



How to Change Recurrence Settings for a Course Stage

Learn how to change recurrence options for a course stage.

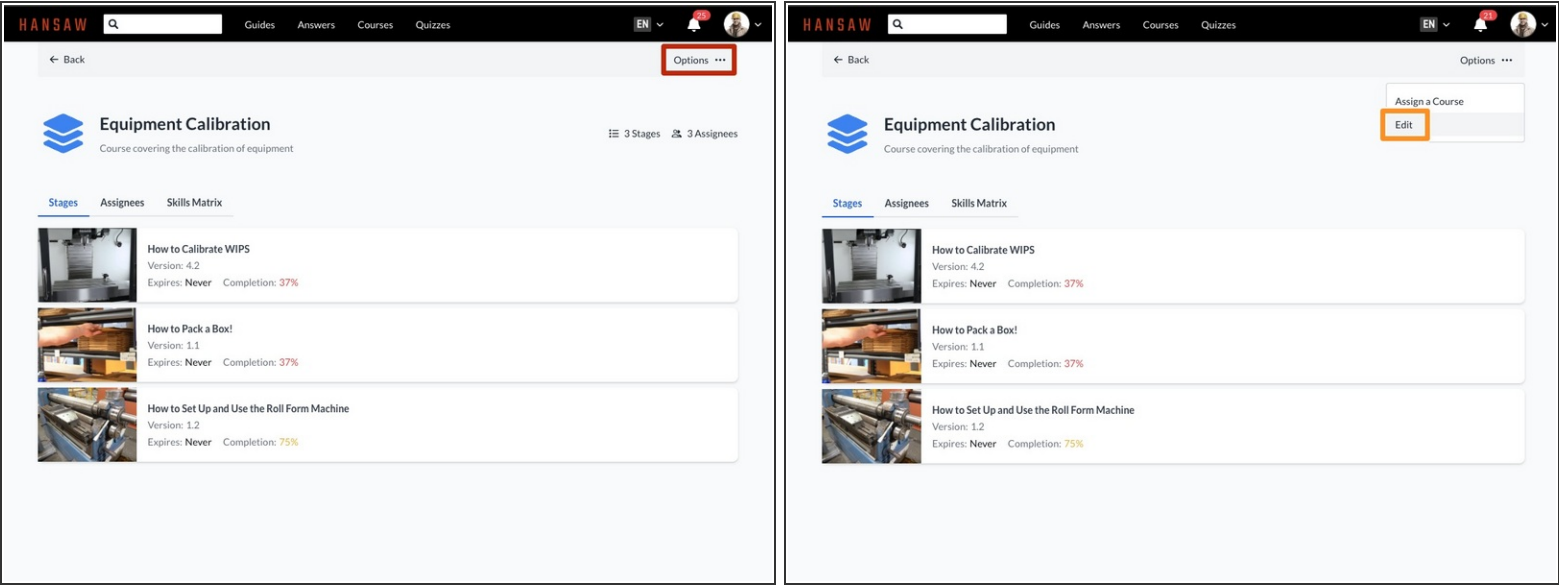
Written By: Dozuki System



INTRODUCTION

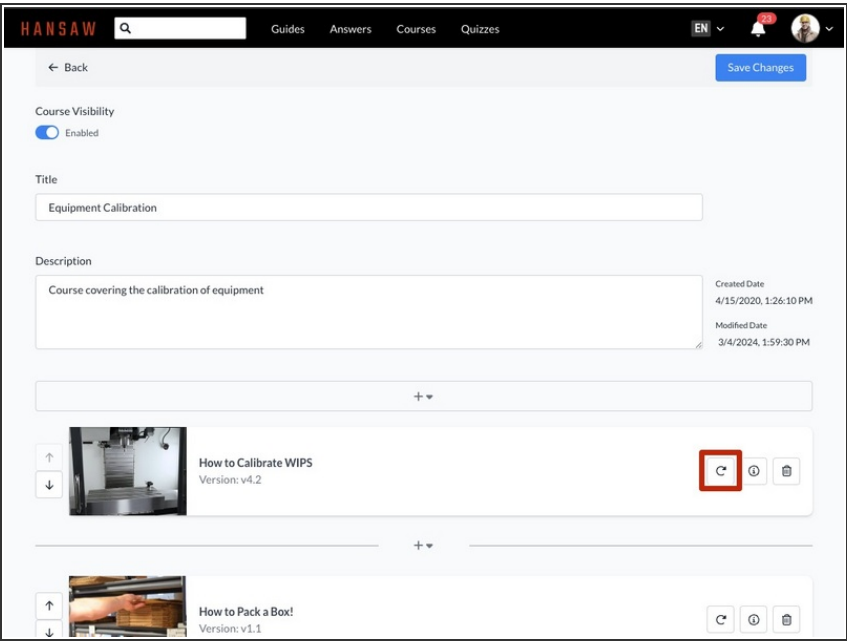
Dozuki courses allow you to set recurrence options for each stage of a course. Recurrence settings determine how often users are required to retrain in a course stage to maintain proficiency.

