Absorb-single-curriculum- re-enrollment-guide – Re-enrolling everyone on same date

INTRODUCTION

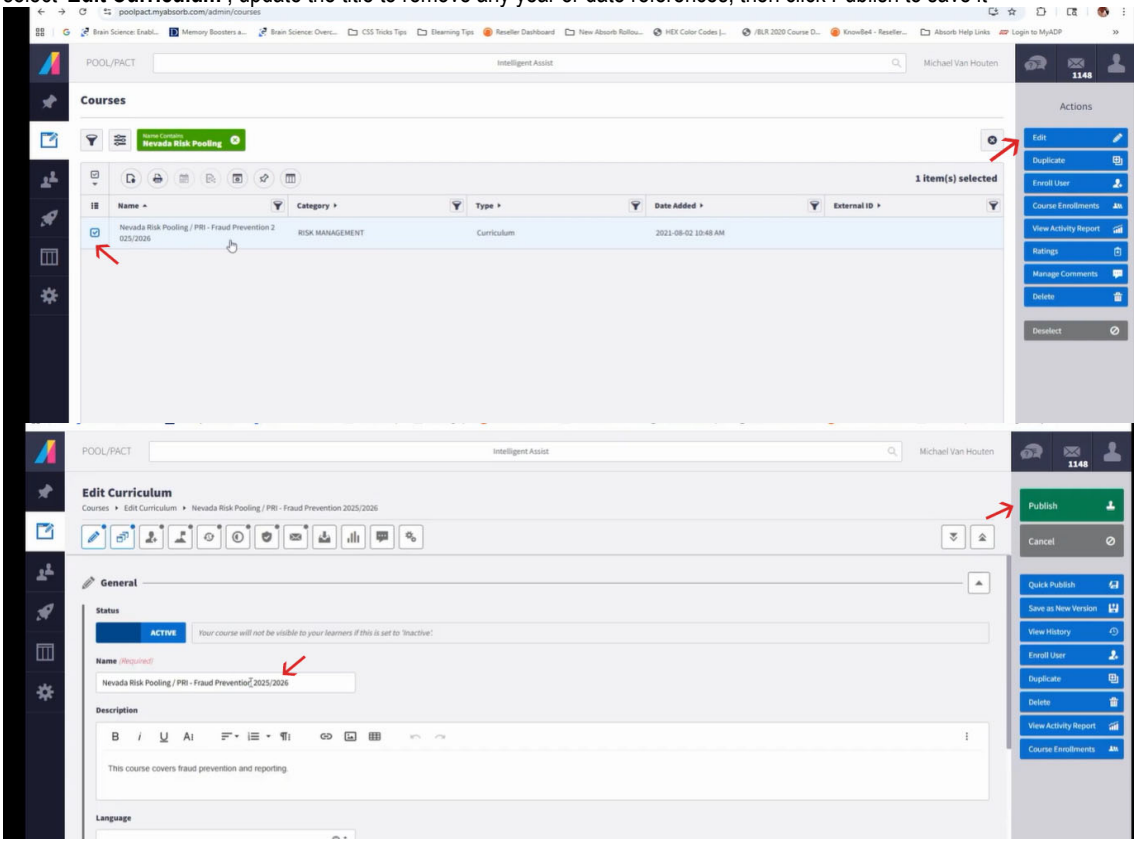
One of the issues with Absorb is getting people back into courses that they have already taken in the past.

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 guide will show you the different ways to get people back into a curriculum/courses they have taken in the past.

Step One: Remove any Yearly References from your latest curriculum or set of curriculums

