Link to article: https://discover.claromentis.com/knowledgebase/articles/839/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.

Learning / Courses / Claromentis Test	
A 2	I Modules I Manage modules II Audit
	Module 1 Level 1 Module
Claramantia Tast	Module 2 Level 2
This is for test purposes.	Module 3
Enrol on this course	
Expected ② duration	
Category Claromentis	
Tags Image: Claromentis , culture , service excellence , team	
Edit properties	

3. Navigate to the Advanced tab.

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

Learning / Courses / Clarom	nentis Test / Edit
⇐ Details	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 × Browse
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) V
	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 a	automatically change from	Complet
-------------------------------------------------------------------------------	---------------------------	---------

Name	Mandatory	Date Enrolled	Date completed	Status
Phil Lawrence		06-07-2020 14:05	26-07-2021 20:55	Completed
Abigail Clark		06-07-2020 14:05	N/A	Enrolled
Julia Greene		13-07-2020 14:10	15-07-2020 09:29	Enrolled
Austin Glover		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.

ed > Enrolled



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



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	× · · · ×
Щ	Module 1 Level 1 Module	Live Live Live Live Live Live Edit properties
	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 / I	lodule 1 / Edit	× -+ In II +-
🖽 Details 🚉 Tutors 🗩 Permission	Advanced	
Email Reminder Send a reminder email if user(s) has not yet co	upleted module within	
0 Set to 0 to tu	ays n off reminders	
Module Validity User(s) will be required to re-take this module	fter a certain time	
Completion of this module 0 is only valid for	Month(s) V	
is only valid for		

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 / Claron	nentis Test / Module 1 / Edit	Ē	ш	+-	*
🖽 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-tak	e this module after a certain time				
Completion of this module is only valid for	0 Month(s) V				

Last modified on 23 February 2024 by Hannah Door

Created on 26 August 2021 by Veronica Kim Tags: learning, Ims, user guide, reminder, validity