

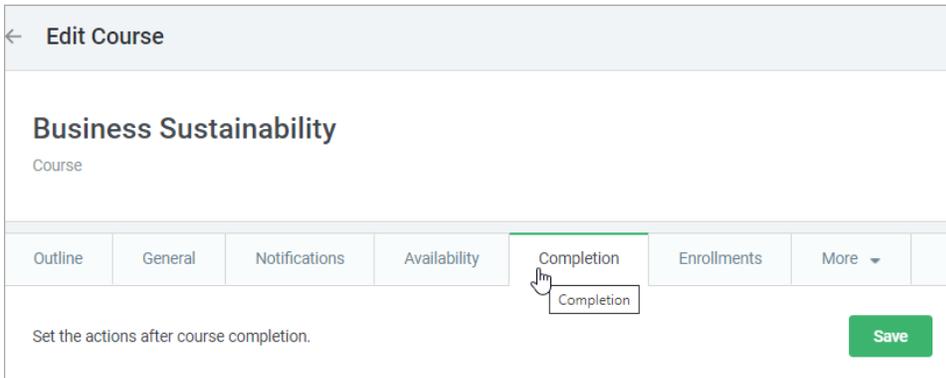
Automatic Re-enrollments

With iSpring Learn, you can automatically re-enroll users in a course at the appropriate time.

If you need to conduct an annual employee re-certification to confirm their qualification, set up automatic re-enrollments and specify when users will be re-enrolled in a course.

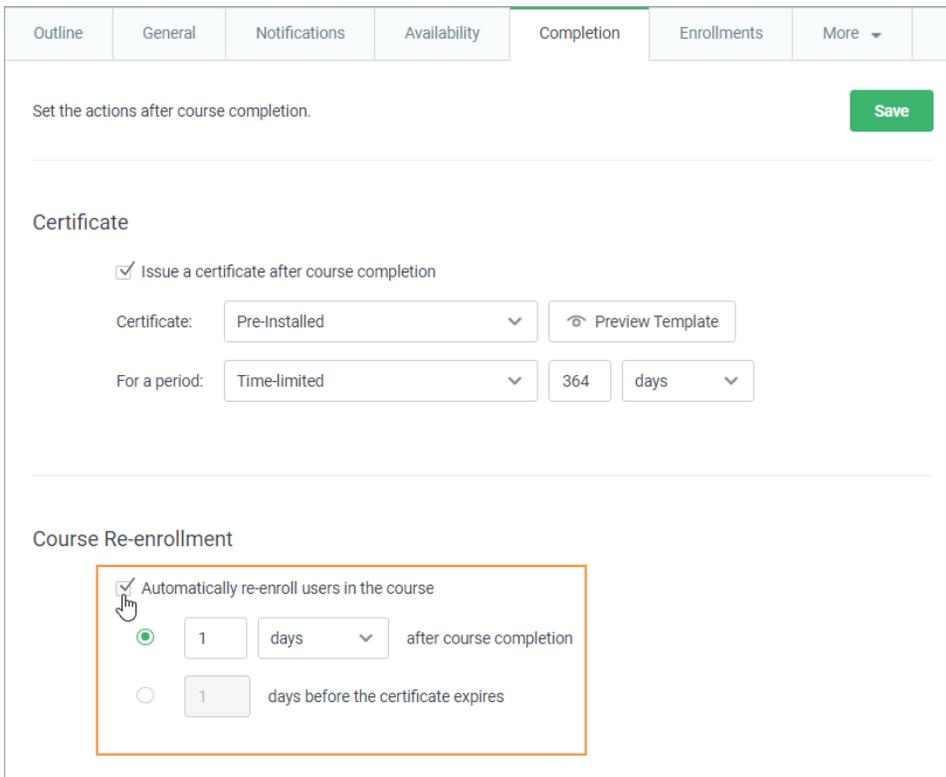
To automatically re-enroll users in a course:

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



The screenshot shows the 'Edit Course' interface for a course titled 'Business Sustainability'. The 'Completion' tab is selected and highlighted with a green border. Below the tabs, there is a section titled 'Set the actions after course completion.' with a green 'Save' button on the right.

2. In the **Course Re-enrollment** section, check **Automatically re-enroll users in the course**.



The screenshot shows the 'Course Re-enrollment' section of the 'Edit Course' page. The 'Completion' tab is still selected. The section is titled 'Course Re-enrollment' and contains a checkbox labeled 'Automatically re-enroll users in the course' which is checked. Below this checkbox, there are two radio button options: '1 days after course completion' (which is selected) and '1 days before the certificate expires'. The 'Certificate' section above it shows 'Issue a certificate after course completion' checked, with a 'Pre-Installed' certificate template and a 'Time-limited' duration of 364 days.

3. Choose when users will be re-enrolled in the course: after the course is completed or before the certificate expires.

Automatically re-enroll users in the course:

- **"X" after course completion**
Specify in how many days, weeks, months, or years that users, who have completed the course will be re-enrolled in that same course.

- **"X" days before the certificate expires**
 - In the Certificate section, check **Issue a certificate after course completion** of the course and indicate [the validity period of the certificate](#).
 - Select in how many days before the previous certificate expires, users should be re-enrolled in the course.

Now you can be sure that users have enough time to complete the course and receive a new valid certificate by the time the previous certificate expires.

Important:

- The number of days cannot be equal to or exceed the expiration period of the certificate.
- After receiving a new certificate, all previous certificates for this course will show an **"Extended"** status.
- Certificate start date = certificate issue date = course completion date.

4. After that, click **Save**.

← Edit Course

Business Sustainability

Course

Outline General Notifications Availability **Completion** Enrollments More ▾

Set the actions after course completion.

Save

5. 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 shown there.

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



Important:

1. You can automatically re-enroll users only to a course with a **Completed** status.
2. If a user doesn't complete a course, they will not be re-enrolled for that course.
3. When setting the certificate validity period in **months**, 1 month = 30 days.
When calculating the **re-enrollment date**, 1 month = 28 days (due to February).

Example:

- If you set the certificate validity period to "**12 months**", then the user can be automatically re-enrolled to this course no sooner than **336** days after completing the course.
 - If you set the certificate validity period to "**1 year**", the user can be automatically re-enrolled to this course no sooner than **365** days after completing the course.
4. Every re-enrollment starts from scratch. After users have been re-enrolled, the course will show **Not Started**.
 5. Statistics on every re-enrollment are collected anew.
 6. Automatic re-enrollment affects only users who have completed the course **after** the settings were applied.
If users completed the course **before** the settings were applied, they will not be re-enrolled in the course.
 7. Let's say you chose a time period after which users will be re-enrolled in the course. Users then completed the course, but later you changed the time period for re-enrollment.
The next time, users will be re-enrolled after the time period that was applied **before** they completed the course.
 8. If you turn off automatic re-enrollment all scheduled re-enrollments will be canceled.