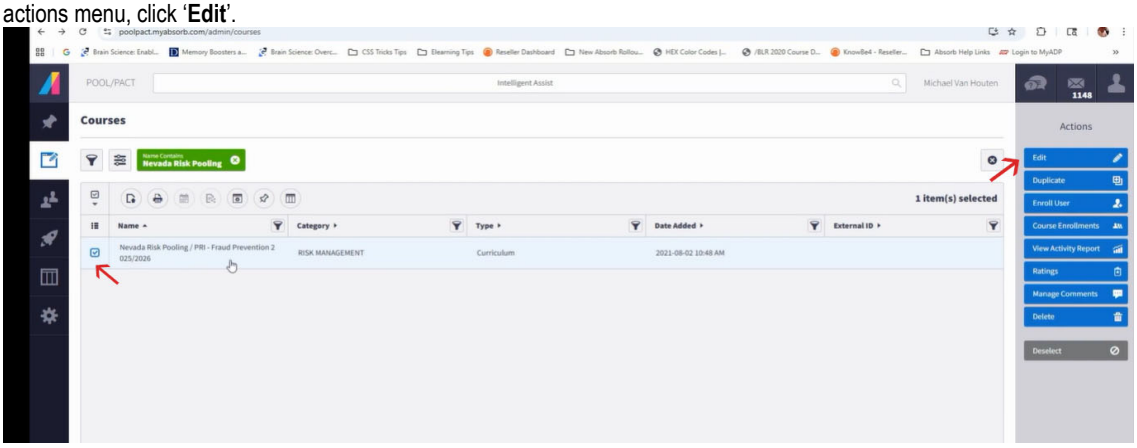
1. Navigate to the Courses section in Absorb, find and select the Curriculum, then in the right-hand actions menu, select ‘**Edit Curriculum’**, update the title to remove any year or date references, then click Publish to save it



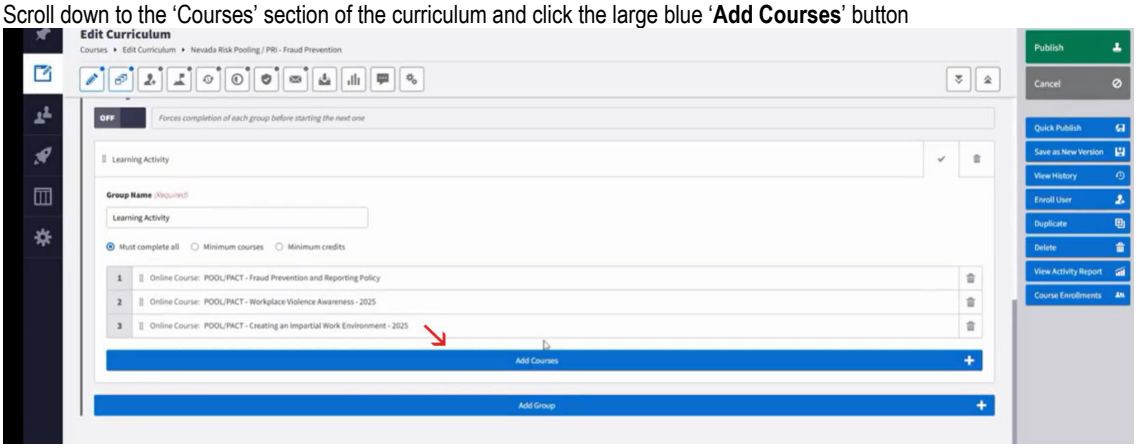
Step Two: Update Course List inside curriculum if necessary

The next step that you might want to do is switch out the courses in that curriculum prior to re-enrolling everyone back into it. **Switching out the courses inside the curriculum will not affect any prior completions logged for this curriculum**. In other words, people who have already completed this curriculum will not have to go back and complete any additional courses you add, until you re-enroll them back into the curriculum.

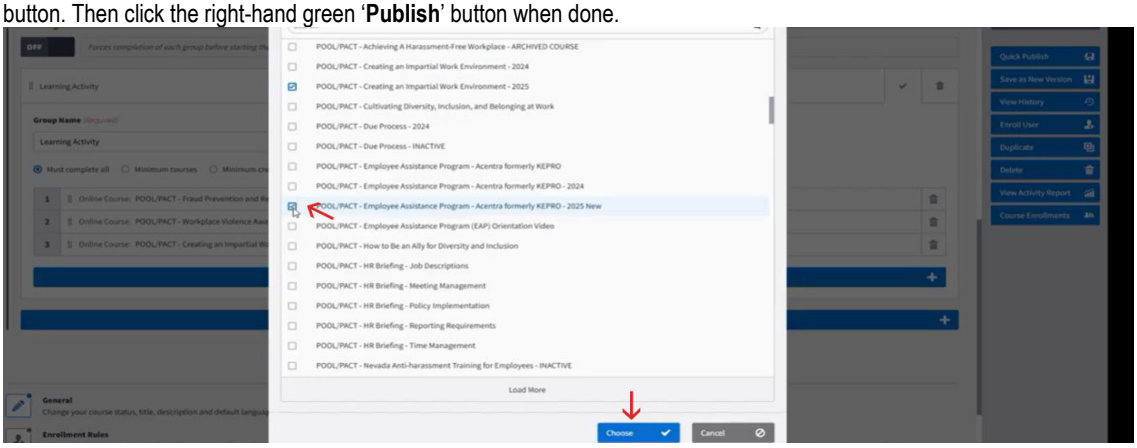
1. **Select** the curriculum (if it's not already selected from updating the name in Step One), and in the right-hand actions menu, click '**Edit**'.



