WD Learning: Extend – Reset Learning Due Date

Role Matrix • LMS Terminology

Due dates should be extended when an employee is on leave since they are barred from working while on leave. Contact the manager of the employee to obtain the expected return date.

Only extend the due date for a course where you are the owner of the content. Contact the owner of the content and request that a learner’s due date be extended if you are not the owner of the content.

Extend - Reset Due Date

Due dates can be reset for both digital and blended courses. If resetting the due date of a blended course, review the scheduled offerings in Workday to ensure availability by the new due date.

1. Search for Reset Learning Due Dates in the global search

2. Enter the course title in the Learning Content field.

3. Enter Learner's name.

4. Typically, you will use the Select New Date Reset Method.

5. Enter the New Due Date (scheduled return date +14 days, if learner is on leave).

6. Check the box associated to the learner.

7. Click OK.

8. Click Done.

Screen shot 1: Learning content and learner name fields

Screen shot 2: Campaign new due date fields