Reassign a Course

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00.xx or higher

Overview

Occasionally learners may need to retake a course. Reassigning a course allows the employee to retake a course and creates a record of the new course completion, making it even easier for managers to keep track of their progress.

Download the latest version of this document here:
https://links.crunchtime.com/TLQS-ReassignCourses

… or scan the QR code to the left.

Show Me How: Wish someone could just show you what to do? We've got you covered. For a hands-on guide, select the *Help* (?) icon, choose *Show Me How*, and search for the following:

- Reassign a Course

Related Documentation

- TLQS – Review a Course: https://links.crunchtime.com/TLQS-ReviewCourses
- TLQS – Assign a Learning Program: https://links.crunchtime.com/TLQS-AssignLearningPrograms
- TLQS – Unassign a Learning Program: https://links.crunchtime.com/TLQS-UnassignLearningPrograms

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QUICKSTART GUIDE

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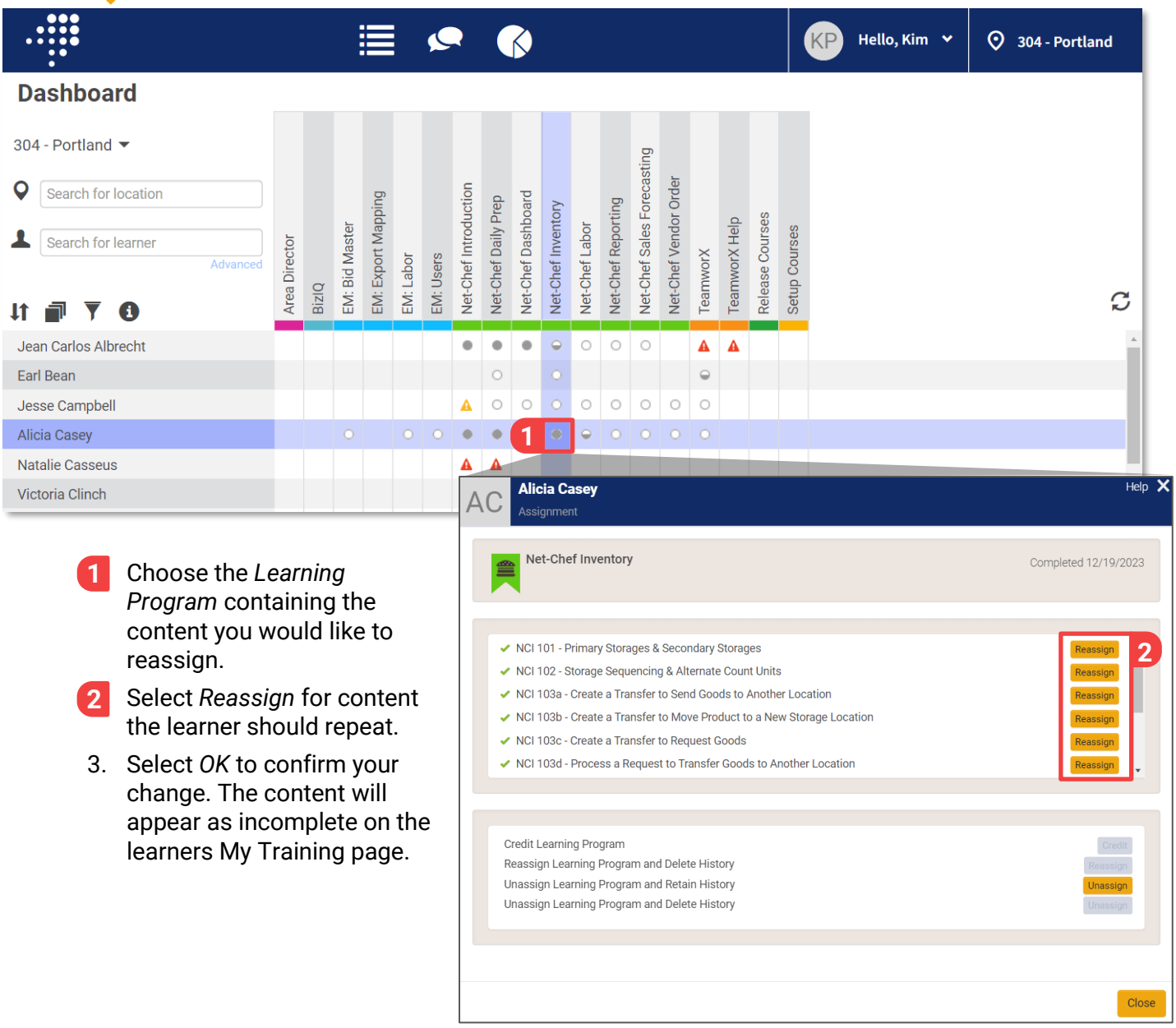
Overview

Reassigning a course allows learners to retake a lesson while also creating a record of the new completion. This enables managers to track which content has been repeated by their team.

Tip: If you don't need to track completion of the course review, learners can always review completed materials from their My Training Page. Check out the Quick Start guide to see how: https://links.crunchtime.com/TLQS-ReviewCourses

Here's How

TalentLink > Dashboard



1. Choose the *Learning Program* containing the content you would like to reassign.
2. Select *Reassign* for content the learner should repeat.
3. Select *OK* to confirm your change. The content will appear as incomplete on the learners My Training page.

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