2. Scroll down to the 'Courses' section of the curriculum and click the large blue '**Add Courses**' button



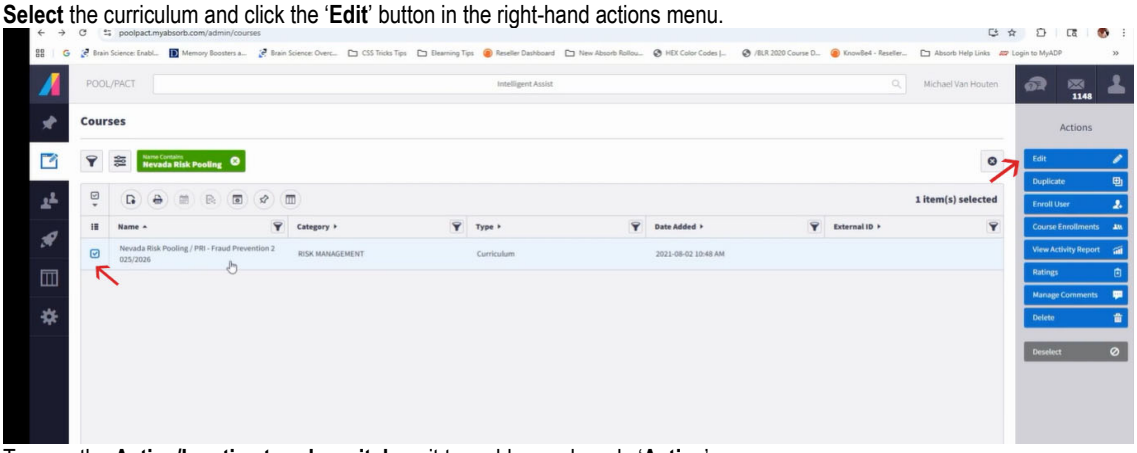
3. **Select/Deselect** courses in the various categories to update your course list and then click the blue '**Choose**' button. Then click the right-hand green '**Publish**' button when done.



Step Three: Activate Curriculum and Enrollment Rules (if your turned them off previously)

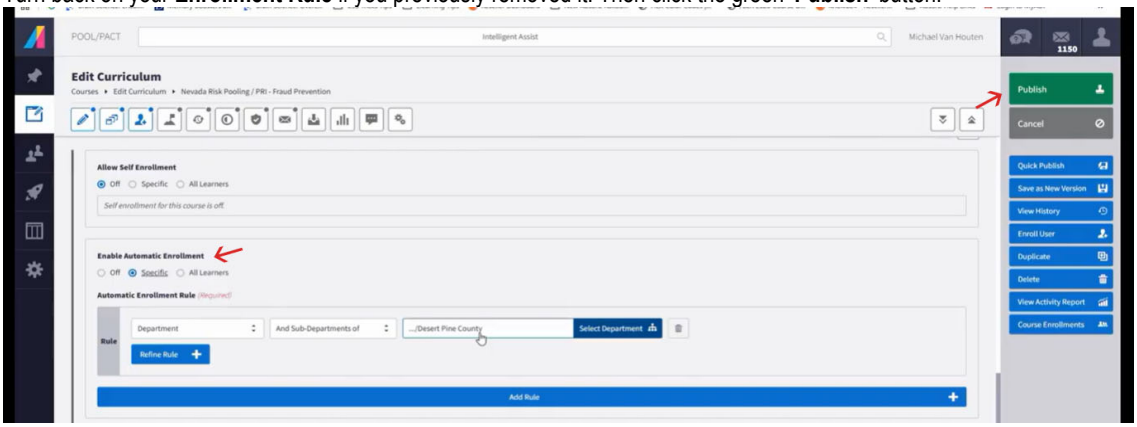
If you published this curriculum in the past, you may have since either made the curriculum inactive to hide it from learners, or turned off the enrollment rule so no new people were enrolled**. Before proceeding**, you'll want to re-activate the curriculum and turn on the re-enrollment rule again and Publish it, so people you have since added to Absorb will be added to the curriculum.

