



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

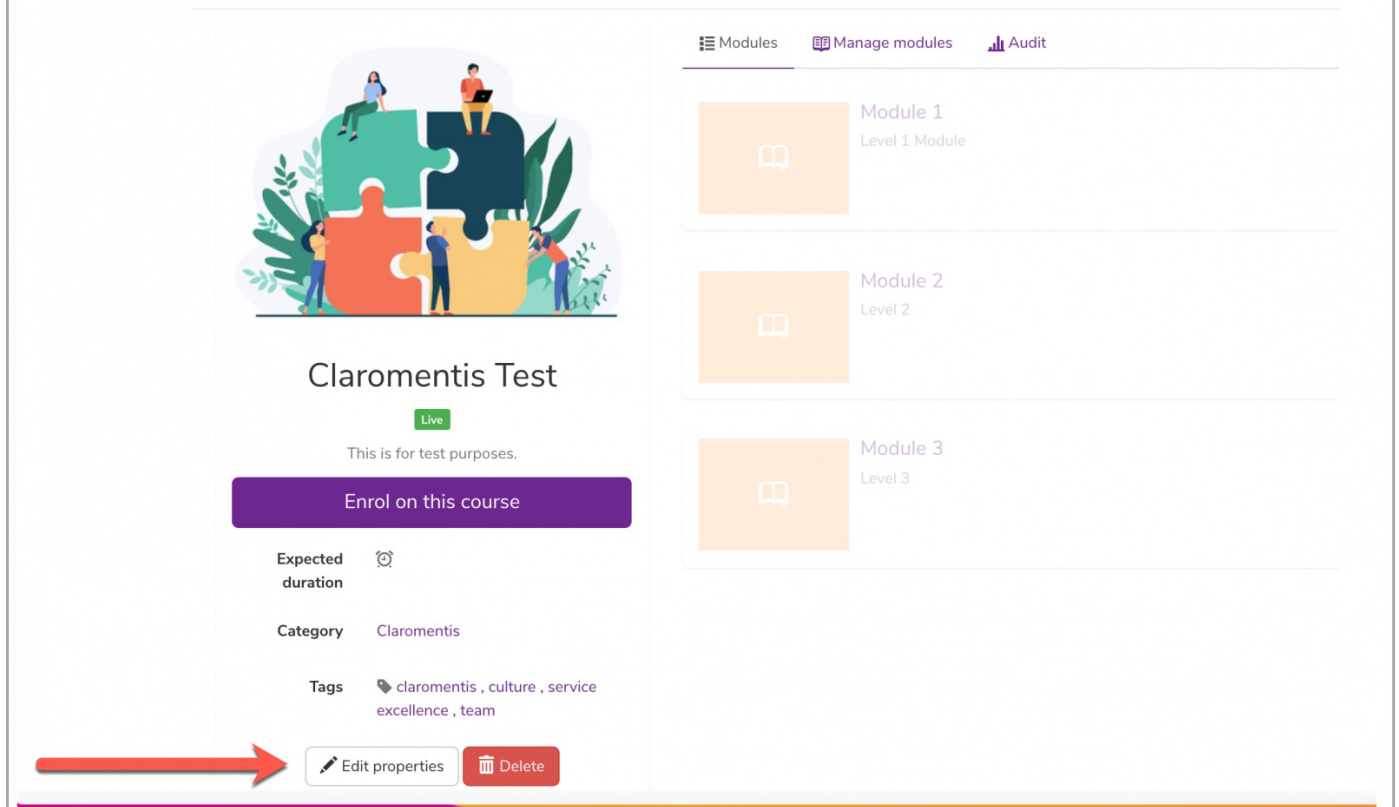
Course validity refers to how long the course will be valid before the user(s) are required to re-take the course.

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.

