CURRICULUM RECURRENCE

Learning Specialist - System Administrator Training

The Recurrence options for a curriculum can be found on the Structure page of a Curriculum. The Recurrence options lets users take a curriculum multiple times. There are three options available within the Recurrence section.

Structure

Recurrence: ⍰

When a curriculum active for recurrence is re-requested or re-assigned, the internal learning objects will be reset. Recurring curricula are allowed to have courses in common with other recurring curricula.

☐ Allow this training to be assigned to the same user more than once (Warning: In order to re-assign the latest version of the curriculum to a user with a previous version of the curriculum, the admin must also activate this option for the previous versions of this curriculum.)

☐ Allow users to request this training more than once.

☐ Allow subsequent instances of training to be approved based on original approval. Leave unmarked to apply approval workflow for every request.

Allow this training to be assigned to the same user more than once

This option allows managers or other users with the ability to assign training to assign the curriculum to a user more than once. This needs to be checked to see the "Assign New Occurrence" option for the curriculum in the Learning Assignment Tool.

Allow users to request this training more than once

This option allows users to request a curriculum again after they have completed it. This is especially useful if the curriculum is periodically updated by learning administrators to include new information.

Allow subsequent instances of training to be approved based on original approval. Leave unmarked to apply approval workflow for every request

This allows users to request a curriculum a second time without needing to receive approval again (if approvals are required for training in your portal).

Editing the Recurrence options of an existing curriculum will not cause the curriculum to reversion.