# MINITAB EDUCATION HUB

License Administrator Guide



## Welcome to the Minitab Education Hub!

This guide walks License Administrators through all administrative functionality such as, creating users, assigning licenses to users, and enrolling users in learning paths. License Administrators will also learn how to view and export reports.

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## Signing In

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

- Click **SIGN IN**, located in the top right corner of the homepage.
  - o Enter your username (work/academic email address) and password into the login form and press Sign In.
  - You can set 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 <sup>-</sup>								SIGN IN	
Home									
Welcome to the Hub!									
			If you begin! create Vi subsc	already ha Don't have an account rtual Traini ription, con 333-MINITA	ave an Education Hub account, SIGN IN e an account? Click the REGISTER buttor t. You must have an account to purchas ing course. To purchase an eLearning ntact your Sales Representative or call AB or +44 (0)24 7643 7550 for EMEA.	to n to se a +1-			
			To estab	lish or reset yo	our password, click Sign in and select the Forgot	Your			
					Password option.				
	LEARNING METHOD	<b>∓</b> FILTERS	Search	٩	CARDS 👻	RECOMMENDED COURSE ORD			L
	Understanding Proces Our most popular instructor- Minitab Essentials	ises - Virtual led virtual traini	Training ng. this course provi	ides the foundation	n to assess if results are on target and explore relationships between	variables. LEARN MORE.	Sign in Enter your user to proceed. If th password?" opt Username (Rec Isippell@minit	name (work/academic email is is your first time logging in ion to create your password. quired) tab.com	Address) and password , select the "Forgot you
	<b>\$ 1530.00</b> EN   16h 00m						Password (Requ	uired)	0
	Design of Experiments	s - Virtual Tr ourses provides	<b>aining</b> participants with th	e skills needed to u	use various DOE techniques to effectively plan and analyze designed (	experiments. LEARN MORE.	Keep me	logged in	
			1					SIGN IN	rd?

- 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>.
- Users will also be prompted to populate required fields:
  - o First Name, Last Name, and Country (if fields weren't populated during user creation by the License Admin)

Update Your Personal Info Please fill in the mandatory fields below. If you do not fill them	n, 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:
  - o update personal information.
  - change password.
  - select preferred language and time zone.
  - o review the Privacy Policy and the Subscription Agreement.
- After saving changes, press the Education Hub logo to be taken back to the License Admin Homepage.
  - The navigation path can also be used to quickly move to another area at any time.



Upon first login, License Administrators and Learners will not have access to the content until a license has been assigned and they have been enrolled in Learning Paths. License Administrators do not need a license assigned unless they wish to be enrolled in Learning Paths to view the content. All users will see the screen below until enrolled in Learning Paths.

License Administrato	or Homepage					
LICENSE ADMIN GUIDE	LEARNER GUIDE	ADD USERS	ASSIGN LICENSES & ENROLL USERS IN LEARNING PATHS	PROGRESS REPORTS	QUICK SUMMARY REPORTS	
LA Lisa Admin Ideardoff-guide@minitab.com						
				CHANGE PASSWORD	MY ACTIVITIES MY PROFILE	
My E-Learning Paths			Course Progress			
₹ FILTERS		Whoops, ther To access e-Learning co assigned a license and en instructor-led virtual train from the C	e's nothing here. notent, all learners must be rolled in Learning Paths. Live. ling courses can be purchased ourse Catalog.			
	Whoops, there's		40°			
To access e-Learning content, all	learners must be assigned a license courses can be purchased	and enrolled in Learning Paths. Liv from the Course Catalog.	e, instructor-led virtual training			



## **Creating New Users**

License Administrators can create new users (one at a time or in bulk), deactivate users, delete users, and perform bulk edits. NOTE: License Administrators cannot create other License Administrators. If an additional License Administrator is required, please see the <u>Additional License Administrator</u> section for more information on this topic.

#### Create one user at a time:

1. Access the Admin Menu by clicking the gear icon in the upper right corner and selecting Users.

NOTE: License Administrators will not see their own user account in this area. If you have logged into the Hub, then an account has been created for you already. Do not try to create your account again.

Education Hub <sup>-</sup>	Search content in the platform	0	Ŧ	\$
Admin Menu App	: & Features			
E-LEARNING				
Dashboard Users Course Management				
Quick Summary Reports				
Progress Reports				
License Management				

2. In the upper right of the Manage Users page, press the green plus button, and click the New User option.

😑 🔤 Edu	ucation Hub"		s	earch content in the platfo	orm		Q			0 4		\$
License Administra	itor Homepage > User Managemei	nt										
Manage User	s									New User		
<b>D</b> III <del>-</del>	Search	Q	Minitab LLC →									
<ul> <li>Search All Br</li> </ul>	ranches Q	USERNAM	E FIRST NAME	LAST NAME	LAST ACCESS DATE	CREATION DATE	STATUS	LANGUAGE	EXPIRATION	ACCESS LEV	EL	

3. In the slide-out panel, populate the fields on the General Information page (see screenshot below).

NOTE: The only required fields are Email/Username and Password (either auto populated or manually created).