1. **Select** the curriculum and click the '**Edit**' button in the right-hand actions menu.



2. Turn on the **Active/Inactive toggle switch** so it turns blue and reads '**Active**'

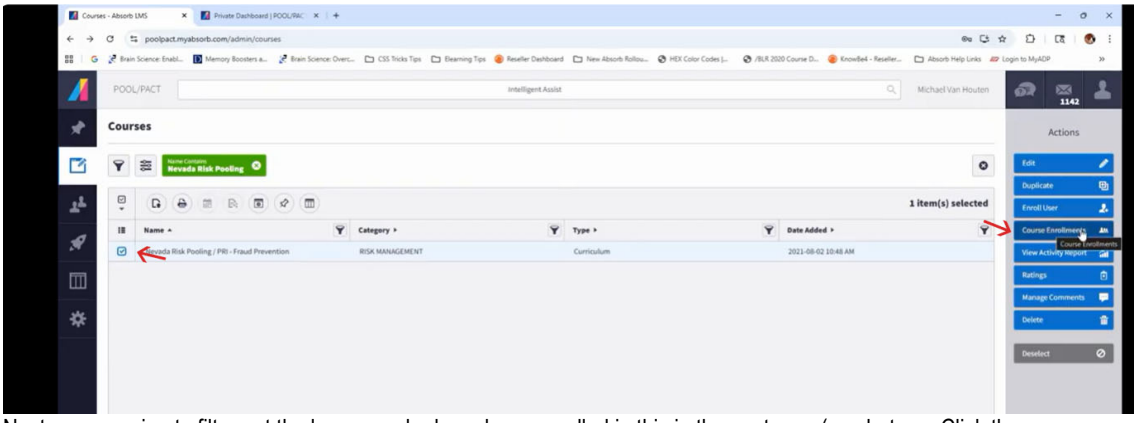
3. Turn back on your **Enrollment Rule** if you previously removed it. Then click the green '**Publish**' button.



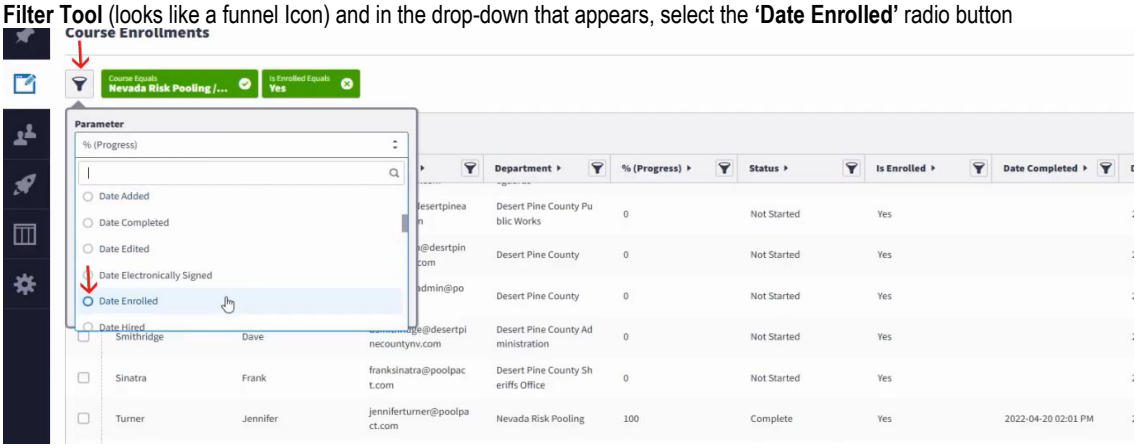
Step Four: Filter out recent Enrollments

You probably don't want learners who were already recently enrolled to be re-enrolled back into this curriculum so soon. So let's filter those learners out.

