

Navigating the Learning Management System (LearnUpon)



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GROUP

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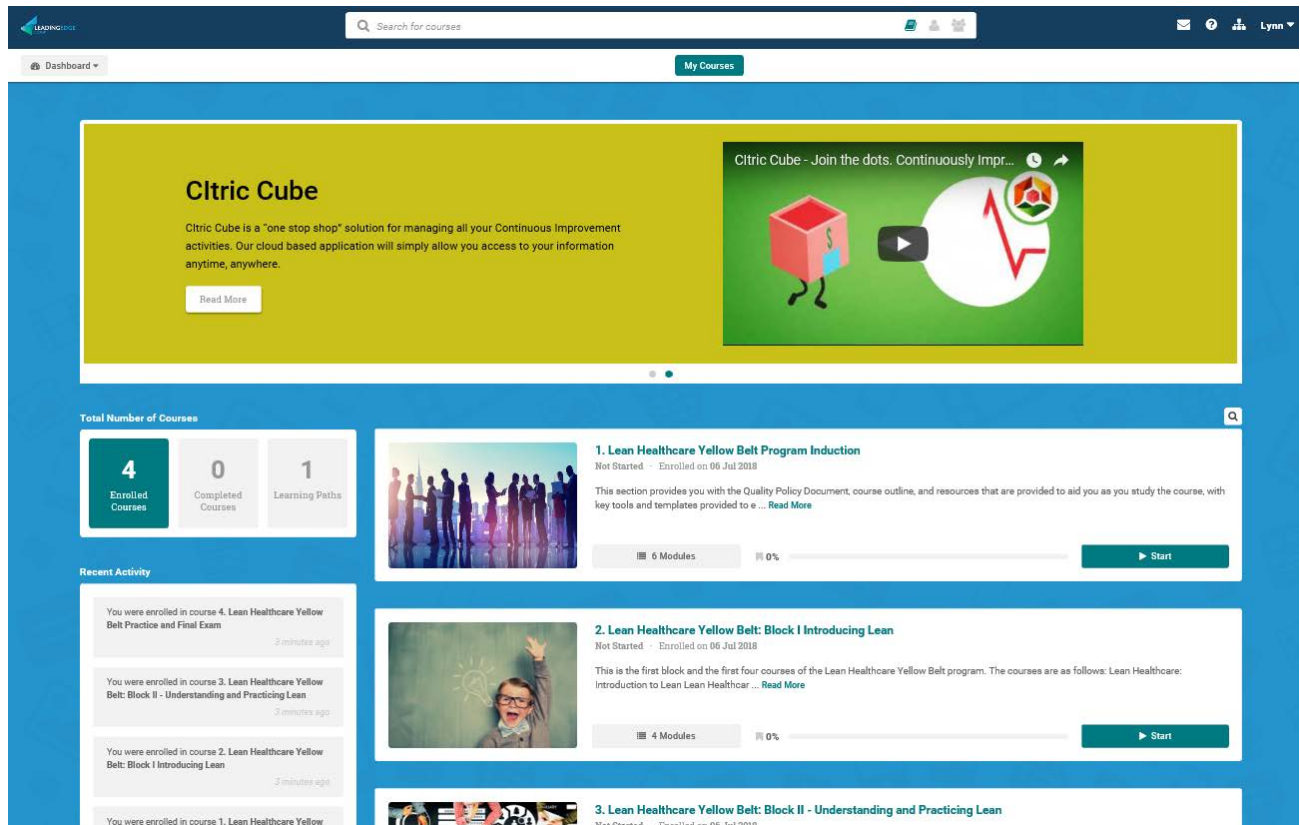
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The Main Dashboard