- **Email/Username:** Populating the Email field auto-populates the Username field. These fields must match.
- Access Level: Defaults to user and cannot be changed.
- First and Last Name: Can be populated or left blank as the user will be prompted to populate upon first login.
- **Password**: Auto-populates but can be overwritten.
- Force Users to change password at first login: Select this option if desired.
- Expiration: Populate the expiration date to remove ALL access to the Hub on a set date.
- Activate user at the end of creation process: Select this option to set the user as "active" upon completion of filling out all pages of the new user form. The default setting is "activate".
- Send "Welcome" email at time of creation: If enabled, the new user is sent an email that alerts them of their Hub access and prompts them to set up their password. If disabled, this email cannot be sent later.
- Language and Time Zone: These can be populated or left blank. Users can edit these fields at any time under their My Profile area.

# 📼 Education Hub<sup>®</sup>

X New User To create a new user, please complete all the follow	ving steps.			
General Information — 2 Branches —	— 3 Ad	ditional Fields	4 Team Members	
Add/update user details below.				
User Information				0
username * will auto-populate once Email is entered	$\otimes$	Access Level User	default: leave as-is	~
Email* - Step 1		Email Validation Status Unverified	default: leave as-is	•
First Name not required		Last Name	not required	
New Password * auto-populates	0/255	Retype Password *		0/255
Force users to change password at first login.	select	if desired		
User Status				
Expiration Date	ā	enter in order to access on	remove user's Hub a specific date	
Activate user at the end of the creation proce	ss. defau	ılt: leave as-is		i de eire -l
Send "Welcome" email at time of creation. If of This notification must already be configured and activated in	disabled, W	elcome email cannot b lotification App	e sent at a later date. Select II	uesired
			NEXT	CANCE

- 4. Press **Next** to continue to the second page, **Branches**.
  - A branch is simply a folder with your company name that houses your users.
- 5. Select your company **Branch** by clicking on the blue arrow to the right of the *External* folder:

X New User To create a new user, ple	ease complete all the following steps.
General Information —	Branches - 3 Additional Fields - Team Members
ASSIGN THE USER TO YOUR BRAN	CH BY SELECTING THE FOLDER WITH YOUR COMPANY NAME.
1 <b>items</b> Selected	Minitab LLC
✓ Search All Branches	م
🗁 Minitab LLC	
🕞 External	

6. Select the folder with your company name.

Back to Minitab LLC	
🔁 External	
C YOUR COMPANY	

NOTE: Minitab LLC > External will be the default path for all Branches.

- 7. Click **Next** to proceed to the **Additional Fields** page.
- 8. **Country/Region** can be populated or left blank as the user will be prompted to populate upon logging in for the first time.

X New User To create a new user, please complete all the follo	wing steps.
General Information Stranches	Additional Fields     Additional Fields
Fill in the additional fields	
Country/Region * not required	

- 9. Click Next to arrive at the Team Members page. This is not a functional area at this time and can be disregarded.
- 10. Click Create User to finish the user creation process.
  - All new users are automatically sent the <u>new user notification email</u>.

NOTE: The notification email will not be sent if the "Send Welcome email at time of creation", located on the General Information tab, is toggled off.

NI 11	-		
X New User			
to a care a new uper, prease comprete un une romowing scepar	-		
General Information —— Stranches —— Additional Fields ——	4 Team Members	5 F	leview
PLEASE DISREGARD THIS AREA FOR THE TIME BEING.			
Manager Information			
Direct Manager			
This user manages a team			
PREVIOUS	CREATE USER	REVIEW	CANCEL

NOTE: Users will not have access to content until assigned a license and enrolled in Learning Paths.

### **Bulk Importing Users**

License Administrators can add multiple users to the Education Hub via a bulk import.

NOTE: License Admin accounts are created by Minitab. If you have logged into the Hub, then your account has already been created. Check your import spreadsheet to make sure your License Admin account is NOT listed in the import sheet.

1. Access the Admin Menu by clicking the gear icon in the upper right corner and selecting Users.

Education Hub	Search content in the platform	0	Ŧ	\$
Admin Menu A	os & Features			
E-LEARNING				
Dashboard Users				
Course Management				
Quick Summary Reports				
Progress Reports				
License Management				

2. At the top of the Manage Users page, select the Import Users button, and click Import Users via CSV.

= 🗠	Edu	cation Hub"					Search content in the plat	form		۹			0	<b>Ŧ</b>	\$
< Back	License	Administrator Homepage	> User	Managem	ient								-+		
Manage	Users												-	$\bigcirc$	$\bigcirc$
<b>D</b>	Ŧ	Search			Q	Minitab LLC →									
✓ Search	h All Brai	nches	Q		USERNAME	FIRST NAME	LAST NAME	LAST ACCESS DATE	CREATION DATE	EXPIRATION DATE	STATUS	LANGUAGE	ACCES	S LEVEL	

- License Administrators can select **Download the Sample CSV** to use this as a template for creating the user import list, however, not all fields in the Sample are needed (see Step 3 for requirements).
- The maximum file size of a CSV file for user import is 3MB.
- 3. ONLY Email, Username, and Branch Name (company name) are required for the import.
  - Upon first login, the user will populate the remaining fields (first and last name, country, and language).

