

How to Update SuccessFactors LMS Course Content

Without the course being reassigned to users

Step 0

Before Step 1, if not already in LMS, import your new content package, which creates a new Content Object. Be sure to either:

1. Change new Content Object ID as it being created, or
2. Make note of the new content object ID as it is being created

The following sequence of screenshots illustrates the process of importing content and editing the Content Object ID:

Screenshot 1: Import Content Menu

- Home
- > Manage User Learning
- > Learning Activities
- Content
 - Import Content**
 - Content Packages
 - Content Objects

Screenshot 2: Add New Content

- ☒ **Add New Content**
- ☐ Add Content for an Existing Item
- ☐ Replace Content for an Existing Item
- ☐ Enable Mobile or Offline Content for an Existing Item

Screenshot 3: Import Content - Import Summary

The validation was successful, please click on Schedule Job to start the deployment process.

Status	Zip File Name	Content Package	Item	Reason to Highlight	Edit Content Object IDs
Success	see-connect-revision-test-v-3-scorm.zip				

Screenshot 4: Import Content - Edit Content Object IDs

Content Object ID	Title	Launch URL
alWyB-EAngyCJ9n_r1_73001	SEE Connect Revision Test V2	/learning/user/onlineaccess/icontent.do?Course=CUSTOM&url=/self-managed/TestContent0001/scormdriver/indexAPI.html

Apply Changes Close

Step 1

Find the content you wish to update. In this case, **Item ID = Course_SEEConnectRevTest** in the test/preview LMS environment.

Learning Administration

Menu

Recents

Search

↑

↓

Home

> Manage User Learning

> Learning Activities

Items

Classes

Programs

Curricula

Curriculum Requirements

Collections

External Links

Libraries

Competencies

Class Groups

> Content

> People

> Finance

> System Administration

> References

Reports

Items

Search | Add New | ?

Search > Search Results

Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search

Save As

Reset

Case sensitive search:

☐ Yes ☒ No

Search All Locales:

☐ Yes ☒ No

Item Types:

Contains

Item ID:

Contains

Course_SEEConnectR

Revision Date:

(MM/DD/YYYY)

Revision Number:

Contains

Item Title:

Contains

Item Status:

☒ Active ☐ Not Active ☐ Both

Item Classification:

Contains

Online Settings:

☐ Has online content

Programs:

Contains

Orders Enabled:

☐ Yes ☐ No ☒ Both

Add/Remove Criteria

Search

Save As

Reset

Field Chooser

Download Search Results

Item	Title
COURSE Course_SEEConnectRevTest (Rev 1 - 10/21/2024 11:43 AM America/New York)	Course - SEE Connect Revision Test

Step 2

Go to the Online Content tab for the item

Item Search

Actions ▾

Course - SEE Connect Revision Test

Course_SEEConnectRevTest



Online

Course (COURSE)

Revision/Date: Version 1, 10/21/2024

Status: Active

Cover Page: Inactive

Online Course: Available for launch



Item Details

Email Notifications

Online Content

Agenda Template

Classes

Request Reasons

Class Requests

Libraries

Categories

Curricula

Programs

Assignment Profiles

Instructors

⌵ ⌵



This item was completed by one or more users and therefore the content structure cannot be updated. Please revise the item to update the content structure

Online Content (2)



Title	Content ID	Content Type	
▼ Course - SEE Connect Revision Test		Root	
SEE Connect – Revision Test V2	ConObj_SEEConnectRevTestV2	SCORM 1.2	⋮ >

Step 3

DO NOT use revise. This is not the way to go for content that does not involve compliance or legal, or content needing to be reassigned to make sure users get latest content.

Note: If you wanted to reassign the course to ALL users, including users who have previously finished the course, this would be the way to go.

Item Search

Course - SEE Connect Revision Test
Course_SEEConnectRevTest



Online
Course (COURSE)
Revision/Date: Version 1, 10/21/2024

Item Details | Email Notifications | **Online Content** | Agenda Temp | Requests | Libraries | Curricula | Programs | Assignment Prof

This item was completed by one or more users and therefore the content cannot be updated. Please update the content.

