



Versioning courses in Realizeit

In a case where a large number of courses need to be versioned each term within Realizeit, the most efficient way to do this is to put them in a product set, and use a batch process to version all of them together. This process creates the new version and publishes the content in a single step.

To do this the following steps should be followed.

- Go to Menu | Product data | Product sets
- Create a new product set
- Enter a name for the product set e.g. *Production courses*
- In the *Products* section use the *Add product* button to select all of the products that need to be versioned for the upcoming term
- When you are satisfied that all of the products have been selected, press *Save changes*

To create versions for the products in the set, proceed as follows:

- View the product set again
- Press the *Version details* button. A list of the products will be displayed, showing the most recent version that was created for each.
- In the Create new version section enter a label for the version that you are about to create e.g. *Summer 2020*.
- Press the *Create version* button.

As each product is versioned the *Latest version* and *Latest version key* columns in the list of products will be updated to reflect this.

The same product set can be reused each term by adding any new courses that are going live, and removing any courses that are not running in the upcoming term.

Alternatively, you could create a new product set each term.