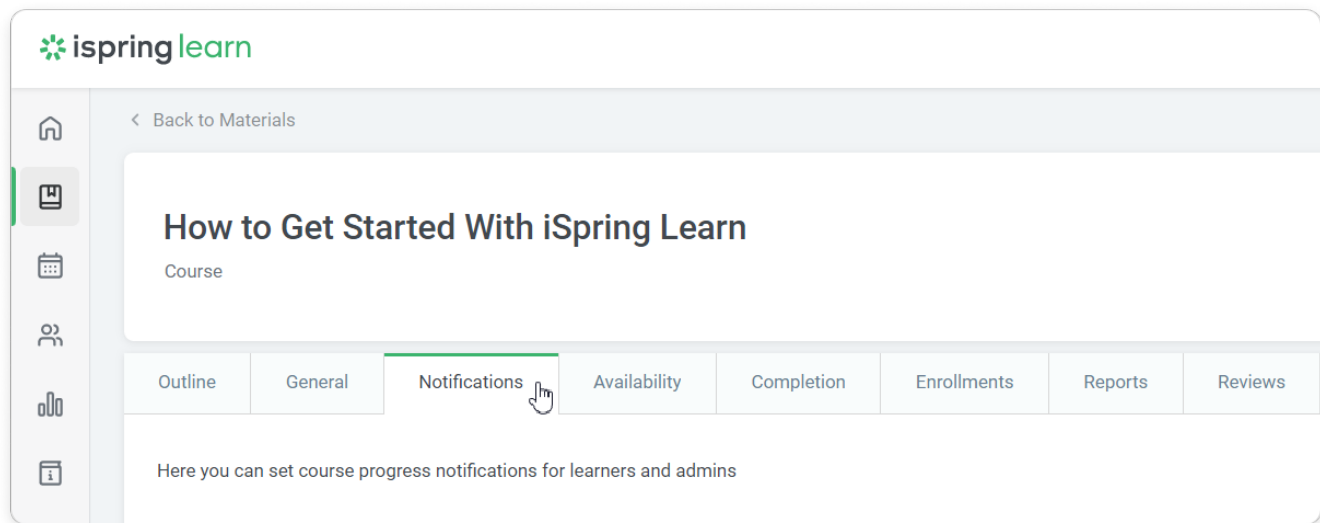


Course Notifications

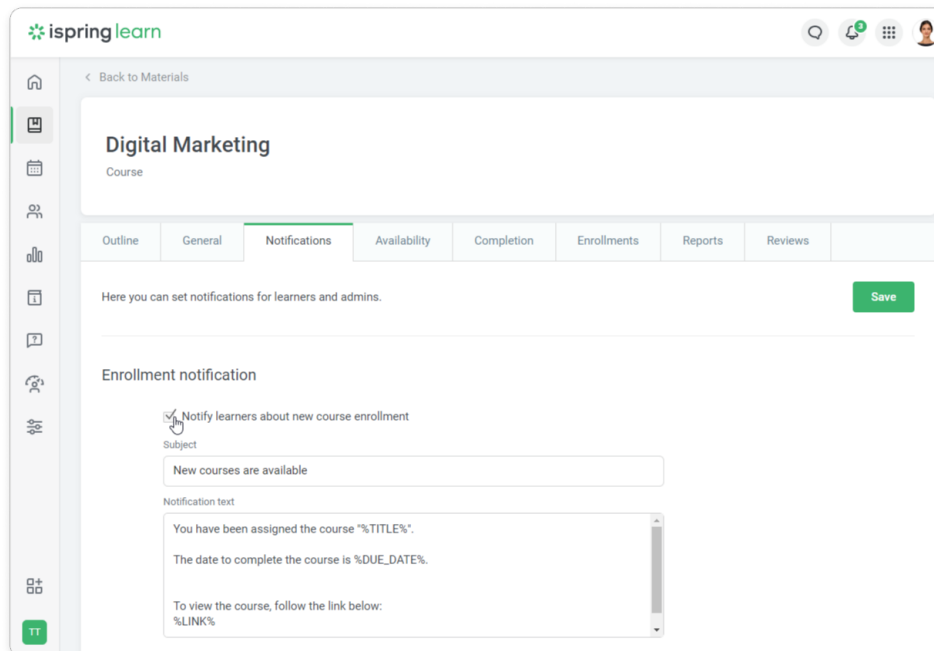
Under the **Notifications** tab, you can manage alerts that arrive at Learners' and Administrators' emails and accounts.

