

How to Change Due Dates for Learners Returning to Work After Leave or Absence

Step 1. From Learner's transcript immediately after changing to Active status. Show Active Training Only (training not completed).

The screenshot shows the 'TRANSCRIPT' interface with a filter dropdown menu open. The menu options are 'Show All Trainings', 'Show Completed', and 'Show Active Trainings Only'. A red circle with the number '1' is positioned next to the 'Show Active Trainings Only' option, indicating the selection point.

Title	Type	Grade	Last Access	Available	Due Date	Completed	BrainSparks
Corporate Compliance and Ethics REL-ALL-0-CCETH 1 hour	Course	80%	5/15/2017		4/15/2017	5/15/2017	
Corporate Compliance and Ethics REL-ALL-0-CCETH 1 hour	Course	100%	12/18/2017		11/30/2017	12/14/2017	
Cultural Diversity REL-CDWMCC-COMP-0 1.25 hours	Course	91%	7/19/2017		6/30/2017	7/19/2017	
HIPAA and Behavioral Health REL-HHS-0-HHP 2 hours	Course				6/30/2018		
HIPAA and Behavioral Health REL-HHS-0-HHP 2 hours	Course	93%	7/31/2017		6/30/2017	7/31/2017	50%
HIPAA Do's and Don'ts: Electronic Communication and Social Media REL-ALL-0-HSOCM 0.5 hours	Course				6/30/2018		
HIPAA Do's and Don'ts: Electronic Communication and Social Media							

Step 2: Select due date range that includes the leave period through current date.

The screenshot shows the 'TRANSCRIPT' interface with a date range selection process. A calendar is open for August 2018, and a blue callout box provides instructions: "Select Date from before leave period. Then select today's date, the date you are taking them off of leave." A red circle with the number '2' is next to the callout.

Title	Type	Grade	Last Access	Available	Due Date	Completed	BrainSparks
Corporate Compliance and Ethics REL-ALL-0-CCETH 1 hour	Course		5/15/2017		4/15/2017	5/15/2017	
Corporate Compliance and Ethics REL-ALL-0-CCETH 1 hour	Course				11/30/2017	12/14/2017	
Cultural Diversity REL-CDWMCC-COMP-0 1.25 hours	Course				6/30/2017	7/19/2017	
HIPAA and Behavioral Health REL-HHS-0-HHP 2 hours	Course				6/30/2018		

Step 3: Select the trainings and change all of their due dates at once.

TRANSCRIPT CURRENT LICENSE/CERTIFICATION ATTENDANCE RECORD

TRANSCRIPT EDIT USER ADD EXTERNAL COURSE EXPORT PRINT TRANSCRIPT

Filter By: All Types Show Active Tr... Due Date Range All Licenses & ... BrainSparks Op... + Filters x Clear

Specify Dates... 12/01/2017 08/07/2018 Apply Clear

Show Unmet Skills Checklists
Learners marked complete for any accredited course will not receive the accreditation.

Delete Restore Deleted **Change Due Date** Mark as Complete

	Title	Type	Grade	Last Access	Available	Due Date	Completed	BrainSparks
<input checked="" type="checkbox"/>	HIPAA and Behavioral Health REL-HHS-0-HHP 2 hours	Course				6/30/2018		
<input checked="" type="checkbox"/>	HIPAA Do's and Don'ts: Electronic Communication and Social Media REL-ALL-0-HSOCM 0.5 hours	Course				6/30/2018		

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So now you have selected all untaken (active) training that came due during the leave period

3 Select the trainings and click Change Due Date

Step 4: Due date should give learner 30 days to complete training from the time you reactivate them.

CHANGE DUE DATE Save x

Availability Date *i*

Due Date *i*

09/06/2018

< Sep 2018 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Availability Date is specified. A blank Availability Date makes the course available

Then select a due date 30 days from today, when you are taking them off Leave and putting them in Active status.

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