



Resetting Course & Module completion

When users complete all modules in a Course, the Course itself is **completed**.

Sometimes we only want a user to take this content once, and their single completion is adequate.

However, there are instances where a Course and its modules need to be re-taken again or on a certain frequency, e.g. cybersecurity training, HIPAA, Health & Safety, etc.

In these cases, the user's current Course and Module completion needs to be reset so the user can take the content again.

This is achieved in Claromentis by setting a validity timeframe on all modules within a Course and the Course itself.

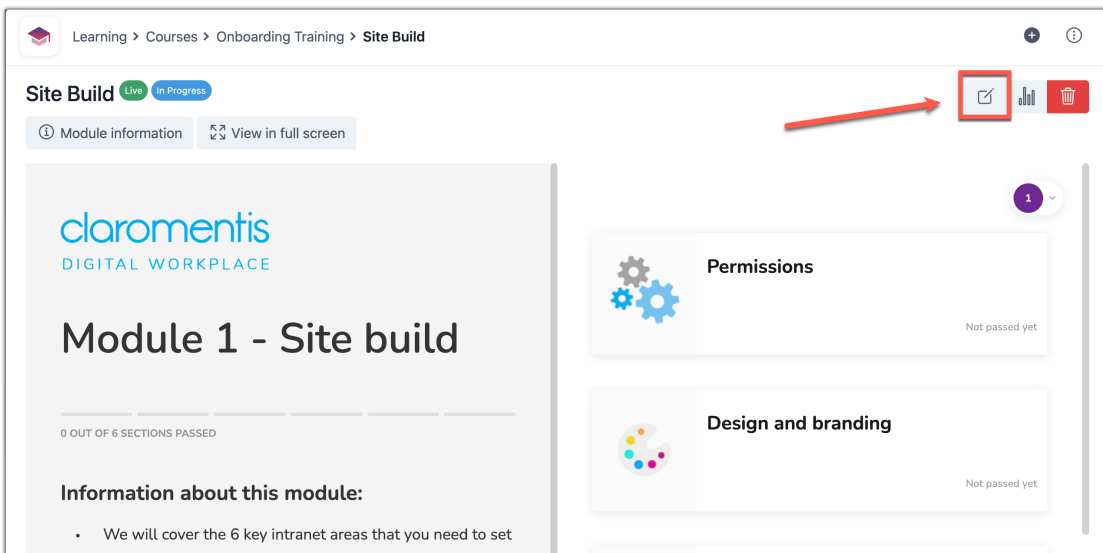
Please note: Set the validities to reset at the same time, or at least reset modules first, then the Course. (If modules have not reset when the Course does, the system will mark the Course as complete again because it recognises all modules remain completed)

Module validity

1. From the [front end of the Courses application](#), open the Course you want to set a validity on.
2. The Course's [modules](#) are listed on the right. If you want to reset completion, enter a validity on all modules within the course.

