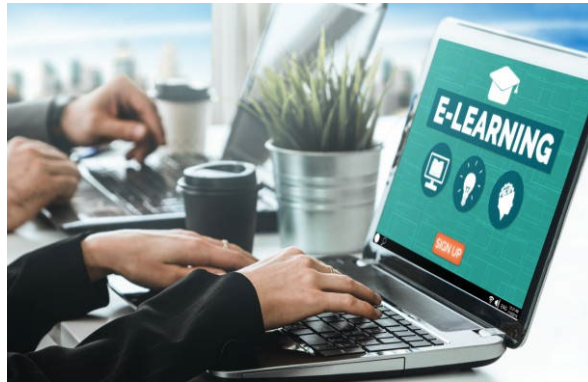


# LJMU Staff E-Learning Modules Access Guide for LearnUpon



Training for the LJMU Staff Mandatory and Optional e-learning modules is provided by LearnUpon and can be accessed using LJMU single-sign-on.

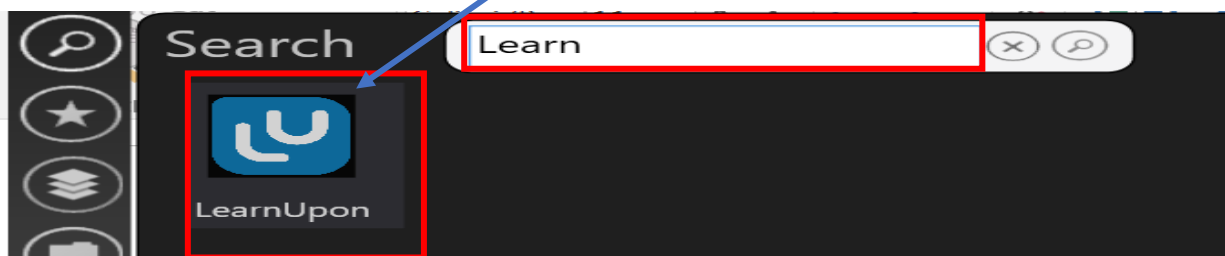
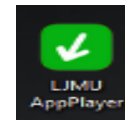
If directed to the login page, enter your LJMU username followed by @ljmu.ac.uk. For example, [TSTJBLOG@ljmu.ac.uk](mailto:TSTJBLOG@ljmu.ac.uk) and your current LJMU password.

**Please note:** The GDPR mandatory module is replaced by the Cybersecurity and Data Privacy Awareness training provided by KnowBe4. **KnowBe4** can be accessed via **Quick Links** on the LJMU Staff Homepage.

## Step 1: How to Access LearnUpon

The LearnUpon system can be accessed using one of the following methods:

1. Go to the LJMU web page and click on the 'LearnUpon' icon via 'Quick Links.'
2. Go directly to <https://ljmu.learnupon.com/saml/init>
3. On a managed LJMU device, open the **LJMU App Player** and search for 'LearnUpon', click on the blue LearnUpon icon to access.