Step 1 — How to Change Recurrence Settings for a Course Stage



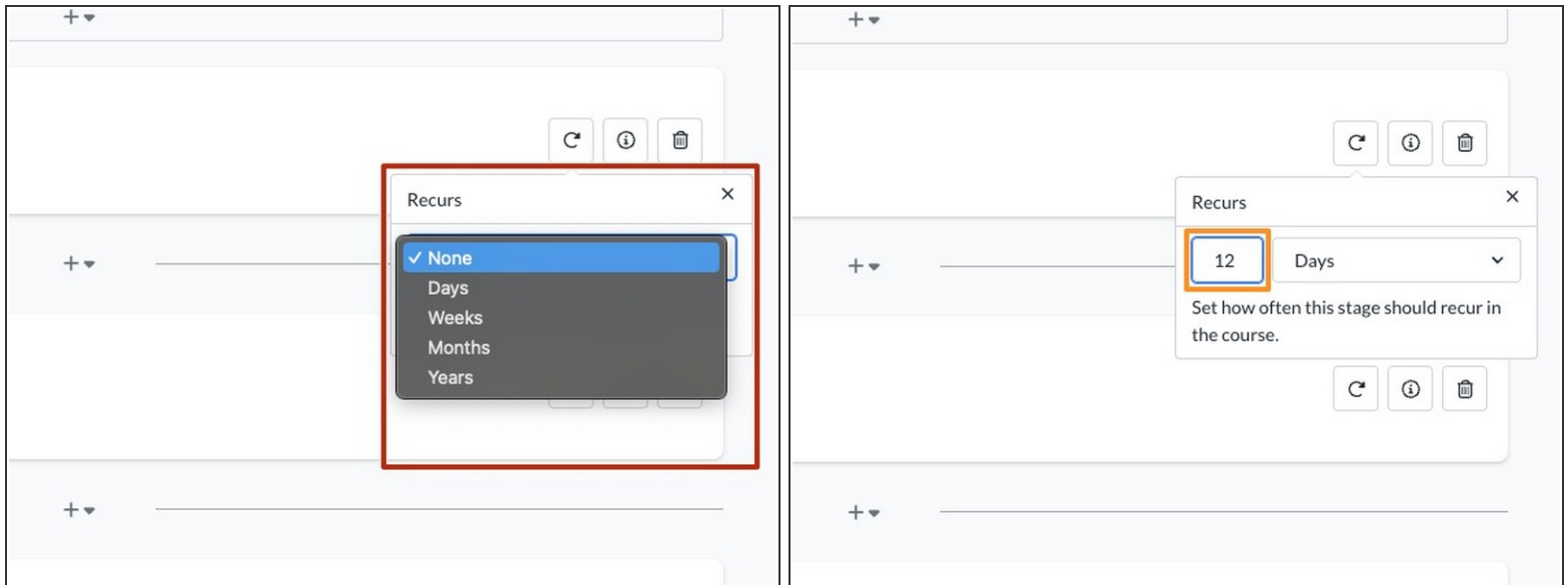
- To edit a course stage, click the **Options** button on the top right of the screen.
- Click **Edit**.

Step 2 — Changing Recurrence Settings



- Click on the **Recurrence** icon of a stage to edit the recurrence properties for that stage.

Step 3



- Use the drop-down menu to select a unit of time for stage recurrence.
 - ① You can set a stage to recur after a number of **days, weeks, months, or years**. Select **None** for stages that should not recur in the course.
- Use the number field to enter the number of **days, weeks, months, or years** for each recurrence.
- ① When you assign a course to a user or team, the recurrence interval determines how often stage completions expire and how often users must complete each course stage.
- ✳ Note that the recurrence interval for a course stage starts on the initial deadline set when you [assign the course](#). A user's first completion of a course stage will not determine the first recurrence date.

Step 4

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Save Changes

Course Visibility

Enabled

Title

Equipment Calibration

Description

Course covering the calibration of equipment

Created Date
4/15/2020, 1:26:10 PM
Modified Date
3/4/2024, 1:59:30 PM

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How to Calibrate WIPS

Version: v4.2

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How to Pack a Box!

Version: v1.1

- Click on the **Save Changes** button to save your edits.