🏠 | About me ⌄ | My team ⌄ | My development ⌄ | Reports | ⊕ Create | Sarah ⌄ ⓘ

1. Locate the navigation bar at the top of the screen and select "My development" then select "Learning library" **or** select "About me" then select "My development plan."

2. Navigate to the specific learning activity and select the title to open the learning activity.

3. Select "Learn now" for a self-paced online learning activity at the bottom of the learning activity as shown in Figure 1 in the Learning Library **or** as shown in Figure 2 for a learning activity already in your development plan.

4. Select the appropriate additions to the learning activity, as shown in Figure 3, such as if it is a mandatory activity, the intended completion date, and if there are any supporting documents. **NOTE: If the learning activity was completed in another system and need to upload a certificate of completion, contact the learning activity instructor.**

5. Select "Start" to launch the learning activity. This will open a prompt to "Click here to launch the lesson." as shown in Figure 4. Select the type to begin the learning activity. This will launch a pop-up in a new window and will state that intention on the original window as shown in Figure 5. **NOTE: Some learning activities launch a second pop-up that is required to link the status of the learning activity back to PageUp LMS as shown in Figure 6. Do not close this pop-up until the learning activity is completed or credit will not be recorded.**

6. Once complete, close the learning activity within it or choose to close the browser by the "X" in the upper right corner of the page. Once complete, the screen will display a congratulations for passing the learning activity as shown in Figure 7.
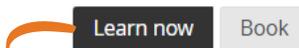
FIGURE 1.

Learn now | Book

FIGURE 2.

Learning actions & outcomes | Learn now | Remove

FIGURE 3.

LinkedInLearning: Excel 2019 Essential Training

Do you have anything to add before you start?

Mandatory learning activity

Intended completion date — dd MMM yyyy 📅

Supporting documents — Upload document

Start | Cancel

FIGURE 4.

Click here to launch the lesson.

FIGURE 5.

We launched your course in a new window but if you do not see it, a popup blocker may be preventing it from opening. Please disable popup blockers for this site.

FIGURE 6.

cloud.scorm.com/content/courses/JFIQBJYS3X/UAT-0f6de880-0e6b-49d9-b2c6-42030bca06d0/0/launcher.html

Launch ▶

⚠️ **WARNING**
No credit will be assigned if this pop-up is closed prior to learning activity completion.

FIGURE 7.

☺

Congratulations! You passed this activity!

Fun Fact:

A self-paced learning activity can be started and if unable to complete at one time, it will pause and save your place, as shown in Figure 8, until the learning activity is restarted.

FIGURE 8.

⏸

Saved: We've saved your progress so you can resume this activity at a later time.

Back