A	В	С
Username	Email	Branch Name
mary.smith@example.com	mary.smith@example.com	COMPANY NAME

- o Enter all user email addresses in the Username column and in the Email column as they must be the same.
- Enter your company name in the Branch Name column.
   NOTE: This must be entered exactly as listed in the Hub. This can be seen under the Admin Menu > Users.
   Click on the blue arrow next to the folder named External to view your company name.

K Back to Minitab LLC		
🗁 External		
OUR COMPANY		

- Remove all remaining columns if using the Sample CSV.
- 4. Click **Browse** to select and upload the CSV file to the Hub.
- 5. Once uploaded, press Advanced Settings.

6. Toggle Consider first row as header to on. For standard imports, leave the File Charset set to the default of UTF-8.



- 7. Press **Confirm** to advance to the data source mapping page.
- 8. The **Preview** section on the right displays a preview of your CSV file, auto-mapped by the system. Drag and drop the fields from the **Education Hub Fields** section on the left to match your CSV fields on the right.
- 9. In the left panel, under **Profiles**, configure the following options:
  - In the Preset section, select save this preset as new to save your current field mapping to be used for future imports.

Profiles	Education Hub Fields		Preview	
PRESET	Drag the fields below to the matc	hing	This is a preview of what a real import will look like.	
User Import 🔹			Click the wrench button on the top right corner to view or change current import settings.	
Save this preset as new Overwrite current preset	Search fields	Q	1 to be imported. Displaying a few of them for review only.	
GENERAL IMPORT OPTIONS	User ID	*	Search fields Q	
Force users to change password at first login.     Do not force password change for existing users.	New username	\$		
Send "Welcome" email	First Name	\$	Username S User@email.com	1
Do Nothing	Last name	•	Email Ø User@email.com	ı
UPDATE USERS				
Update information for existing users	Password	٠	Branch Name COMPANY NAME	-
UPDATE PROFILES	Hashed password	\$		
Update profile information for existing Power Users	Time zone	\$		
DESTINATION FALLBACK BRANCH Users destination branch when no branch is mapped or mapped with empty value	Date Format	\$		
Do Nothing	Active	\$		
O Use existing branch				
AUTO ASSIGN BRANCHES TO POWER LISERS	Expire on	*		
<ul> <li>Do not auto assign branches</li> </ul>	Access Level	\$		
Assigned branches only     Assign branches and sub-branches	Profile Name	*		

- The **General Import Options** section gathers several parameters concerning the import procedure:
  - Force users to change password at first login: When this option is enabled, new users will immediately be asked to change their password after the initial login to the Hub.
  - Do not force password change for existing users: When enabled, any *existing* users in the Hub that also exist in the newly-imported CSV file will not be forced to update their password.
  - Send "Welcome" email: When enabled, all users imported into the Hub will receive the "Welcome" email once the import is complete. If this option is not enabled, the users will not receive the email and the email cannot be manually sent at a later date.
  - Update Users: Allows you to configure how the information of existing users will be updated upon importing the CSV file. When enabled, the imported information for users already existing in the Hub will overwrite any existing user information.
  - The **Update Profiles** option is used to change License Admin access and does not apply here.
  - The Destination Fallback Branch is used when the branch field is not mapped in the Preview area, or when it is mapped, but its value is empty. Leave the default setting of "Do Nothing".

Profiles
PRESET
Presets •
Save this preset as new
Overwrite current preset
GENERAL IMPORT OPTIONS
□ Force users to change password at first login.
Do not force password change for existing users
Send "Welcome" email
Do Nothing
UPDATE USERS
Update information for existing users
UPDATE PROFILES
Update profile information for existing Power Users
DESTINATION FALLBACK BRANCH Users destination branch when no branch is mapped or mapped with empty value
Do Nothing
O Use existing branch
AUTO ASSIGN BRANCHES TO POWER USERS
Do not auto assign branches
O Assigned branches only
O Assign branches and sub-branches

- The Auto Assign Branches to Power Users area is not applicable and can be left at "Do not auto assign branches".
- 10. Once the Preview fields are mapped and the General Import Options are set, press **Import** in the bottom right corner. Confirm the details in the popup message that appears and click **Import Users**.
  - You may navigate away from this page while the import job runs in the background. If errors occur during import, an error file can be downloaded from the Admin Menu > <u>Background Jobs</u>.
  - All newly imported users will appear in the list of users on the Manage Users page.