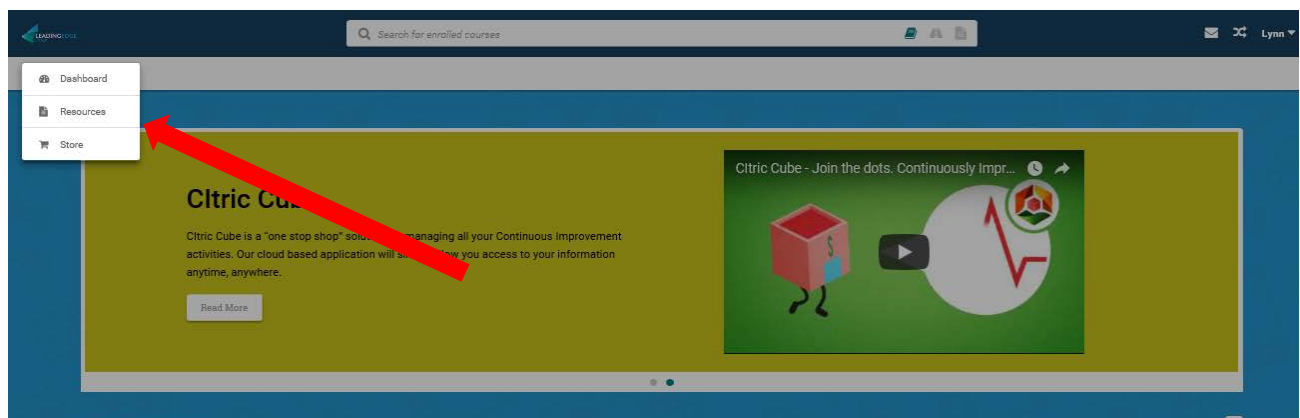
How it Works

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.



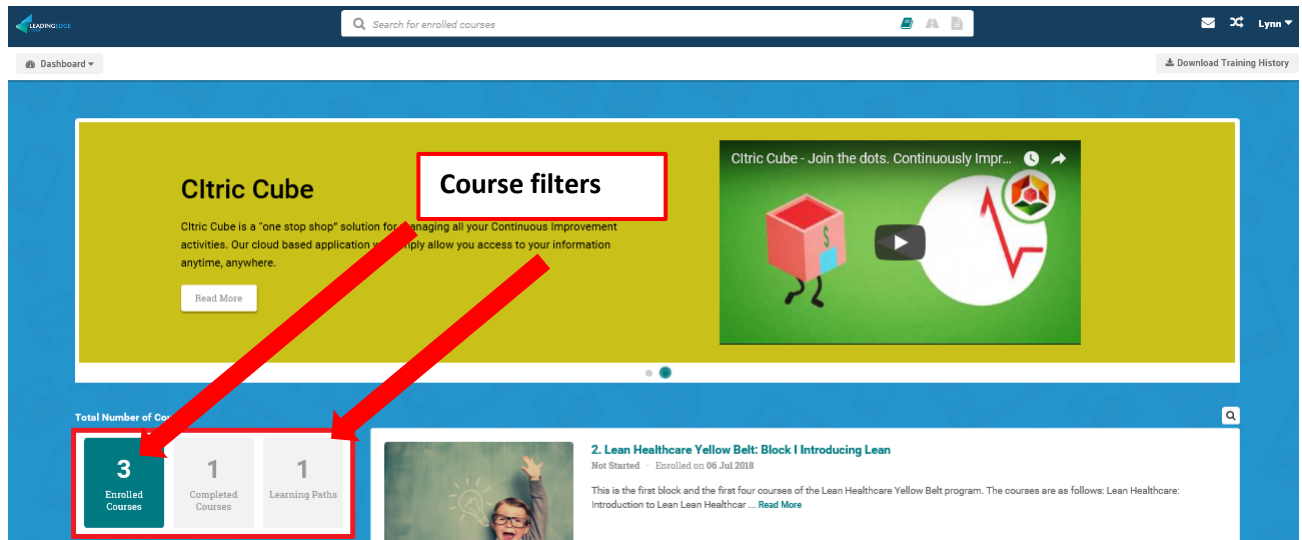
Navigating Between the Dashboard, Resources and Store

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.



