

WD Learning: Extend Campaign Due Date and End Date

When an employee is on leave, the campaign due date will be extended to 2 weeks after the scheduled return date. There may be circumstances where the due date will be extended for a different time span, depending on the content.

Consideration – will the new due date extend beyond the End Date of the campaign. If so, extend the End Date of the campaign.

[Extend Due Date](#)

[Extend Campaign End Date](#)

Extend Campaign Due Date

Use this to extend the due date for an individual, such as when an employee is on leave. The due date should be extended 14 days after their return date.

1. Search for **Reset Learning Due Dates**.
2. Enter the digital content 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).
6. Check the box associated to the learner.
7. Click **OK**.
8. Click **Done**.

The screenshot shows a dialog box titled "Reset Learning Due Dates". It has two input fields: "Learning Content" and "Learners". Both fields have a red box with the number "2" next to the first field and "3" next to the second field, indicating where to enter information.

Screen shot 1: Learning content and learner name fields

The screenshot shows the "Reset Method" section of the dialog box. There are two radio buttons: "Select New Date" (selected, highlighted with a red box labeled "4") and "Extend Current Due Date by Duration". Below this is the "New Due Date" field, which is highlighted with a red box labeled "5" and contains the text "MM / DD / YYYY" and a calendar icon. At the bottom, there is a table with one item, and the checkbox next to "Learner" is highlighted with a red box labeled "6".

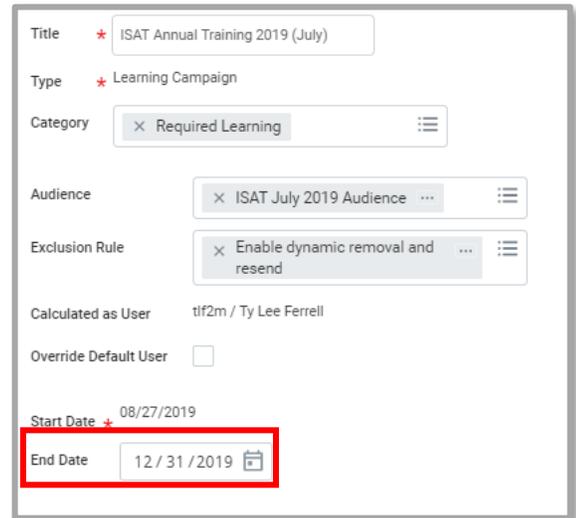
Screen shot 2: Campaign new due date fields

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Extend Campaign End Date

Use this when an entire campaign is being adjusted, for example, at the end of the year when the campaign will continue in the next year.

1. Type Edit Campaign in the global search of navigate to Edit Campaign in your Learning Admin dashboard.
2. Enter the campaign title in the Campaign field.
3. Select the appropriate campaign.
4. Update the End Date.
5. Click OK.
6. The campaign launch page will appear. Click Submit.



The screenshot shows a form for editing a campaign. The fields are as follows:

- Title: ISAT Annual Training 2019 (July)
- Type: Learning Campaign
- Category: Required Learning
- Audience: ISAT July 2019 Audience
- Exclusion Rule: Enable dynamic removal and resend
- Calculated as User: tif2m / Ty Lee Ferrell
- Override Default User:
- Start Date: 08/27/2019
- End Date: 12/31/2019 (highlighted with a red box)

Screen shot 3: End date for resetting the campaign end date