NEW Absorb *automatic* reenrollment-guide

INTRODUCTION

One of the issues with Absorb is getting people back into courses that they have already taken in the past.

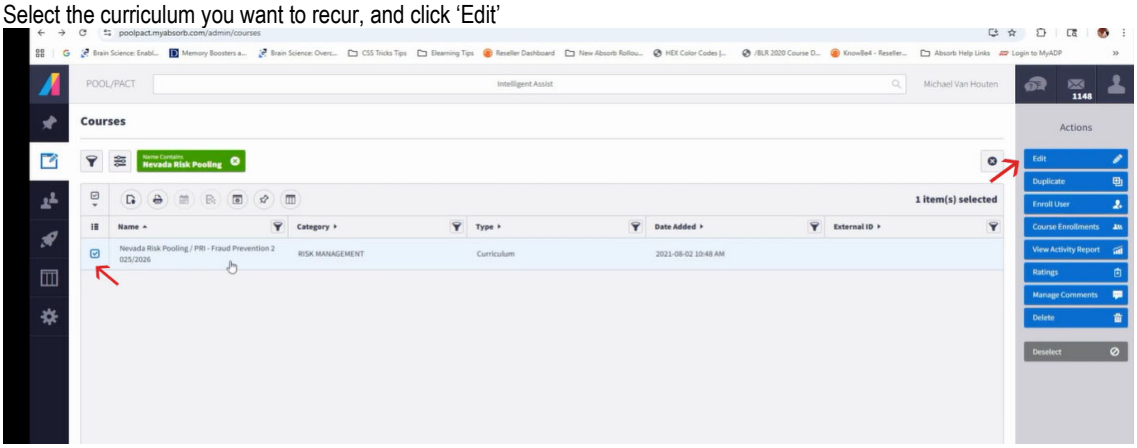
For example, if you create a curriculum for 2024 and include Bullying in the Workplace in that curriculum, and then you create a new curriculum for 2025 and also include Bullying in the Workplace in that curriculum, Absorb is going to automatically mark the 2025 curriculum as complete because it thinks to itself, “oh, they already took Bullying in the Workplace, so they don't need to take it again. One of the ways that I circumvent this for the people who are creating new curriculums each year is duplicating courses year after year, even if the content in that course has not changed. However, that’s not a sustainable solution in the long-term.

This re-enrollment guide outlines the Automatic Re-Enrollment method. It’s easier to use, however there are a couple of very important caveats to this method:

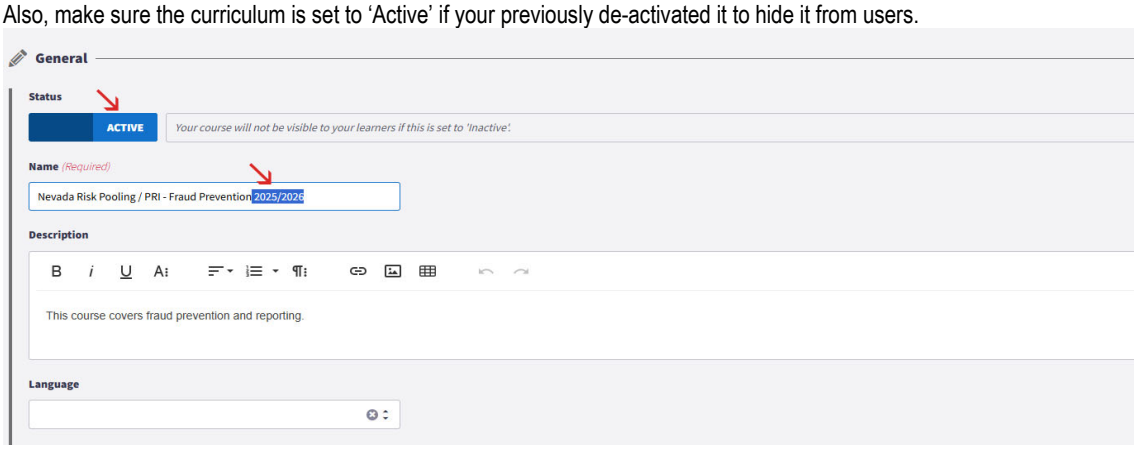
1. Once you turn on this feature, automatic re-enrollment only occurs if the learner completes the curriculum (and thus all of the courses within it) the first time. If a learner never completes it, the automatic re-enrollment will never be triggered.
2. Re-enrollments back into the curriculum will be staggered, depending on when the learner completes it. For example, if I complete said curriculum today, and you complete it a week from now, then when the re-enrollment occurs, it will be staggered a week apart from one another. Some admins/organizations prefer to enroll/re-enroll all employees into a curriculum on the same exact date, and if that’s the case with you, you’ll want to use the single-curriculum manual re-enrollment method instead which is available in a separate document.
3. For this method, you’ll want to use an existing curriculum, preferably the most recent annual training curriculum you assigned learners to.

