

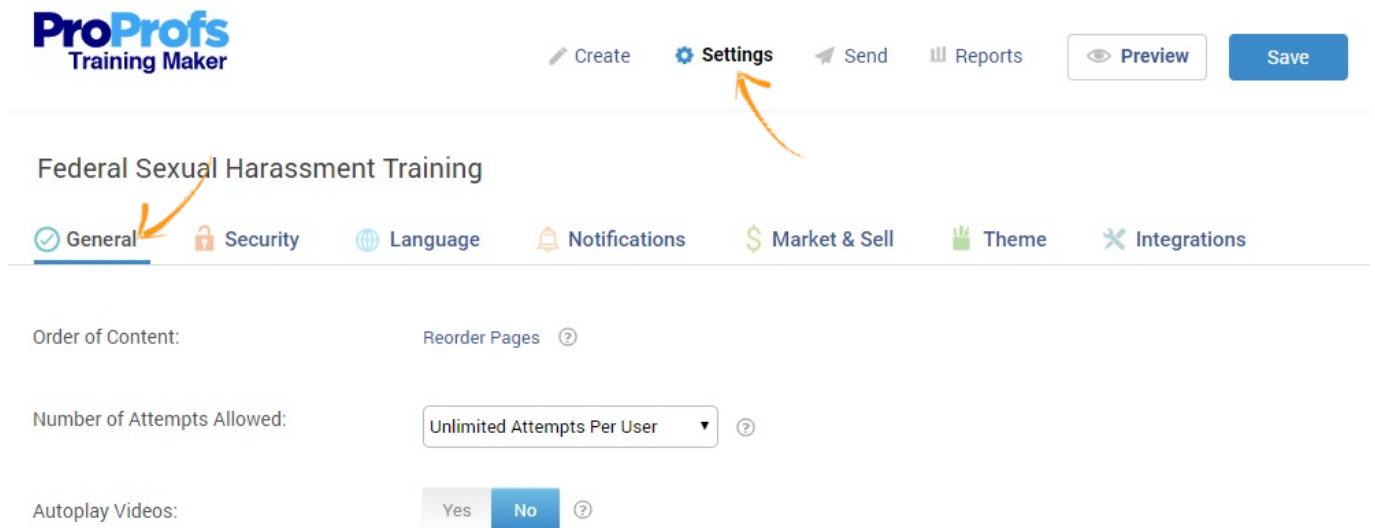
How to Set a Reminder for Course Due Date

ProProfs [Training Maker](#) provides you with the option to send reminders to your users who have crossed their due date on [courses](#). The Reminders & Compliance feature allows you to:

- Set a date by which you want the course to be completed
- Ensure high course completion rates by automating reminders
- Set a date by which course certification expires
- Ensure ongoing compliance by defining what happens when course certification expires

How to Set Course Completion Due Dates and Automate Reminders

Step 1: Go to the course **settings** you want to set a reminder for. It will take you to the **General** tab by default.



Step 2: Scroll down to **Due Date & Reminders**.



Create

Settings

Send

Reports

Preview

Save

Show "Exit" Button:

Exit to course start page

Customize Completion Page:

Yes No Example

Due Date & Reminders

Must Complete By:

No completion date

Compliance & Reminders

Course Completion Compliant Till:

Never expires

Step 3: Set a specific date for course completion. Also, you can activate an **email reminder** and set it to be sent to your learners before the due date arrives. More than one reminders can be added by clicking **Add Reminder**. Edit the **Email Template** to create a customized reminder email.

You can also **set an expiration date** for your course. Once expired, you can either choose to **do nothing** or **allow reattempt** for your learners. If you want, you can set email notifications for your learners and yourself regarding course expiration. There's an email **Sample** that you can edit to create a customized email notification.



Create

Settings

Send

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Preview

Save

Must Complete By:

Set specific date Dec 31, 2020

Email Reminder:

Yes No Email Template

1 day(s) before

Add Reminder

Compliance & Reminders

Course Completion Compliant Till:

Set expiration date Dec 31, 2020

When Certificate Expires:

Do nothing

Email student on expiration:

Yes No Sample

Email me on expiration:

Yes No

Alternatively, instead of setting a completion date and expiration date, you can set a **time period** as the duration of the course. Similarly, you can set an **expiration time** as well.



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Due Date & Reminders

Must Complete By: ⓘ

Email Reminder: Yes No ⓘ Email Template

day(s) before

Add Reminder

Compliance & Reminders

Course Completion Compliant Till: ⓘ

When Certificate Expires: ⓘ

Email student on expiration: Yes No ⓘ Sample

Email me on expiration: Yes No ⓘ

Related Articles:

[How do I send users back to my website at the end of the course?](#)

[How do I block or restrict repeat attempts on a course by the same user?](#)

[How do I remove or add social media links?](#)