Creating a Training in PageUp Learning

Departments can create department-specific trainings or for all employees. The department trainer must first request training permission before they can create or manage the training. Please contact benny.musonda@wwu.edu for an orientation training to the PageUp learning.

Log-in
Create Learning Activity
Adding Scorm Course (Optional)
Schedule Booking
- Schedule Booking for Online Live training
- Schedule Booking space for a live in-Person Training

Mark Training Attendance
View or Download Attendance report

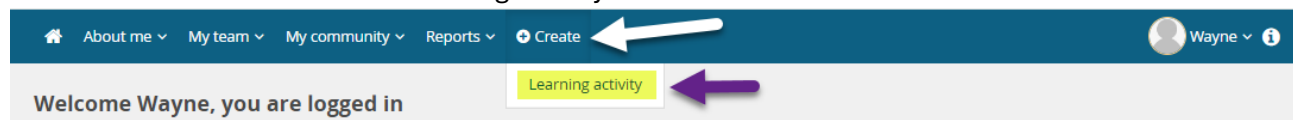If you have any questions about PageUp Learning Library reach out to: benny.musonda@wwu.edu

Log in
 https://westernwashington.pageuppeople.com/learning/

Create Learning Activity

Click "Create" and then select Learning activity

Choose organization-wide

Select

What type of activity would you like to add?

Organization-wide

As a learning administrator, you can add activities to your structured library that can be accessed by employees across your entire organization.

Individual

Add an activity that's just for you.

Activity title *

Give your activity a title

Enter your...

Activity type *

The activity "type" is your training department

Select your activity type

Code

Enter code here...

The short description is what shows up in the Library with the title

Description

Paragraph   B I U ≡ ☰ ⬛ ⬛ A   ⬚ ▶ ⬛ ◇

Content type

HTML

Content

Paragraph   B I U ≡ ☰ ⬛ ⬛ A   ⬚ ▶ ⬛ ◇

Optional additional content, such as documents, links, pre-assignments that registrants will see after accessing the activity can be added here

Contains activities +

No learning activities are attached

Default planned action steps

Default desired outcomes

Click to Save

Submit   Cancel

Click or drag to upload an image

Owner   Your name will appear here

Benny Musonda   x

Duration   Optional   Select Duration v

Administrator managed

Leave this unchecked unless you want this to be Private class

Requires approval

Reassignable after completion

Generate certificate

Leave unchecked unless training needs to be renewed

Requires renewal

Cost associated

Points associated

Feedback survey

Booking schedule

Restrict access

Linked competencies +

You can optionally link competencies

Adding Scorm Course (Optional)

PageUp learning allows adding learning content produced with SCORM/AICC and XAPI from other learning management systems (LMS). Contact benny.musonda@wwu.edu to upload the third-party learning content to PageUp.

Schedule Booking

Schedule Booking for Online Live training

Before you can schedule an online live training. Create an online meeting link with your respective video conferencing software such as Zoom, Teams etc. Then request Benny Musonda at Benny.Musonda@wwu.edu to set you up a live online venue with the meeting link you created for the training.

Booking schedule ▢▢ ← **Turn on Booking Schedule**

Select an event ⌄ ⟳ +

☐ Notify owner when new registrations are received

☐ Notify owner when registrations are cancelled

Restrict access ▢▢

To schedule a live class, switch on Booking and click the Plus-sign. This will open a new tab

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Please fill in all mandatory fields marked with an asterisk (*).

– Event details

Title:* [   ] ← **Re-type the same activity title**

Event type:* [Learning ⌄] ← **Select Learning**

Venue:* [   ] 🔍 ✐ ← Select the online venue that was created for the event

No venue selected.

Owner:* [Benny Musonda] 🔍 ✐

Position Number: 996520 ⌄

Add owner as user?: ○ Yes ⦿ No

Contact name: [   ]

Public instructions: [   ] ← **Can enter optional Instructions to trainees**

Please save your event in order to enter timeslots

[Save] [Save & exit] Cancel

Schedule Booking space for a live in-Person Training

Make sure to reserve a room before entering the venue details. Below are some resources that would help:

https://www.wwu.edu/events

https://cenv.wwu.edu/college-environment/college-meeting-room-reservations

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Booking schedule

Turn on Booking Schedule

Select an event

Notify owner when new registrations are received

Notify owner when registrations are cancelled

To schedule a live class, switch on Booking and click the Plus-sign. This will open a new tab

Restrict access

Please fill in all mandatory fields marked with an asterisk (*).

Event details

Re-type the same activity title

Title:*

Event type:*   Learning

Select Learning

Venue:*

No venue selected.

This can search for a venue on campus. (One issue is that it has to be exact. For example, it can find HU 210 but not Humanities 210 or HU210.)

