

LEARNING UPGRADED SETUP GUIDE

Build a Content Quarantine List

Set up a quarantine list so stale, risky, duplicate, or unowned learning content has a visible status before the team deletes, rewrites, or leaves it live.

Try this one thing today

Choose one content slice and define the quarantine statuses before reviewing the whole library.

Use this when

- Nobody can tell which assets are current, duplicated, risky, or still owned.
- A content cleanup is too large to finish in one pass.
- Learners can still find questionable content while the team debates what to do.

What you should leave with

- A visible quarantine status for questionable content.
- A table that names learner risk, owner, decision needed, review date, and final status.
- A cleanup rhythm that helps content leave quarantine instead of becoming another backlog.

Manual setup

1. Choose one content slice, not the whole library.
2. Bring a list of assets, links, last updated dates, and any known owners.
3. Run a triage session and mark assets as trusted, quarantine, retire, archive, update, merge, or needs review.
4. For each quarantined asset, name the learner risk and decision needed.
5. Set a review date and decide who can remove the asset from quarantine.

Microsoft 365 setup

1. Create a Microsoft List or SharePoint list with the recommended fields.
2. Use choice columns for quarantine reason, learner risk, decision needed, and final status.
3. Create filtered views for high learner risk, missing owner, due this month, ready to retire, and needs source check.
4. Link the list from the learning operations or LMS governance SharePoint page.
5. Use comments or Planner only for follow-up work, not as the source of truth.

Google Workspace setup

1. Create a Google Sheet with a Definitions tab and a Quarantine List tab.
2. Use data validation for quarantine reason, decision needed, risk, and final status.
3. Create filter views for high learner risk, missing owner, due this month, ready to retire, and needs source check.
4. Protect definition columns so status names do not drift.
5. Link the Sheet from the Drive folder that stores the content cleanup work.

AI-assisted setup

Use AI to summarize approved export rows, cluster similar titles, flag possible duplicates, draft quarantine reasons, and prepare owner questions. A person still decides learner risk, ownership, retirement, archive, and publish status.

AI output validation

These prompt starters were created for the May 2026 model landscape. Verify all AI outputs before using them with learners, reviewers, leaders, customers, partner teams, or compliance-sensitive work. Do not paste sensitive or proprietary material into an AI tool unless your organization has approved that tool for that data.

Recommended fields or columns

Asset

Course, job aid, article, module, video, deck, or file name.

Link

LMS, SharePoint, Drive, knowledge base, or source location.

Audience

Who can see or use the asset.

Owner

Person or team with decision rights.

Quarantine reason

Stale, duplicate, unowned, risky, low-use, wrong audience, or needs source check.

Learner risk

What could go wrong if learners keep using it.

Decision needed

Keep, update, merge, archive, retire, or needs review.

Review date

When the asset must leave quarantine or be escalated.

Final status

Trusted, quarantine, retired, archived, updated, merged, or escalated.

Notes

Short decision note or source-check finding.

Views or tabs to create

- High learner risk.
- Missing owner.
- Due this month.
- Ready to retire.
- Needs source check.
- Quarantined more than 30 days.

Ownership model

Learning operations owns the quarantine system. Content owners decide keep, update, merge, archive, or retire. LMS admins help hide, archive, or redirect assets. Leaders resolve unowned high-risk content.

Maintenance rhythm

Review weekly during cleanup and monthly after the first pass. Any asset still quarantined after the review window needs an owner escalation or a retirement decision.

Common mistakes

- Turning quarantine into a permanent junk drawer.
- Sorting by age before sorting by learner risk.
- Deleting content without a short decision note.
- Letting unowned content stay visible because nobody wants to decide.
- Using chat threads as the cleanup tracker.

Copy-ready setup checklist

Content Quarantine List Setup Definitions: - Trusted: current enough for learners to use. - Quarantine: questionable and needs a decision. - Retired: no longer used. - Archived: kept for record or reference, not active learner use. Required columns: - Asset - Link - Audience - Owner - Quarantine reason - Learner risk - Decision needed - Review date - Final status - Notes Review rhythm: - Review weekly during cleanup. - Escalate unowned high-risk content. - Remove assets from quarantine by the review date.