- [Enrollment Notification](#)
- [Due Date Notification](#)
- [Past Due Notification](#)
- [Course Completion Notification](#)



Enrollment Notification

1. Go to the course editing page and select the **Notifications** tab. Make sure that enrollment notifications are enabled.



2. Enter the subject for your enrollment notification. You'll have a maximum of 255 characters for this.

OutlineGeneralNotificationsAvailabilityCompletionEnrollmentsReportsReviews

Here you can set notifications for learners and admins.

Save

Enrollment notification

☒ Notify learners about new course enrollment

Subject

Digital Marketing Course

Notification text

You have been assigned the course "%TITLE%".

The date to complete the course is %DUE_DATE%.

To view the course, follow the link below:

%LINK%

- Change the notification message. Reset the default text if needed. You can use up to 1,000 characters to write your text.

Enrollment notification

☒ Notify learners about new course enrollment

Subject

Digital Marketing Course

Notification text

Master the basics of digital marketing with our course "%TITLE%".

There are 3 modules to explore, all created by experienced trainers, packed full of practical exercises and real-world examples to help you turn knowledge into action.

Follow the link: %LINK%

Hurry up! The due date is %DUE_DATE%

Reset default text

- Done! Be sure to save the changes you've made.

Digital Marketing

Course

OutlineGeneralNotificationsAvailabilityCompletionEnrollmentsReportsReviews

Here you can set notifications for learners and admins.

Save

Enrollment notification

☒ Notify learners about new course enrollment

Subject

Digital Marketing Course

Notification text

Master the basics of digital marketing with our course "%TITLE%".

There are 3 modules to explore, all created by experienced trainers, packed full of practical exercises and real-world examples to help you turn knowledge into action.

Follow the link: %LINK%

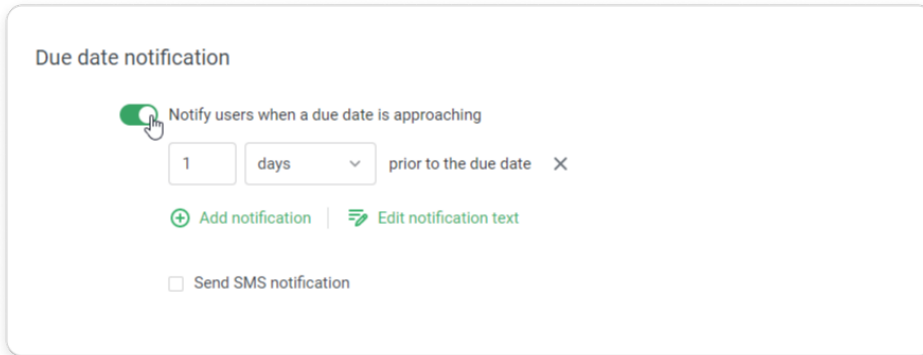
Hurry up! The due date is %DUE_DATE%

Due Date Notification

Send your Learners several automatic reminders when the completion date of the course is approaching.

To do this:

1. Turn on **Notify users when a due date is approaching**.



Due date notification

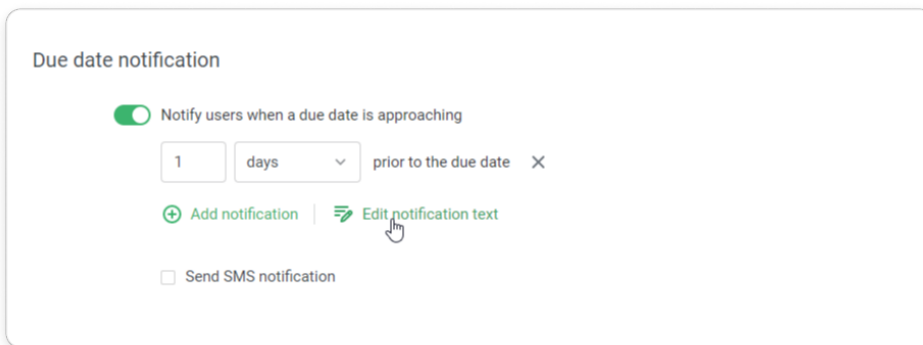
☒ Notify users when a due date is approaching

