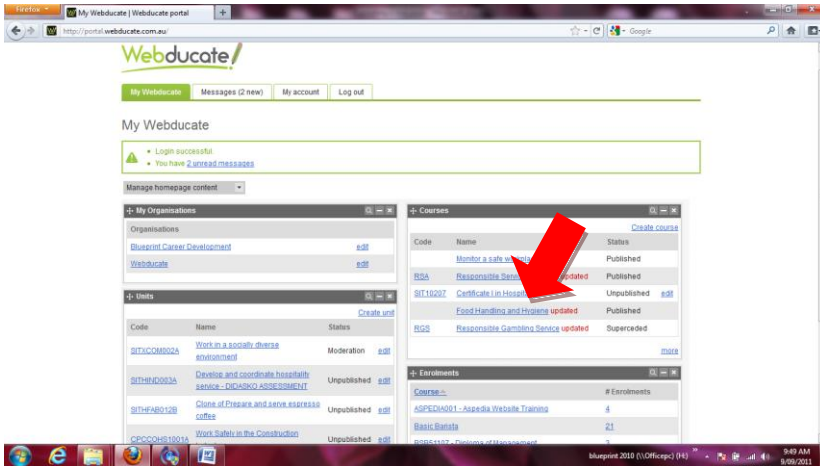


STEP 1

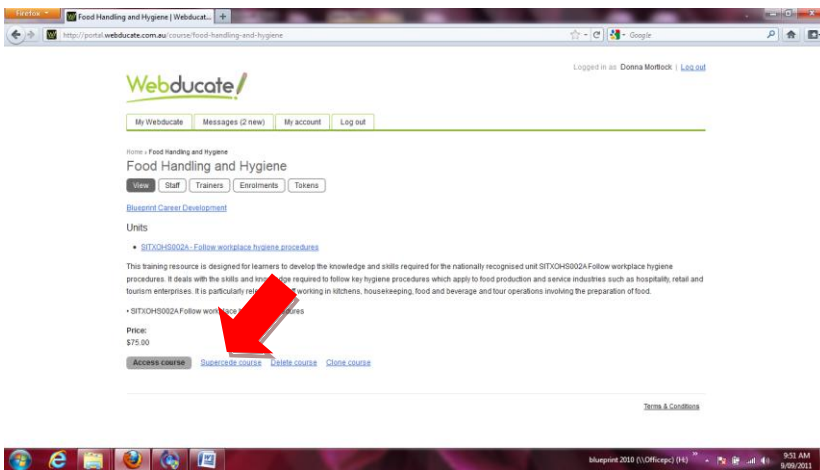
In the course box on the dashboard, click on the link for the name of the published course you wish to supercede.

This link will only appear to users who have permission to create and edit courses.