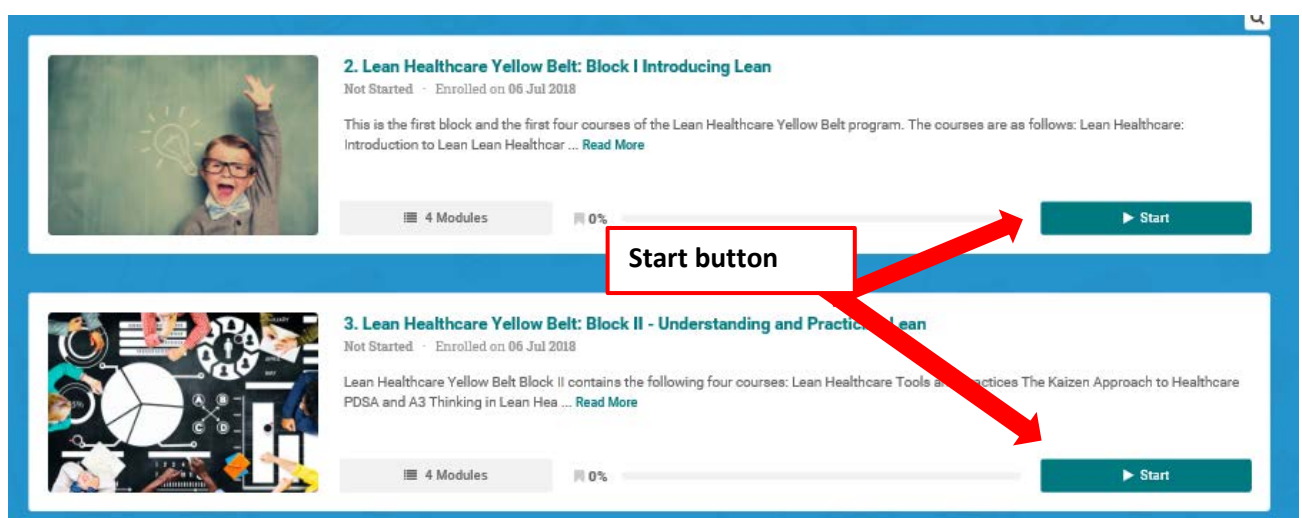
Viewing Enrolled and Completed Courses

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.



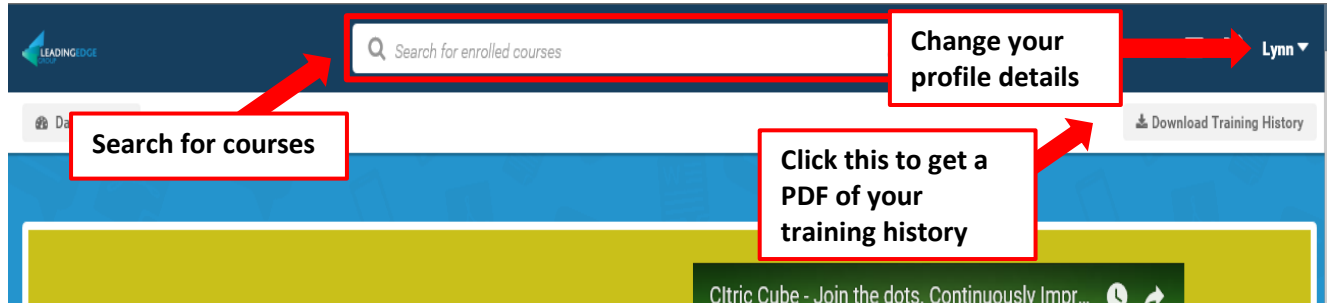
Launching a Course

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.