Prompt starters

ChatGPT GPT-5 family

Use an outcome-first prompt with the job, approved source material, constraints, and the exact artifact you want back.

I am working on Set up a content quarantine list for an L&D system problem. Goal: Help me turn the notes below into a practical next move. Context: Use this when an L&D team needs a visible quarantine system for stale, risky, duplicate, or unowned content. Use these working fields: asset, link, audience, owner, quarantine reason, learner risk, decision needed, review date, final status. Rules: - Use only the source notes I provide. - Do not invent policy details, metrics, learner needs, compliance requirements, or business context. - Separate known facts, assumptions, missing information, and next actions. - Flag anything that needs requester, reviewer, leader, legal, compliance, LMS owner, or manager confirmation. - Keep the output practical enough to review in a working meeting. Source notes: [paste approved notes here] Return: 1. Quarantine list setup 2. Known facts 3. Assumptions 4. Missing information 5. Risks 6. Owner questions 7. Next setup actions

Claude 4 family

Use XML-style sections so context, source material, task, constraints, and output format stay separate.

```
<context> I am working on Set up a content quarantine list for an L&D system problem. Use this when an L&D team needs a visible quarantine system for stale, risky, duplicate, or unowned content. </context> <source_notes> [paste approved notes here] </source_notes> <task> Turn the source notes into a practical next move using these working fields: asset, link, audience, owner, quarantine reason, learner risk, decision needed, review date, final status. </task> <constraints> Use only the source notes provided. Do not invent policy details, metrics, learner needs, compliance requirements, or business context. Separate known facts, assumptions, missing information, risks, and next actions. Flag anything that changes scope, ownership, evidence, risk, or decision rights. </constraints> <output_format> 1. Quarantine list setup 2. Known facts 3. Assumptions 4. Missing information 5. Risks 6. Owner questions 7. Next setup actions </output_format>
```

Gemini 3 family

Use a clear task, labeled input, and one example pattern. For Obsidian context, use approved excerpts, Drive exports, Google Docs, or NotebookLM source sets.

Task: Help me make progress on Set up a content quarantine list from the notes provided. Context: Use this when an L&D team needs a visible quarantine system for stale, risky, duplicate, or unowned content. Working fields: - asset - link - audience - owner - quarantine reason - learner risk - decision needed - review date - final status Example pattern: Field: Missing information Good answer: Name the specific information to confirm, who can confirm it, and why it affects the next decision. Rules: - Use only the source notes provided. - If information is missing, write "Needs confirmation". - Keep the output concise and reviewable. - End with the next best action. Source notes: [paste approved notes here] Output format: 1. Quarantine list setup 2. Known facts 3. Assumptions 4. Missing information 5. Risks 6. Owner questions 7. Next setup actions

Microsoft 365 Copilot

Use goal, context, source, expectations, and output. For Obsidian context, use approved excerpts, Word summaries, OneDrive files, SharePoint pages, Teams context, or Outlook threads.

Goal: Help me make progress on Set up a content quarantine list. Context: Use this when an L&D team needs a visible quarantine system for stale, risky, duplicate, or unowned content. Source: Use the selected document, meeting notes, spreadsheet, email thread, SharePoint file, or pasted notes as the only source. Expectations: - Work with these fields: asset, link, audience, owner, quarantine reason, learner risk, decision needed, review date, final status. - Mark uncertain items as "Needs confirmation". - Do not add facts that are not in the source. - Separate known facts, assumptions, missing information, risks, and next actions. - Summarize the top review questions for the team. Output: 1. Quarantine list setup 2. Known facts 3. Assumptions 4. Missing information 5. Risks 6. Owner questions 7. Next setup actions

Sources behind this guide

Microsoft Lists: Create a list

<https://support.microsoft.com/en-us/office/create-a-list-0d397414-d95f-41eb-addd-5e6eff41b083>

Google Sheets responses from Forms

<https://support.google.com/docs/answer/6281888>

HHS: Website Content Lifecycle Management

<https://www.hhs.gov/digital/policies/web/content-lifecycle-management/index.html>