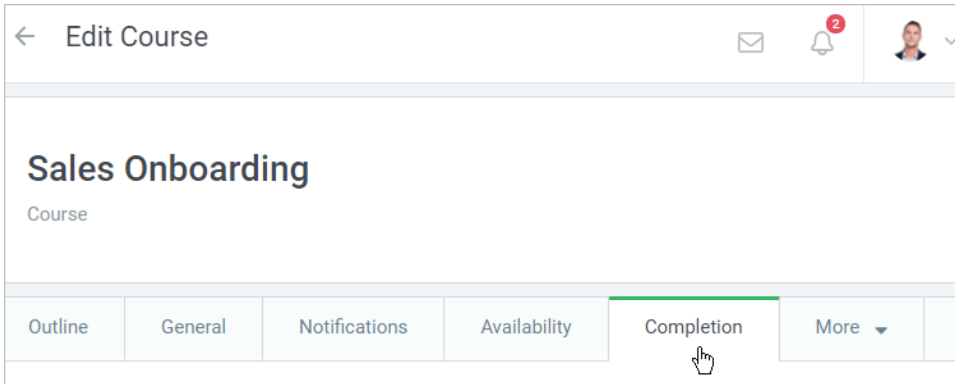


Automatic Re-enrollments

Set up automatic re-enrollments as this guarantees that the course will be assigned to all the users who have completed it in the indicated period.

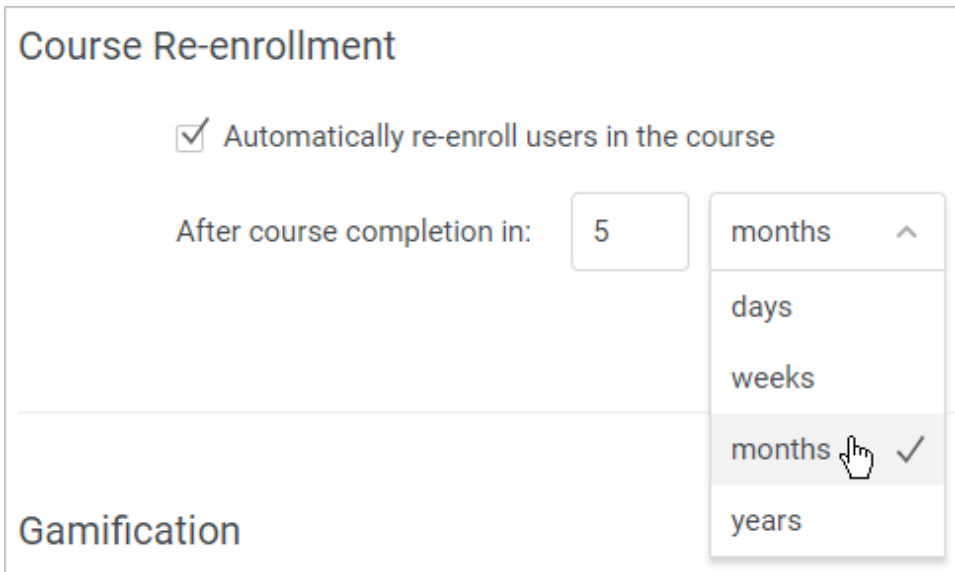
To re-enroll users into the course automatically:

1. On the **Edit Course** page, open the **Completion** tab.



2. In the **Course Re-enrollment** section, check **Automatically re-enroll users in the course**. Then, specify in how many days, weeks, months, or years the course will be re-assigned.

Note: a month always has 30 days, and a year — 365 days.



3. After that, click **Save**.

← Edit Course ✉ 🔔 👤

Sales Onboarding

Course

Outline General Notifications Availability **Completion** More ▾

Set the actions after course completion. **Save**

4. The new **Re-enrollment Date** column will appear under the **Enrollments** tab. As soon as a learner completes the course, the re-assignment date will be situated there.

<input type="checkbox"/> Name	Department	Date	Status	Re-enrollment Date ↑	Type
<input type="checkbox"/> Nick Moore <small>nick.moore</small>	My Company	12/29/19 - 10/24/20	Complete	7/27/20	-
<input type="checkbox"/> Leigh Ann Bellamy <small>leighann.bellamy</small>	Human Resources My Company	12/29/19 - 1/5/20	Complete	-	-

i Important:

1. After a learner successfully completes a course in a specified period of time, they are enrolled in the same course. If a user doesn't pass the course, it won't be re-assigned.
2. Every new enrollment starts from scratch. A re-assigned course and all content items have the **Not Started** status.
3. Consequently, statistics on every new enrollment are collected anew.
4. Re-enrollment affects only users who have completed the course after it being enabled. If a learner has successfully passed the course before re-enrollment was created, the content won't be re-assigned.
5. Let's say a student has successfully passed a course with re-enrollment enabled, and later you edited the time period in which the course would be repeatedly assigned. The course will be re-assigned in so many minutes/days/weeks as was specified when the user completed it.
6. If you enabled re-enrollment and later changed the course duration, due date or access settings, those will be the current parameters that will be applied when the course is re-assigned.
7. Disabling re-enrollment cancels all scheduled repeated course re-assignments.