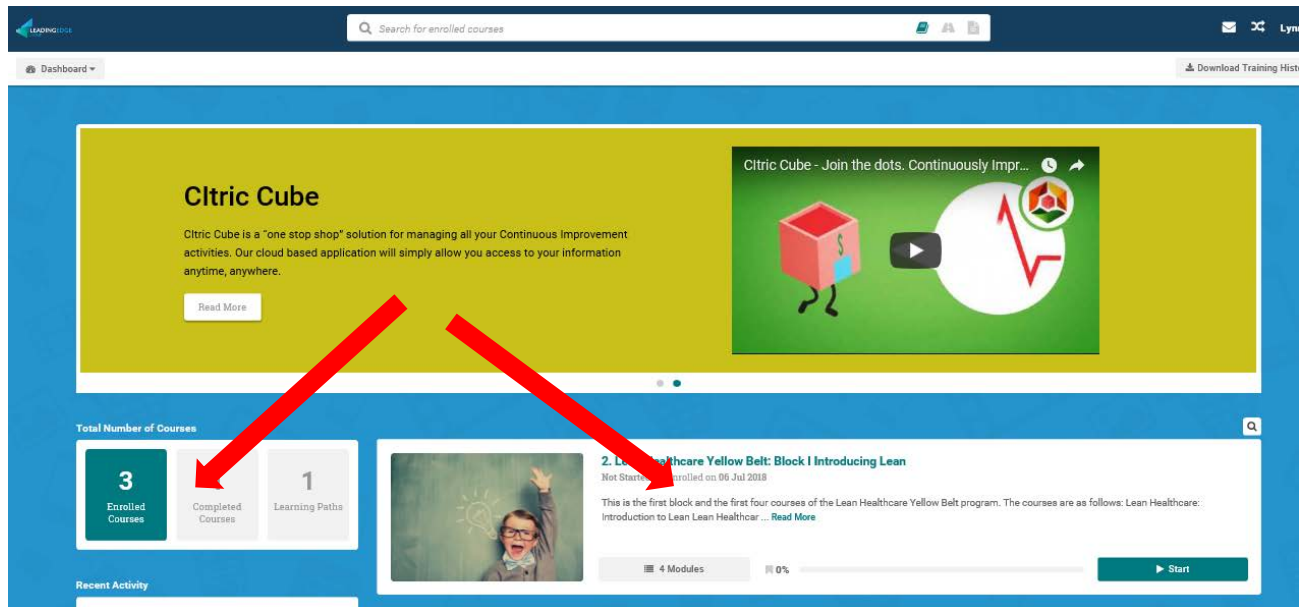
Other Useful Buttons

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.



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.



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.


2. Lean Healthcare Yellow Belt: Block I Introducing Lean

Not Started · Enrolled on 06 Jul 2018

This is the first block and the first four courses of the Lean Healthcare Yellow Belt program. The courses are as follows: Lean Healthcare: Introduction to Lean Lean Healthcar ... [Read More](#)

 4 Modules

 0%



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

Course Contents

Return to Dashboard

2. Lean Healthcare Yellow Belt: Block 1
Introducing Lean

My Progress 0%

- Course Description
- 1. Lean Healthcare: Introduction to Lean**
- 2. Lean Healthcare: Lean Principles
- 3. Lean Healthcare: Applying Lean in Healthcare
- 4. Lean Healthcare: Identifying Wastes

Lean Healthcare: Introduction to Lean

Course Description


Lean is a continuous improvement initiative that helps streamline processes and improve overall performance. Developed in the 1960s for manufacturing applications and predicated on the Toyota Production System, the popularity and application of Lean has spread beyond manufacturing. Several non-manufacturing industries such as banking and financial services and healthcare have embraced Lean resulting in breakthrough improvements.

This course provides a high-level view of Lean, its core values and benefits of the organization, and its brief history. The course also introduces the need and application of Lean in the healthcare sector in addressing outstanding issues.

Course Objectives

- Define Lean
- Provide an overview of Lean
- Explain the origins of Lean
- Describe Lean's key applications
- Identify Lean's relevance to healthcare

Please click on the "Start" or "Resume" button to view the course.



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.

Course Contents

Return to Dashboard

2. Lean Healthcare Yellow Belt: Block 1
Introducing Lean

My Progress 0%

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- 1. Lean Healthcare: Introduction to Lean**
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Lean Healthcare: Introduction to Lean


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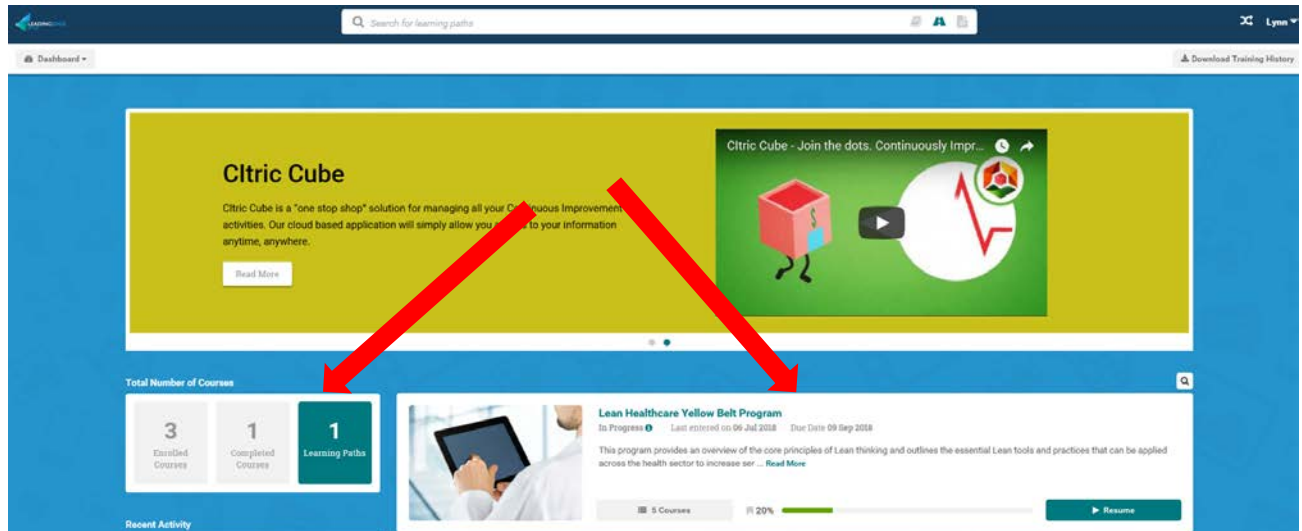
Course Objectives

