



## 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.

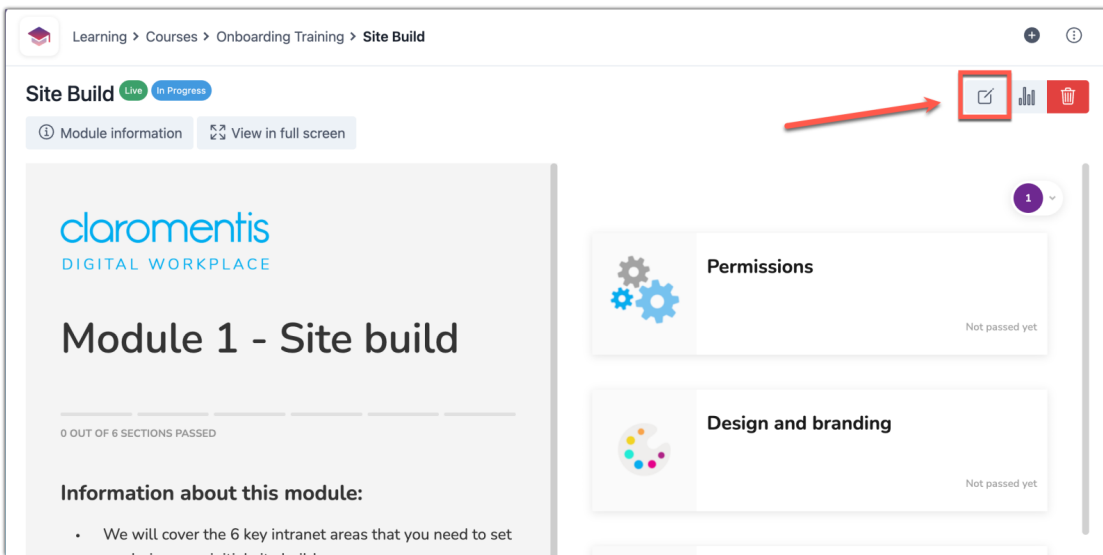
**Please note:** Set the validities to reset at the same time, or at least reset modules first, then the Course. (If modules have not reset when the Course does, the system will mark the Course as complete again because it recognises all modules remain completed)

## 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.

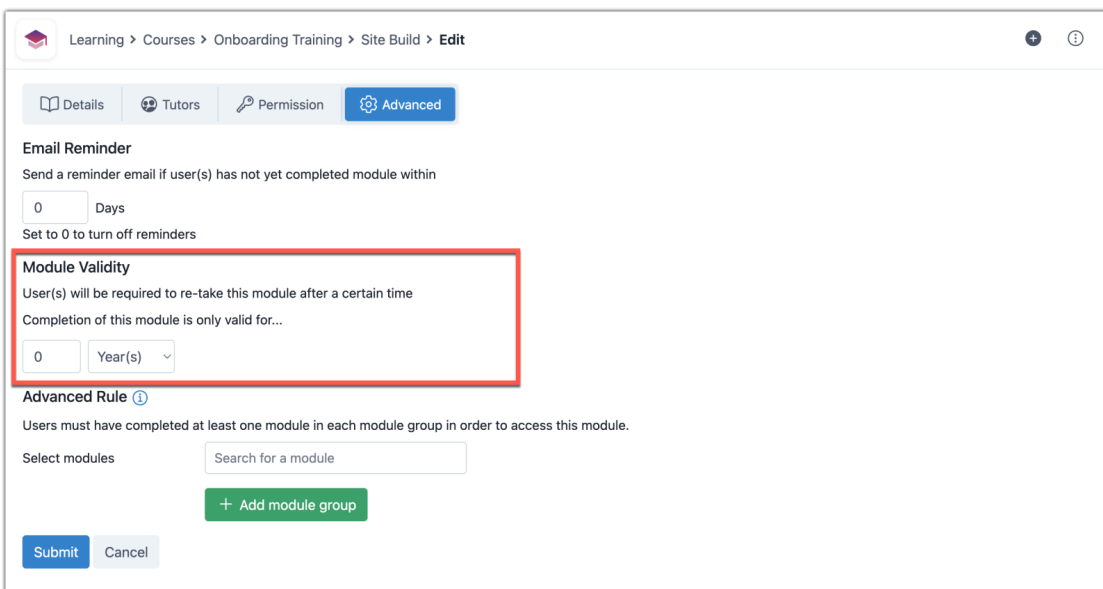
A screenshot of the Claromentis Learning interface. The breadcrumb trail shows 'Learning &gt; Courses &gt; Onboarding Training'. The course title is 'Onboarding Training (OBC)' with a 'Live' status. Below the title, it says 'An e-learning course to guide you through the first few stages of creating your intranet.' and 'Started' followed by 'Enrolled 19-05-2020 16:40'. There is a button 'Unenrol from this course'. On the right, there are tabs for 'Modules', 'Manage modules', and 'Audit'. The 'Modules' tab is active, showing two modules: 'Site Build' and 'Fundamentals'. Both are marked 'In Progress'. The 'Site Build' module description says: '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'. The 'Fundamentals' module description says: '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 --&gt; Documents / News/ Policy Manager/ Buttons/ Badges/ Holiday Planner'. A red box highlights the module list area.

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  Delete  
+ Add more

Course Owner Claromentis Administrator x 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](#).

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

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