Online Content (2)

Title	Content ID	Content Type	
Course - SEE Connect Revision Test		Root	
SEE Connect – Revision Test V2	ConObj_SEEConnectRevTestV2	SCORM 1.2	... >

Actions
Assign
Cover Page
Send Email Notification
AICC Export
Revise XXXXXX
Copy
Delete
Clear Online Settings

Step 4

Click the 3 dots to the right of the content and select edit

Item Search

Actions

Course - SEE Connect Revision Test

Course_SEEConnectRevTest



Online

Course (COURSE)

Revision/Date: Version 1, 10/23/2024

Status: Active

Cover Page: Inactive

Online Course: Available for launch

Item Details

Email Notifications

Online Content

Agenda Template

Classes

Request Reasons

Class Requests

Libraries

Categories

Curricula

Programs

Assignment Profiles

Instructors

This item was completed by one or more users and therefore the content structure cannot be updated. Please revise the item to update the content structure

Online Content (2)

Title	Content ID	Content Type	
Course - SEE Connect Revision Test		Root	
SEE Connect – Revision Test V2	ConObj_SEEConnectRevTestV2	SCORM 1.2	

Del

>

Edit

Step 5

Click the icon to the right of Content Object

Edit Content Object

Content Object: *

ConObj_SEEConnectRevTestV2



Object Title: *

SEE Connect – Revision Test V2

OK

Cancel

Use the dialog box to find the new Content Object that you wish to use.

Content Objects

Search

Search

Results

Search Content Objects

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:

☐ Yes ☒ No

Content Object ID:

Contains

Title:

Contains

Description:

Contains

Status:

☒ Active ☐ Not Active ☐ Both

Online:

☒ Is Online ☐ Is Offline ☐ Both

Build Date on or after:
(MM/DD/YYYY)

Add/Remove Criteria

Search

Reset

Step 7

Select the new Content Object that you wish to use for the course

Content Objects

> Search Results

Search

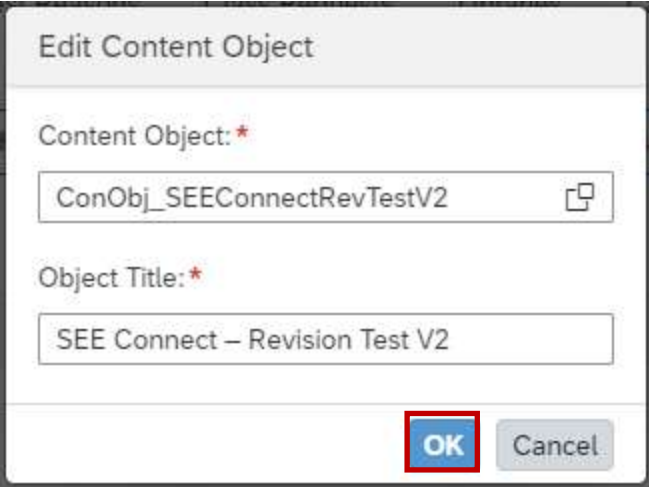
Results

View Content Objects Results

ID	Description	
ConObj_SEEConnectRevTestV1	SEE Connect – Revision Test V1	Select
ConObj_SEEConnectRevTestV2	SEE Connect – Revision Test V2	Select

Step 8

Click the OK button. **Note:** I did not change the Object Title (I also used the same SCORM package) because I am repeating the process I already did to troubleshoot the issue. Normally, you could update the Object Title if desired (V2, V3, etc. or something else that makes sense).



The image shows a dialog box titled "Edit Content Object". It contains two text input fields. The first field is labeled "Content Object: *" and contains the text "ConObj_SEEConnectRevTestV2". The second field is labeled "Object Title: *" and contains the text "SEE Connect – Revision Test V2". At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red square.