- Define Lean
- Provide an overview of Lean
- Explain the origins of Lean


Next Module

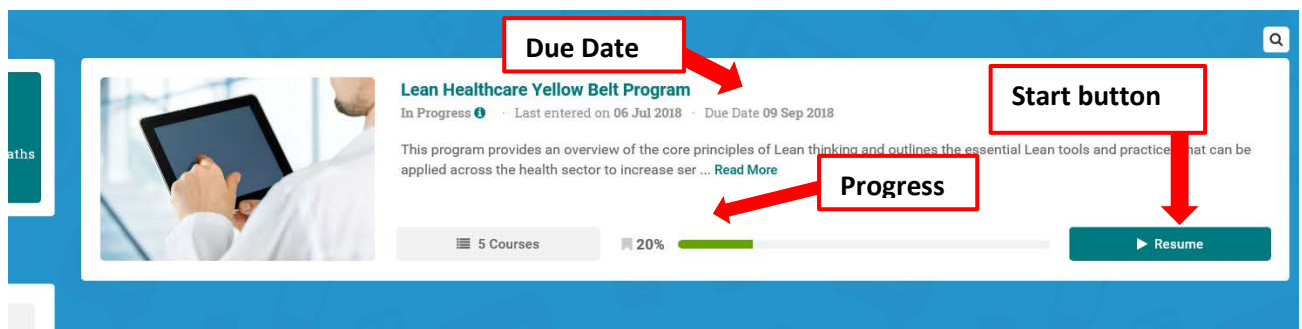
Learning Paths

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

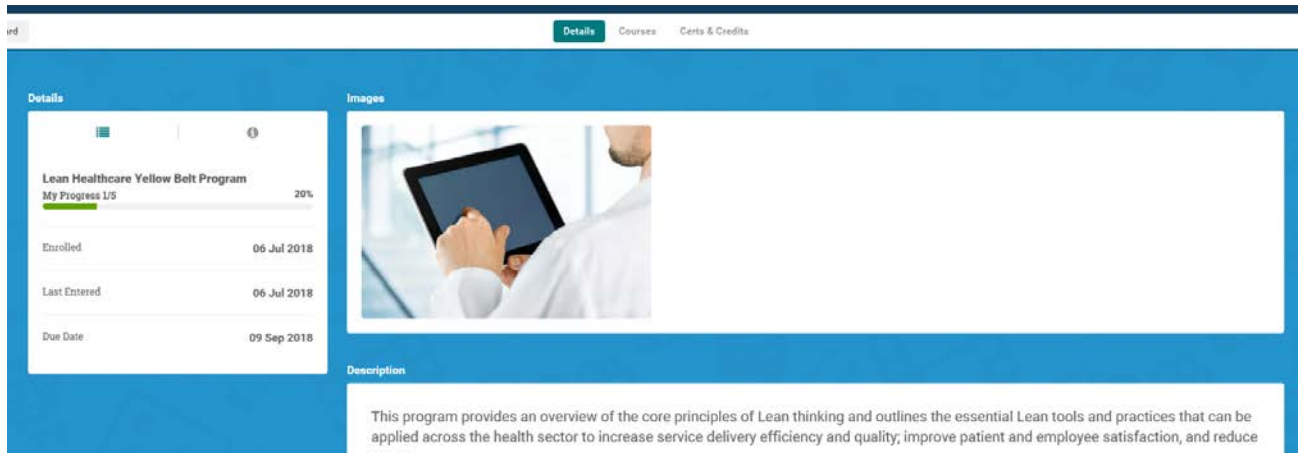


To view the Learning Path, click on the "Start" button in the bottom right of the learning path card. If you are already in progress on a course, the call to action on this button will be "Resume". You can also click on the Learning Path name to access the course details information.

