

How to Set Additional Course Reminders

GlobalLearn version 2.6

APPLICABLE TO:

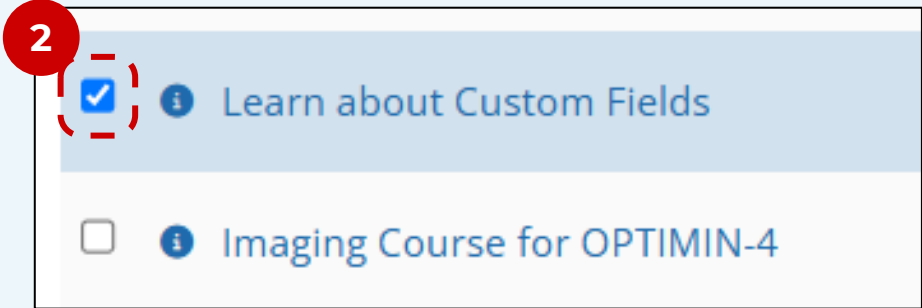
- ☒ Company Admin
- ☒ Manager
- ☒ Instructor
- ☐ Learner
- ☒ GlobalLearn

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.

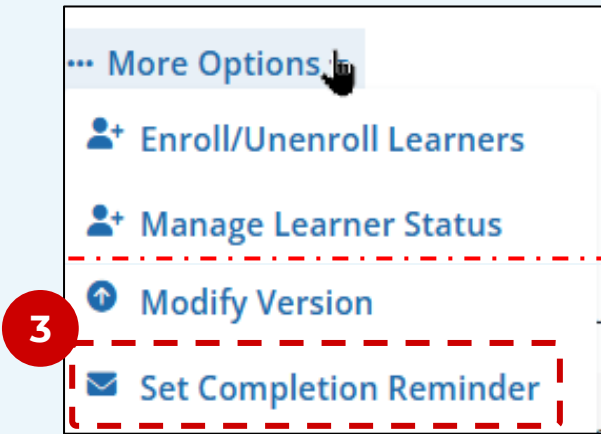
1 Log in to Global Learn and navigate to the **Course Management** page.



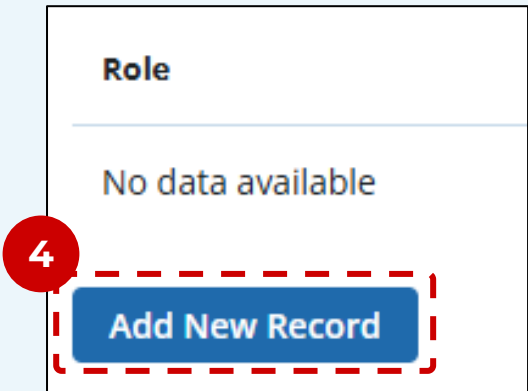
2 Select a Course via the checkbox.



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



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



How to Set Additional Course Reminders

GlobalLearn version 2.6

- 5

Set the Role to Learner and then **select when** the reminder will be issue (days before due date).
- 6

[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.
- 9

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

Role * Learner ▼

Days Before Completion * ? 5 Choose... ▼

Choose...

1

2

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

Choose... ▼

Status * Choose... ▼

Choose...

Active

Inactive

Save Config Cancel

Inserted Successfully

Role	Days Before
Learner	3

Add New Record