NOTE: Users will not have access to content until assigned a license and enrolled in Learning Paths.



## License Management

Once users are created in the Hub, the License Administrator <u>must</u> assign licenses to users and enroll users in the desired Learning Paths. The following two steps grant users access to the content.

Assign Licenses

1. Access the Admin Menu by clicking the gear icon in the upper right corner and selecting License Management.

Education Hub		Search content in the platform	0	Ŧ	\$
Admin Menu	Apps	& Features			
E-LEARNING					
Dashboard					
Users					
Course Management					
Quick Summary Reports					
Progress Reports License Management					

- All purchased subscriptions for your company will be displayed on this screen.
- The Purchase Date and Expiration Date correspond to your Education Hub subscription purchase.
- The Licenses Assigned column shows the number of licenses assigned out of the total number of licenses purchased/available.
- The Associated Users column reiterates the number of licenses assigned.
- Show or hide columns by checking and unchecking column names via the column selection icon.
  - A maximum of ten columns can be displayed at once. You may need to uncheck a column to be able to select a different column.
- 2. Assign licenses to users by clicking the ellipses at the end of the row and selecting Assign Licenses.

License Administrator Homepa	age > License Management										
License Management											
III = Search		Q									
PURCHASE DATE		NAME	TYPE	LICENSES ASSIGNED	ASSOCIATED USERS	EXPIRATION DATE	NUMBER OF RENEWALS	COURSE ENRO	DLLMENTS		
04/12/2023	LPALL	Minitab Internal	Licenses	153/200	153	12/31/2029	0	161765			
									Enroll Users		
									Unassign Licenses		
									Assign Licenses		

3. Select the appropriate users and click **Confirm** in the lower right corner. This assigns a license to each user selected.



#### Enroll Users

- 1. While still on the <u>License Management</u> page, click the ellipses at the end of the row and select **Enroll Users**.
  - Only users assigned to a license display in this list.
- 2. Select the appropriate users and click Next.
- 3. From the **Select Learning Paths** page, select the desired Learning Paths, in the appropriate language, that should be granted to the users you have selected > Click **Next**.
  - You may assign all Learning Paths purchased to your users or pick and choose which Learning Paths each user should have access to.



- 4. Under the Additional Information page:
  - o Leave the Access Level set to the default of Student.
  - o Click Confirm.



5. Once complete, users will see their assigned Learning Paths on the Learner Homepage.

Learner Homepage					
LEARNER GUIDE	ADDITIONAL TRAINING OF	PTIONS STATISTICAL		INITAB LICENSE PORTAL	CONTACT US
My Profile					
LE					
Lisa End User Irdeardoff@gmail.com					
				CHANGE PASSW	ORD MY ACTIVITIES MY PROFILE
My E-Learning Paths				Course Progress	
〒 FILTERS					
4 Items	In progress		In progre	55	Courses 1 Not Started 6 In Progress 6 Completed
Foundations of Data Analysis	Statistical Quality Analysis	Design of Experiments	Predictive Analytics		
5 courses   7h 30m	3 courses   5h 30m	2 courses   3h 00m	3 courses   7h 30m		
Learning Path	Learning Path	Learning Path	Learning Path		

#### Unassign and Reassign a License

License Admin may unassign a license from a user and reassign it to another user. This may occur when a user has left the company or completed the content, and you want another user to have access to the content. When a license is unassigned from a user, the Learning Paths and Courses will display as locked, and that user will no longer have access to the content.

- 1. Access the Admin Menu by clicking the gear icon in the upper right corner and selecting License Management.
- 2. Click the ellipses at the end of the desired row and click on Unassign Licenses.
  - o Only those users with an assigned license will display.
- 3. Select the desired user and click Confirm.
  - This unassigns the license from the user and locks access to the content.
- 4. The Licenses Assigned and the Associated Users columns will reflect the new total number of license assignments.
- 5. You may then assign that license to another user if desired.

## **User Management**

#### Edit & Delete Users

License Administrators can create and edit users in the Hub, but they are not able to create or edit another License Admin.

- 1. Access the Admin Menu by clicking the gear icon and selecting Users.
- 2. From the **Manage Users** page, use the Search feature to locate the desired user.
- 3. To edit a user's details, press the ellipsis button at the end of the user's row and select Edit.
  - In the slide-out panel, make desired changes and press Update.
- 4. To delete a user, press the ellipsis at the end of the user's row and select **Delete**. The user and all course progress data will be deleted. This operation *cannot* be undone.

STATUS 🚞	EXPIRATION
•	
	User Progress Report
•	Merge User
<b>Ø</b>	Channel
<b>Ø</b>	Reset Skill Profile
	Edit
<b>S</b>	Delete

#### Additional License Administrator

By default, when your Hub account is created, one License Administrator and one company-named Branch is created. License Administrators cannot create other License Administrators. If you have a large number of users and need more than one License Administrator, please send a request to <u>Minitab Technical Support</u> that includes the *Name* and *Username* of the new License Administrator.



