

How to Set Additional Course Reminders

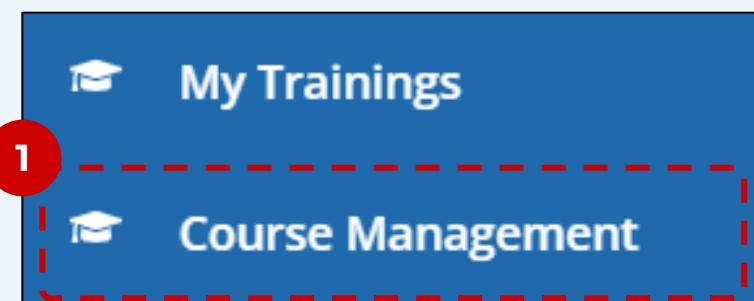
APPLICABLE TO:

- 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.

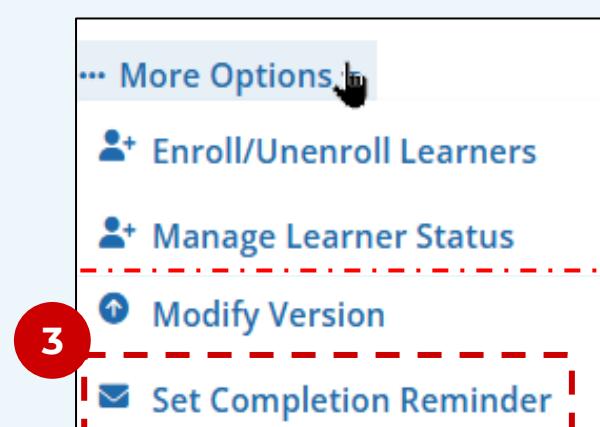
- 1 Log in to Global Learn and navigate to the **Course Management** page.



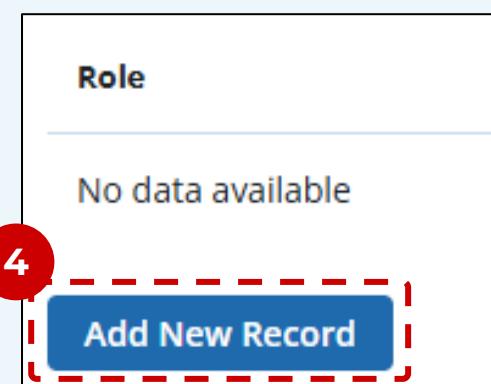
- 2 Select a Course via the checkbox.



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

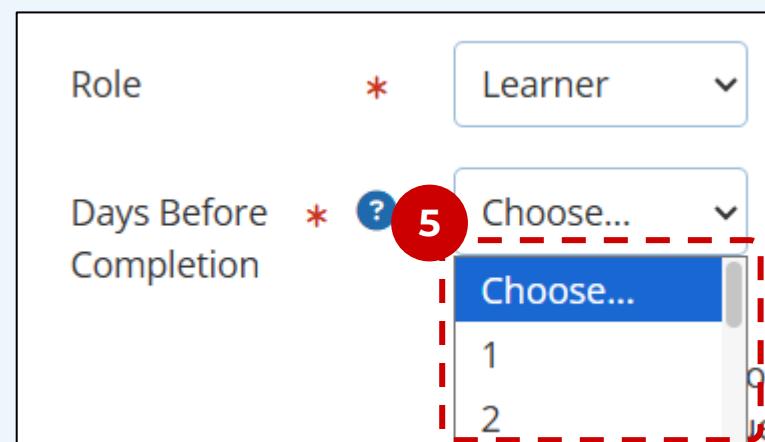


- 4 Click on the **Add New Record** button.



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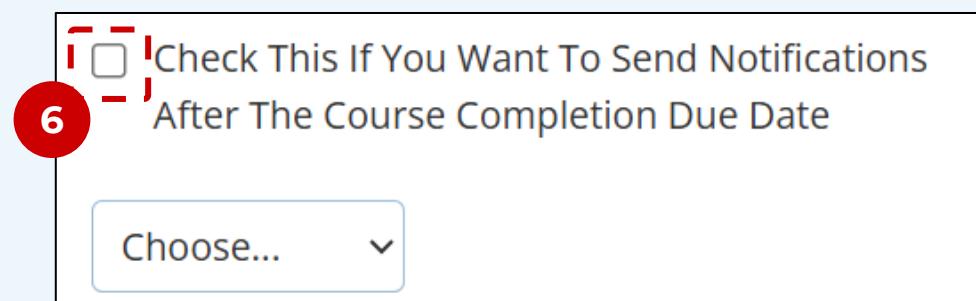
5 Set the Role to Learner and then **select when** the reminder will be issued (days before due date).



Role * Learner

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

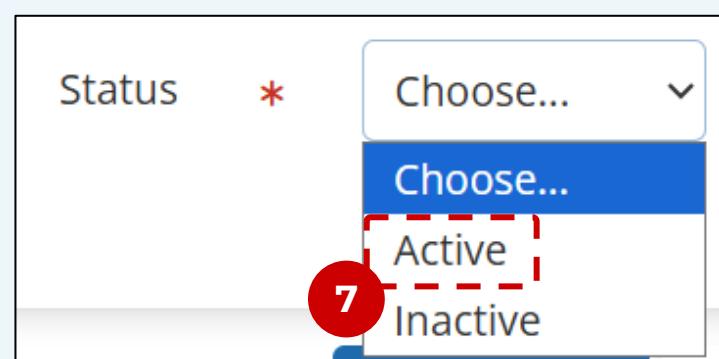
6 [optional] If you prefer the reminder to be sent AFTER the course due date, **check the box** in the middle.



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.



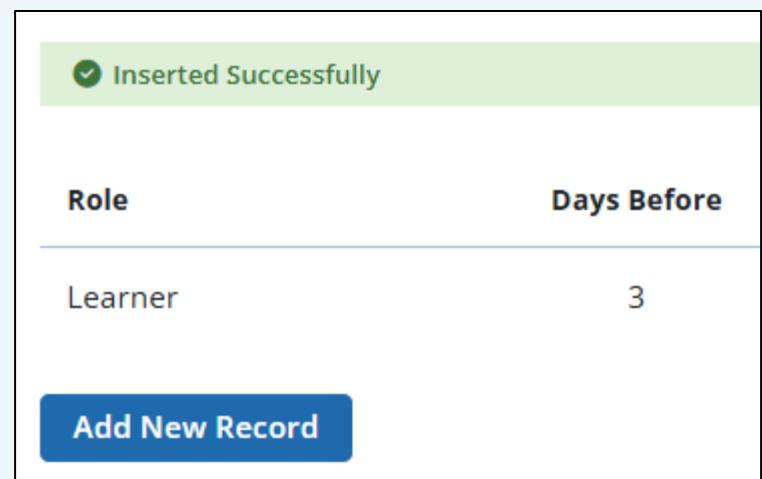
Status * Choose...
Choose... **7** Active
Inactive

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



8 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