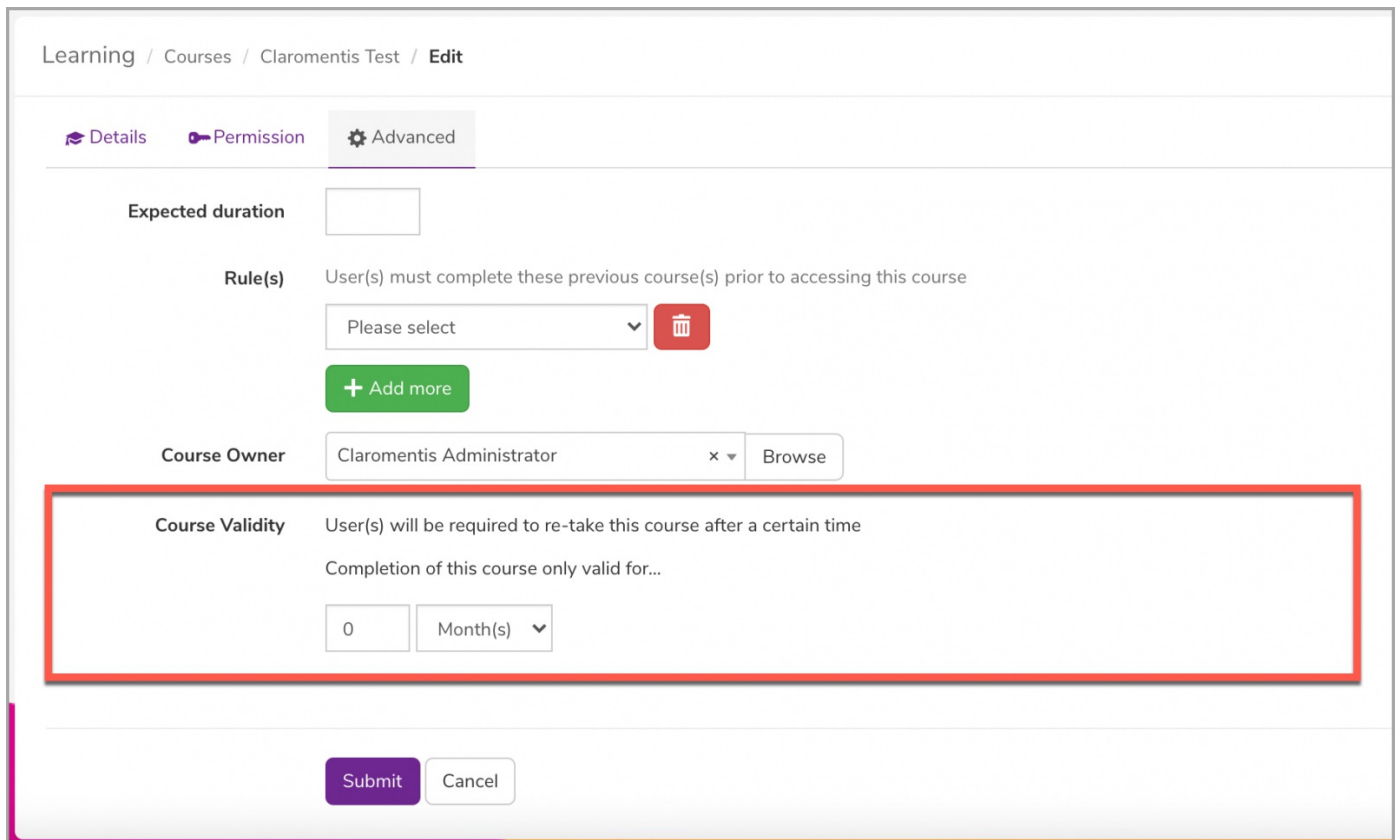
1. Head to the Course you would like to set a validity date.
2. Select **Edit Properties**.