#### Bulk Actions for Users

License Administrators can perform the same action on a group of users, such as changing branches, exporting user details, and changing user status.

- 1. Access the **Admin Menu** by clicking the **gear icon** in the upper right corner and selecting <u>Users</u>.
- 2. From the **Manage Users** page, select the users you would like to involve in the action by checking the box next to each username and click **Choose Action** in the bottom right corner.

	USERNAME	FIRST NAME	LAST NAME	ENAL	LAST ACCESS DATE	CREATION DATE	STATUS	LANGUNGE	EXPIRATION
8	stendebach@mini	Scott	Sendelbach	sendebachdenini		05/25/2021	•	English	
8	dowald/dowinitab	Scott	Revol Sil	ciovalció@minitab	06/2/2021	16/9/2020	•	Digish	
2	owliansemntab	scott	wellans	sullansemnas	05/25/2021		۰	cigisi	
									Banches Loope
									Branches Eigent Gee Monger Permiss
									Branches Export Gve Monger Permissi Solusi
									Branches Export Give Manager Permitta Edito
3 of 3									Practices Light Circ Manager Remins Satio Call Deline

- 3. Choose one of the available actions to perform on all selected users:
  - If you have more than one Branch: select Branches > Move to Branch. This will move the selected users to another branch. In the slide out panel, select the branch in which you want to place the selected users, and press Confirm. Users can only live in one branch.
  - If you have more than one Branch: select Branches > Remove from Branch. This will remove the selected users from that branch. In the slide out panel, select the branch from which you want to remove the selected users, and press Confirm. Keep in mind that you cannot remove users from the main branch.
  - **Export > Export as CSV or XLS.** Use this option to export the list of the selected users to CSV or XLS.
  - Status > Activate or Deactivate. Select this action to activate or deactivate one or more users. Keep in mind that when a user is deactivated, the license is removed from that user. If the user is reactivated, you will need to reassign a license to the user.
  - Edit. Bulk change user fields such as: password, user expiration date, language, time zone, and country.
  - **Delete.** This command permanently deletes all selected users along with their course progress data. This operation *cannot* be undone.

#### New user notification email

• The **Welcome to the Hub** 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 (work or academic email address) and click <u>Send Link</u>.

🗠 Education Hub	
Hetto Lisa, Welcome to the Education Hub!	Create or Recover Password ×
To get started, click the following link to create your password: <u>Reset Your password</u> Enter the following as your username: <u>ideardoff@minitab.com</u>	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.
Once logged in, don't forget to save https://www.minitabeducationhub.com in your bookmarks or favorites.	
If you are the <b>License Administrator</b> , be sure to download the <i>License Administration Guide</i> from within the Hub, on the License Admin Homepage.	Username (Work/Academic Email) (Required)
	SEND LINK
Best Regards,	Already have a password? Sign in
Minitab Customer Success Team	

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



#### User Status

All users in the Hub have a status of either active, expired, or deactivated.

1. To view or edit a user's status, navigate to <u>Users</u> from the Admin Menu.



- Green circle with grayed out checkmark = YOUR status, Active. You are not able to edit your own status.
- Green circle with solid checkmark = Active user
  - User can log into the Hub.
- Orange triangle with exclamation mark = Expired user, expiration date is displayed
  - User cannot log into the Hub.
  - The license is NOT removed from the user.
- Gray circle = Deactivated user
  - User cannot log into the Hub.
  - User will not receive the Welcome email.
  - The license is automatically removed when the user is deactivated.
- 2. Users can be deactivated by clicking the solid green circle shown in the status column.
- 3. Users can be reactivated by clicking the grey circle shown in the status column. NOTE: When reactivating a user, you must reassign a license to that user in order for the user to view any content. If a license is not reassigned to the user, the Learning Paths and Courses will display as locked for that user.
- 4. To remove an expiration date (orange triangle status): click the ellipsis to the right of the user > select **Edit** > click the **X** to remove the expiration date or reset the expiration to a later date if desired > click **Update** to save.

STATUS	EXPIRATION				
•					
A	Expired on: 05/3/	1			
•	User Progress Report	-			
	Merge User				
	Channel				
	Reset Skill Profile	User Status			
	Edit	Expiration	_		
	Delete	05/5/2023	$\times$		
		User Preferences Use this area to configure user preferences			
		Language	Date Forma	t	+
				UPDATE	NEXT CANCEL



### **Branches**

During the setup of your Education Hub subscription, a branch is created for your company. A branch is essentially a folder that houses your Hub users. Your branch name is the same as your company name.

#### Sub-Branches

If you have a large number of users and require an additional branch, a sub-branch can be created within your branch to separate groups of users. License Administrators do not have the ability to create sub-branches. Please contact <u>Minitab</u> <u>Technical Support</u> to inquire about creating a sub-branch.

