MINITAB EDUCATION HUB

Learner Guide



Welcome to the Minitab Education Hub!

This guide walks Learners through all user functionality such as, logging in, navigating learning paths and courses, and earning badges and certificates.

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New User Notification Email

• The Minitab Education Hub's welcome email is automatically sent to all users at the time of creation. Users are directed to click the *Reset Your Password* link where they can enter their username and click <u>Send Link</u>.

Education Hub [*]	
Hello Lisa, Welcome to the Education Hub! To get started, click the following link to create your password: <u>Reset Your password</u> Enter the following as your username: <u>Ideardoff+guide@minitab.com</u> Once logged in, don't forget to save <u>https://www.minitabeducationhub.com</u> in your bookmarks or favorites.	Create or Recover Password × To create or reset your password, enter your work/academic email to receive instructions from no-reply@hub.minitab.com. If you do not receive this email within 5 minutes, check your spam folder. Username (Work/Academic Email) (Required)
	SEND LINK Already have a password? <u>Sign in</u>

• Users will then receive an email with a link to create their password.

NOTE: If you did not receive this email, you are still able to login following the steps in the <u>Signing In</u> section below. This email is not a requirement for access.

Signing In

The Minitab Education Hub can be accessed at https://www.minitabeducationhub.com/.

- Click **SIGN IN**, located in the top right corner of the homepage.
 - Enter your username (work/academic email address) and password into the login form and press Sign In.
 - You may create or reset your password by clicking 'Forgot your password?'.
 - NOTE: Single Sign On (SSO) is not available.
 - Remember, login credentials for the Education Hub are separate from all other Minitab products.

Education Hub ⁻						SIGN IN	
Home							
Welcome to the Hub!							
	If you already begin! Don't h contacting y MINIT. To actability as pro	y have an Educat have an account your Sales Repre TAB or +44 (0)24	tion Hub account, SI ? Purchase a subscr sentative or calling - 7643 7550 for EMEA	GN IN to iption by +1-833- A.			
	TO establish of res	Set your password, ci	toption	Forgot Your		Ciere in	\sim
		1 8550010				Sign in	^
						Enter your username (work/academic email address) and passy to proceed. If this is your first time logging in, select the "Forgot password?" option to create your password.	vord your
□ LEARNING METHOD	Rs Search Q		CA	RDS - RECOMMENDED COUP	RSE ORDI	Username (Required)	
Education Hub eLearning Catalo	og					lsippell@minitab.com	
	Cater N	doolooloolooloolo			28	Password (Required)	
					18 18 18		0
Foundations of Data Statis Analysis	stical Quality Analysis Design	gn of Experiments	Predictive Analytics	Fondements de l'analyse des données	Analys qualité	Keep me logged in	
\$ 270.00 \$ 140	0.00 \$ 140.	0.00	\$ 140.00	\$ 230.00	\$ 120.0	CICH IN	
S courses /h 30m 3 cour	zolas Bath	rses an oum	G Lesselan Dath	C Losselas Park	3 course	SIGN IN	
Learning Path	arning Path	arning Patn	Learning Path	E Learning Path	Learr	Forgot Your Password?	

🗠 Education Hub®

- Upon logging in for the first time, users will be prompted to read and agree to Minitab's <u>Privacy Policy</u> and <u>Subscription Agreement</u>.
- If not populated by the License Administrator, learners will be prompted to fill in the required fields:
 - First Name, Last Name, and Country

Update Your Personal Info Please fill in the mandatory fields below. If you do not fill them	in, you will be logged out.		
Details			
First Name (Required)	Last Name (Required)		
Email (Required)			
ldeardoff+guide@minitab.com			
Additional Fields			
Country (Required)			
		SIGN OUT	UPDATE

- Once logged in, the **Personal Information** fields can be updated at any time by selecting the **User Menu** in the top left corner of the screen and selecting the <u>My Profile</u> icon.
- Under My Profile, users can:

 update personal information.
 change password.
 select preferred language and time zone under the preference tab.
 review the Privacy Policy and the Subscription Agreement.
- After saving changes, press the Education Hub logo to be taken back to the Learner Homepage.
 - The navigation path can also be used to quickly jump to another area at any time.



• My Profile can also be accessed via the link on Learner Homepage.