1 days prior to the due date X

+ Add notification | Edit notification text

☐ Send SMS notification

2. Click **Add Notification**. You can add up to 3 notifications.
3. Now schedule when to send the notifications. You can send out automated email reminders to Learners a couple of days, hours, or minutes before the due date.
4. Then, click **Edit notification text**.



Due date notification

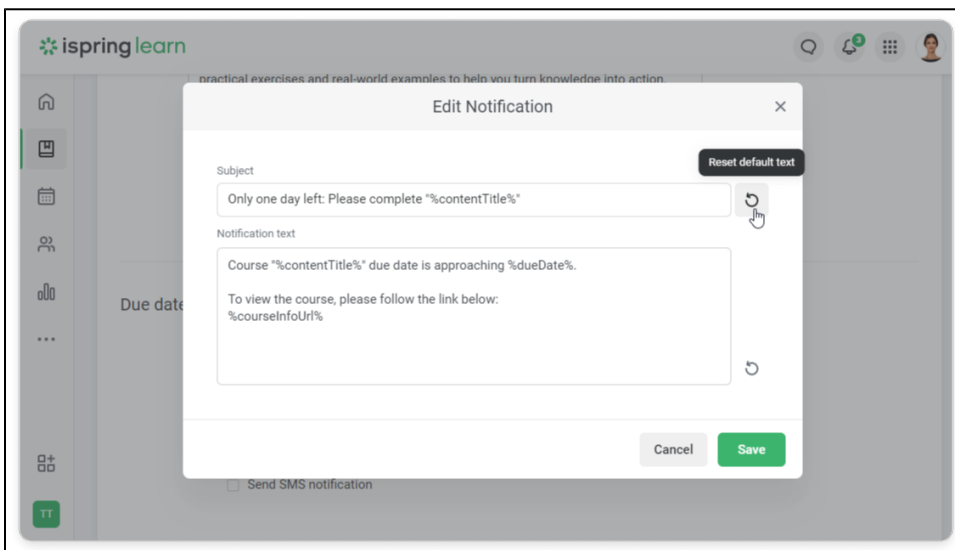
☒ Notify users when a due date is approaching

1 days prior to the due date X

+ Add notification | Edit notification text

☐ Send SMS notification

5. Type in the **Subject** and the **Notification text** for your reminder.



ispring learn

practical exercises and real-world examples to help you turn knowledge into action

Edit Notification X

Subject

Only one day left: Please complete "%contentTitle%"

Reset default text

Notification text

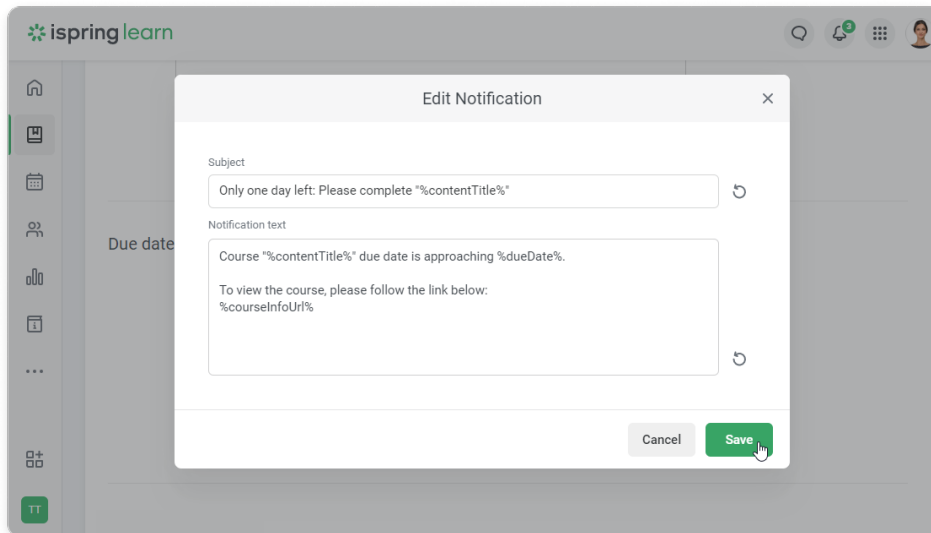
Course "%contentTitle%" due date is approaching %dueDate%.