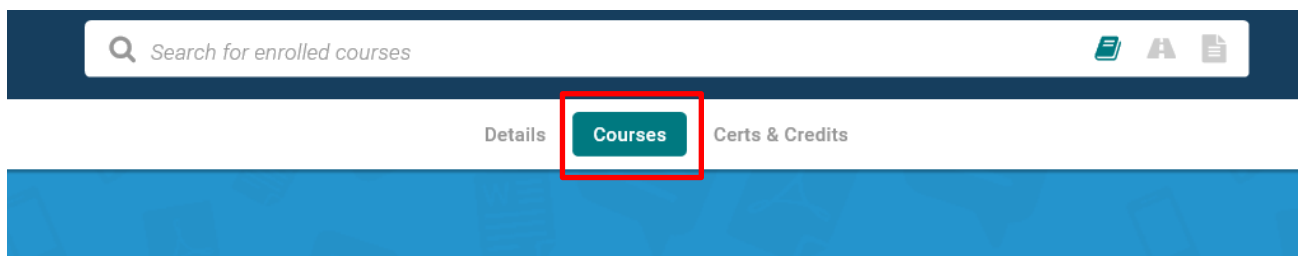
This view will also show your progress and the due date.



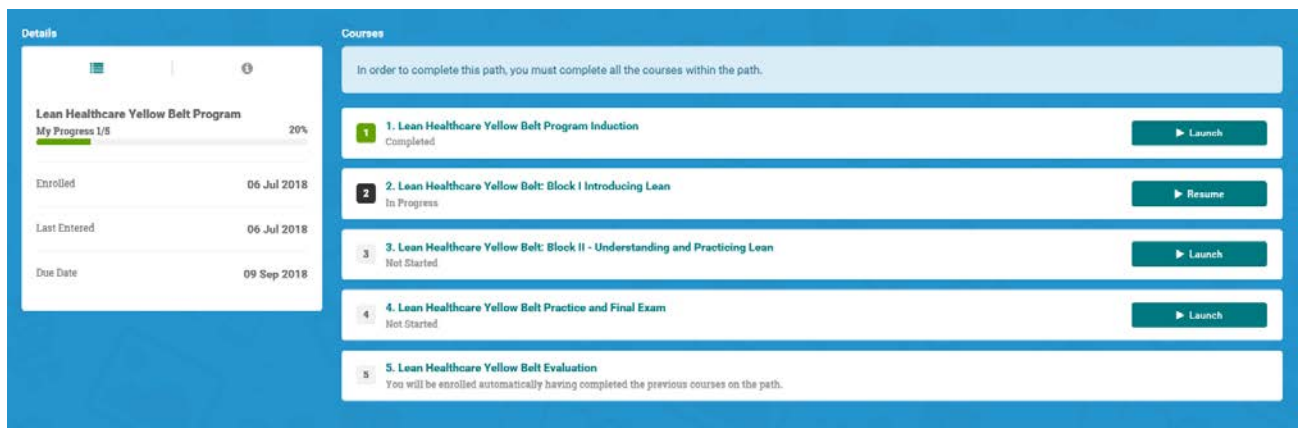
The main page of the Learning path will show details, images and description of the path



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



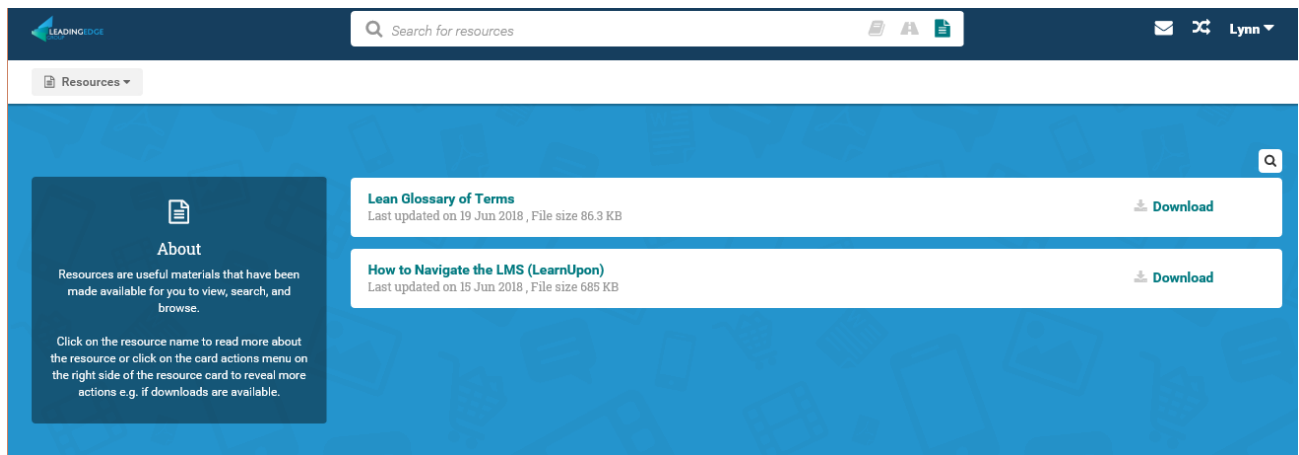
To start a course, click on the "Launch" button in the bottom right of the course card. If you are already in progress on a course, the call to action on this button will be "Resume". If you have already completed the course, the call to action on this button will be "Relaunch".