	Learner Homepage					
	LEARNER GUIDE	ADDITIONAL TRAINING OPTIONS	STATISTICAL CONSULTING	MINITAB LICENSE PORTAL	CONTACT	us
M	y Profile					
	LA					
	Lisa Admin Ideardoff+guide@minitab.com					
				CHANGE PASSW	ORD MY ACTIVITIES	MY PROFILE



Learners will *not* have access to the e-learning content until a license has been assigned and they have been enrolled in Learning Paths by a License Administrator.

• The Learner Homepage will display as shown below until these two steps are completed. If you do not see Learning Paths, contact your License Admin.

Learner Homepage				
LEARNER GUIDE	ADDITIONAL TRAINING OPTIONS	STATISTICAL CONSULTING	MINITAB LICENSE PORTAL	CONTACT US
My Profile				
LA				
Lisa Admin Ideardoff+guide@minitab.com				
			CHANGE PASSW	ORD MY ACTIVITIES MY PROFILE
My E-Learning Paths			Course Progress	
〒 FILTERS	Whone there's pathing to		Whoops To access e-Lear assigned a license i instructor-led virtus from	, there's nothing here. ning content, all learners must be and enrolled in Learning Paths. Live, al training courses can be purchased n the Course Catalog.

Navigating Learning Paths and Courses

A Learning Path is a series of related courses designed to target a specific topic or area of interest. On the homepage, learners see only the Learning Paths in which they have been enrolled.

Learner Homepage						
LEARNER GUIDE	ADDITIONAL TRAINING		CAL CONSULTING	MINITAB LICE	NSE PORTAL	CONTACT US
My Profile						
LE						
Lisa End User Irdeardoff@gmail.com						
					CHANGE PASSWO	ORD MY ACTIVITIES MY PROFILE
My E-Learning Paths				Cou	Irse Progress	
〒 FILTERS						
4 tems	In progress			In progress	(Courses 1 Not Started 6 In Progress 6 Completed
Foundations of Data Analysis	Statistical Quality Analysis	Design of Experiments	Predictive Analyti	cs		
5 courses 7h 30m	3 courses 5h 30m	2 courses 3h 00m	3 courses 7h 30m			
Learning Path	Learning Path	Learning Path	Learning Path			

For a detailed, downloadable course outline, please visit Minitab.com.

• Select any Learning Path to read the description and view the corresponding courses.

Statistical Quality Analysis Learning Path 3 courses 0% > 1 Learning Path Progress 0% > 1 Learning Path Progress 0% > 1 Learning Path Progress	
About this Learning Path	
Launch this Learning Path to strengthen your analytics education journey with the Minitab Education Hub. Business around the globe is continually evolving. However, the customer's desire for high quality products from a repeatable process is constant. Qualified people are needed to enable organizations to efficiently generate value through the process. This learning path emphasizes sound statistical approaches to make better decisions related to process quality. You will explore tools to validate a measurement system, determine process stability, and quantify if a process is capable of meeting customer specifications. Specifically, discover the fundamentals of measurement system charts, and capability analysis. All learning is presented using animated lessons, quizzes, and hands-on exercises to help you easily learn statistics and how to use Minitab Statistical Software.	ol
Courses	
Control Charts Identify the common goals and applications of control charts. Monitor processes that are measured with variables data collected in subgroups. Moni Elearning Duration: Ih 30m	
Process Capability Describe how well a process is performing in relation to its specification limits by using capability indices. Recognize when data about a business pro E-learning Duration: 1h 30m	
Measurement Systems Analysis Design measurement systems for business processes. Distinguish between the accuracy and precision of a measurement system. Distinguish betwe E-learning Duration: 2h 30m	

- Select any **Course** tile to access that course.
- Inside each course, the **Course Details** and estimated **Course Duration** are located at the top of the screen.

Course Details: Identify the common goals and applications of control charts. Monitor processes that are measured with variables data collected in subgroups. Monitor processes that are measured with individual observations of variables data. Monitor processes whose performance is most meaningfully described by attributes data.		
Course Duration: 1:30		
	Control Charts ID: E-ETLNZV 0 / 23 activities completed LAUNCH SECTION ONE, ACTIVITY ONE	.
LAUNCH SECTION ONE, ACTIVITY ONE	Statistical Process Control	0/4 ~
	Sections)/7 ~
	Control Charts for Attributes Data	D/6 ∨

• On the right side of the screen, you will see the table of contents listing the different **Sections**.

• Click the dropdown arrow of each Section to see the Activities.



- Click an **Activity** to begin learning. Once complete, select the next activity to continue learning until all activities in all sections are complete.
- As activities are completed, the activities bar and total number of activities completed increases.