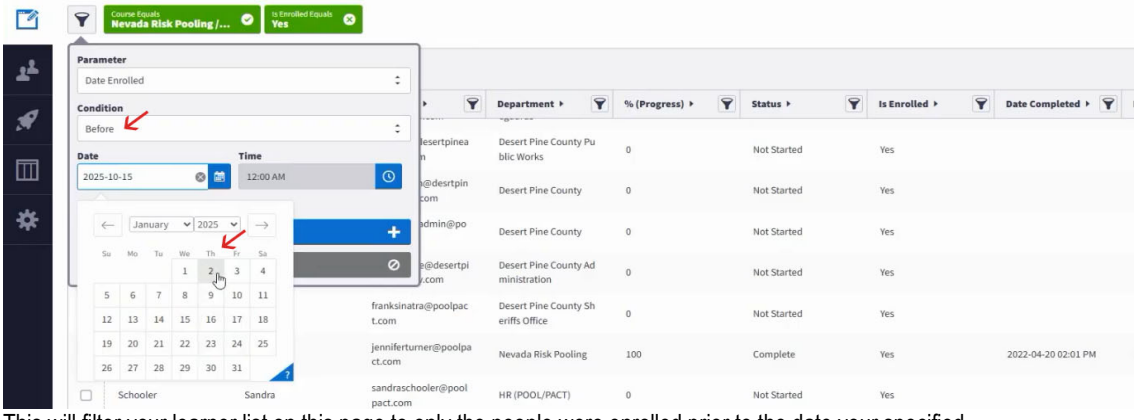
1. **Select** the curriculum (if it's not already still selected from Steps One and Two) and in the right-hand actions menu, click the blue '**Course Enrollments**' button



2. Next we are going to filter out the learners who have been enrolled in this in the past year (or whatever Click the **Filter Tool** (looks like a funnel Icon) and in the drop-down that appears, select the **'Date Enrolled'** radio button

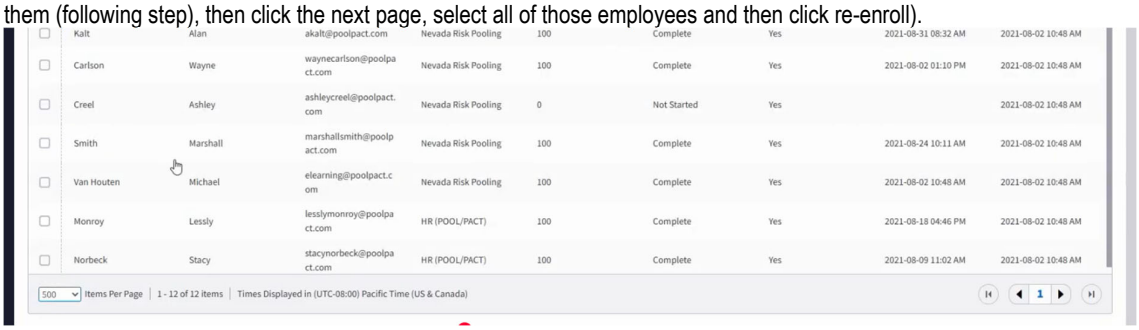


3. Then select '**Before**' in the Conditions drop-down of the Filter, and then select the **date**.
EXAMPLE: If this is an annual training and you enrolled everyone on January 1, 2024, then you would select 'January 2, 2025' to target everyone who was enrolled prior to 2025.
EXAMPLE: If you last enrolled everyone into this curriculum in June of 2024 but decide to roll out this training again in April of 2025 but don't want to target anyone who was already enrolled in 2025, you'd select January1, 2025 as the date.
EXAMPLE: If you enrolled everyone into this training in 2025 already, you'd wait to re-enroll every again until sometime in 2026, then select 'January 1, 2026' as the date to exclude anyone who might be enrolled in 2026.



