



Course and Module Validity Reminders

Overview

In the Learning application, both Courses and Modules have configurable validity dates meaning that upon completion they will have to be re-taken in X amount of months/years.

This guide will cover how to set a validity date within a course and/or module as well as how to set up reminder emails to ensure users can keep track of their progress.

Course validity

Course validity refers to how long the course will be valid before the user(s) are required to re-take the course.

When the Course validity check is performed the system is looking to see if users have completed all modules within the Course and if they have then they are automatically completed for the Course once again.

Therefore if you are going to be using a Course validity, you should also set validity on the modules within that Course, to ensure they also expire.

Without module validities set as well when your Course expires the modules won't (so users remain 'completed' for modules) and the system will mark users as complete for the Course, which may not be your intention if you wish users to instead re-take the content.

1. Head to the Course you would like to set a validity date.
2. Select **Edit Properties**.

Modules Manage modules Audit

Module 1
Level 1 Module

Module 2
Level 2

Module 3
Level 3

Claromentis Test

Live

This is for test purposes.

Enrol on this course

Expected duration

Category Claromentis

Tags claromentis , culture , service excellence , team

Edit properties Delete

3. Navigate to the **Advanced** tab.

4. Enter the **Course Validity** timeframe either in Month(s) or Year(s).

Learning / Courses / Claromentis Test / **Edit**

Details Permission **Advanced**

Expected duration

Rule(s) User(s) must complete these previous course(s) prior to accessing this course

Please select

+ Add more

Course Owner Claromentis Administrator

Course Validity User(s) will be required to re-take this course after a certain time

Completion of this course only valid for...

0 **Month(s)**

Submit **Cancel**

5. Once you have completed filling out the necessary information, press

Please note: When the validity date is reached, user completion status will automatically change from **Completed** > **Enrolled**

Name	Mandatory	Date Enrolled	Date completed	Status
Phil Lawrence	<input type="checkbox"/>	06-07-2020 14:05	26-07-2021 20:55	Completed
Abigail Clark	<input type="checkbox"/>	06-07-2020 14:05	N/A	Enrolled
Julia Greene	<input type="checkbox"/>	13-07-2020 14:10	15-07-2020 09:29	Enrolled
Austin Glover	<input type="checkbox"/>	27-07-2020 13:25	28-07-2020 16:11	Enrolled

Course reminders

Once the Course Validity date has been set, a reminder notification will be triggered after X months/years after the last completion date.

Please note: A reminder for users to re-take a course will be triggered daily until completed.

Additional course reminders

There is also an option to manually send a one-time-only notification email reminder via the **Audit** section found on the landing page of the course.

The screenshot shows the course landing page for 'Claromentis Test'. The page includes a header with navigation icons and a main content area with a puzzle-themed illustration. Below the illustration, the course title 'Claromentis Test' is displayed with a 'Live' status and an 'Enrol on this course' button. On the right side, there is a navigation menu with 'Modules', 'Manage modules', and 'Audit'. The 'Audit' section is active, and a red arrow points to the 'Send Reminder' button, which is located next to an 'Export to CSV' button.

Here you can choose to remind users to (a) Complete the course or (b) Enroll in the course.

The screenshot shows the same course landing page as above, but with a modal dialog box open. The dialog box is titled 'Send email reminder to...' and contains two radio button options: 'Complete this course' (which is selected) and 'Enroll on this course'. At the bottom of the dialog, there are two buttons: 'Send Reminder' and 'Cancel'. The background of the page is dimmed, and the 'Send Reminder' and 'Export to CSV' buttons from the 'Audit' section are visible in the background.

Module validity

Module validity refers to how long the module will be valid for before user(s) are required to re-take the module.

1. Head to the Module you would like to set a validity date.
2. Select **Edit Properties**.

Learning / Courses / Claromentis Test / **Module 1**

Module 1
Level 1 Module

Please enrol in the course(s) below to access this module:
Claromentis Test

Info

Available in: Claromentis Test

Owner: Claromentis Administrator

Date created: 25-08-2021 20:29

3. Navigate to the **Advanced** tab.
4. Enter the **Module Validity** timeframe either in Month(s) or Year(s).

Learning / Courses / Claromentis Test / Module 1 / **Edit**

Details Tutors Permission **Advanced**

Email Reminder
Send a reminder email if user(s) has not yet completed module within

0 days
Set to 0 to turn off reminders

Module Validity
User(s) will be required to re-take this module after a certain time

Completion of this module is only valid for... 0 Month(s)

5. Once you have completed filling out the necessary information, press

Module reminders

Module validity reminder

Once the Module Validity date has been set, a reminder notification will be triggered after X months/years after the last completion date.

Please note: A reminder for users to re-take a course will be triggered daily until completed.

Module reminder

This notification will be sent to enrolled users based on the value entered below.

It will be sent every day until the user completes the module.

Learning / Courses / Claromentis Test / Module 1 / **Edit**

🔔 🗨️ 📊 + ✖

📖 Details 👤 Tutors 🔑 Permission ⚙️ **Advanced**

Email Reminder

Send a reminder email if user(s) has not yet completed module within

days

Set to 0 to turn off reminders

Module Validity

User(s) will be required to re-take this module after a certain time

Completion of this module is only valid for...

Set to '0' to turn off reminders.

Last modified on 23 February 2024 by [Hannah Door](#)

Created on 26 August 2021 by [Veronica Kim](#)

Tags: [learning](#), [lms](#), [user guide](#), [reminder](#), [validity](#)