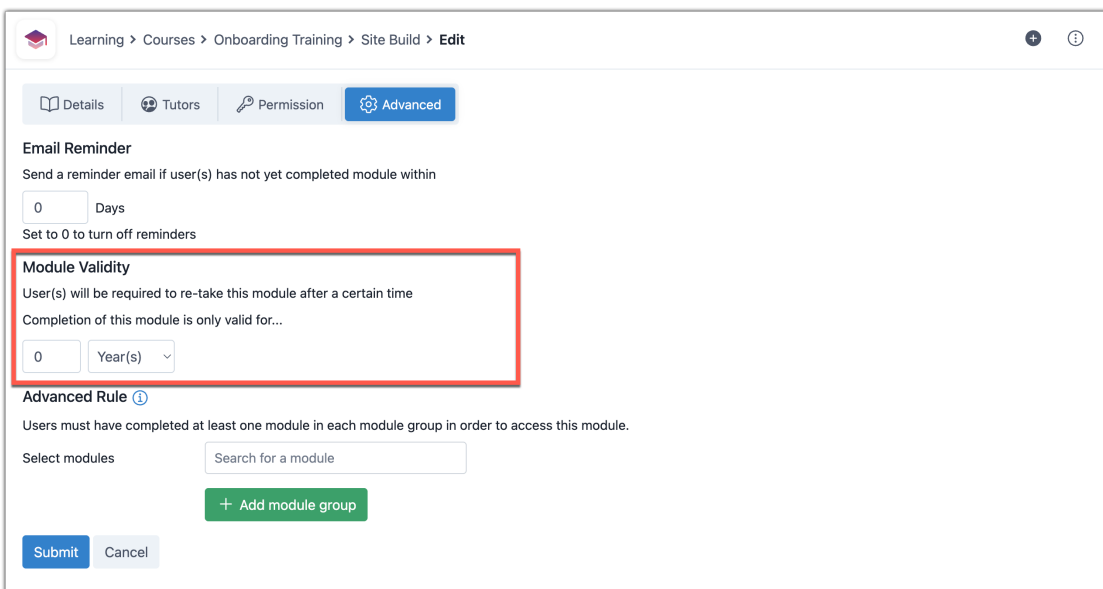
A screenshot of the Claromentis Learning interface. The breadcrumb trail shows 'Learning > Courses > Onboarding Training'. The course card on the left is titled 'Onboarding Training (OBC)' and is marked as 'Live'. It includes a description: 'An e-learning course to guide you through the first few stages of creating your intranet.' and shows it was started and enrolled on '19-05-2020 16:40'. A button 'Unenrol from this course' is visible. The right-hand side shows a list of modules. The 'Site Build' module is highlighted with a red border. It is 'In Progress' and has a length of 30 minutes. The 'Fundamentals' module is also listed below it, also 'In Progress'. Navigation tabs for 'Modules', 'Manage modules', and 'Audit' are visible at the top of the module list.

3. Click into the first module and then 'Edit properties' (Pencil icon)



4. Open the 'Advanced' tab

5. Enter the Module Validity timeframe either in Month(s) or Year(s).



6. Click 'Submit' to save and apply the validity timeframe to the module.

7. Go back to the Course landing page and repeat the steps until all modules in the Course have been given the same validity timeframe

8. You have ensured all modules will reset at the same time, now apply a Course validity to ensure this resets as well (steps below)

Course validity

1. From the [front end of the Courses application](#), open the Course you want to set a validity on.

2. Click 'Edit Properties' to edit the Course

Learning > Courses > Onboarding Training

Onboarding Training (OBC)
 Live
 An e-learning course to guide you through the first few stages of creating your intranet.
 Started **Enrolled** 19-05-2020 16:40

Unenrol from this course

Expected duration

Category **Claromentis , Franchisee Training**

Tags

Edit properties **Delete**

Site Build
 In Progress
 Information about this module: We will cover the 6 key intranet areas that you need to set up during your initial site build. Each section will take approximately 5 minutes to complete. The whole module should take no longer than 30 minutes to complete, however, we recommend that you pause the module when you need to, and take the time to apply the steps you have learnt. After each section is a short quiz.
 Length: 30 minutes

Fundamentals
 In Progress
 Information about this module: We'll cover 6 fundamental intranet applications, so that you can start using them straight away. Each section will take approximately 5 minutes to complete. The whole module should take no longer than 30 minutes to complete. However, we recommend that you pause the module when you need to, and take the time to apply the steps you have learnt. After each section is a short quiz Included applications --> Documents / News/ Policy Manager/ Buttons/ Badges/ Holiday Planner
 Length: 30 minutes

3. Open the 'Advanced' tab

4. In 'Course validity' select the timeframe you want to set (Months, years, days)

Learning > Courses > People Application Course > **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 **Browse**

Course Validity User(s) will be required to re-take this course after a certain time
 Completion of this course only valid for...
 Year(s)

Submit **Cancel**

5. Click 'Submit' to save and apply the validity timeframe.

6. Once the validity timeframe has elapsed, the system will attempt to change all users with the 'Completed' label for the Course back to enrolled.

As long as the **modules** within the Course are not also 'completed' this will work.

If modules are still showing as 'completed' the system will not be able to reset user completion and instead will update with a new completion.

Notifications

When a Course expires, a notification is sent to each user that their completion has been reset, and the same applies to any modules that reset.

After this, further reminders can be sent based on a chosen frequency set on the **admin side**, or individually **per module**.

The type of notification users receive about this is as set in their **preferences**.

Created on 14 May 2026 by [Hannah Door](#)

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