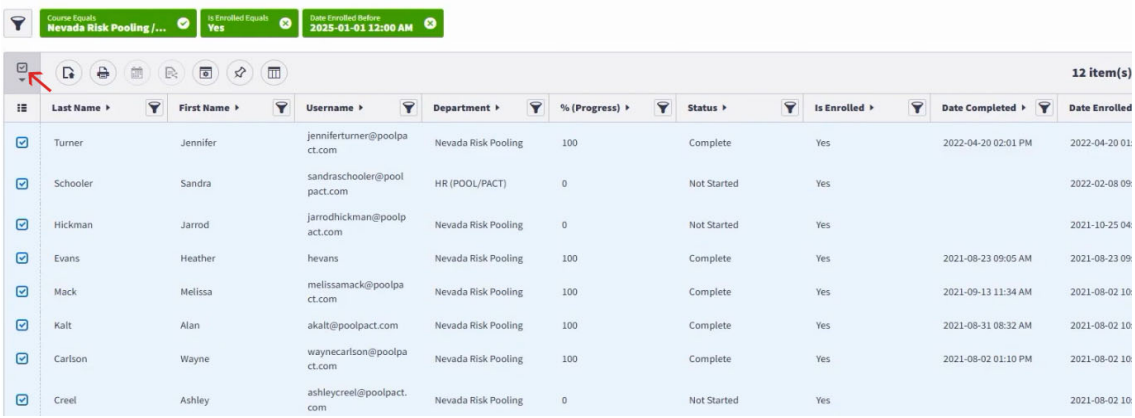
4. This will filter your learner list on this page to only the people were enrolled prior to the date your specified.

5. Next, to make sure all of your employees are displayed on a single page (makes it easier), change **the items-per-page drop down** at the bottom of the page to 500 or 1000 items per page (depending on how many employees you have. If you have more than 1000 employees, you'll have to first select the first 1000 employees and re-enroll them (following step), then click the next page, select all of those employees and then click re-enroll).

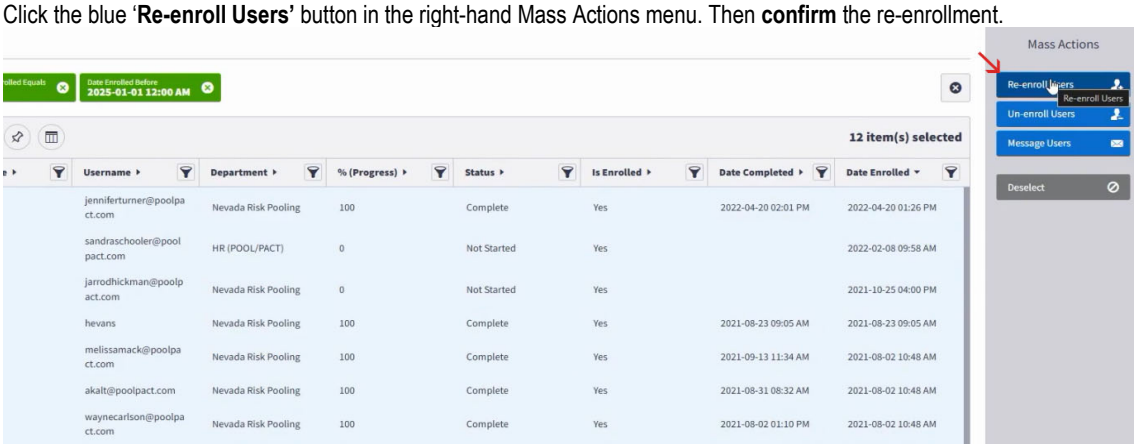


Step Five: Re-Enroll the Users Shown on the Page

1. Use the **'Select All'** feature (red arrow is pointing to it in image below) to select all of the users on this page. NOTE: if you have more than 1,000 users or more than one page of users, even after using the max Items per Page filter, it will only select the users on this one page, and you'll need to navigate to your second page of users and use the Select All feature and click Re-Enroll to re-enroll those users as well.



2. Click the blue '**Re-enroll Users'** button in the right-hand Mass Actions menu. Then **confirm** the re-enrollment.



This will reset the enrollment for both the curriculum AND all of the courses contained within it, and send a new enrollment notification to the affected learners re-enrolled. Any previous enrollments/completions will be moved to historical status, and are accessible in their transcripts and also multi-year reports in Absorb Analyze (if you have access as a viewer).
NOTE: If this re-enrollment process is confusing or too complex, you also have the option of support staff (Mike Van Houten) resetting the enrollment for you, OR using the automatic re-enrollment feature (please see that document for instructions). Contact Mike at elearning@poolpact.com or mikevanhouten@poolpact.com for assistance.
NOTE: This method also applies to individual courses if you are not using curriculums, or are using course bundles.