

How to Set Additional Course Reminders

GlobalLearn version 2.5

APPLICABLE TO:

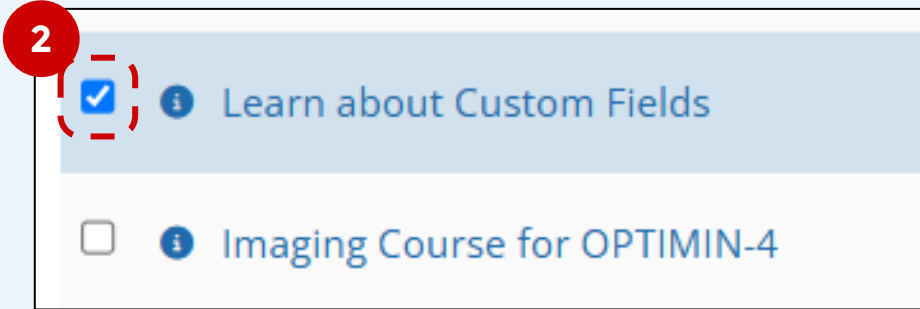
- ☒ Company Admin
- ☒ Manager
- ☒ Instructor
- ☐ Learner
- ☒ GlobalLearn

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 [Course Management](#) page.

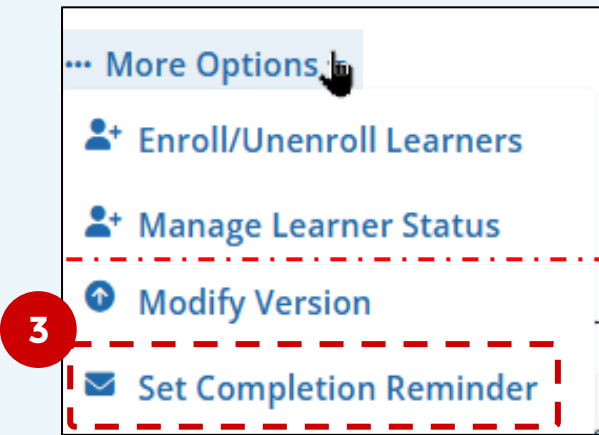
1 Log in to Global Learn and navigate to the **Course Management** page.



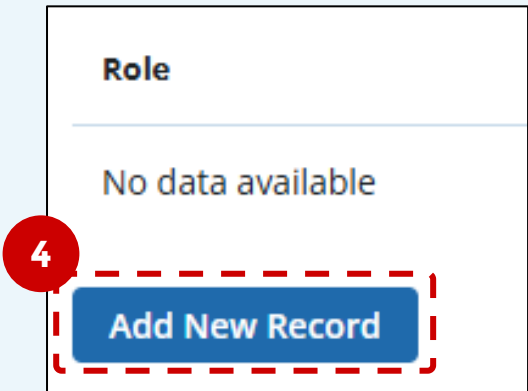
2 Select a Course via the checkbox.



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



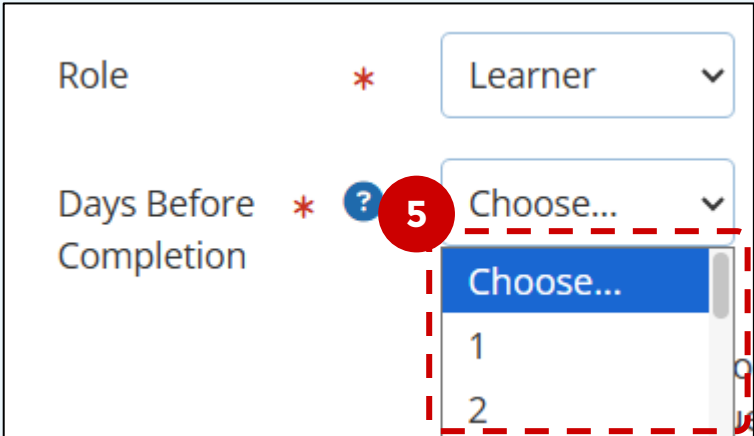
4 Click on the **Add New Record** button.