Owner:*   Benny Musonda

Position Number: 996520

Add owner as user?: ○ Yes ● No

Contact name:

Public instructions:

Can enter optional Instructions to trainees

Please save your event in order to enter timeslots

Save   Save & exit   Cancel

Time slots

Add bulk timeslots: **Add**

Select Reserved on-line venue created for your event

Or Add a single timeslot:

Venue:*

Microsoft Teams   🔍 ⌫

➕ Microsoft Teams

Enter date and time

Enter number of spaces

Event date:*	Start time:*	End time:*	Users:	Positions:*	
Feb 29, 2024 📅	--:-- -- 🕐	--:-- -- 🕐	0	10	Add

You can enter several timeslots

ℹ️ To add attendees to, or remove attendees from learning events please use the employee services system.

Active	Event date	Start time	End time	Attendees	Positions	Venue		
☑️	Feb 29, 2024	3:54pm	6:55pm	0	10	Zoom	Edit	Remove

Remind users 1   Weeks ⌄ before the event?: ○ Yes ● No

ℹ️ The following users have not yet been sent invitations:

- 0 Users

ℹ️ A calendar update email may be sent, in addition to any optional communications

Click to save

Save   Save & exit   Cancel

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Mark Training Attendance

Select the training you want to Mark attendance:

Select the date of attendance

Confirm or attendance, or non attendance

Mark attendance status

After a short period of time the system will update the confirmed attendance in the person's development plan, as shown above in green.
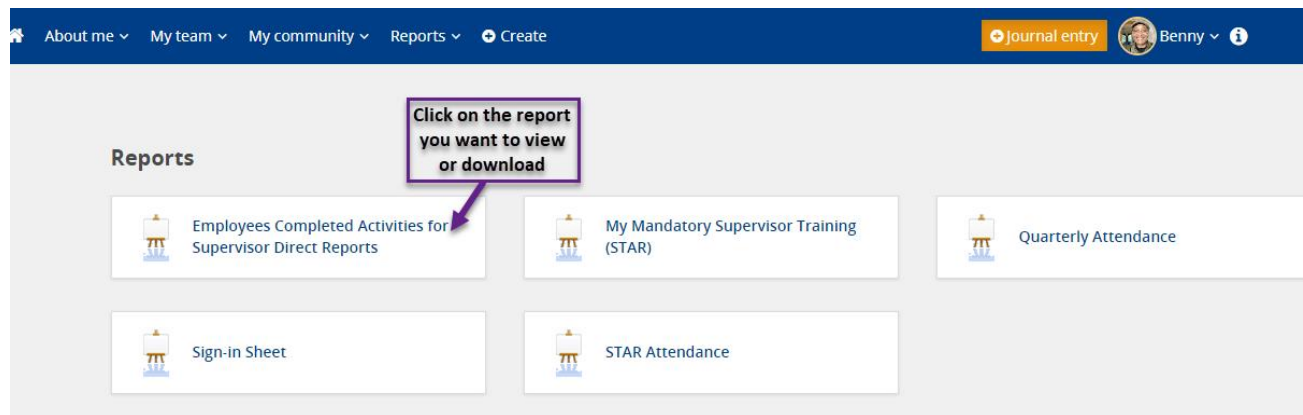

View or download Attendance report

If you don't have an attendance report created in the system request one to be created. After the attendance report has been created for your training, you will be granted access. Follow instructions below to view or download the report.
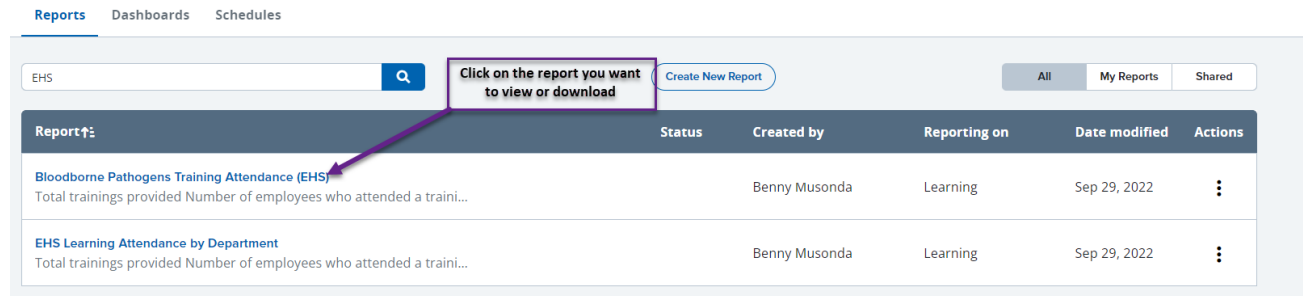
Legacy Reports

Shared reports will appear

Enhanced reporting

The shared report will open in a new window

To download