To view the course, please follow the link below:
%courseInfoUrl%

Cancel Save

☐ Send SMS notification

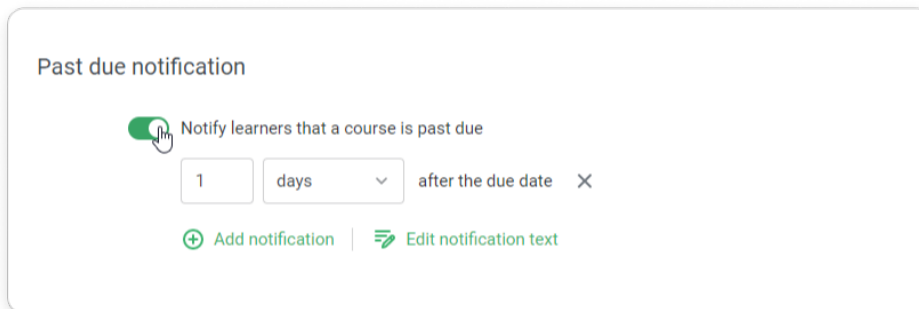
6. Click on **Save**.



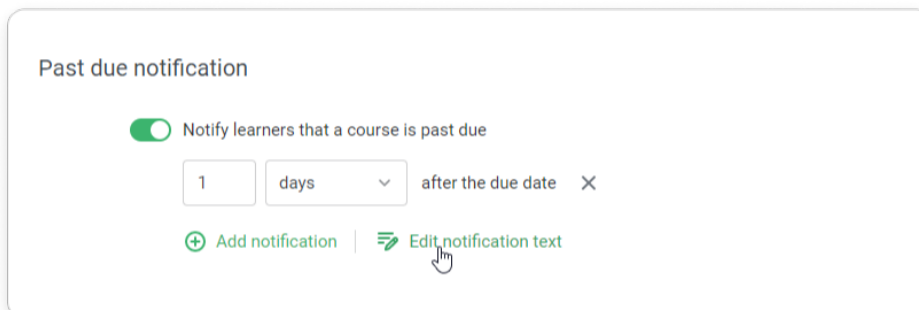
Past Due Notification

Account Administrators can have automatic notifications sent to Learners to let them know that the due date for completing specific learning content has passed, but that the content is still viewable.

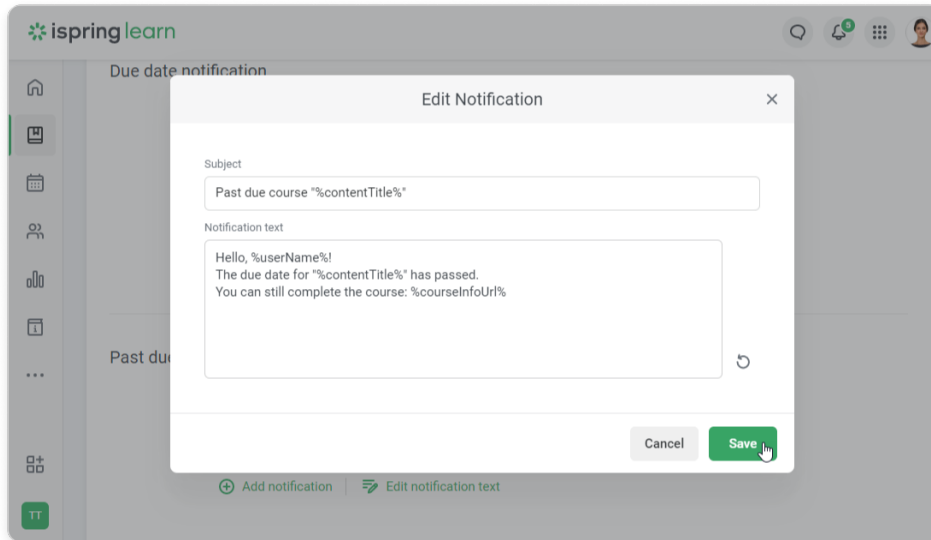
1. Turn on **Notify learners that a course is past due**.



