

# 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](mailto:benny.musonda@wwu.edu) for an orientation training to the PageUp learning.

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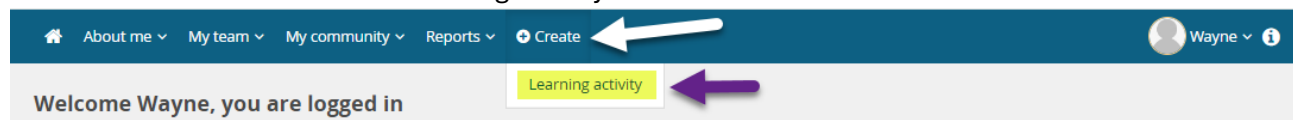
If you have any questions about PageUp Learning Library reach out to: [benny.musonda@wwu.edu](mailto:benny.musonda@wwu.edu)

Log in

<https://westernwashington.pageuppeople.com/learning/>

## Create Learning Activity

Click “Create” and then select Learning activity



Choose organization-wide



Select



### 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.

The screenshot shows the 'Add Scorm Course' form in the PageUp system. Annotations include:

- Activity title \***: "Give your activity a title" (points to the text input field).
- Activity type \***: "The activity 'type' is your training department" (points to the dropdown menu).
- Code**: "Enter code here..." (points to the text input field).
- Description**: "The short description is what shows up in the Library with the title" (points to the rich text editor).
- Content type**: "HTML" (points to the dropdown menu).
- Content**: "Optional additional content, such as documents, links, pre-assignments that registrants will see after accessing the activity can be added here" (points to the rich text editor).
- Owner**: "Your name will appear here" (points to the dropdown menu showing "Benny Musonda").
- Duration**: "Optional" (points to the dropdown menu).
- Administrators managed**: "Leave this unchecked unless you want this to be Private class" (points to the checkbox).
- Requires approval**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Reassignable after completion**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Generate certificate**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Requires renewal**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Cost associated**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Points associated**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Feedback survey**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Booking schedule**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Restrict access**: "Leave unchecked unless training needs to be renewed" (points to the checkbox).
- Linked competencies**: "You can optionally link competencies" (points to the plus icon).
- Submit/Cancel**: "Click to Save" (points to the Submit button).

## 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](mailto: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](mailto:Benny.Musonda@wwu.edu) to set you up a live online venue with the meeting link you created for the training.

### Booking schedule

Select an event    ☐

☐ Notify owner when new registrations are received

☐ Notify owner when registrations are cancelled

Restrict access ☐

**Turn on Booking Schedule**

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

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

**Event details**

**Title:\***  **Re-type the same activity title**

**Event type:\***  **Select Learning**

**Venue:\***    **Select the online venue that was created for the event**

No venue selected.

**Owner:\***

**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

### 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.wvu.edu/events>

<https://cenv.wvu.edu/college-environment/college-meeting-room-reservations>

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

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**

**Select Reserved venue**

Venue:\*  
  

No venue selected.

**Enter date and time**

Event date:\*   Start time:\*   End time:\*   Users:  Positions:\*  **Enter number of seats**  **You can enter several timeslots**

! 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	
<input checked="" type="checkbox"/>	Feb 28, 2024	2:50am	3:50am	0	10	AC 213	<a href="#">Edit</a>   <a href="#">Remove</a>
<input checked="" type="checkbox"/>	Feb 29, 2024	10:45am	11:45am	0	10	Academic West	<a href="#">Edit</a>   <a href="#">Remove</a>

Remind users   before the event?: ☐ Yes ☒ No **You can set reminders**

! 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:

## New Employee Orientation 2024



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!

**Click three dots**

Created by: Buffi Jones

Created: 11 Sep 2023

Type: HR Professional Development

Popularity: 0 people like this

Duration: 3 hours

**Click view attendees**

- View attendees
- Edit
- Preview
- Archive

Select a timeslot

Share

## Select the date of attendance

**Attendees**

Timeslot:

10 Dec 2019, 1:00pm (PST) - PP 309

Unallocated

27 Jun 2019, 3:00pm (PST) - PP 116

18 Jul 2019, 9:00am (PST) - CS Conference Room

10 Dec 2019, 1:00pm (PST) - PP 309

28 Feb 2020, 1:00pm (PST) - CS Conference Room

**Select the date of attendance**

Search:

Confirmed Attendees: 2

Wait list: 0

Attended	Full name	Position	Division / College	Department	Supervisor	Completed Date	Score	Status
<input type="checkbox"/>	Jon	Maintenance Mechanic 2	BFA - Business and Financial Affairs	Facilities Operations (5710)	Daniel	13 Dec 2019		Complete

## Confirm or attendance, or non attendance

**Attendees**

Timeslot:

1 Jan 2022, 12:00pm (UTC) - Microsoft Teams (

**Select the attendees**

**click to confirm attendance**

**Click if someone did not attend**

1 of 1

Confirmed Attendees: 1

Wait list: 0

Attended	Full name	Position	Division / College	Department	Supervisor	Completed Date	Score	Status
<input checked="" type="checkbox"/>	Benny		BFA - Business and Financial Affairs	Business & Financial Systems Operations		12 Dec 2022		In progress



