Remove Learning Program Content

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00.xx or higher
- Tier 2 customer or higher

Overview

Admin may remove courses from a Learning Program to further refine the required content for their team. This guide shows you how to do so.

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

… 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:

- Remove Learning Program Content

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Remove Learning Program Content

Overview

Crunchtime is an extremely configurable application, which means you may find courses that aren't relevant for your business. This guide will show you how to remove courses from a Learning Program, so your team only needs to learn the relevant information.

Tier 1 Customers: If you need assistance adding or removing courses from a Learning Program, please contact support@crunchtime.com with your requested changes.

Before We Start…

Removing a course from a Learning Program is like going back-in-time and pretending the course never existed in the first place. This means:

- Learners that had previously completed the Learning Program containing that course will continue to show as 'Completed' for that Learning Program.
- Learners who had previously completed all courses in the Learning Program **except** for that course will earn a completion for the Learning Program (since the removed course is no longer required to complete the Learning Program).

What happens if you add a course to a Learning Program that learners had previously completed?

- In this case, the Learning Program completion will be rescinded for those learners **who had not previously completed the course**, and they will be required to complete the added course to earn the completion for the Learning Program.

Tip: For the reasons mentioned above, we recommended new clients adjust their Learning Programs prior to deployment.

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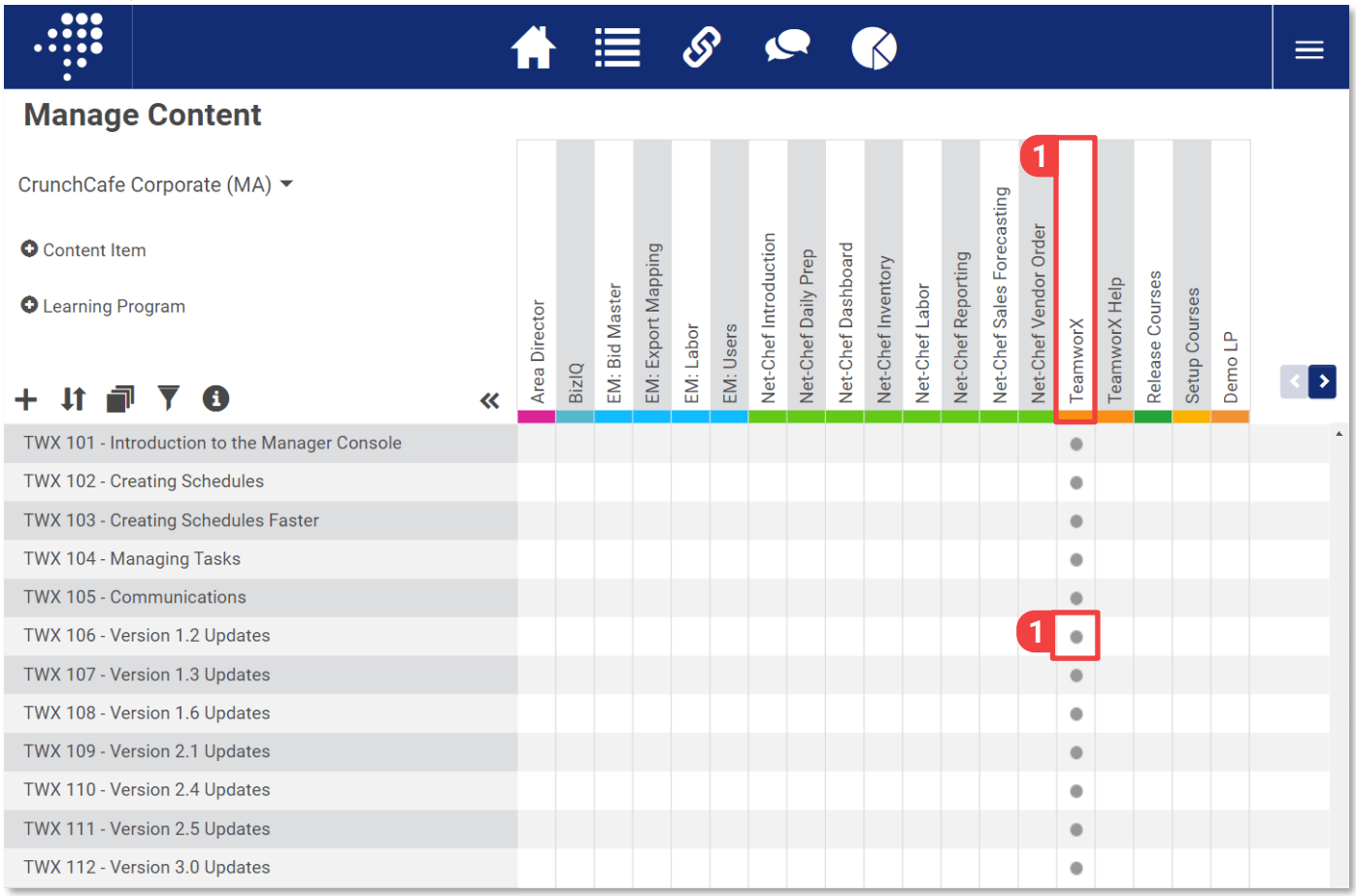
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Remove Learning Program Content

