Update a Learning Program Due Date

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00.xx or higher

Overview

Once a Learning Program is assigned, staff members have a set amount of time to complete the program before it becomes overdue. This guide shows you how to change the due date of a program – in case you have a learner who need a little more time to complete their courses.

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

… 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:

- Update Learning Program Due Date

Related Documentation

TLQS – View the Dashboard Icon Key: https://links.crunchtime.com/TLQS-ViewDashboardKey

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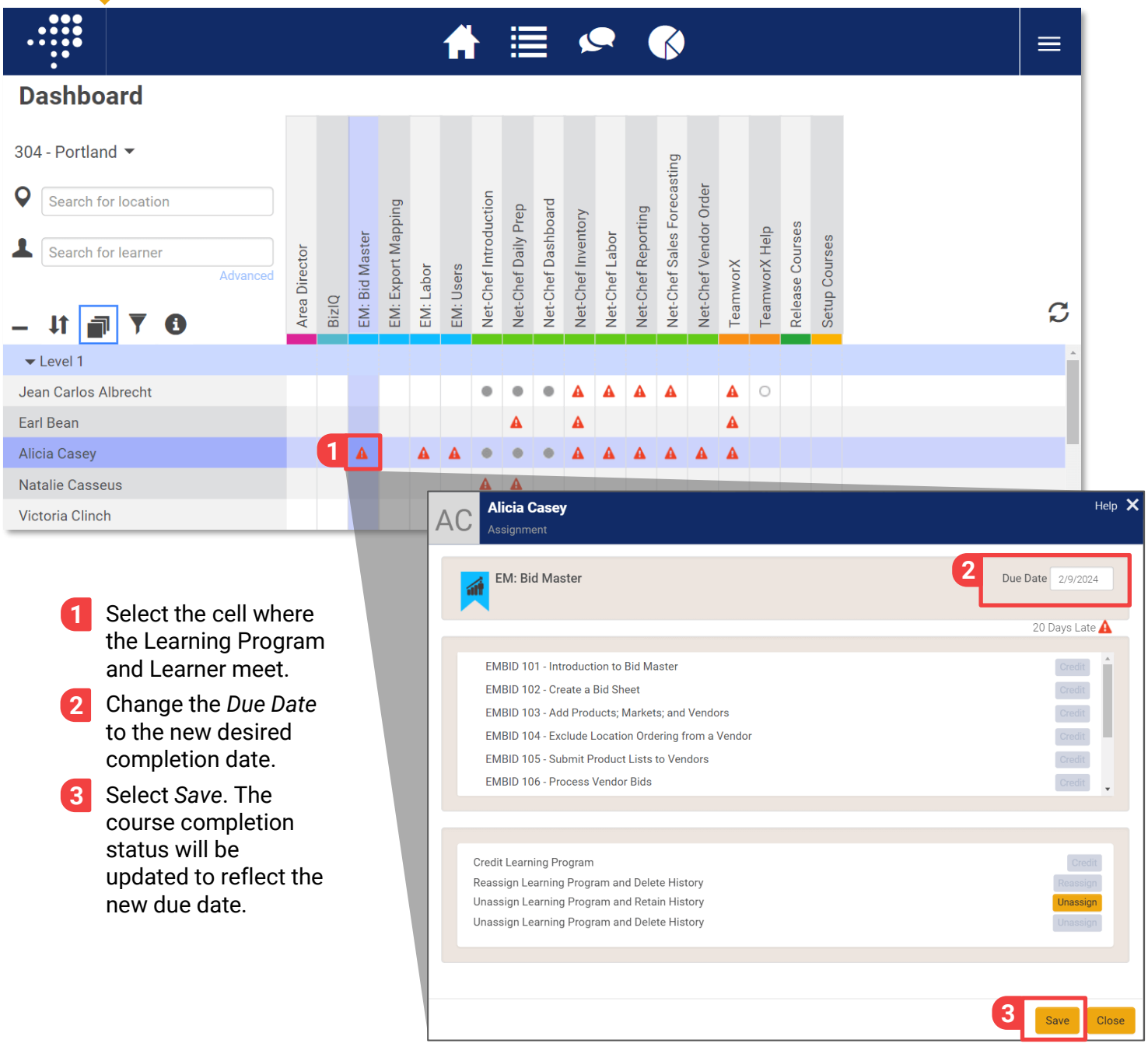
TalentLink

QUICKSTART GUIDE

Update a Learning Program Due Date

Here's How

TalentLink > Dashboard



1. Select the cell where the Learning Program and Learner meet.
2. Change the *Due Date* to the new desired completion date.
3. Select *Save*. The course completion status will be updated to reflect the new due date.

Note: The Due Date is only editable if your user has a Level 4 Role or higher. If you need a higher role to complete this change, please contact support@crunchtime.com to request additional access.

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