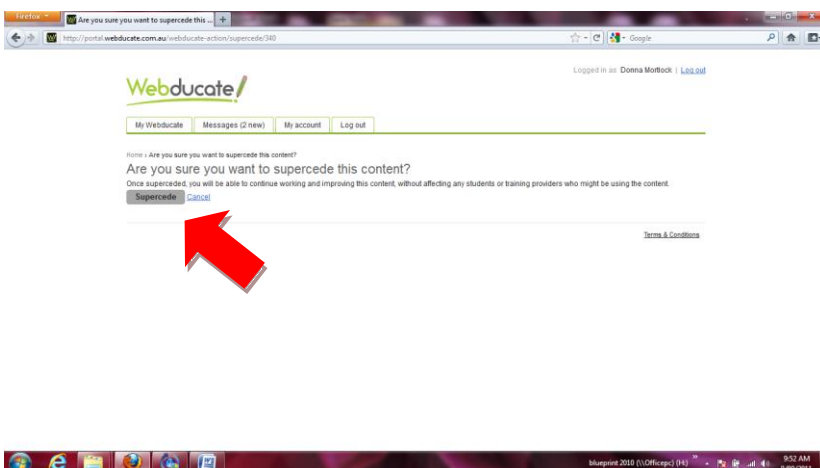
STEP 2

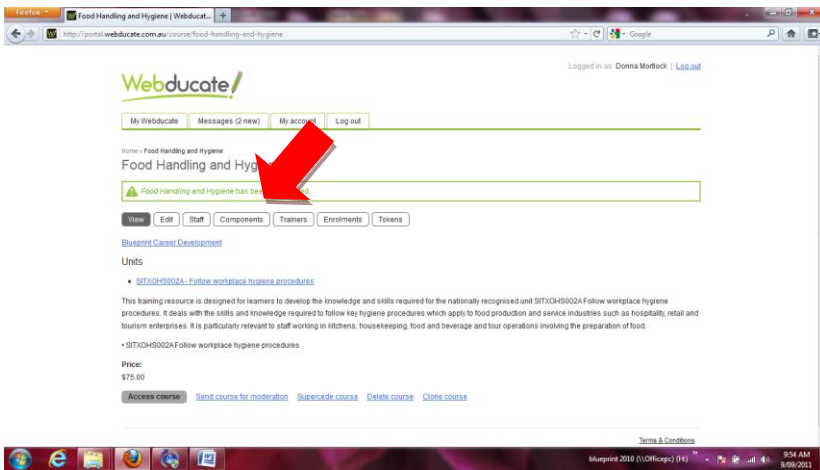
Click on the "Supersede course" link at the bottom left hand side of the page.



STEP 3

Click the "Supersede" button when the system asks "Are you sure you want to supercede this content".

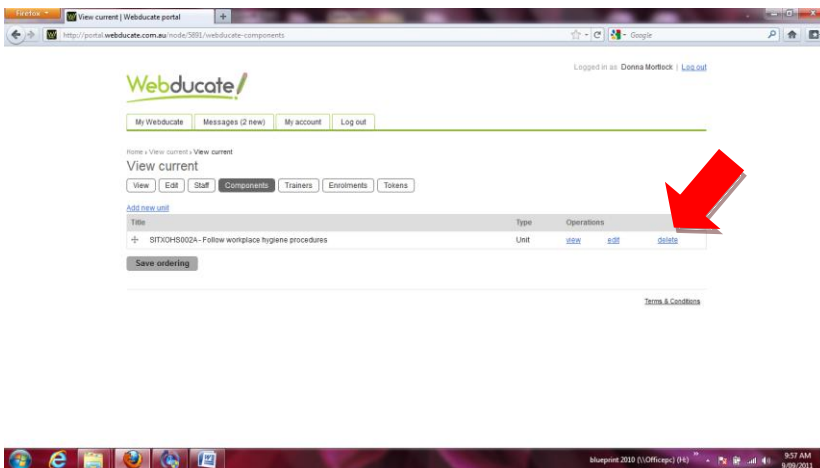




STEP 4

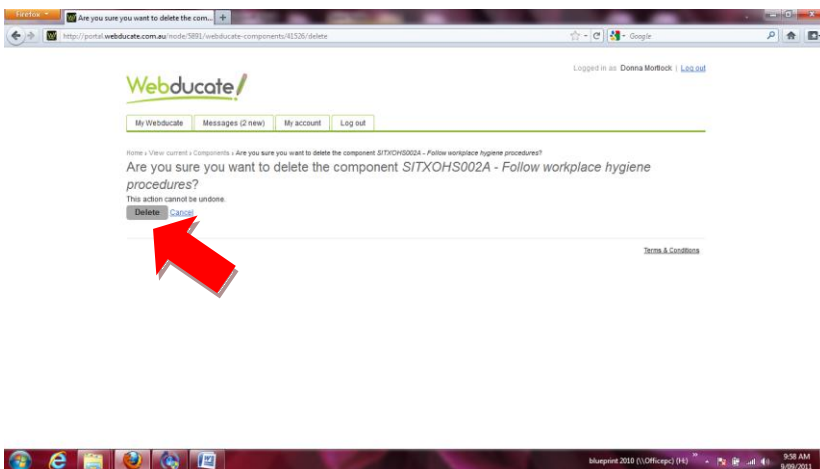
The course will now show on the dashboard in an editable format. The old version of the course is still live until you have fully completed the supercede process.

Click on the "Components" tab.



STEP 5

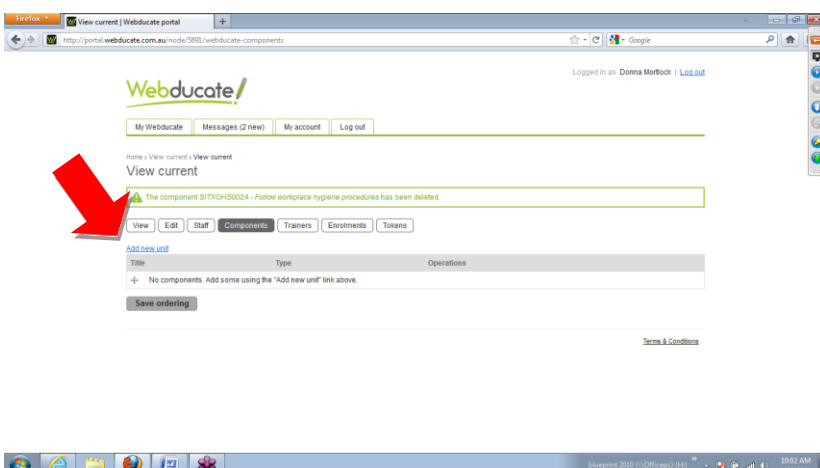
Click on the "Delete" link on the bottom right hand side of any unit that you no longer want or need to replace with an updated version.