NOTE: Should the activities not display as complete after viewing the tutorial, turn off popup blockers in your browser.

- Activity Status
 - Completed = green with check mark
 - In Progress = orange with a check mark
 - Not Started = purple
 - Quiz Not Passed = red with an X



• The best practice for navigating through each course is to select each activity to view the content. You may also select the *Launch Section One, Activity One* button to launch the first activity in the course.

Control Charts ID: E-E1LNZV	Ψ
1 / 23 activities completed	
LAUNCH SECTION ONE, ACTIVITY	ONE
USE NAVIGATION MENU TO SELECT AN	
Statistical Process Control	1/4 ^

• The Use Navigation Menu to Select an Activity button appears once you've begun learning and is a reminder to manually select each activity.

Finding Content

When looking for specific content, use the Search bar feature at the top of the homepage. Learners can type in key words to help find activities that cover the preferred topic.



Some searches may pull multiple results. Select All Results to view a full list. Results may vary and be based on activity name, description, or if the topic searched is mentioned anywhere within a course.

≡ 🖸 Education Hub ⁻	boxplot × Q	●
K Back Learner Homepage	Minitab Tools: Boxplot scorm	
Learner Homepage	Boxplots SCORM can use a boxplot to summarize important aspects of the distribution of numeric	
MY ACTIVITIES ADDITIONAL T	RAI CORM at how a boxplot is constructed.	CONTACT US
My Profile	Minitab Tools: Time Series Plot	
LL Lakin Learner Iakin.sippeli+Learner@gmail.com	at how a boxplot is constructed. ALL RESULTS	



Earning Completion Badges and Certificates

- Learners are awarded a badge for each course that is completed.
 - Badges can be viewed in the <u>My Activities</u> section of the User Menu, under the <u>Badges</u> tab.

My Get a	Activan over	/ities view of the learning experies	nce with st	atistics on progress, information on courses, soc	ial learning	, external activ	ities and more	
	Ы	Statistics	My	Badges			★ My Badges: 17	★ My Points: 17
	0	Additional info	-	0				
	血	Courses		NAME	POINTS	ISSUED ON	EVENT	
	Ř	ILT (Instructor-Led Training)	ø	Measurement Systems Analysis	1	10/9/2023	Learner has completed course "Análise do siste	ema de medição"
١,	Ŧ	Learning Paths	6	Correlation and Regression	1	10/9/2023	Learner has completed course "Correlação e re	gressão"
l	*	Badges	ø	Analysis of Variance (ANOVA)	1	10/9/2023	Learner has completed course "Análise de vari	ância (ANOVA)"
		SUCIAI	ø	Hypothesis Tests and Confidence Intervals	1	10/9/2023	Learner has completed course "Testes de hipó	teses e intervalos de confianç
			6	Statistical Inference	1	10/9/2023	Learner has completed course "Inferência esta	tística"
			ø	Descriptive Statistics and Graphical Analysis	1	10/9/2023	Learner has completed course "Estatísticas des	critivas e análise gráfica"
			6	Correlation and Regression	1	10/9/2023	Learner has completed course "Correlation and	d Regression"

o Badges can also be viewed via the Gamification icon in the upper right corner of the Hub.



- Once all courses in a Learning Path are complete, users are awarded a Certificate of Completion.
 - Certificates can be viewed and printed within the Learning Path itself, or

😑 🔤 Edu	ucation Hub ⁻	Search content in the platform		🛱 Usage Dashboard	0	•
K Back Super/	rAdmin Homepage > My Courses & Learning Paths > Found	lations of Data Analysis				
Welcome to the Hu	lub!					
	F S S S S S S S S S S S S S S S S S S S	oundations of Data Analysis courses	100% → ♥ Learni 122h 23	ng Path Progress m 7h 30m		
			DOWNLOAD YC	DUR CERTIFICATE		

- under the **User Menu > My Activities > <u>Learning Paths</u> tab.**
 - Click on the award icon to view and print a certificate.

