Navigating the Learning Management System (LearnUpon)



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The Main Dashboard

How it Works

The dashboard is the main page that you will be brought to when you access LearnUpon. From here, you can access any courses in which you've been enrolled, and download any certificates that you may have been awarded. When you login, you will be presented with a similar screen as below.

ard 🕶		My Courses	
	p" solution for managing all your Continuous Improvement plication will simply allow you access to your information	Citric Cube - Join the dots. Continuously Impr O	
Total Number of Courses			
		n Healthcare Yellow Belt Program Induction	
4 0 1 Enralled Courses	ha HANA LANA This sec	ted - Enrolled on 06 Jul 2018 tion provides you with the Quality Policy Document, course outline, and resources that are provided to aid y a and templetes provided to e Read More	
Enrolled Completed Learning Pat	ha HANA LANA This sec	ted - Enrolled on 06 Jul 2018	you as you study the course, w
Enrolled Completed Learning Par Courses	ha Dana and Angeland An Angeland Angeland Ang	ted - Enrolled on 06 Jul 2018 tion provides you with the Quality Policy Document, course outline, and resources that are provided to aid y a and templetes provided to e Read More	
Enrolled Courses Courses Learning Pat Courses Patient Courses Recent Activity You were enrolled in course 4. Lean Healthcare Yellow Belt Practice and Find Exam	ha Definition of the first sector of the first	ted - Enrolled on 09 Jul 2018 tion provides you with the Quality Policy Document, course outline, and resources that are provided to aid y a and templates provided to e Read More	► Start

Navigating Between the Dashboard, Resources and Store

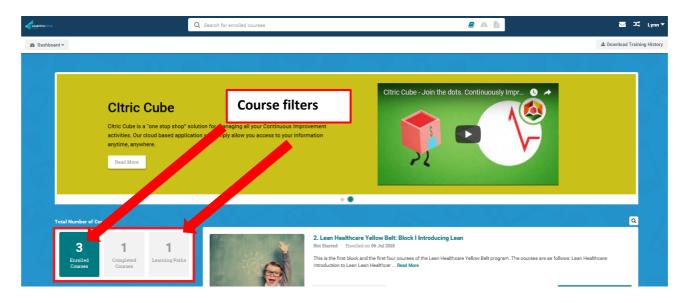
Navigation is easy. Simply click on the navigation dropdown located on the left of the screen. From there, you can select where you would like to navigate to, i.e. the "Dashboard", "Resources" or "Store". See screenshot below of this.





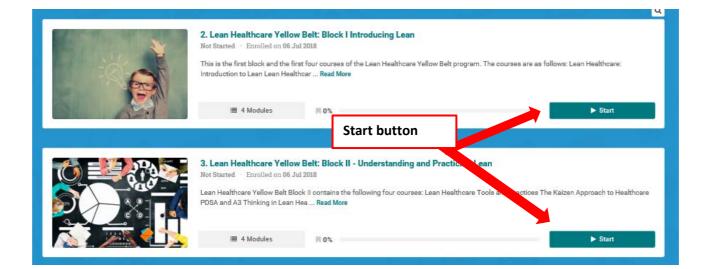
Viewing Enrolled and Completed Courses

On the left side panel you will see three numbers, the first is your "Enrolled Courses" filter, the second is your "Completed Courses" filter and the third is your "Learning Paths". To access courses that you have not completed yet, click on the "Enrolled Courses" filter button. To access courses that you have completed, click on the "Completed Courses" filter, see screenshot below for these filters.



Launching a Course

When you have been enrolled onto a course, you will see it listed on your dashboard. To launch the course simply click on the "Start" button which is listed beside each course. If you have already taken some of the course, you will see a "Resume" button instead where you can launch it from, see screenshot below.





Other Useful Buttons

The screenshot below details some of the other buttons available on the dashboard. From the dashboard, as well as all detailed above, you can; change your profile details, download your training history, and search for courses.

	Q Search for enrolled courses		Change your profile detail		Lynn 🗸
Search for courses		Click this PDF of ye training	our		▲ Download Training History
	Citric	Cube - Join the	dots. Continuously Imp	or 🔍	

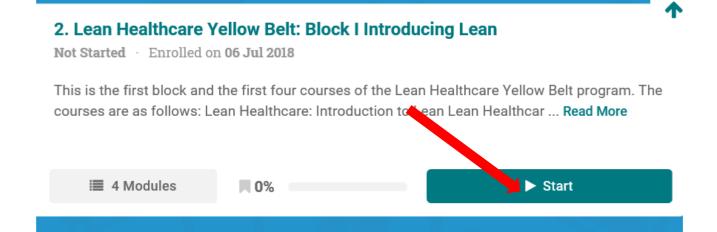


Viewing your courses

When logged into your account, you will see the courses you are enrolled in on your dashboard. On the left of this page you can see the overall number of courses you are enrolled in and those you have completed, and can access the completed courses by clicking on the "Completed Courses" counter.