STEP 6

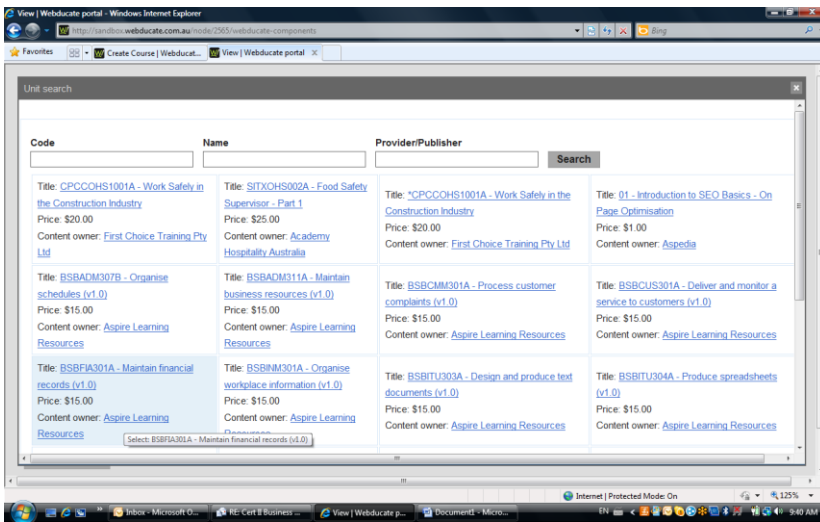
Click the "Delete" button when the system asks "Are you sure you want to delete the component".

Repeat Steps 5 and 6 for all units that need to be updated in your course.



STEP 7

You will now have an empty course from which you can start adding new or revised units. To add a unit from the Webducat library, click the "Add new unit" link.



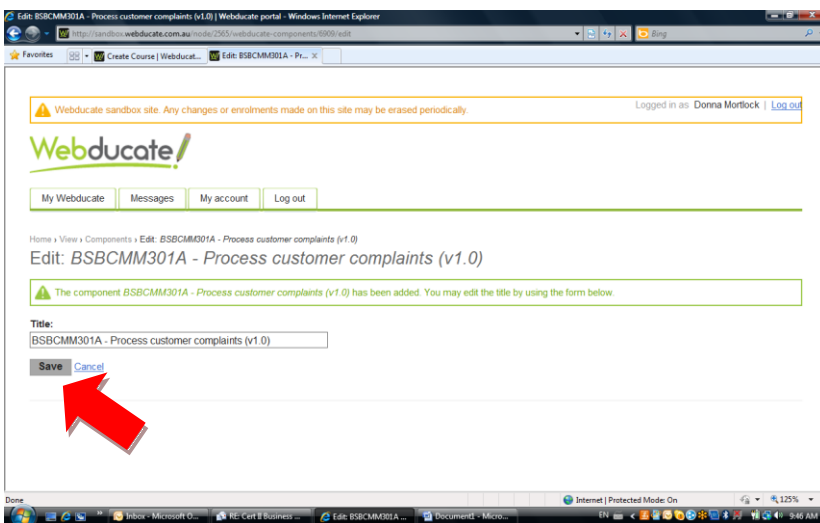
STEP 8

The library will open and you can search the available units by code, name and the provider/publisher.

The available units are shown by code and name, the price and content author.

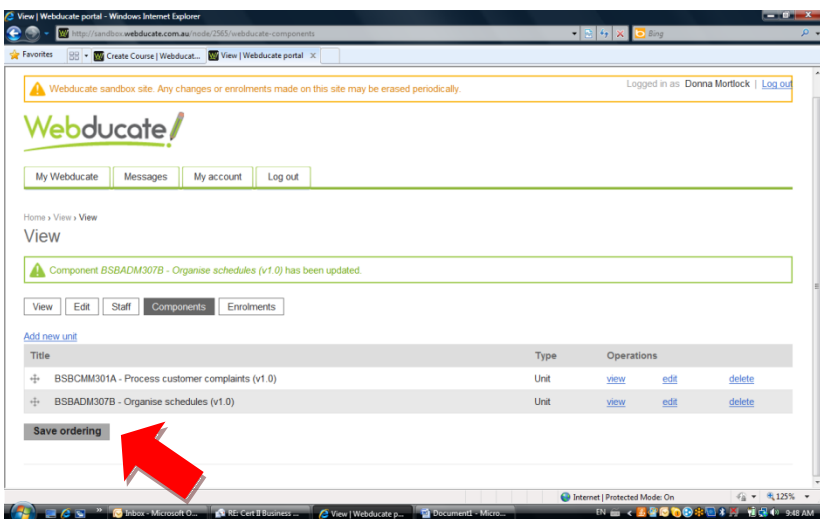
If you click in the blue unit link, you can preview the whole unit.