A License Admin can be assigned to their own sub-branch where they have full License Administrator access, but only to the users in that sub-branch. While they will not see other sub-branches or users in those sub-branches, they will see any users that are in the main company branch.

The License Admin in the main company branch has access to the main branch, all sub-branches, and all users in all branches.

## **Course Management**

License Administrators can manually edit each course to mark a user's status as complete, enter a completion date and list an overall course score. This is accomplished by editing one or multiple users at a time, in each course. Please note that updating individual user progress is a manual process and cannot be completed via import.

1. Access all e-learning courses by selecting Admin > Course Management.

≡	Education Hub <sup>-</sup>	Search content in the platform	0	Ŧ	*	*
	Admin Menu Apps	& Features				
	E-LEARNING					
	Dashboard					
	Users Course Management Quick Summary Reports					
	Progress Reports					
	License Management					

- 2. On the Course Management page, use the filter option to narrow down the list of courses and only view the courses where user enrollment will be edited.
  - Course Management Manage course details and properties Properties E-commerce Languages 0 selected items English English UK French German Japanese Portuguese BR Simplified Chinese
- 3. Show or hide columns by checking and unchecking column names via the column selection icon. A maximum of ten columns can be displayed at once. You may need to uncheck a column to be able to select a different column.





4. Under the **Enrollments** column, in the same row as the desired course, select the link to navigate to the list of users enrolled in that specific course.

Course Management Manage course details and properties									
C		SEARCH	Q Education →						
		THUMBNAIL	TITLE	ТҮРЕ	LANGUAGE	COURSE DU	ENROLLMENTS		
	EN01	uge .	Descriptive Statistics and Graphical Analysis	E-learning	English	1:15	150 🚢		
	EN02	uge .	Statistical Inference	E-learning	English	1:00	150 🚢		
	EN03	uge .	Hypothesis Tests and Confidence Intervals	E-learning	English	3:00	150 🚢		
	EN04	uge .	Control Charts	E-learning	English	1:30	150 🚢		
	EN05		Process Capability	E-learning	English	1:30	150 🚢		
	EN06		Analysis of Variance (ANOVA)	E-learning	English	1:00	150 🚢		
	EN07		Correlation and Regression	E-learning	English	1:15	150 🚢		
	EN08		Measurement Systems Analysis	E-learning	English	2:30	150 🚢		
	EN09		Design of Experiments	E-learning	English	2:00	148 🚢		
	EN10	uge .	Multiple Regression	E-learning	English	2:30	149 🚢		
	EN11		Predictive Analytics	E-learning	English	3:45	149 🚢		

- 5. From the **Enrollments** page, use the Search feature to locate the user you want to edit, press the ellipsis button at the end of the user's row and select **Edit Enrollment**.
  - o Change the Enrollment Status to Completed
  - Enter the **Completion Date**
  - Check Set Score Manually and enter in the Final Course Score

≡ 🔤 Education Hub	-		Search content in the platform	٩		0	Ŧ	٠	\$
K Back License Administrator Homepage > Course Management > Descriptive Statistics and Graphical Analysis									
Descriptive Statistics and Graphical Analysis Use graphs and descriptive statistics to gain insight into objects, processes, events and people.Distinguish among different types of data. Choose the most appropriate visual representation for a given type of data and for the question we are trying to answer									9
ENROLLMENTS REPORTS									
ENROLLMENT TYPE = FILT	TERS III COLUMNS	Lisa X Q	Enrollment Type > Active Enrollments						
USERNAME	FIRST NAME	LAST NAME	EMAIL	ENROLLMENT STATUS	ENROLLMENT DATE	END OF VALIDITY			
ldeardoff+guide@minitab.com	n Lisa	Deardoff Test	ldeardoff+guide@minitab.com	Enrolled	01/17/2024 05:58:20 pm				
Irstull@gmail.com	Lisa	License Admin	Irstull@gmail.com	In Progress	09/6/2022 02:11:35 pm		User St	tats	7
lrdeardoff@gmail.com	Lisa	End User	Irdeardoff@gmail.com	In Progress	04/20/2021 05:33:33 pm		Edit en	irollmen	t
ldeardoff@minitab.com	Lisa	Deardoff	ldeardoff@minitab.com	Completed	11/20/2020 01:59:57 pm		Reset o	late ran	ge
							Send E	mail	

- 6. Click Confirm to save and close.
- 7. Continue with the next user until all users have been edited for this course.
- 8. Repeat these steps for users in other courses.

NOTE: To edit multiple users at once, from the Enrollments page, use the green checkboxes to multiselect users. Once users are selected, use the CHOOSE ACTION button to edit enrollment. This option will set the same Status, Date, and Score for all users selected.