Step 9

Click the Save button in the lower right.

Item Search

Actions ▾

Course - SEE Connect Revision Test

Course_SEEConnectRevTest



Online

Status: Active

Course (COURSE)

Cover Page: Inactive

Revision/Date: Version 1, 10/21/2024

Online Course: Available for launch



< Online Content Agenda Template Classes Request Reasons Class Requests Libraries Categories Curricula Programs Assignment Profiles Instructors Grading Options Surveys >

i This item was completed by one or more users and therefore the content structure cannot be updated. Please revise the item to update the content structure

Online Content (2)



Title	Content ID	Content Type	
▼ Course - SEE Connect Revision Test		Root	
SEE Connect – Revision Test V2	ConObj_SEEConnectRevTestV2	SCORM 1.2	...

Save

Cancel

Slide 10

You will get a Warning (see image below). There are three cases for users at this point:

1. Users who have completed the course
2. Users who are partway through the course.
3. Users who have not begun the course.



Warning

There are Users who have been assigned this item. You must reassign it for them to see your changes. If you continue, your changes will be saved, and you may then select which Users to whom the item will be reassigned.

Note: Reassignment of this item (on the next page) will cause Users to lose all of their progress on this item.

Do you want to continue?

Reassign

Cancel

Slide 11

Go ahead and click on the Reassign button.

Warning

There are Users who have been assigned this item. You must reassign it for them to see your changes. If you continue, your changes will be saved, and you may then select which Users to whom the item will be reassigned.

Note: Reassignment of this item (on the next page) will cause Users to lose all of their progress on this item.

Do you want to continue?

Reassign

Cancel

Step 12

You will get a dialog box that lists users who are partway through the course (option 2 from Step 10).

This is now a judgment call. You can reassign to the listed users if needed. This will wipe out any progress they have made in the course and they will need to begin over.

However, since the whole point of this method is to prevent the course from being reassigned, you most likely would not select any users. The only caveat with that is that Lucy below will not see the new content. The next time she enters the course, she will still be using the previous version of the content.

Reassignment Assistant

> Online Settings > Reassignment Assistant

Help

View Users to Reassign

☐ Select all the Users of the search results

Select All / Deselect All

User ID	User Name	Item Status	Reassign
85005232	Basaldua, Lucy Sara	STARTED	☐

Select All / Deselect All

Finish

Step 13

Assuming you used this method to avoid having the content reassigned, you would not select the “Reassign” checkbox and then click “Finish” and you will receive a confirmation message. Click the close button on the confirmation message box.

Reassignment Assistant

> Online Settings > Reassignment Assistant

Help

View Users to Reassign

☐ Select all the Users of the search results

Select All / Deselect All

User ID	User Name	Item Status	Reassign
85005232	Basaldua, Lucy Sara	STARTED	☐

Select All / Deselect All

Finish



Reassignment Assistant

> Online Settings > Reassignment Assistant > Confirmation

Confirmation

The item was reassigned to the selected user(s) successfully.

Step 14

I believe you should be good to go at this point. I don't think I missed anything. If so, try clicking the gear icons for the online content and see if there's a setting in there that was missed.

Item Search

Actions

Course - SEE Connect Revision Test

Course_SEEConnectRevTest



Online

Course (COURSE)

Revision/Date: Version 1, 10/21/2024

Status: Active

Cover Page: Inactive

Online Course: Available for launch

<

Online Content

Agenda Template

Classes

Request Reasons

Class Requests

Libraries

Categories

Curricula

Programs

Assignment Profiles

Instructors

Grading Options

Surveys

>

This item was completed by one or more users and therefore the content structure cannot be updated. Please revise the item to update the content structure

Online Content (2)

Title	Content ID	Content Type	
Course - SEE Connect Revision Test		Root	
SEE Connect – Revision Test V2	ConObj_SEEConnectRevTestV2	SCORM 1.2	

Slide 15

One loose end hanging out there is what happens to users who had not started the course before the content was updated.