The image shows the 'Claromentis Test' course overview page. At the top, there's a breadcrumb trail: 'Learning / Courses / Claromentis Test'. Below this, on the left, is a large illustration of people assembling puzzle pieces. The course title 'Claromentis Test' is prominently displayed, followed by a 'Live' status badge and the text 'This is for test purposes.' A large purple button labeled 'Enrol on this course' is present. Below this, details are listed: 'Expected duration' with a clock icon, 'Category' as 'Claromentis', and 'Tags' including 'claromentis', 'culture', 'service excellence', and 'team'. At the bottom left, there are 'Edit properties' and 'Delete' buttons, with a red arrow pointing to the 'Edit properties' button. On the right side, there's a sidebar with tabs for 'Modules', 'Manage modules', and 'Audit'. Under 'Modules', three modules are listed: 'Module 1 Level 1 Module', 'Module 2 Level 2', and 'Module 3 Level 3', each with a book icon.

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

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



The image shows the 'Claromentis Test' course edit page, specifically the 'Advanced' tab. The breadcrumb trail is 'Learning / Courses / Claromentis Test / Edit'. The 'Advanced' tab is selected, showing settings for 'Expected duration', 'Rule(s)', 'Course Owner', and 'Course Validity'. The 'Course Validity' section is highlighted with a red border. It includes a text description: 'User(s) will be required to re-take this course after a certain time' and 'Completion of this course only valid for...'. Below this, there's a numeric input field set to '0' and a dropdown menu set to 'Month(s)'. At the bottom, there are 'Submit' and 'Cancel' buttons.

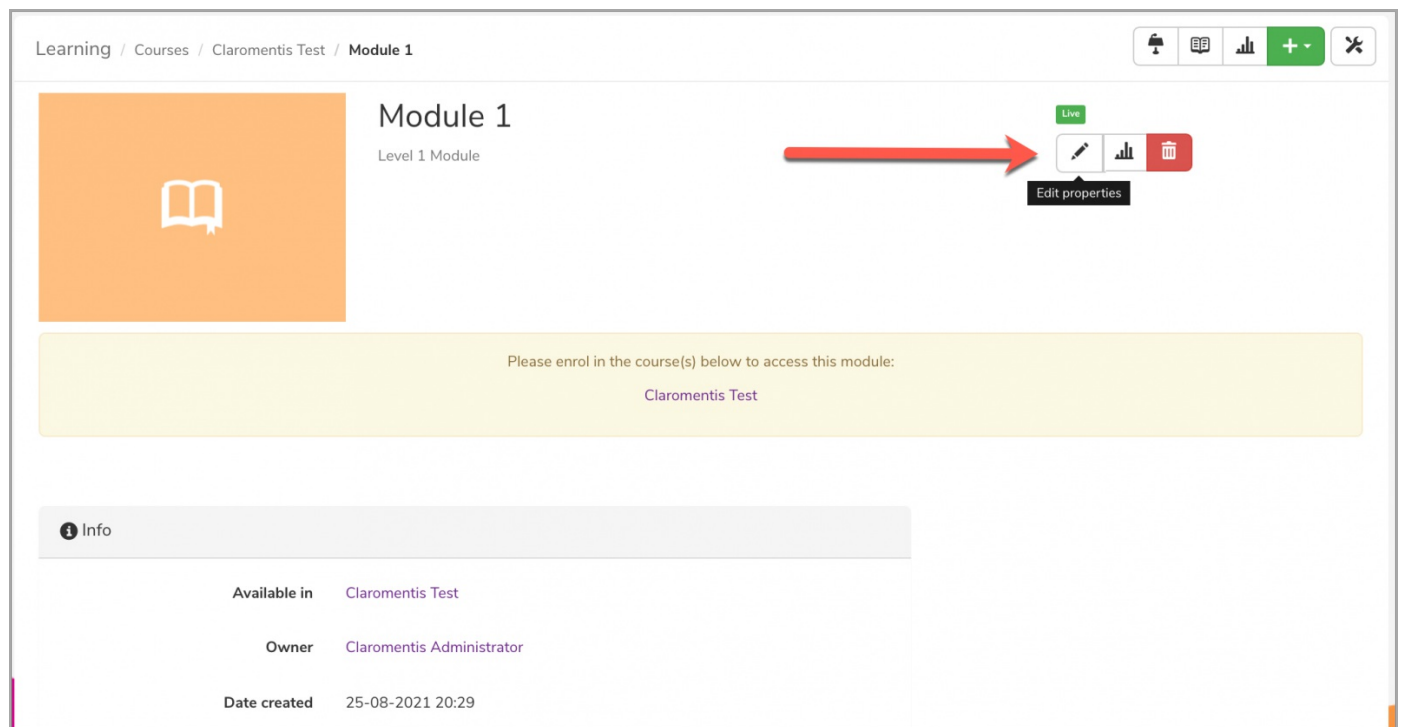
5. Once you have completed filling out the necessary information, press

