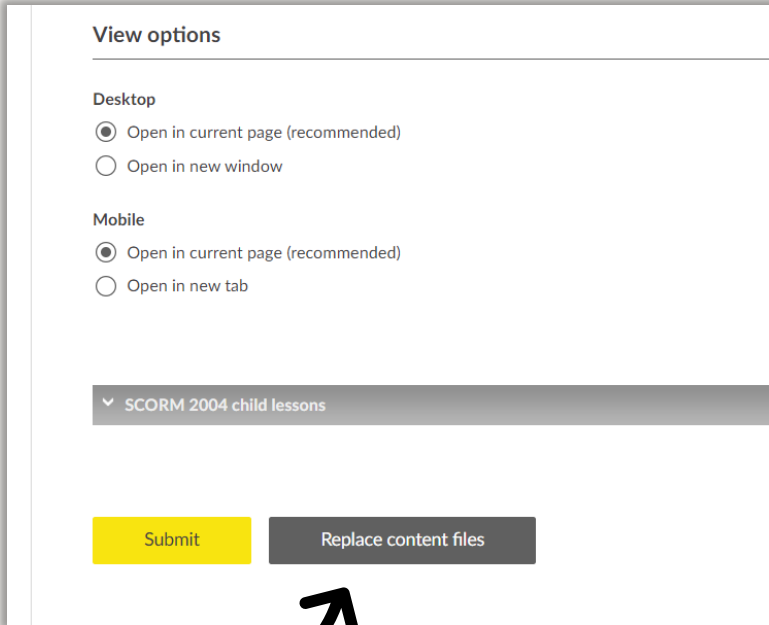
# Considerations if the steps require a Lesson to be updated

## Learner impact

- Any user who has started but not completed this lesson will have to start the content again.
- A user viewing the existing content at the time of replacement will continue to work on the previous version.
- If they do not complete the learning in the same session, the next time they load the content they will see the new version and will be required to start from the beginning.

## Admin impact

We recommend updating the version number. The version completed by an individual User can be included in reporting.



View options

Desktop

☒ Open in current page (recommended)

☐ Open in new window

Mobile

☒ Open in current page (recommended)

☐ Open in new tab

▼ SCORM 2004 child lessons

Submit Replace content files

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