Step One – Select and edit curriculum.

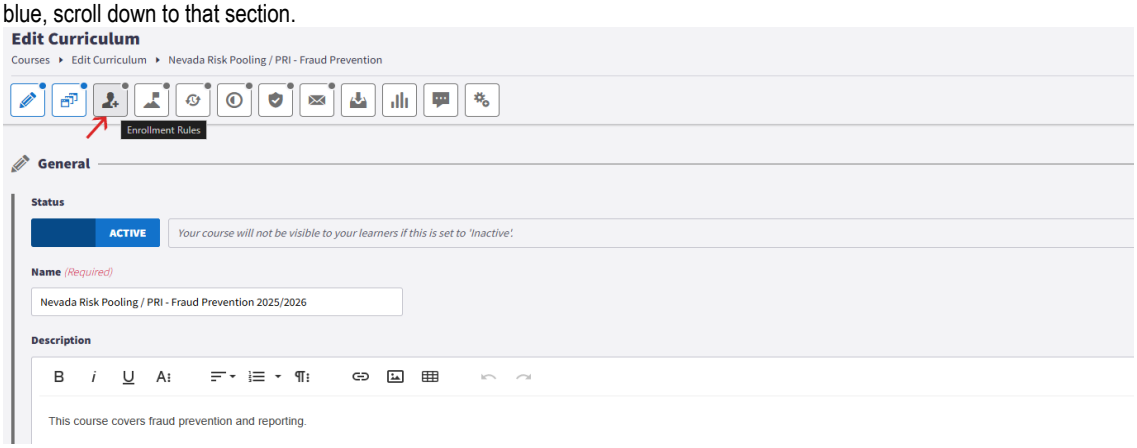
1. Select the curriculum you want to recur, and click ‘Edit’



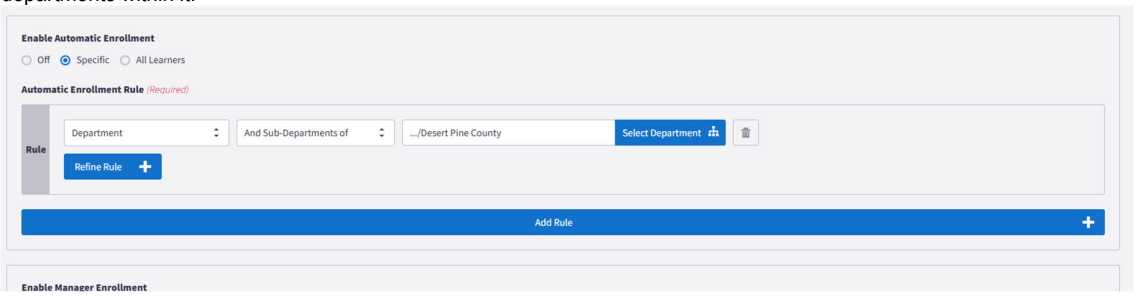
2. If you have any references to dates or years in the curriculum, you’’ want to remove those from the Name Field. Also, make sure the curriculum is set to ‘Active’ if your previously de-activated it to hide it from users.



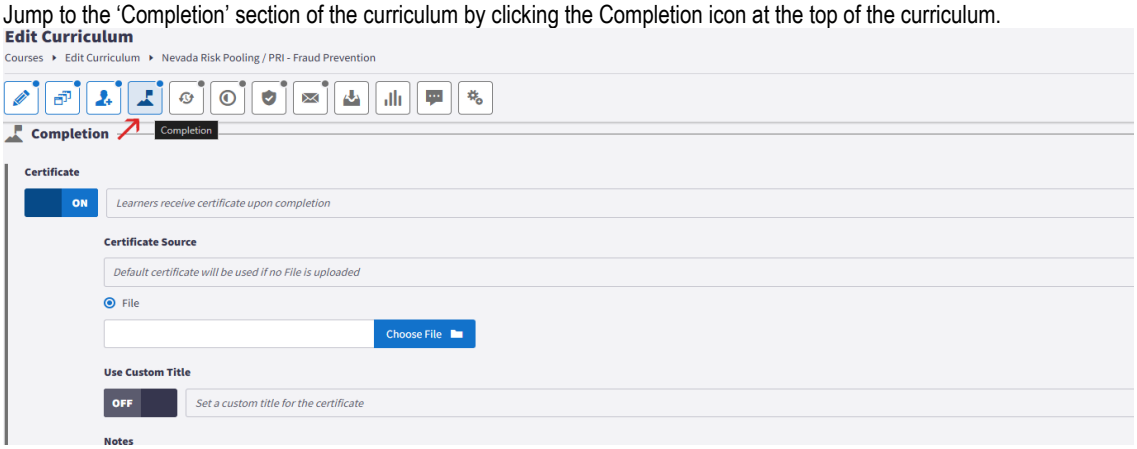
3. Activate the ‘Enrollment Rules’ section of the curriculum by clicking the icon, or if it’s already visible and shaded blue, scroll down to that section.