	SERNAME	FIRST NAME	LAST NAME	EMAIL	ENROLLMENT STATUS	ENROLLMENT DATE	END OF VALIDITY	
	feardoff+guide@minitab.com	Lisa	Deardoff Test	ldeardoff+guide@minitab.com	Enrolled	01/17/2024 05:58:20 pm		
	stull@gmail.com	Lisa	License Admin	Irstuli@gmail.com	In Progress	09/6/2022 02:11:35 pm		
	deardoff@gmail.com	Lisa	End User	Irdeardoff@gmail.com	In Progress	04/20/2021 05:33:33 pm		
	teardoff@minitab.com	Lisa	Deardoff	Ideardoff@minitab.com	Completed	11/20/2020 01:59:57 pm		
							Edit	enrollment
1-4 of	4 Rows per page Auto -						Sen	d Email
4 Iter	ns selected SELECT ALL UNS	ELECT ALL					CHOOSE	ACTION 🔺

## 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, users see only the Learning Paths in which they have been enrolled. Users will not see Learning Paths until the License Administrator has assigned the user a license and enrolled the user in desired Learning Paths.

NOTE: License Administrators will not see any content in this area unless they assign themselves a license and enroll in a Learning Path.

For a detailed, downloadab	ole, full course outline,	please visit	Minitab.com.
----------------------------	---------------------------	--------------	--------------

Learner Homepage							
LEARNER GUIDE	ADDITIONAL TRAINING	OPTIONS STATIST	ICAL CONSULTING	MINITAB	LICENSE PORTAL	CONTACT	us
My Profile							
LE							
Lisa End User Irdeardoff@gmail.com							
					CHANGE PASSWO	ORD MY ACTIVITIES	MY PROFILE
My E-Learning Paths					Course Progress		
<b>〒</b> FILTERS							
4 Items	In progress			In progress		Courses 1 N 6 In 6 C	ot Started I Progress ompleted
Foundations of Data Analysis	Statistical Quality Analysis	Design of Experiments	Predictive Analyti	cs			
Learning Path	Learning Path	Learning Path	Learning Path				

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

and the states	Statistical Quality Analysis <b>— Learning Path</b> 3 courses	$0\% \rightarrow \textcircled{P}  \underset{0h  0m     5h  30m}{\text{Learning Path Progress}}$					
About this Learning Pa	th						
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 systems analysis, control 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.							
Cou	rses						
•	Control Charts Identify the common goals and applications of control charts. Monitor processes that an E-learning   Duration: 1h 30m	re measured with variables data collected in subgroups. Moni					
•	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 accurac E-learning   Duration: 2h 30m	y and precision of a measurement system. Distinguish betwe					

- 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.

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

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: EETLNZV 0 / 23 activities completed LAUNCH SECTION ONE, ACTIVITY ONE	_ <b>Ŧ</b>
LAUNCH SECTION ONE, ACTIVITY ONE	Sections	Statistical Process Control     Subgroups     Control Charts for Variables Data in     Observations     Control Charts for Individual     Observations     Control Charts for Attributes Data	0/4 × 0/7 × 0/6 × 0/6 ×

• Click the dropdown arrow of each Section to see the Activities. Click an Activity to begin learning.



As activities are completed, the activities bar and total number of Activities Completed increases. Should the activities not display as complete after viewing the tutorial, turn off popup blockers in your browser.

The Use Navigation Menu to Select an Activity button appears once you've begun learning.



## Earning Completion Badges and Certificates

- Users 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.

Ы	Statistics	Mv	Radges			★ My Badges: 17	🛨 My Points: 17
0	Additional info	iviy	Dudges				
.BL	Courses		NAME	POINTS	ISSUED ON	EVENT	
ця́н Х	ILT (Instructor-Led Training)	ø	Measurement Systems Analysis	1	10/9/2023	Learner has completed course "Análise do siste	ma de medição"
+	Learning Paths	6	Correlation and Regression	1	10/9/2023	Learner has completed course "Correlação e re	gressão"
×	Badges	ø	Analysis of Variance (ANOVA)	1	10/9/2023	Learner has completed course "Análise de varià	incia (ANOVA)"
	Social	6	Hypothesis Tests and Confidence Intervals	1	10/9/2023	Learner has completed course "Testes de hipót	eses e intervalos de cor
		6	Statistical Inference	1	10/9/2023	Learner has completed course "Inferência estat	ística"
		ø	Descriptive Statistics and Graphical Analysis	1	10/9/2023	Learner has completed course "Estatísticas des	critivas e análise gráfica

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



- Once all courses and associated sections' activities in a Learning Path are complete, users will be awarded a **Certificate**. Certificates can be viewed and printed from two areas:
  - o within the Learning Path itself



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

Sign C	<u>)ut</u> ⇔ ∕						
Learner Homepage							
My Courses & Learning Paths							
O My Activities	My Activities						
	-	✓ Statistics	Learning	Paths			
		i Additional Info	CODE	NAME	NUMBER OF COURSES	PROGRESS	_
	1	Courses	EN Path 1	Foundations of Data Analysis	6	100%	۲
	-	Classrooms	EN Path 2	Statistical Quality Analysis	4	50%	
		Learning Paths	EN Path 3	Design of Experiments	3	67%	
		★ Badges	EN Path 4	Predictive Analytics	5	100%	۲
	9	Vebinars	Total: 4				

Education Hub

### **Viewing Reports**

License Administrators can view **Quick Summary Reports** and **Branch Progress Reports** to analyze user progress and course data. Report data is near real-time and refreshed every hour. All reports can be exported to CSV or XLS where data can be sorted and filtered.

