

This Guide has the following sections:

- **Quick Start** – Access Learning
- **Profile** – Manage your profile
- **Communities** – Engage with others
- **Reports** – Access your grades/completion certificate

Quick Start – Access Learning

1. Go to <https://lms.gembaacademy.com> and log in. If you have multiple roles, such as Manager in addition to Learner, select the Learner role from the top right.



2. Click on My Training on the top horizontal menu (generally already the default).
3. Click on My Learning Paths.

[Blog](#) | [Podcasts](#) | [News](#) | [New Videos](#)



4. Click Start next to the School of Lean, School of Six Sigma, Gemba Live!, or a custom Learning Path if you have one listed.

> Gemba Academy Live!
Start Date 2/4/2015
Status Incomplete
Progress  2%



5. You will see a list of courses in that Learning Path.
6. Click on the Register button to register for the course you are interested in.

GA Live > Lean Thinker Interviews



- Click on Start to go to the course home page. The entire Learning Path has a progress bar on the main Learning Path page.

Learning Path Courses

[Back](#)

Name > Gemba Academy School of Lean

Progress  3%

Items to Complete

1 2 3 >>

GA Lean > Introductory Topics

	Start Date	
	3/5/2015	Start

- The course page also has progress bar. You can use the expand arrows to see all of the videos, quizzes, and other materials in the course. Content required to complete the course is marked with a red asterisk.

GA Lean > Introductory Topics

Progress  40%

Videos

- * Introduction to Lean (06:35) Introduction to Lean (06:35)
A quick introduction to the philosophy, history, and tools of lean.
- * Ten Commandments of Continuous Improvement
- * Developing Strategies to Sustain Operations

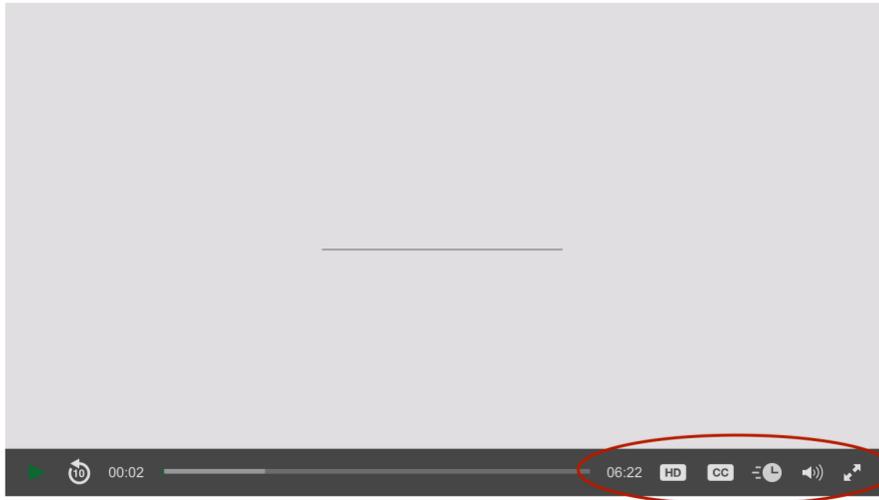
Quiz

- * Introduction to Lean Quiz
- * Ten Commandments Quiz

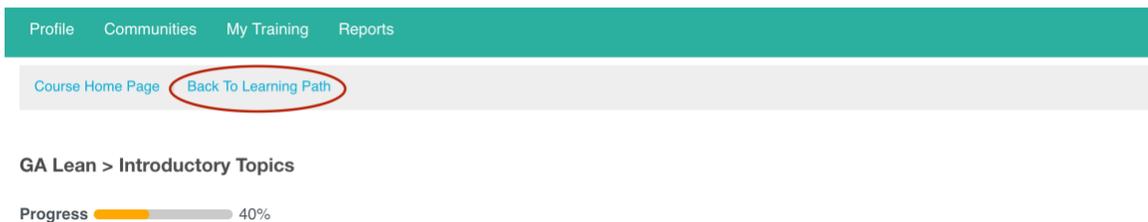
Documents and Files



- To watch a video, select it from the left menu. To play the video, select the arrow in the middle of the screen. You can select from available language captions with the [CC] icon, select resolution with the [HD] icon, change the volume or go full screen via those icons on the toolbar.