Learner Homepage My Courses & Learning Paths My Activities My Activities My Activities My Activities My Activities Learning Paths CODE Number of Courses PROGRES Additional info CODE NAME Number of Courses EN Path 1 Foundations of Data Analysis 6 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100%		<u>ut</u> ⇔						
Image:		*						
My Courses & Learning Paths My Activities My Activities Learning Paths NUMBER OF COURSES Additional info CODE NAME NUMBER OF COURSES PROGRESS Courses EN Path 1 Foundations of Data Analysis 6 100% Classrooms EN Path 2 Statistical Quality Analysis 4 Statistical Statestical Quality Analysis	🕏 Learner Homepage							
My Activities My Activities Image: Statistics of Code NAME Image: Additional Info CODE Image: Additional Info CODE Image: Code NAME Image: Code Name <tr< th=""><th>My Courses & Learning Paths</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tr<>	My Courses & Learning Paths							
Learning Paths Additional Info CODE NAME NUMBER OF COURSES PROGRESS Additional Info CODE NAME OUMBER OF COURSES PROGRESS Courses EN Path 1 Foundations of Data Analysis 6 100% The Courses EN Path 2 Statistical Quality Analysis 4 Sorial	O My Activities	My Activities						
Image: Courses CODE NAME NUMBER OF COURSES PROGRESS Image: Courses EN Path 1 Foundations of Data Analysis 6 100% Image: Courses EN Path 1 Foundations of Data Analysis 6 100% Image: Courses EN Path 2 Statistical Quality Analysis 4 50%		Ľ	Statistics	Learning	Paths			
Image: Courses EN Path 1 Foundations of Data Analysis 6 100% Image: Classrooms EN Path 2 Statistical Quality Analysis 4 50%		G	Additional Info	CODE	NAME	NUMBER OF COURSES	PROGRESS	_
The Classrooms EN Path 2 Statistical Quality Analysis 4 50%			Courses	EN Path 1	Foundations of Data Analysis	6	100%	*
Experiming Paths EX Path 3 Design of Experiments 3 G7%		19	Classrooms	EN Path 2	Statistical Quality Analysis	4	50%	
★ Badges EN Path 4 Predictive Analytics 5 100%		7	Classrooms Learning Paths	EN Path 2 EN Path 3	Statistical Quality Analysis Design of Experiments	4	50% 67%	
Vebinars Total: 4			Classrooms Learning Paths Badges	EN Path 2 EN Path 3 EN Path 4	Statistical Quality Analysis Design of Experiments Predictive Analytics	4 3 5	50% 67% 100%	*



- Example of Certificate of Completion:
 - Credits are earned for each Learning Path completed. It is up to your work/school how these credits are used. Minitab does not offer Continuing Education Credits (CEU) directly.

CERTIFICATE OF COMPLETION	
This certificate is awarded to Lakin Learner	
LEARNING PATH: Foundations of Data Analysis DATE: 4/1/2024	
CREDITS: 7.5	

My Activities

In addition to viewing Badges and Certificates in the My Activities section, Learners can see an overview of their learning experience with Statistics on progress, information on Courses, instructor-led training (ILT), and Learning Paths.

- To access this area:
 - Navigate to the User Menu in the top left corner > My Activities or



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 \circ ~ use the My Activities link on the Learner Homepage.

\$	Learner Homepage				
	LEARNER GUIDE	ADDITIONAL TRAINING OPTIONS	STATISTICAL CONSULTING	MINITAB LICENSE PORTAL	CONTACT US
My F	Profile				
	LE				
Li	isa End User Jeardoff@gmail.com				
				CHANGE PASSWO	MY ACTIVITIES MY PROFILE

- Statistics
 - \circ Scroll through the Statistics tab to get an understanding of general activity in the Education Hub.

🗠 Sta	atistics		Lakin Learner	~1	17		
1 Ada	lditional info		lakin.sippell+Learner@gmail.com	3/15/202	4/12/2024		
L Cou	urses		Access Level User	12:52:27 p Subscription date	e Last Access Dat	8:58:17 am Last Access Date	
몇 ILT Tra	「(Instructor-Led aining)		Email lakin.sippell+Learner@gmai	0	i in :		
🕈 Lea	arning Paths		Groups	0h 1m	11		
* Bac	daar			T - 4 - 1 - 4			
_	iuges			i otal time	Active courses	25	
🧟 Soc	cial			i otal time	Active course:	52	
Soc	cial	Progress	See	e all activity within	Active courses	es ∩tł	
soc	cial	Progress	Sec 4 (36%)	e all activity within	Active courses	nth	
Soc	cial	Progress	4 (36%) To BEGIN 1 (2001)	e all activity within	Active courses	es nth	
Soc	cial	Progress	Sec 4 (36%) TO BEGIN 1 (9%) IN PROGRESS 2	e all activity within	the last 12 mon	es ntł	

- Additional Info
 - This section simply lists the Country selected under the My Profile area.