## Mark attendance status

### Attendees

The Attendees page includes a Timeslot dropdown set to "10 Dec 2019, 1:00pm (PST) - PP 309" and a search bar. Below the header, it shows "Confirmed Attendees: 2" and "Wait list: 0". A table lists attendees with columns for Attended, Full name, Position, Division / College, Department, Supervisor, Completed Date, Score, and Status. Two attendees are listed: Jon (Maintenance Mechanic 2) and Max (IT Network & Telecoms). A dropdown menu for the Status column is open, showing options: Complete, Booked, Complete, In progress, Pending approval, Wait list, Declined, and Suggested. A purple arrow points from a box labeled "Mark completion level" to the "Complete" option in the dropdown.

Attended	Full name	Position	Division / College	Department	Supervisor	Completed Date	Score	Status
<input type="checkbox"/>	Jon	Maintenance Mechanic 2	BFA - Business and Financial Affairs	Facilities Operations (5710)		13 Dec 2019		Complete
<input type="checkbox"/>	Max	IT Network & Telecoms	AA - Academic Affairs	Enterprise Infrastructure Services - 2139		13 Dec 2019		Complete

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

The My development plan page shows the user's name as Benny. It includes buttons for "Working on...", "Explore library", and "Explore events". Below these are filters for "In progress/Upcoming" (17), "Completed" (58), "Pending approval", and "Shared with me". A list of activities is shown, with "Testing Learning Module Functionalities" highlighted in yellow and marked as "ATTENDED". A purple arrow points from the "Completed" filter to the "ATTENDED" status.

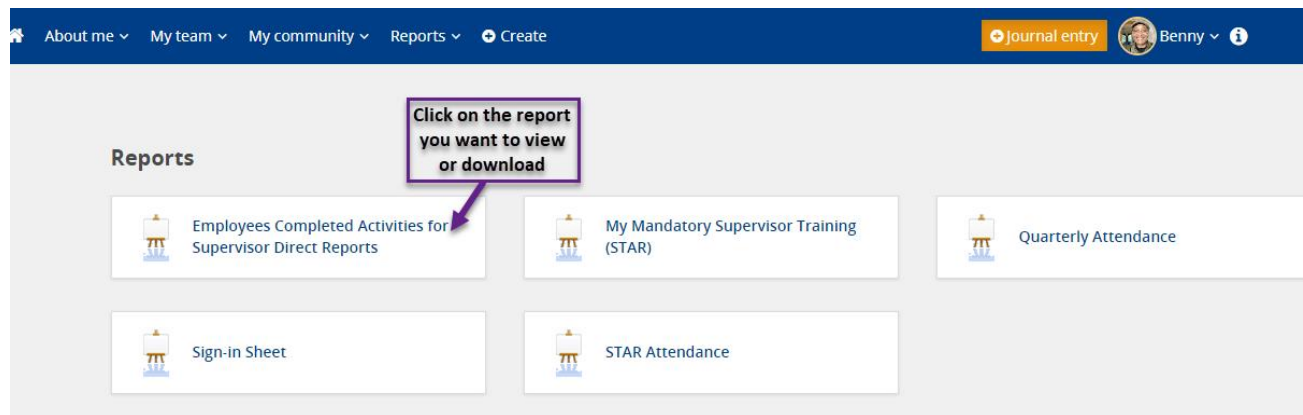
## View or download Attendance report

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.

The Reports dropdown menu is open, showing options for "Legacy Reporting" and "Enhanced Reporting". A purple arrow points from a box labeled "Select the report format" to the "Enhanced Reporting" option.

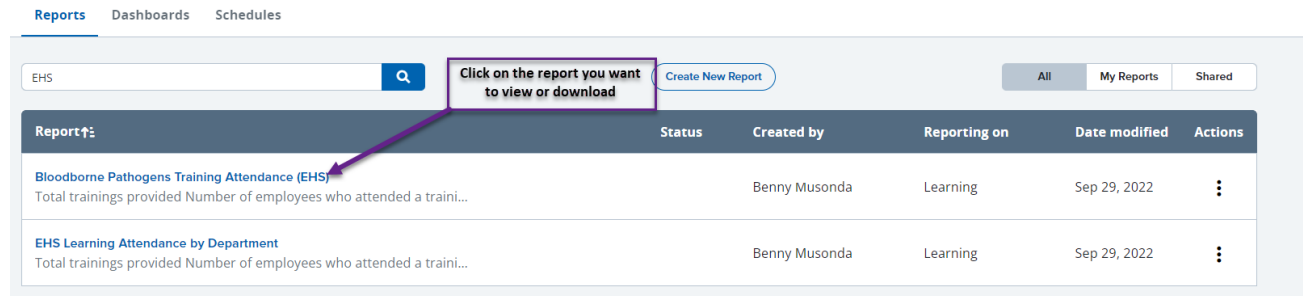
## Legacy Reports

Shared reports will appear



## Enhanced reporting

The shared report will open in a new window



## To download