Accessing Resources

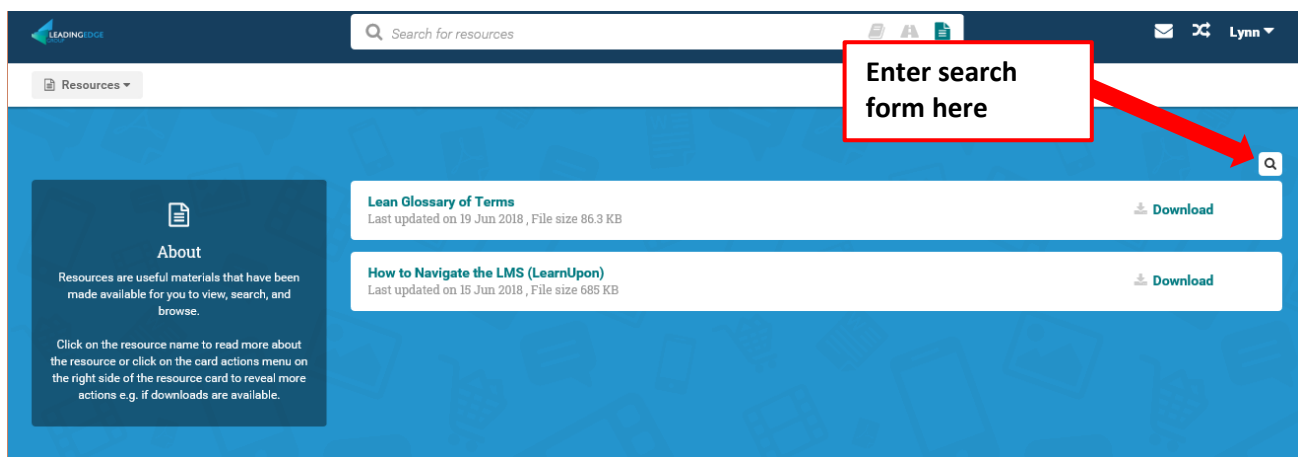
To navigate to the resources tab:

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



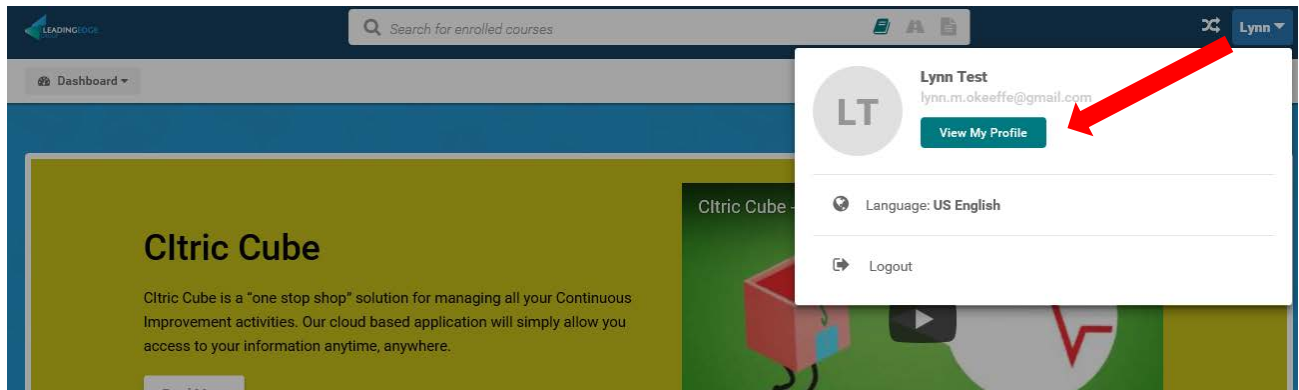
Searching Resources

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



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.