2. Click **Add notification**.
3. Then, select in how many days or weeks you want to notify Learners that learning content is past due. You can add up to 3 notifications.
4. Then, click **Edit notification text**.

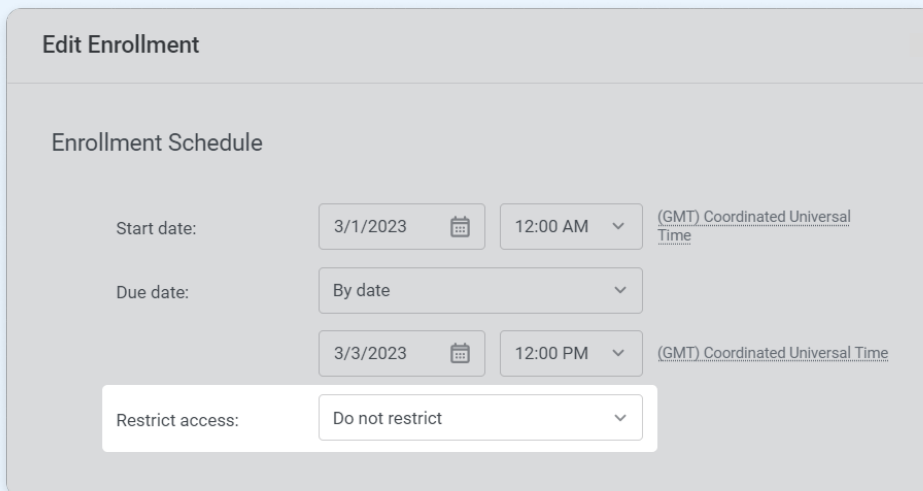


5. Type in the **Subject** and the **Notification text**. Click on **Save**.



The screenshot shows the 'ispring learn' interface with a modal dialog titled 'Edit Notification'. The dialog has two main text input areas. The 'Subject' field contains the text 'Past due course "%contentTitle%"'. The 'Notification text' field contains a multi-line message: 'Hello, %userName%! The due date for "%contentTitle%" has passed. You can still complete the course: %courseInfoUrl%'. At the bottom right of the dialog are 'Cancel' and 'Save' buttons. Below the dialog, in the background interface, are links for 'Add notification' and 'Edit notification text'.

For Learners to get Past due notifications and still be able to study the Learning content, [don't restrict access to the content](#).



The screenshot shows the 'Edit Enrollment' form. The 'Enrollment Schedule' section contains the following fields:

- Start date:** A date picker set to 3/1/2023, a time dropdown set to 12:00 AM, and a time zone dropdown set to (GMT) Coordinated Universal Time.
- Due date:** A dropdown menu set to 'By date', a date picker set to 3/3/2023, a time dropdown set to 12:00 PM, and a time zone dropdown set to (GMT) Coordinated Universal Time.
- Restrict access:** A dropdown menu set to 'Do not restrict'.

Course Completion Notification

Add an alert that will notify Administrators when students successfully finish a course.

1. Check **Notify admins when a user completes the course**.
2. Add Administrators who will receive these notifications. To do this, start entering a name, last name, login, or email. Left-click on the right match to choose.

Completion Notification

☒ Notify admins when user completes the course

🔍 nick.moore

Nick Moore (nick.moore@ispring.com)



3. Click **Save** to apply your changes before you leave the page.