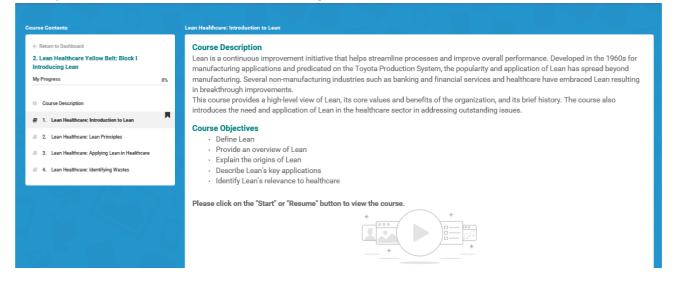
	Q Search for enrolled courses	a b	🔤 🔀 Lyn
🍘 Dashboard 🕶			A Download Training His
Citric activ anyti	Itric Cube c Oube is a "one stop shop" solution for managing all your Continuous Improvement rites. Our cloud based application will simply allow you access to your information ime, anywhere. ad More	Citric Cube - Join the dots. Continuously Impr O	2
		and prolled on 06 Jul 2018 a the first block and the first four oourses of the Lean Healthcare Yellow Belt program. The courses are as follows: Lean Healthcar Lotion to Lean Lean Healthcar Read More	althoare: • Start

To launch a course, click on the "Start" button in the bottom right of the course card. If you are already in progress on a course, the call to action on this button will be "Resume". You can also click on the course name to access the course details information.

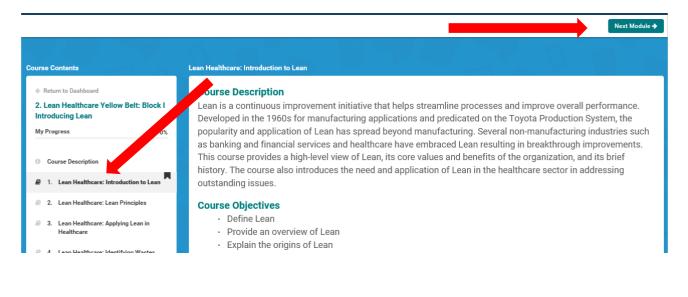




When you click "Start", the course will launch straight into the first module.



You can navigate through the modules in the course using the "Next Module" button in the top right of the navigation bar, or using the course content list on the left-hand side of the page.





Learning Paths

When the "Learning Path" section is selected on the dashboard, it will list the Learning Paths that you are enrolled in.

-	Q. Smith	for learning paths		# A B	XC Lynn≠
a Dashboard •					A Download Training History
	Citric Cube Office Cube is a "one stop shop" solutio activities. Our cloud based application arytime, anywhere.		rovement	Join the dots. Continuously Impr. ()	
Total Number of C	Courses				٩
3 Envited Courses	1 1 Completed Courses		Lean Healthcare Vellow Belt Program In Progress O Last entered on 06 Jul 2018 D This program provides an overview of the core prin across the health sector to increase ser Read Mo	nciples of Lean thinking and outlines the essential Lean to	ools and practices that can be applied
Recent Activity			III 5 Courses III 20%		► Resume

To view the Learning Path, click on the "Start" button in the bottom right of the learning path card. If you are already in progress on a course, the call to action on this button will be "Resume". You can also click on the Learning Path name to access the course details information.

This view will also show your progress and the due date.

	Due Date		Q
	Lean Healthcare Yellow Belt Pro In Progress ① · Last entered on 06 Jul		Start button
aths	This program provides an overview of th applied across the health sector to incre	ee core principles of Lean thinking and outlines the essease ser Read More Progress	ential Lean tools and practice that can be
	≣ 5 Courses 📕 20	3%	► Resume



The main page of the Learning path will show details, images and description of the path

		Det	alls Courses Certs & Credits		
Jotaila		Images			
=	0	In The	alle.		
Lean Healthcare Yellow I My Progress 1/5	Belt Program 20%		2		
Enrolled	06 Jul 2018				
Last Entered	06 Jul 2018				
Due Date	09 Sep 2018				
		Description			
		This program provides an overvi applied across the health sector			

To access the courses in this Learning Path, select the "Courses" tab located at the top of this page.