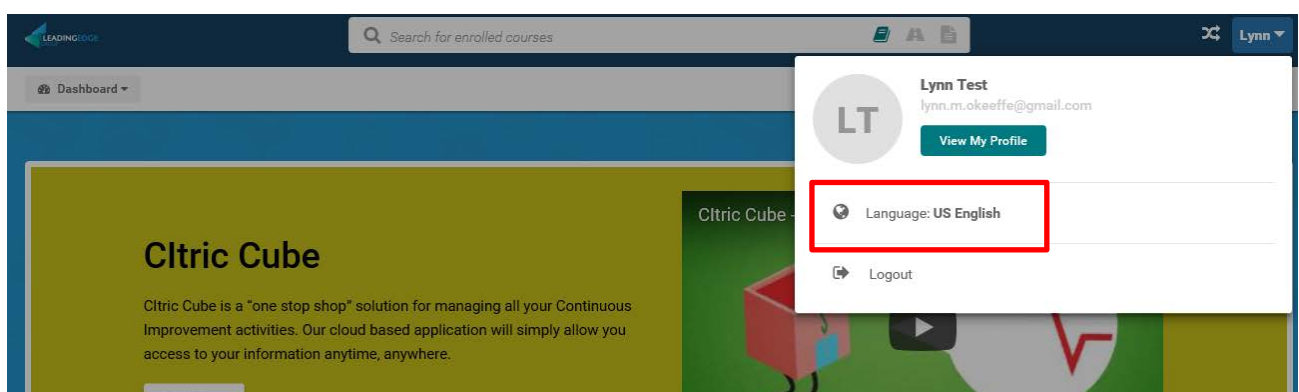


Clicking on "View My Profile" will bring you to your profile, where you can change information such as; your first name, last name, timezone and how you would like to receive your messages. Just to note here, if you need to change your email address or username, please contact the Education Lead (cdneducationlead@leadingedgegroup.com).

Multiple Languages

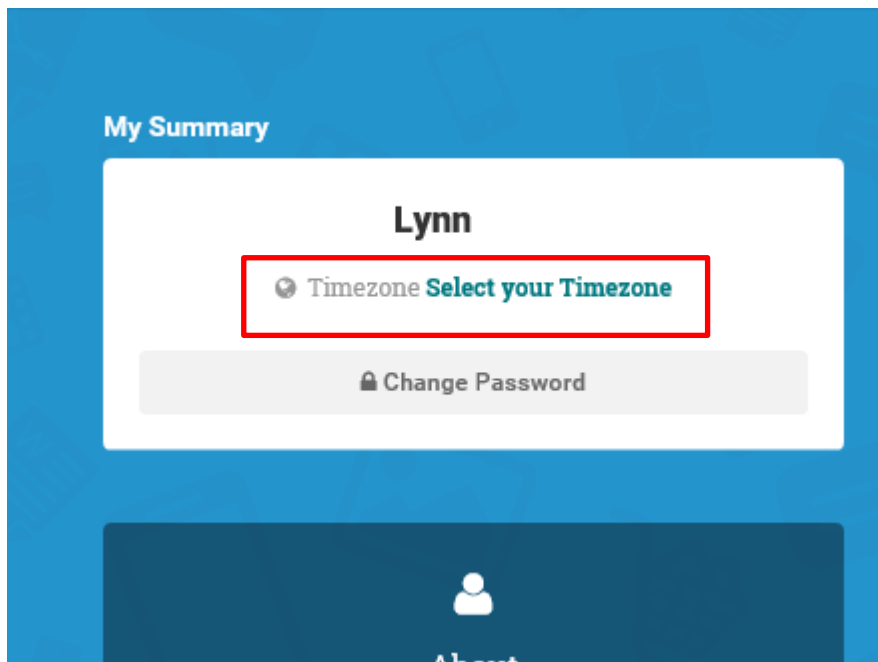
In the top right corner of each page in LearnUpon, you will see your name with a drop down arrow beside it. Click the arrow and navigate to the Language: option and you'll be able to select the following (optional) languages:

- 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.



Further Support

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