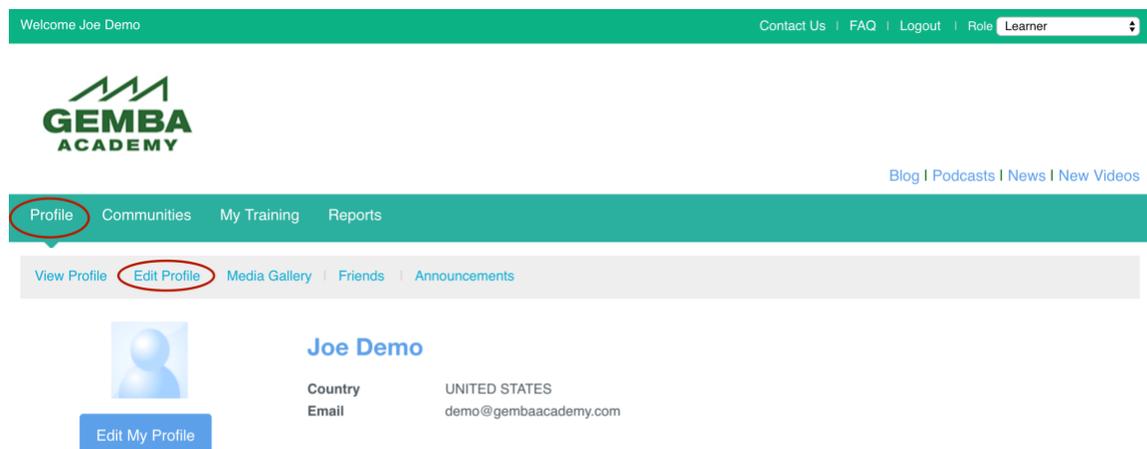


- To go back to the list of courses, click on Back To Learning Path.

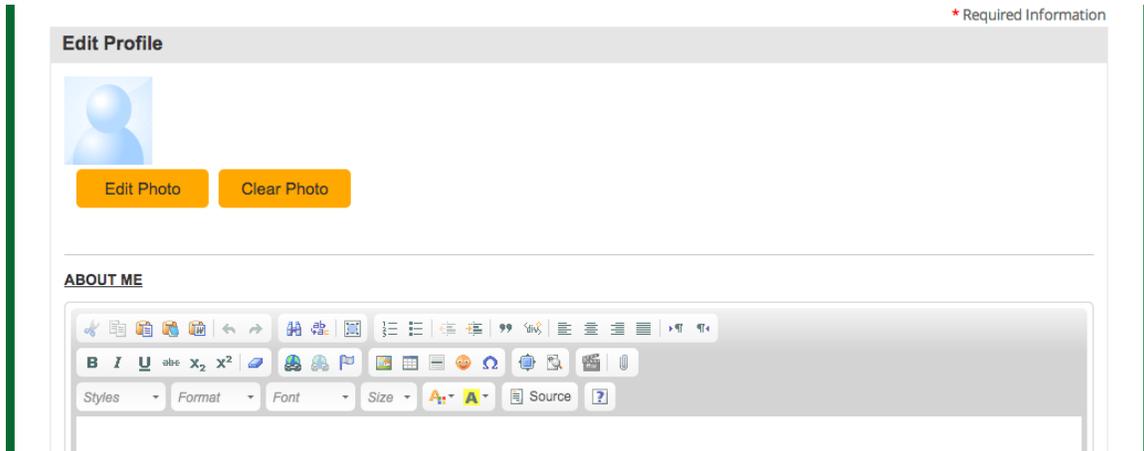


Profile

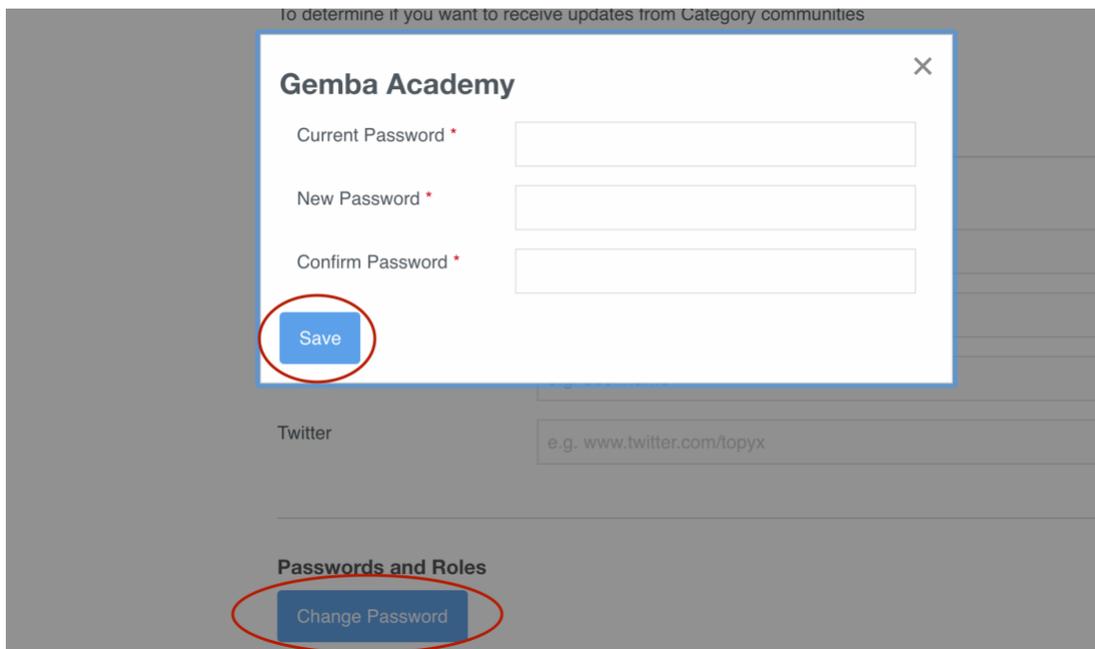
- To manager your Profile click on the Profile link on the top horizontal menu to access your profile.