	Q Search for enrolled courses				a	ľ
		Details	Courses	Certs & Credits		
3						

To start a course, click on the "Launch" button in the bottom right of the course card. If you are already in progress on a course, the call to action on this button will be "Resume". If you have already completed the course, the call to action on this button will be "Relaunch".

ails		Courses	
	0	In order to complete this path, you must complete all the courses within the path.	
ean Healthcare Yellow E	Selt Program 20%	1. Lean Healthcare Yellow Belt Program Induction Completed	► Launch
Inrolled	06 Jul 2018	2 2. Lean Healthcare Yellow Belt: Block I Introducing Lean In Progress	► Resume
ast Entered	06 Jul 2018	3. Lean Healthcare Yellow Belt: Block II - Understanding and Practicing Lean	812115147
Due Date	09 Sep 2018	3. Lean Healthcare Yellow Belt: Block II - Understanding and Practicing Lean Not Started	► Launeh
	1.45	4. Lean Healthcare Yellow Belt Practice and Final Exam Hot Started	► Launch
		5. Lean Healthcare Yellow Belt Evaluation You will be enrolled automatically having completed the previous courses on the path.	



Accessing Resources

To navigate to the resources tab:

- 1. Select "Dashboard" from the primary navigation menu on the top left corner on the page
- 2. Scroll to "Resources" and select it
- 3. You will now be redirected to the Resources page

	Q Search for resources	💌 🎞 Lynn 🗸
B Resources ▼		
		٩
	Lean Glossary of Terms Last updated on 19 Jun 2018 , File size 86.3 KB	🖄 Download
About Resources are useful materials that have been made available for you to view, search, and browse.	How to Navigate the LMS (LearnUpon) Last updated on 15 Jun 2018, File size 685 KB	📩 Download
Click on the resource name to read more about the resource or click on the card actions menu on the right side of the resource card to reveal more actions e.g. if downloads are available.		
122 0 100		

Searching Resources

To search for a resource, enter your search term in the search area in the top right hand corner of the page.

	Q Search for resources	<i>B</i> A 🖹	🔀 🕮 Lynn 🔻
In Resources ▼		Enter search form here	
		form here	
	Lean Glossary of Terms Last updated on 19 Jun 2018 , File size 86.3 KB		📥 Download
About Resources are useful materials that have been made available for you to view, search, and browse.	How to Navigate the LMS (LearnUpon) Last updated on 15 Jun 2018, File size 685 KB		📩 Download
Click on the resource name to read more about the resource or click on the card actions menu on the right side of the resource card to reveal more actions e.g. if downloads are available.			



Your Profile

In the top right corner of each page in LearnUpon, you will see your name with a drop down arrow beside it. Clicking this arrow will show you a button which you can click on to "View My Profile", see screenshot below of this.

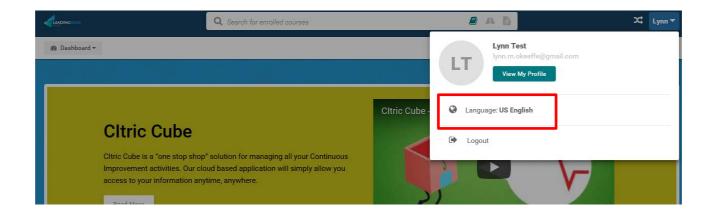
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		<	🗭 Logout	
	p shop" solution for managing all your Continuous Our cloud based application will simply allow you ion anytime, anywhere.			

Clicking on "View My Profile" will bring you to your profile, where you can change information such as; your first name, last name, timezone and how you would like to receive your messages. Just to note here, if you need to change your email address or username, please contact the Education Lead (cdneducationlead@leadingedgegroup.com).

Multiple Languages

In the top right corner of each page in LearnUpon, you will see your name with a drop down arrow beside it. Click the arrow and navigate to the Language: option and you'll be able to select the following (optional) languages:

- Spanish
- French
- German
- UK English
- Dutch
- Brazillian Portuguese





Selecting Time zone

Once in your profile page, you can select your time zone. Navigate to the Time zone on the left-hand side and select your time zone from the drop down menu.

Lynn
Timezone Select your Timezone
Change Password

Further Support

For technical assistance or any other enquiries you may have, please contact the Education Lead via email <u>cdneducationlead@leadingedgegroup.com</u> or by contacting our main office number +1 (416) 637 5074