

How Does ProProfs Reminders & Compliance Features Work?

With ProProfs reminders & compliance feature, you can:

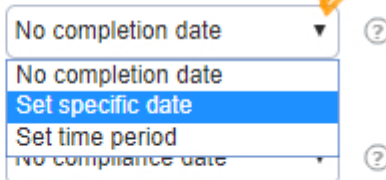
- Set a date for the quiz to be completed
- Ensure high quiz completion rates by automating reminders
- Set a date for the quiz certificate to expire
- Ensure ongoing compliance by defining what happens when quiz certification expires

Set quiz completion due dates and automate reminders

Step 1. Navigate to "Settings" -----> "Advanced" -----> "Compliance" section. Select "Set specific date" for 'Must Complete By' and set a due date for the quiz.

Compliance

Must Complete By:



Quiz Completion Compliant Until:

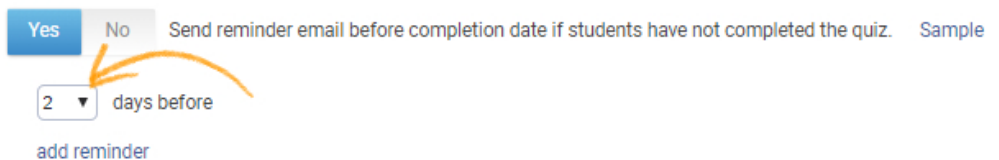
Step 2. Set the days before which learners will be sent automatic reminders of the quiz completion due date. You can add multiple reminders through the "add reminder" button.

Compliance

Must Complete By:



Email Reminder:



Set quiz certification expiry dates and automate reminders

Specify a certain date or period, when the quiz certificate expires and select what to do with the quiz when the certificate expires. You can also opt for email notifications when the quiz expires.

Compliance

Must Complete By:

Email Reminder: Yes No Send reminder email before completion date if students have not completed the quiz. [Sample](#)

days before

[add reminder](#)

Quiz Completion Compliant Until:

When Certificate Expires:

Allow action after certificate expires

Yes No Email student on expiration [Sample](#)

Yes No Email me on expiration

Related Articles:

[Introduction To Quiz Editor](#)

[How to Set Password and Accessibility to a Quiz](#)

[How to Customize and Brand a Quiz Certificate](#)