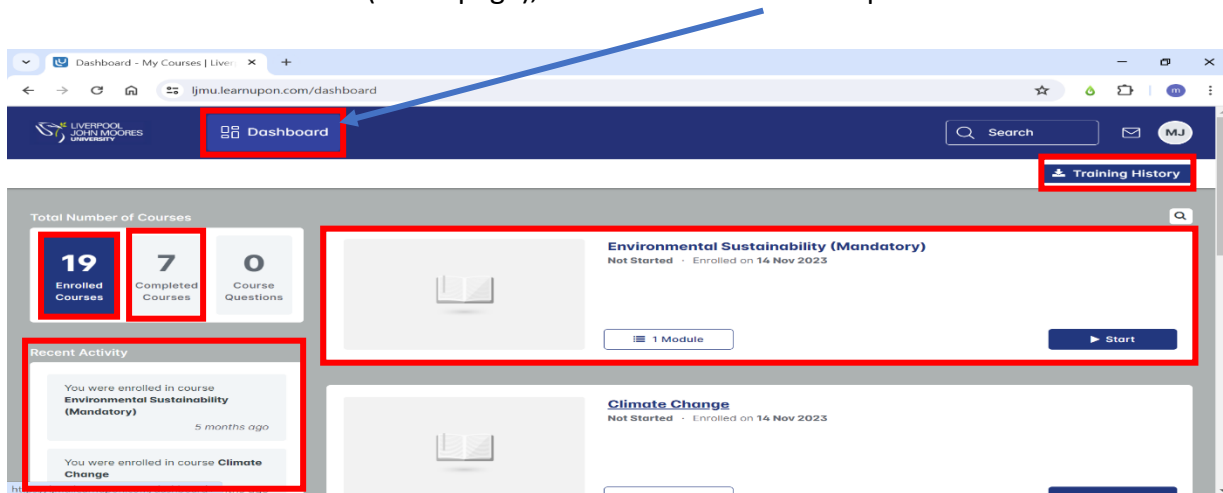
## Step 2: LearnUpon Dashboard

Once logged in, you will see the Dashboard (home page) where you can access all the options available.

Within the Dashboard you can view:

- Links to the modules you are enrolled in.
- Links to the modules you and have completed.
- Your recent activity
- Individual modules
- Your training history

To return to the Dashboard (home page), click on the Dashboard option.



## Step 3: Status of Modules

To view your status of a module, select the Enrolled Courses option on the Dashboard, in the Total Number of Courses. Click on the Completed Courses option to view the modules you have completed.

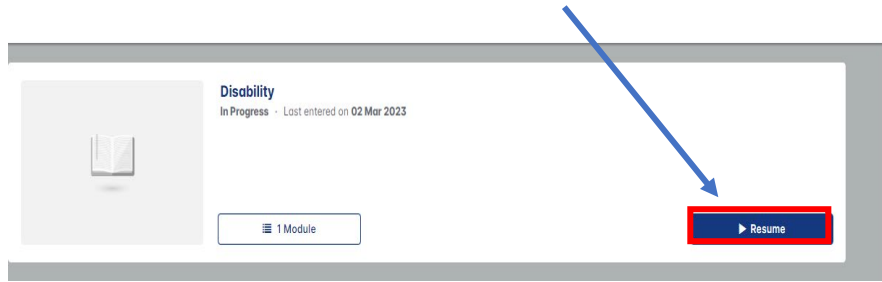


## Step 4: How to Start a Module, Resume or Relaunch

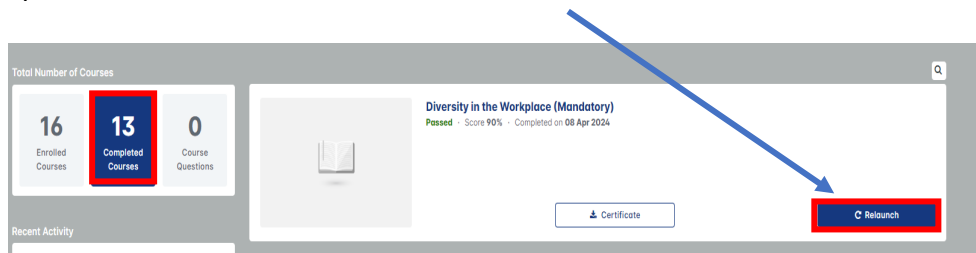
To start a module, click on the 'Start' button. The course title, enrolment date and status, can be reviewed here.



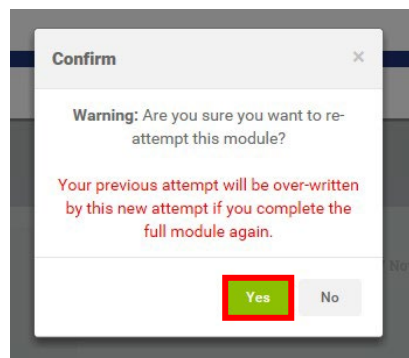
If you have not completed the module, select the **'Resume'** button option on the Dashboard.



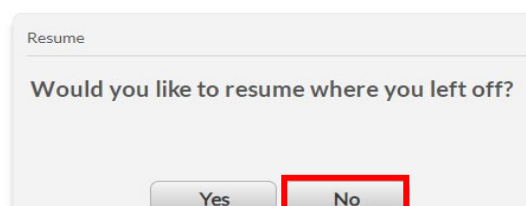
To complete the modules again or review your completed modules, select the 'Completed Courses' option on the Dashboard and select **'Relaunch'**.