📃 🔤 Education Hub ⁻		Search content in the platform
∠ Back Learner Homepage > My Profile		
Welcome to the Hub!		
My Profile		
	Personal Info	Personal Info Manage your profile details and additional information.
	Change Password	Avatar
	Preferences	LL The minimum suggested image dimension is 400x400px The maximum file size is 4MB
	Conditions of Use	SELECT IMAGE
		Details
		Username (read-only)
		lakin.sippeli+Learner@gmail.com
		First Name (Required)
		Lakin
		Email (Required)
		lakin.sippeli+Learner@gmail.com
		Additional Fields
		Country (Required)
		United States of America



- Courses
 - View Course enrollments, the status of each course, enrollment date and completion date, as well as the overall course score.

NOTE: The Score is calculated based on all quizzes in the Course. To see each individual quiz score, launch the Course itself and click the desired quiz from the dropdown navigation menu.

Ł	Statistics	Cours	es						
0	Additional info					Enrollment Status	Active Enro	Ilments	
<u>唐</u>	Courses	COURSE	COURSE NAME	USER STATUS	ENROLLED EXPIRATION DATE	COURSE	CREDITS (CEUS)	TOTAL TIME	SCORE
+	Training)	EN01	Descriptive Statistics and Graphical Analysis	COMPLETED	4/1/2024	4/1/2024		Os	
*	Badges	EN02	Statistical Inference	COMPLETED	4/1/2024	4/1/2024		Os	
	Social	EN03	Hypothesis Tests and Confidence Intervals	COMPLETED	4/1/2024	4/1/2024		Os	
		EN04	Control Charts	COMPLETED	4/1/2024	4/1/2024		0h 2m	16.70
		EN05	Process Capability	ENROLLED	4/1/2024			0s	
		EN08	Measurement Systems Analysis	ENROLLED	4/1/2024			0s	
		EN06	Analysis of Variance (ANOVA)	COMPLETED	4/1/2024	4/1/2024		0s	
		EN09	Design of Experiments	ENROLLED	4/1/2024			Os	
		EN07	Correlation and Regression	COMPLETED	4/1/2024	4/1/2024		0s	
		EN10	Multiple Regression	IN PROGRESS	4/1/2024			17s	

- ILT (Instructor-Led Training)
 - Any enrollments in Mintab's Virtual Instructor-Led Training will be visible in this section.
 - To view available courses, navigate to the User Menu > Course Catalog and scroll through the current Public Training courses.

NOTE: Public Training is not included with your Education Hub subscription and must be purchased separately from <u>Minitab</u>.

Ay act	ivities erview of the learning experie	ence with statistics on progress, information on courses, social learning, e	xternal activities and n	iore		
Ł	Statistics	ILT (Instructor-Led Training)				
•	Additional info	COURSE AND SESSION INFORMATION	ENROLLED	ATTENDANCE	STATUS	SCORE
.9	Courses	Reliability Analysis - October 28-31, 2024	4/8/2024	0h /16h	ENROLLED	0/0
Ř	ILT (Instructor-Led Training)	Minitab Essentials - June 10-13, 2024	3/25/2024	0h /16h	ENROLLED	0/0
*	Learning Paths	Total: 2				
*	Badges					
5	Social					

- Learning Paths
 - View Learning Path progress here as well as view and print completion certificates, as discussed previously in the <u>Earning Completion Badges and Certificates</u> section.

My activities Get an overview of the learning e	experience with statistics on pr	ogress, information on courses, social learning, externa	l activities and more	
∠ Statistics	Learning F	Paths		
Additional info	CODE	NAME	NUMBER OF COURSES	PROGRESS
🔔 Courses	English Path 1	Foundations of Data Analysis	5	100%
ILT (Instructor-Led	English Path 2	Statistical Quality Analysis	3	33%
Learning Paths	English Path 3	Design of Experiments	2	50%
* Badges	English Path 4	Predictive Analytics	3	33%
🥏 Social	French Path 1	Fondements de l'analyse des données	5	0%
	French Path 2	Analyse statistique de la qualité	З	0%
	French Path 3	Plan d'expériences	2	0%
	French Path 4	Analyse prédictive	3	0%
	German Path 1	Grundlagen der Datenanalyse	5	40%
	German Path 2	Statistische Qualitätsanalyse	3	100%
	Total: 28			1 2 3

- Badges
 - See the Earning Completion Badges and Certificates section.
- Social
 - \circ $\;$ This is not currently a functional area within the Education Hub.