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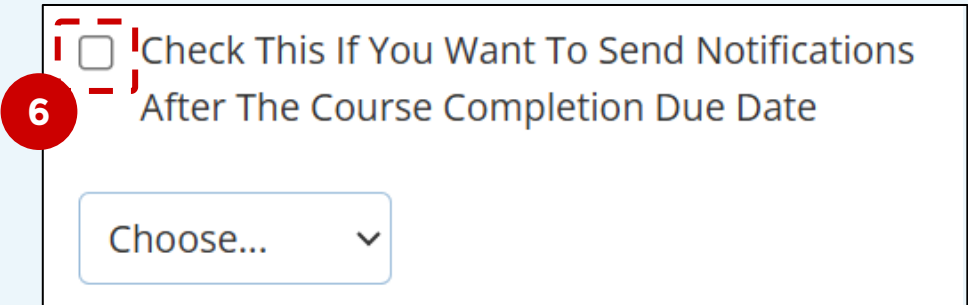
5 Set the Role to Learner and then **select when** the reminder will be issue (days before due date).



Role * Learner

Days Before Completion * ? 5 Choose...
Choose...
1
2

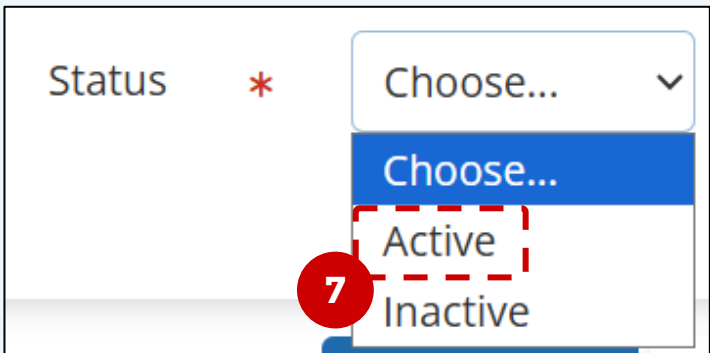
6 [optional] If you prefer the reminder to be sent **AFTER** the course due date, **check the box** in the middle.



☐ Check This If You Want To Send Notifications After The Course Completion Due Date

Choose...

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



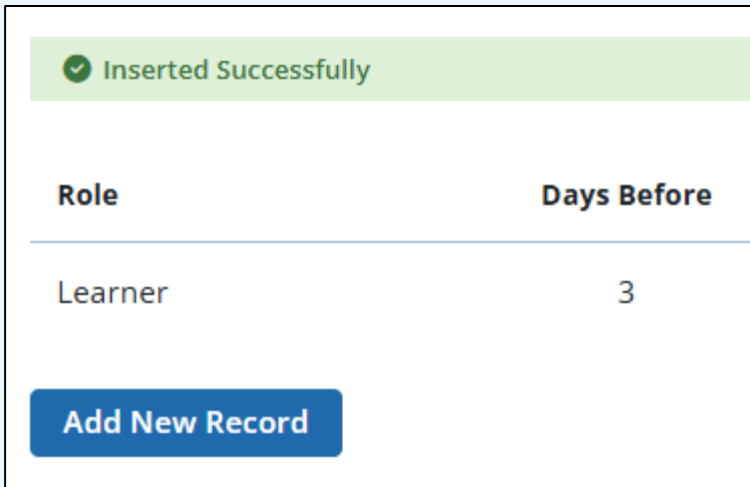
Status * Choose...
Choose...
Active
Inactive

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



Save Config Cancel

9 The new reminder will be listed, along with any others.
You can repeat steps 4-7 to add more reminders.



Inserted Successfully

Role	Days Before
Learner	3

Add New Record