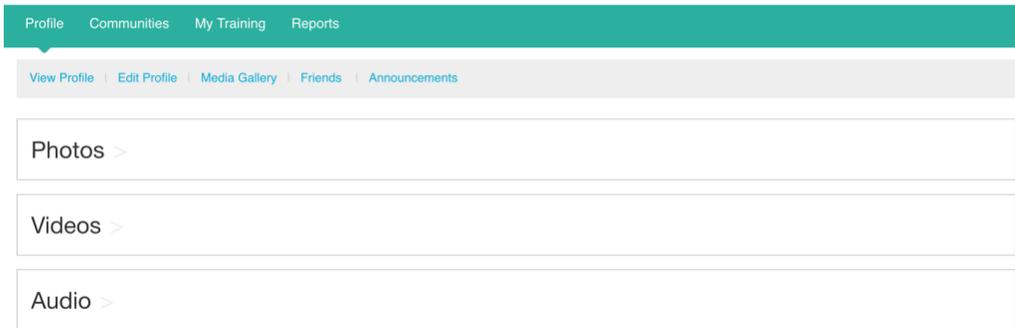
2. You can click on the Edit My Profile to edit. You may edit any box that is not gray. All gray boxes can be edited by contacting Customer Care.
 - a. Add a photo and description.



- b. You can change your password. Here or on the main log in screen.



- c. Click Save to save any changes.
3. **Media Gallery:** You can use the Media Gallery to upload photos, audio files, and videos to share via your profile. Click on the Media Gallery link in the secondary horizontal menu.



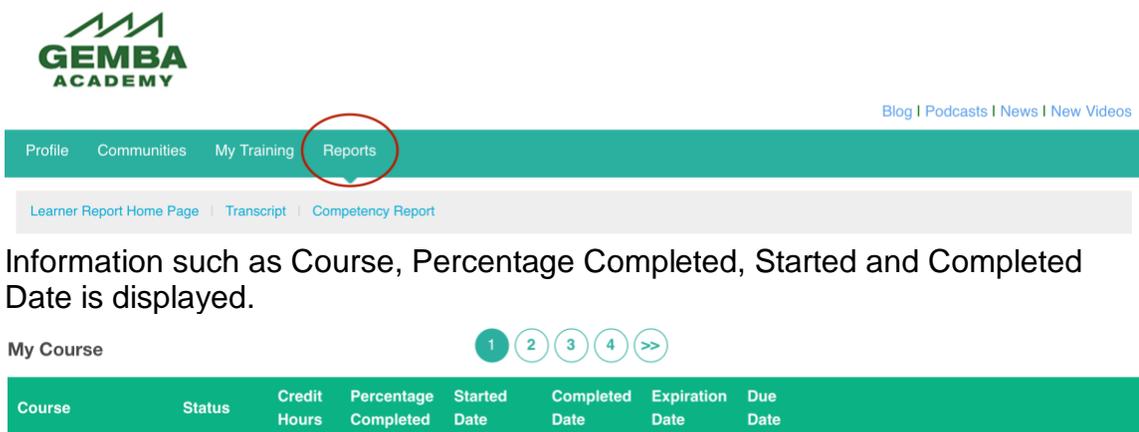
4. **Friends:** This works very similar to Facebook in that when you come across other Gemba Academy LMS users in the communities you can send a friend request. This will allow you to share and link profile information.
5. **Announcements:** Your manager can send announcements which will be displayed in this section and can be emailed to you as well.

Communities

1. A User Group Community has been set up for your user groups. The User Group Communities are private, and only people from that user group can join.
2. Each community has a Forum, Media Gallery, Events, and Articles. New topics, threads, and comments can be added to the Forum. Events can be added by the User Group manager. Photos can be added by anyone in the community.

Reports

1. A limited number of reports are available to learners. Your manager will have access to more detailed reports.
2. Click on Reports on the top horizontal menu. The Learner Report will be displayed.



- Click on View Grades to view individual components of that course and the completion and grades.

GA Lean > 3P Production Preparation Process	In Progress	0	34	12/02/2016	Print/View Certificate	View Grades
GA Lean > A3 Thinking	In Progress	0	0	01/29/2016	Print/View Certificate	View Grades

- If a certificate is connected to the course, and you have completed the course, you can print it from here. (Note: This is only a Certificate of Recognition for completing the elements of the course not a verification of content mastery.)

GA Lean > 3P Production Preparation Process	In Progress	0	34	12/02/2016	Print/View Certificate	View Grades
GA Lean > A3 Thinking	In Progress	0	0	01/29/2016	Print/View Certificate	View Grades