

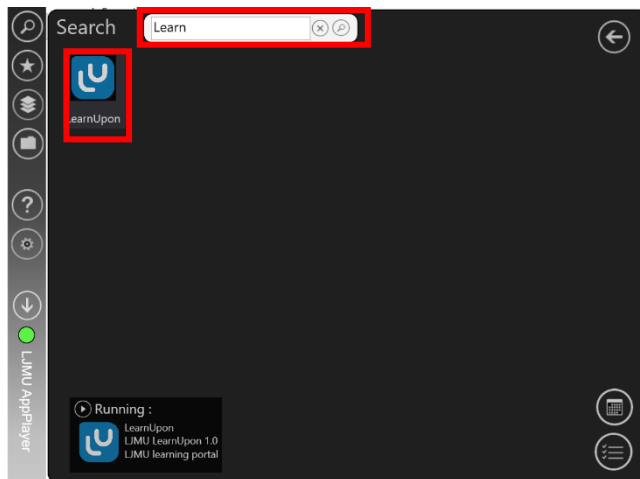
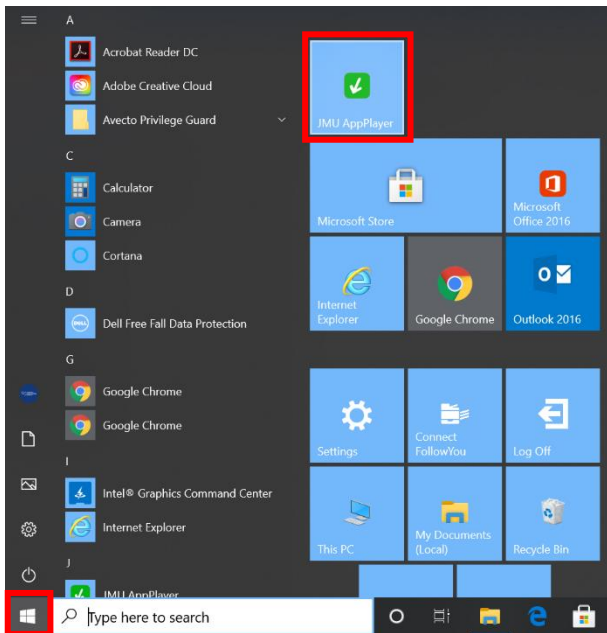
New Process for Mandatory E-Learning Modules and Completion Data

LJMU Mandatory and Optional E-Learning Modules **single-sign-on** and completion data in Staff Infobase by individual staff and line managers.


Single-Sign-On

LJMU Mandatory E-Learning Modules will be available for staff to access via a single-sign-on using LJMU App Player. For Apple Mac users, go to <https://ljmu.learnupon.com/saml/init> enter username and password.

To open LJMU App Player either via the Start menu, click on **Start >LJMU AppPlayer** or Click the **LJMU AppPlayer icon** on your desktop or in the taskbar at the bottom of the screen:



Click in the **Search** option and type **Learn** > click on **search**; when the LearnUpon Icon is visible, click on it.

Sign in

Sign in

Sign in with username@ljmu.ac.uk
 Authorised Users Only.
 If you have forgotten your password, please [click here](#)

Enter your **LJMU username** followed by **@ljmu.ac.uk**, e.g., TSTJBlog@ljmu.ac.uk
Password: your current LJMU password

Completion Data

Module data is now available to view by staff and line managers within Staff Infobase:

For individual staff in Staff Infobase, click on **LJMU Employee Self Service > Online Learning LJMU**

The screenshot shows the 'LJMU Employee Self Service' interface. At the top, there is a navigation bar with 'staff infobase' and 'LJMU Employee Self Service' text. Below this, there are links for 'Navigation' and 'Favorites'. The main content area is titled 'Online Learning Management' and contains a search bar for 'Course Name' with 'Search' and 'Clear' buttons. Below the search bar is a 'Course Details' table with the following data:

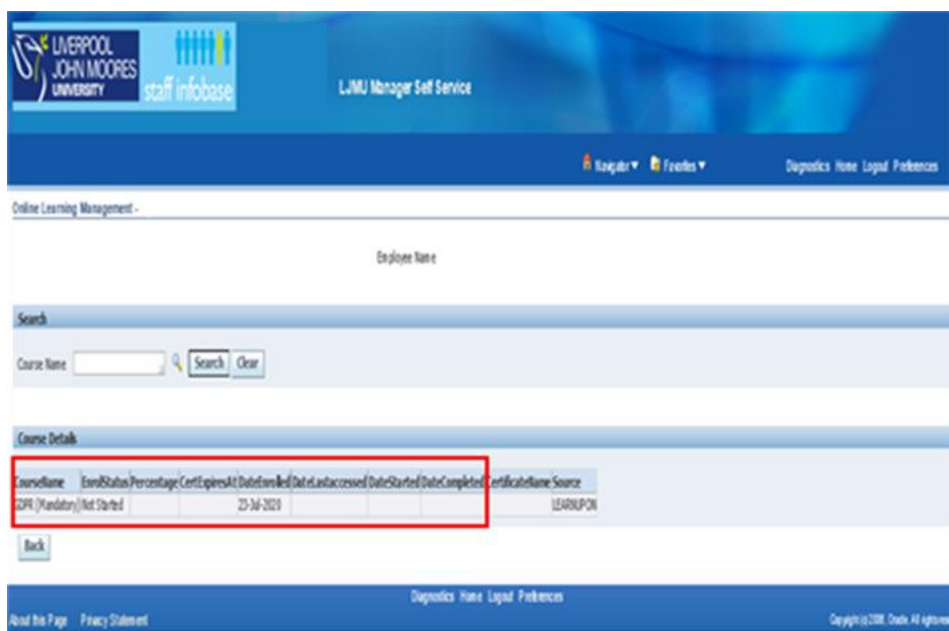
CourseName	EnrolStatus	Percentage	CertExpiresAt	DateEnrolled	DateLastAccessed	DateStarted	DateCompleted	CertificateName	Source
GDPR (Mandatory)	Not Started			23-Jul-2020				LEARNUPON	
Understanding Modern Slavery	Not Started			14-Aug-2020				LEARNUPON	

At the bottom of the page, there are links for 'Home', 'Logout', and 'Preferences', along with a footer containing 'Copyright © 2008. Oracle. All rights reserved.'

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

Focus Name	Assignment Number	Job	Department	Action
		Administrative		
		Administrative		
		Administrative		
		Administrative		

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



The screenshot shows the 'LJM Manager Self Service' interface. At the top, there is a navigation bar with 'Home', 'Logout', and 'Preferences' links. Below this, the 'Online Learning Management' section is visible, followed by a search bar for 'Course Name'. The 'Course Details' section is highlighted with a red box and contains the following information:

Course Name	Exam Status	Percentage	Cert Expires At	Data Entered	Data Accessed	Date Started	Date Completed	Certificate Name	Source
CPA (Mandatory)	Not Started			23-04-2020					LIVERPOOL

Below the table is a 'Back' button. At the bottom of the page, there are links for 'Read this Page', 'Privacy Statement', and 'Copyright © 2008. Oracle. All rights reserved.'

Please email LDF@ljmu.ac.uk if you have any queries.