When you click in the blue shaded area, the selected unit will be added to your course.



STEP 9

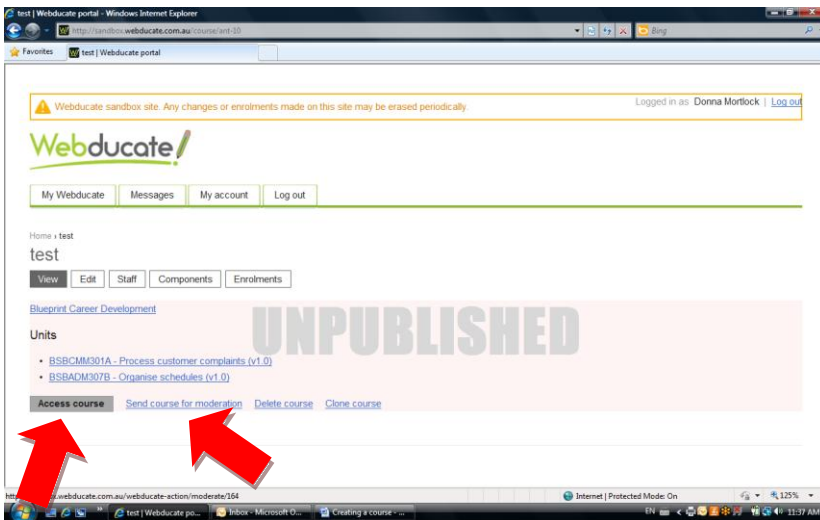
You can edit the code and name of the unit if you wish or leave it as the author has identified it. Once you are happy to add the unit, click "Save".



STEP 10

Repeat Steps 7-9 to add as many units as required in your course.

You can drag and drop the units to change the order by clicking on the cross and moving them then "save ordering"

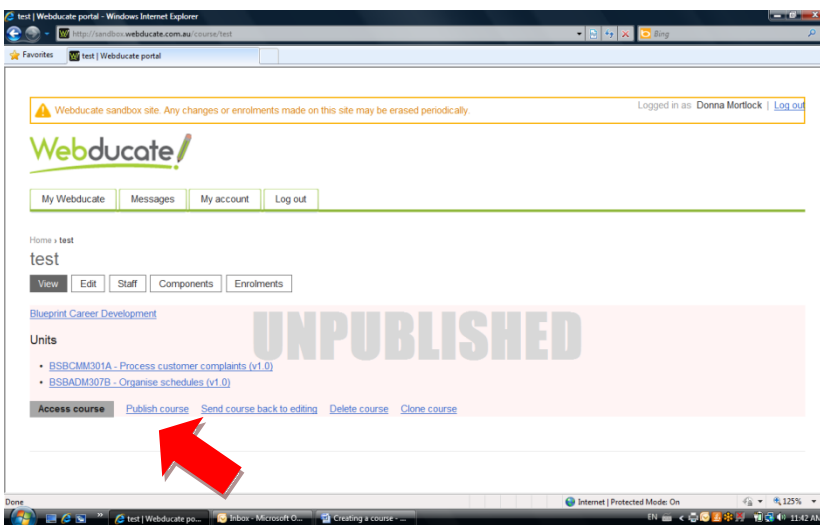


STEP 11

You can now “Access course” by clicking the link. This will take you to a view of the course that shows almost the same as the presentation to a student.

If you are happy with the course, click on the link “Send course for moderation”. All users who have moderation permission can see, edit and provide feedback about the course.

The Course status on the dashboard will show as “Moderation”.



STEP 12

Once your course has been moderated and you are entirely happy with the contents, click again on the course title link on your dashboard. You will then see the course page again (left).

Click on the “Publish course” link.

Your new course has now superceded the old one. Any students who were enrolled in the old course will continue until they are complete but all new students will be enrolled in the new course.