How to Set Additional Course Reminders





APPLICABLE TO:

- Company Admin
- Manager
- Instructor
- O Learner

GlobalLearn

General Settings determine whether courses issue default reminders to Learners and their Manager, however these are limited to one reminder per course.

If you want to set more reminders for a course, you can do so via the <u>Course Management</u> page.





2 Select a Course via the checkbox.



3 Expand the More Options menu at the top and select the Set Completion Reminder option.



4 Click on the Add New Record button.





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GlobalLearn version 2.5

5 Set the <u>Role to Learner</u> and then select when the reminder will be issue (days before due date).



TRIAL INTERACTIVE

[optional] If you prefer the reminder to be sent AFTER the course due date,
check the box in the middle.



7 Set the status to Active. You would only use Inactive to temporarily suspend issuance of a specific reminder.



⁸ Click on **Save Config** to set the reminder.



Inserted Successfully	
Role	Days Before
Learner	3
Add New Record	

any others. You can repeat steps 4-7 to add more reminders.



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