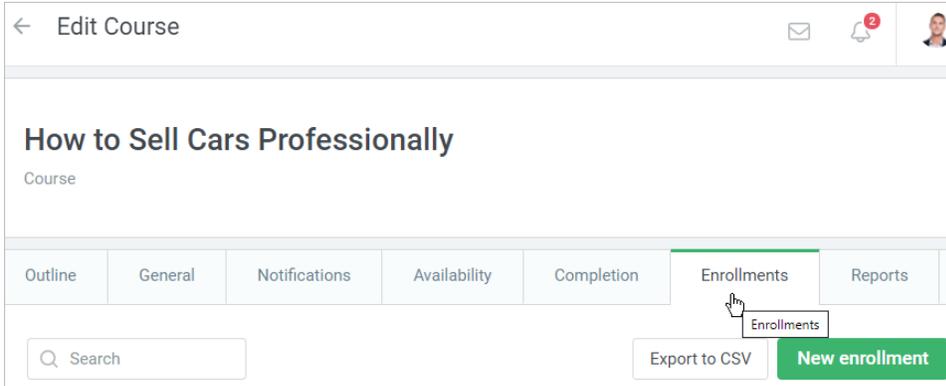


Manual Re-enrollments

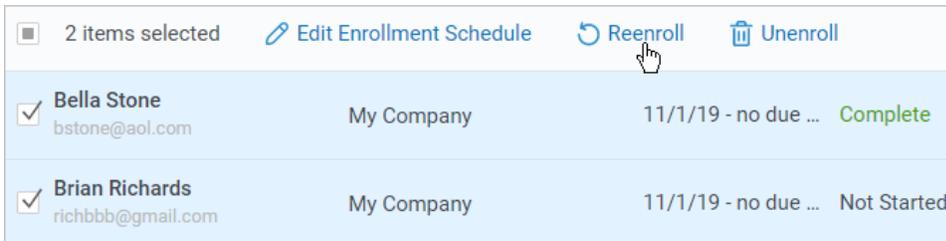
Sometimes the administrator only needs to assign a course repeatedly to certain employees, not to all the users enrolled in a course. This happens when one of the learners has scored lower than average during the final test and seemingly needs to review the course.

In this case, it's a good idea to use the manual course re-enrollment feature. You can do this even if there is [automatic re-enrollment](#) is already set up for the course.

1. Open a course and select the **Enrollments** tab.



2. Then choose one or multiple employees to whom you want to reassign the course. Next, click the **Reenroll** link.



3. In the **Course Re-enrollment** window, specify the start and due dates and set up the access settings.

If in the **Due date** field, you select **For a period**, specify in how many days, weeks, months, or years the courses will be reassigned. **Note:** a month always has 30 days, and a year — 365 days.

Note: Current progress in the course will be deleted. That is to say, even if a student has already passed one of the four sections of the course, they will need to start the course over again.

Course Re-enrollment ✕

Note: On re-enrollment, current completion progress for this course will be deleted.

Leigh Ann Bellamy
leighann.bellamy

Start date:

12/29/2019 12:00 ...
📅

Due date:

For a period
▾

10

months
▾

days
weeks
months ✓
years

Restrict access:

Do not restrict

S

4. Now the period users have to complete the course within will be displayed under the **Date** column.

<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 - 10/24/20	Not Started	-	-

📘 Important:

1. If you set up manual re-enrollment, the scheduled automatic re-enrollment will be canceled (if automatic re-enrollment is enabled for the course).
2. However, if a user successfully passes the manually assigned course, the course will be re-enrolled automatically next time after the indicated time period has passed (if automatic re-enrollment is enabled for the course).
3. The employee starts a reassigned course from scratch. The reassigned course and all its modules will now have the **Not Started** status.
4. Consequently, statistics on the reassigned course are collected as new. All the progress that the user has earlier made (the number of passed sections and modules) will be lost.