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

**Event details**

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

- **Event type:**
  - [ ] 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

- **Contact name:**

- **Public instructions:**

Please save your event in order to enter timeslots.

[Save] [Save & exit] [Cancel]
Select Reserved on-line venue created for your event

Enter date and time

Enter number of spaces

You can enter several timeslots

Click to save

The following users have not yet been sent invitations:

- 0 Users

A calendar update email may be sent, in addition to any optional communications
Mark Training Attendance

Select the training you want to Mark attendance:
All new permanent staff are invited to attend and will receive email invitations directly. Also open to any continuing or temporary employees, as well as faculty who would like to participate (new faculty have a separate orientation each Sept.). Please contact HR.Onboarding@www.edu with any questions!
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