Please note: If you have already completed modules when you access the module the following warning message will be displayed. Please select the **'Yes'** button.

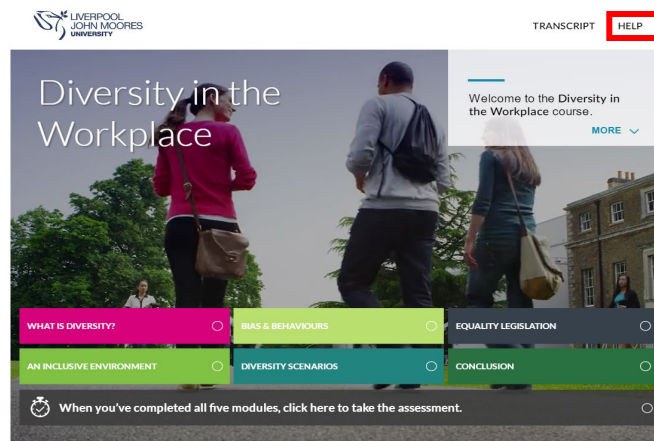


A 'Resume' message will be displayed asking "Would you like to resume where you left off". Please select the **'No'** button.



## Step 5: Completing and Navigating a Module

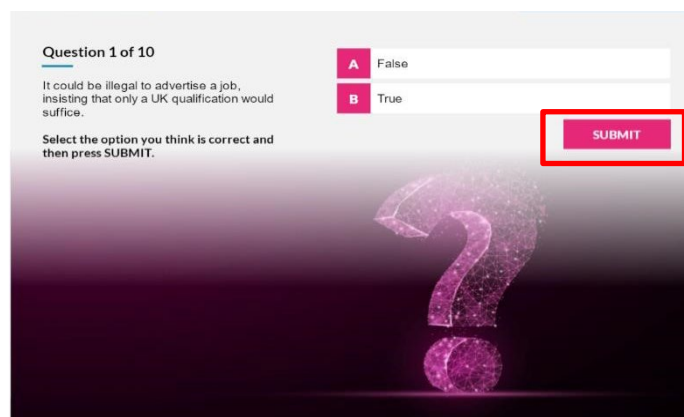
The modules open with a welcome page. There is a Help section for further information.



When working through the modules you can use the navigation buttons to go to the previous or next page.



There are knowledge check questions within the modules. At the end of the mandatory modules there is a short quiz to complete. The questions are multiple choice. Once the answer is selected click on **Submit** then **Continue** to go to the next question.



**Please Note:** the modules will not allow you to go directly to the quiz. Once the module is completed you will see a Congratulations message.

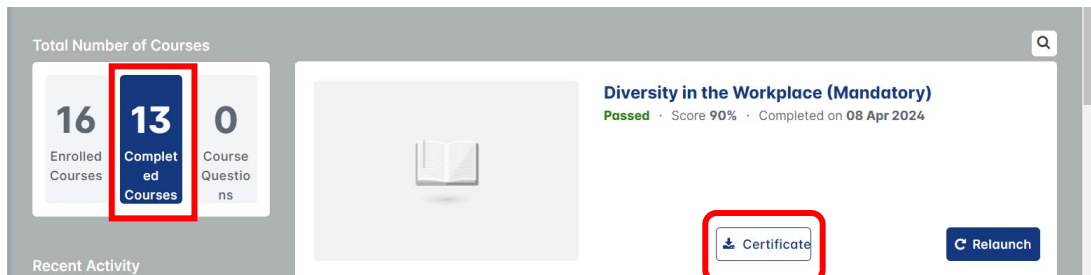
When you have completed the module, click on the blue **'Save and Exit'** button in the top right-hand corner of the screen to save your work and ensure the system is updated. **Please Note:** It is not necessary to complete a module in one session, clicking the **'Save and Exit'** button will activate the bookmarking feature. Selecting the **'Resume'** option will take you to the same screen where you left off the next time you enter the module.