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Here's How

TalentLink > Campus Home: Manage Content



1 Choose the *Learning Program* or one of the assigned courses that you would like to edit.

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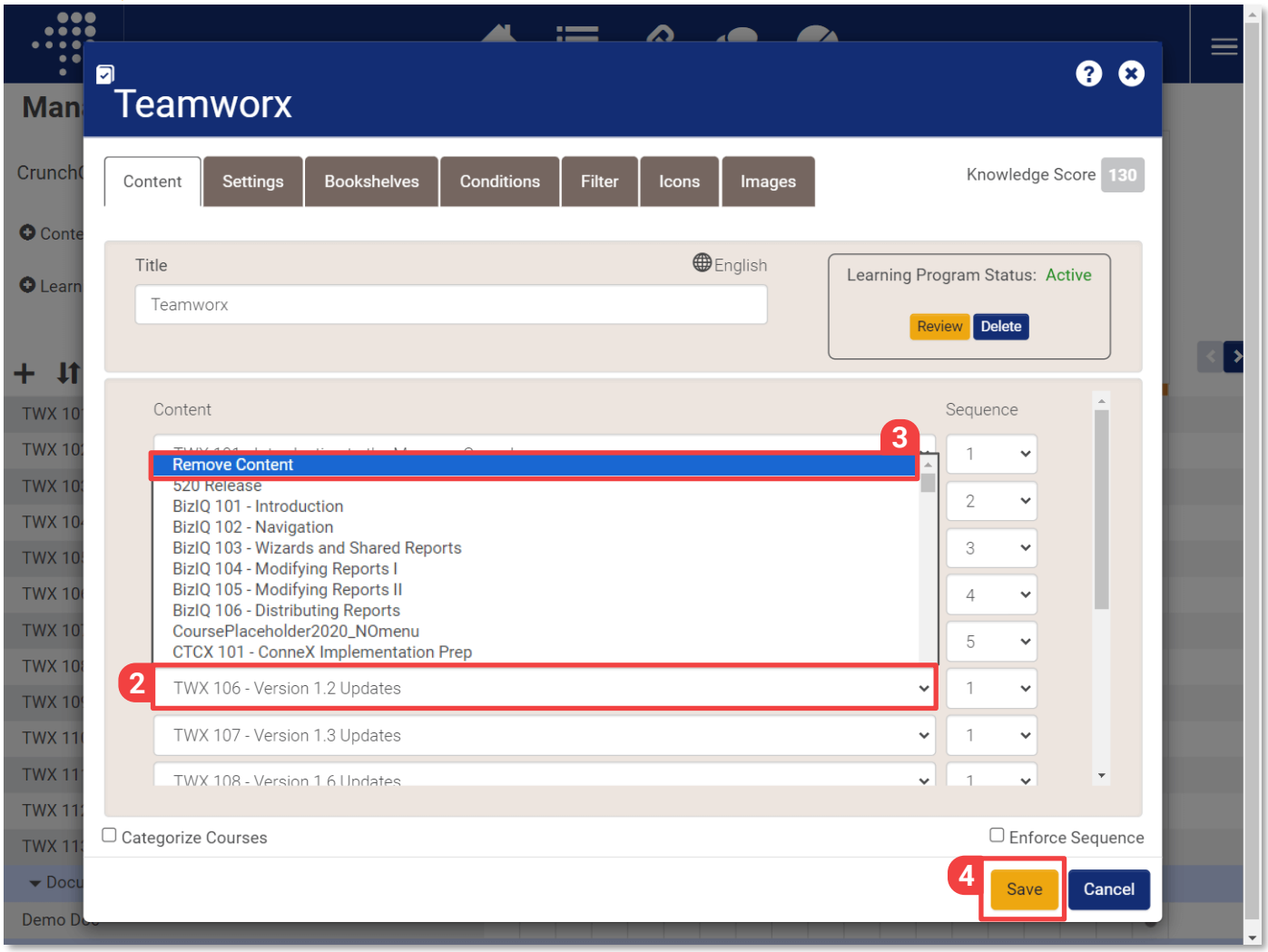
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Remove Learning Program Content

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Here's How (Continued)

TalentLink > Campus Home: Manage Content



2. Select the *Content* you would like to remove.
3. Scroll to the top of the drop-down menu and select *Remove Content*.
4. When you're finished with your changes, select *Save*.

Tip: If you make a mistake, simply return to the Learning Program content screen, select *Add*, and choose the content you previously removed from the program.

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