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

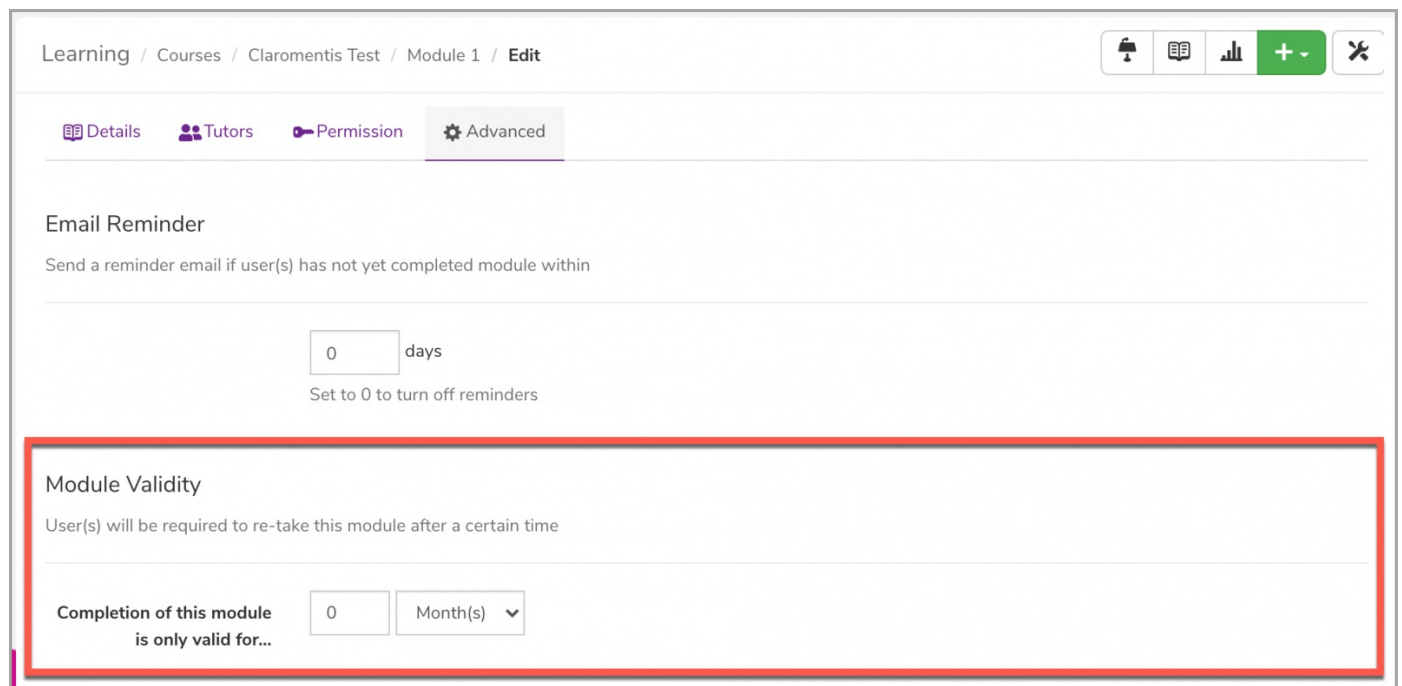
Module validity

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**.



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

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)

Set to '0' to turn off reminders.