LIVERPOOL JOHN MOORES UNIVERSITY

E-learning Module Completion Data

Module completion data is available to view by staff and line managers within **Staff Infobase** which can be accessed via **'Quick Links'** on the LJMU Staff Home Page. Enter your username and current LJMU password to login.

For **individual staff** in Staff Infobase, click on:

 ➢ **LJMU Employee Self Service**
 ➢ **Online Learning LJMU**

Please note: It can take several minutes for your course details to upload.

Course Details

Course Name △	Enrolment Status	Percentage △	Cert Expires At △	Date Enrolled △	Date Last Accessed △	Date Started △	Date Completed
Mandatory - 2021 Q2 Awareness training - How to Create Strong Passwords	Passed			05-Apr-2021		20-Apr-2021	20-Apr-2021
Mandatory - 2021 Q2 Awareness training - Join the Craze of the Passphrase	Passed			05-Apr-2021		20-Apr-2021	20-Apr-2021
Mandatory - 2021 Q2 Awareness training - Privacy Basics	Passed			05-Apr-2021		20-Apr-2021	20-Apr-2021
Mandatory - 2021 Q3 Awareness Training - Cyber Essentials Series: Working Remotely	Passed			12-Jul-2021		29-Jul-2021	29-Jul-2021
Mandatory - 2021 Q3 Awareness Training - Handling and Sharing Sensitive Information	Passed			12-Jul-2021		29-Jul-2021	29-Jul-2021
Mandatory - 2022 Q2 Awareness Training - Data Protection Policy	Passed			11-Apr-2022		26-May-2022	26-May-2022
Mandatory - 2022 Q2 Awareness Training - Personal Data Breach Policy	Passed			11-Apr-2022		26-May-2022	26-May-2022
Mandatory - 21/22 Q3 Awareness Training - Phishing Foundations	Passed			29-Aug-2022		02-Sep-2022	02-Sep-2022
Mandatory - 21/22 Q3 Awareness Training - Social Engineering Foundations	Passed			29-Aug-2022		02-Sep-2022	02-Sep-2022
Mandatory - November 2021 Training Campaign - Mobile Device Security	Passed			08-Nov-2021		19-Nov-2021	19-Nov-2021

For **Line Managers** in Staff Infobase, click on:

 ➢ **LJMU Manager Self Service**
 ➢ **LJMU Manager Online Learning**
 ➢ **Online Learning LJMU**

Click the **Action option** in the list of staff available**.**

Job	Department	Action
Administrative	Human Resources	
Administrative	Human Resources	🔾
Administrative	Human Resources	🔾
Administrative	Human Resources	🔾

The page with the individual module details for the member of staff will show the following information:
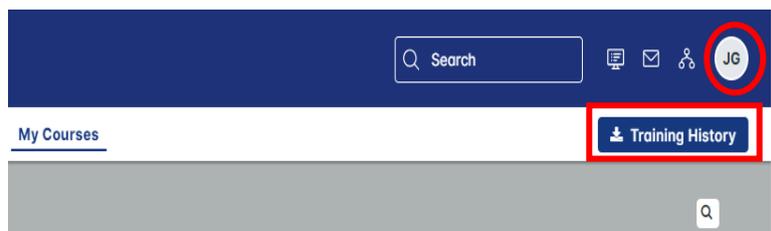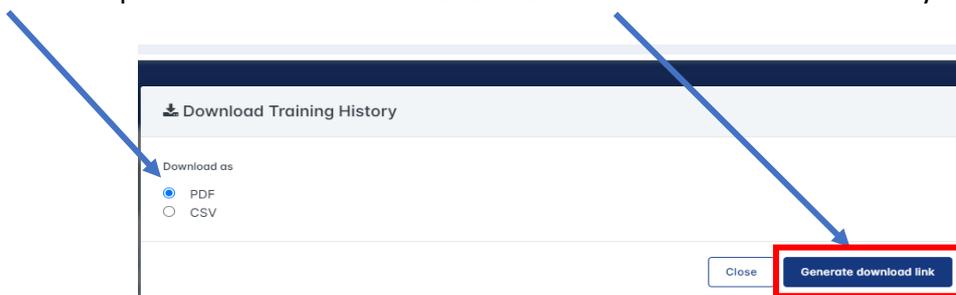

Downloading Training History
All staff can download their module **Training History** in LearnUpon.

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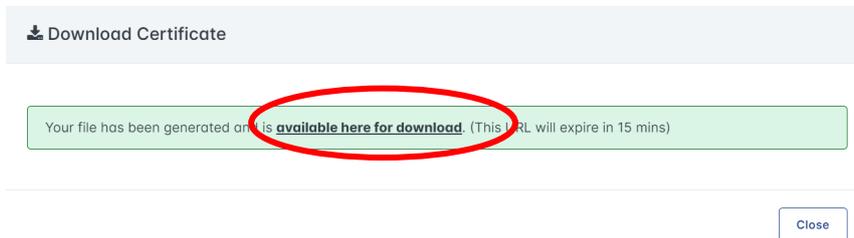
Click on the **Download** option at the top right-hand corner of your screen to download your Training History.

This will provide details of all module completion for the current and past three years of 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.
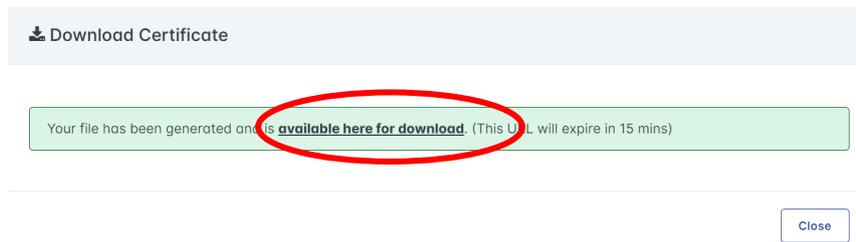

Downloading Certificates
Please Note: It is highly recommended to download and print or save a copy of the certificate as evidence that you have completed the modules.

To access the certificate, click on the **Completed** tab, then click on the **Certificate** tab.
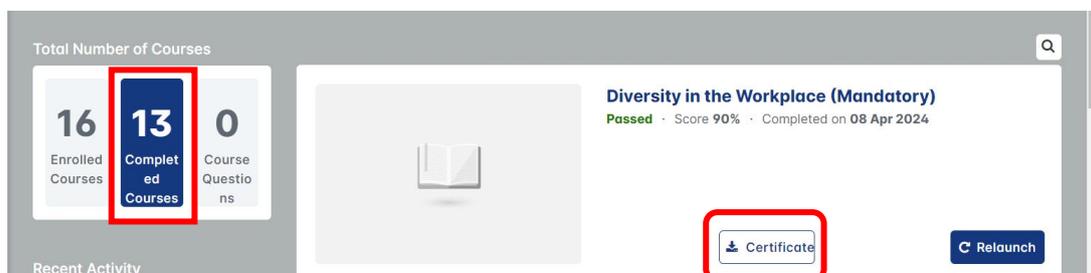
The option to Download Certificate will appear. Click on '**available here for download'** option.

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.

Please email **J.Graham@ljmu.ac.uk** or **orgdev@ljmu.ac.uk** if you have any queries.