• Access the Admin Menu by clicking the gear icon in the upper right corner and selecting Progress Reports.

≡ Education Hub <sup>™</sup>	Search content in the platform	Q	0	Ŧ	\$
Admin Menu	Apps & Features				
E-LEARNING					
Dashboard					
Users					
Course Management					
Ouick Summary Reports					
Progress Reports					
License Management					

• Generate reports on the **Quick Summary Reports** tab to search for a *specific* user or course to view all associated details.

Progress Reports Generate reports for one user at a time via the Quick Summary Reports or export progress for all users in your branch via the Branch Progress Reports.							
QUICK SUMMARY REPORTS	BRANCH PROGRESS REPORTS						
			-				
	User Progress Report	Course Summary	Courses Dashboard				
	View a user's Progress Report and download it as a PDF.	View a Course Summary report and download it as a PDF.	View Course Dashboard and download it as a PDF.				
	Type user here GENERATE	<i>Type course name here</i> <b>GENERATE</b>	VIEW				

- To view the **User Progress Report** for a specific user, enter the user's first name, last name, or email address to search for and select the desired user.
  - Click Generate to view that user's My Activities page.
  - Toggle through the tabs on the left side of the report to view different details.
  - The entire report can be printed or downloaded as a PDF.

Progress Report: Ideardoff	@minitab.com	Prinz 🚔 Download as PDF
Statistic     Accosnal Info     Accosnal Info     Course     Classrooms     Learning Pathe     Badges     Social	Lisa Deardoff Beedoffeninat.com Ates:Lee Spesion Erei Ioacetijinnist.com Group Allaening Rets	Image: Non-State State         Image: Non-State           11/4/2020         4/8/2021           10:08:40 am         State           State         State           10:08:40 am         State           State         State           10:08:40 am         State           State         State           10:08:40 am         State
9 Wesners	Progress 0 (0%) 10 (0%) 10 (0%) 10 (0%) 13 (0%) 00 (0%) 13 (0%) 00 (0%) 00 (0%) 13 (0%) 00	See all activity within the last 12 months
	My Top 3 Most Viewed Courses Q Description families and Septical August August August My Performance	
	2. 3. 4. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5	Joint Status (III) points)         Junct Status (III) points)           Joint Status (III) points)         Image: Status (III) points)           Joint Status (III) points)         Lower Status (III) points)           Joint Status (III) points)         Unit Status (III) points)           Joint Status (III) points)         Unit Status (IIII) points)           Joint Status (III) points)         Unit Status (III) points)           Joint Status (III) points)         Unit Status (IIII) points)           Joint Status (III) points)         Unit Status (IIII) points)           Joint Status (III) points)         Unit Status (IIII) points)           Joint Status (IIII) points)         Unit Status (IIIII) points)           Joint Status (IIIII) points)         Unit Status (IIIII) points)           Joint Status (IIIII) points)         Unit Status (IIIIII) points)           Joint Status (IIIII) points)         Unit Status (IIIIIIIIII) points)

- To view a Course Summary Report, enter a course name into the search field and click Generate.
  - Run this report to see how many users are enrolled in this course, a summary of user progress, and user specific course details.
  - This report can be printed or downloaded as a PDF.



- Select the **Branch Progress Reports** tab to export various reports that contain data for *all users* in your branch.
  - Click on any of the reports to view a preview containing the first 100 rows of data.
  - Select the export icon in the upper right corner to export the data as a CSV or XLS.
  - Any report can also be exported directly from the report list by selecting the ellipses at the end of the row and clicking on Export as CSV or Export as XLS.

Progress Reports Generate reports for one user at a time via the Quick Summary Reports or export progr			
QUICK SUMMARY REPORTS		BRANCH PROGRESS REPORTS	
Your data is up-to-date!     You have the most recent possible data, we will not need to refresh it before gener			
Ţ FILTERS	SEARCH	Q	
Name		Description	
Training Activity Report		This report shows the progress of each activity in each course.	
Quiz Scores		This report shows the score for each quiz in each section, for all courses.	
Awarded Badges		This report shows the badges awarded by completing courses.	
Learning Path Progress Reports		This report shows a list of all users and the Learning Paths in which they are enrolled, along with their completion dates.	
Course Progress Reports		This report shows the progress of all users in their enrolled courses.	
User List		This report lists all users in the platform.	