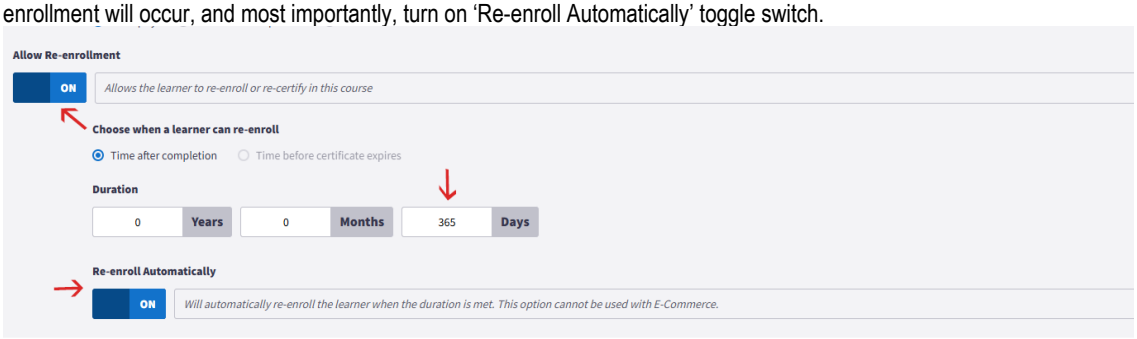
4. Make sure you have an enrollment activated, targeting either your entire organization or a department or departments within it.



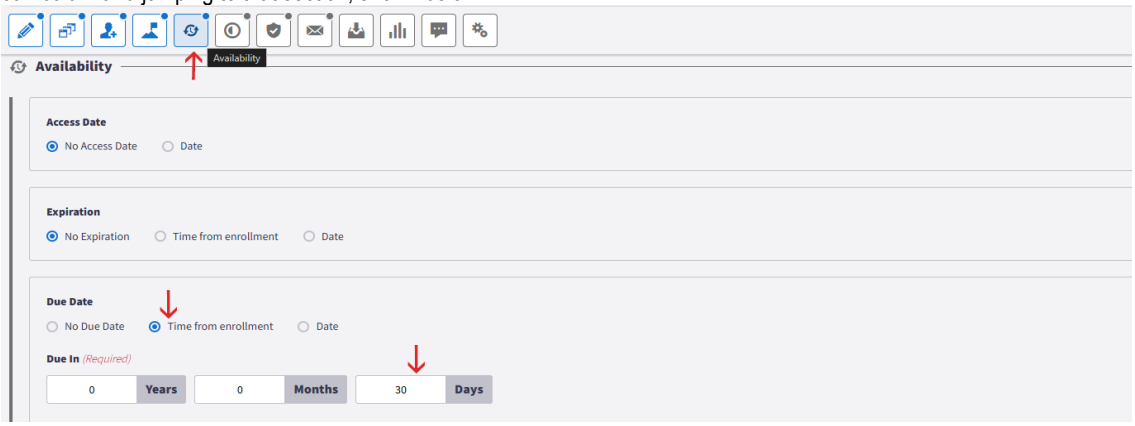
5. Jump to the 'Completion' section of the curriculum by clicking the Completion icon at the top of the curriculum.



6. Turn on the automatic re-enrollment feature by turning on 'Allow Re-Enrollment', then enter when that re-enrollment will occur, and most importantly, turn on 'Re-enroll Automatically' toggle switch.



7. Set the Due Date to 'Time from Enrollment' if it isn't already, by clicking the 'Availability' icon at the top of the curriculum and jumping to that section, shown below.



8. Click Publish to update your settings.

NOTES:

1. For this method, you just need to make sure learners complete the curriculum each time, so the re-enrollment rule is triggered each year.
2. This method only works on curriculums. You do not have editing access to our individual courses to set up automatic re-enrollment at the course level.
3. Much like the other re-enrollment method, this will reset the enrollment of both the curriculum and the courses contained within the curriculum.
4. Since the re-enrollment is based on completion date, re-enrollments will be staggered depending on a learner's completion date.