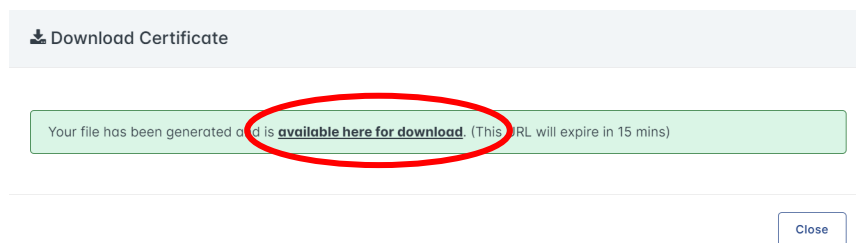
## Step 6: Downloading Certificates

**Please Note: It is highly recommended to download and print or save a copy of the certificate as evidence that you have completed the modules.**

To access the certificate, click on the **Completed** tab, then click on the **Certificate** tab.



The option to Download Certificate will appear. Click on 'available here for download' option.

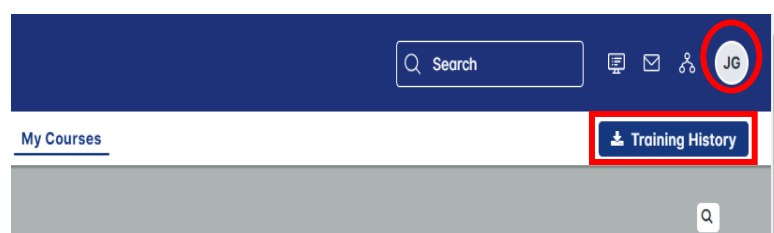


Click on the download option near the top right-hand corner of your screen to download the certificate as a PDF to print or save.

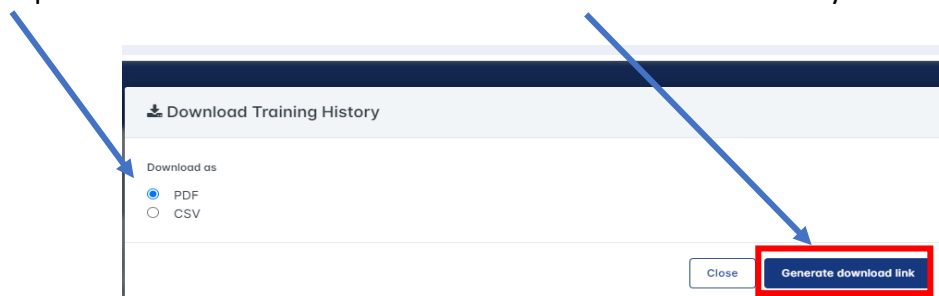


## Step 7: Downloading Training History

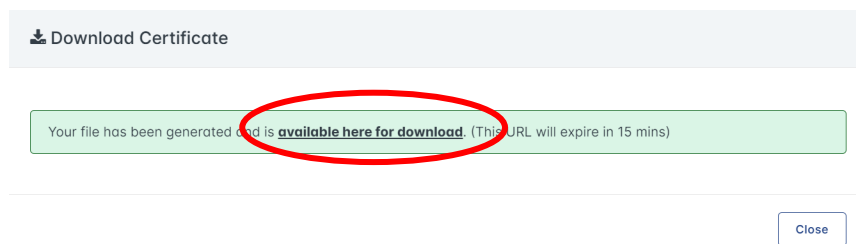
To view details of all module completion data, select the blue 'Training History' tab underneath your name (initials).



The option to download your Training History in PDF or Excel format will appear. Select the PDF or CSV option and click on the 'Generate download link' to download your module data.



The option to Download your Training History will appear. Click on the **'available here for download'** option.



Click on the **Download** option at the top right-hand corner of your screen to download your Training History.



When you have finished your session, click on your name (initials) near the top right-hand corner of your screen to Logout of LearnUpon.



If you have any queries, please email [J.Graham@ljmu.ac.uk](mailto:J.Graham@ljmu.ac.uk) or [orgdev@ljmu.ac.uk](mailto:orgdev@ljmu.ac.uk)