

Getting Started

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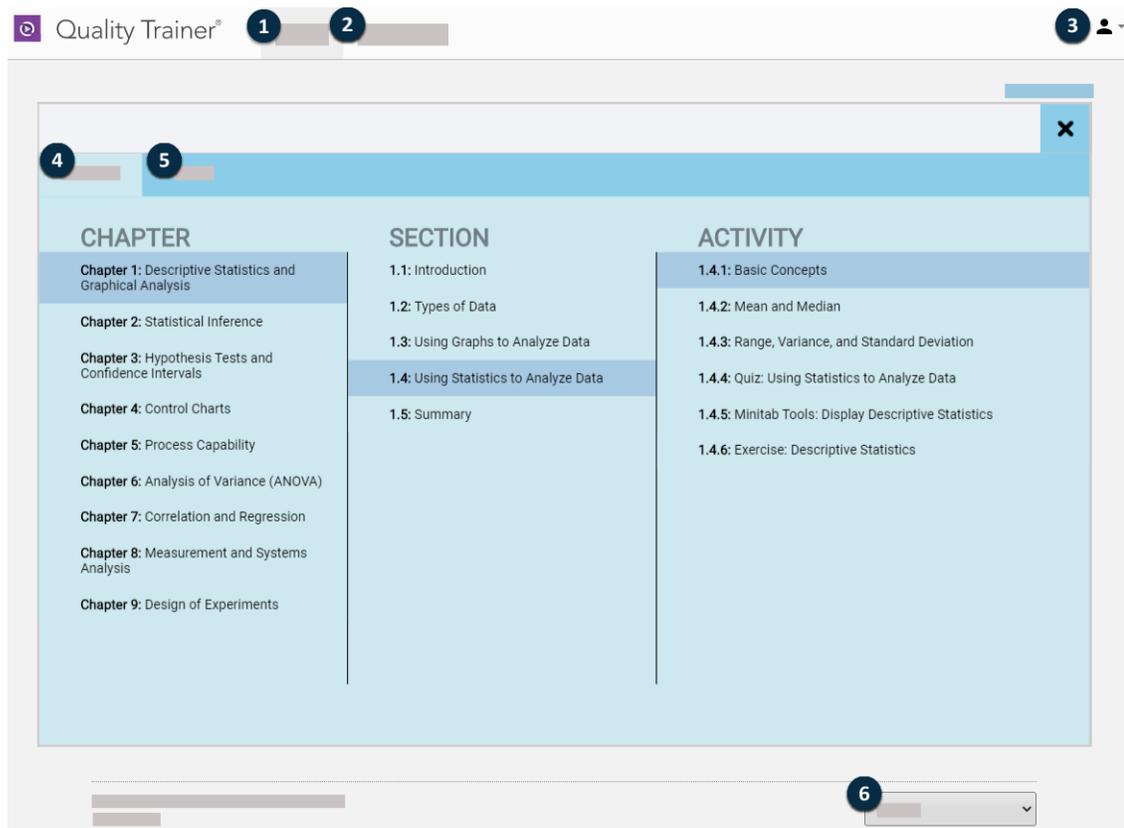
1. Getting Started for Users

Welcome to Quality Trainer

Quality Trainer is an online subscription-based learning course that provides easy-to-follow interactive lessons, quizzes, and exercises to help you understand some of the most commonly used tools in statistics. Follow the instructions below to sign in for the first time.

1. Open the email from Minitab Customer Support with the subject line 'Your Quality Trainer Subscription' and click the link to get started.
2. If you have a Minitab account, enter your email address and sign in. If you do not have an account, enter your first and last name and create a password.
3. Scroll through the terms of the license agreement, click the checkbox to indicate that you accept the terms, and click **Accept**.

4. Become familiar with Quality Trainer.

**1: Courses**

Access the course content. To see the full course outline, go to [Quality Trainer Course Outline](#).

2: My Progress (for users)/Management (for administrators)

As a user, click the **My Progress** tab to view details about your subscription, your overall progress, how many activities you completed, and your average quiz scores. As an administrator, click the **Management** tab to add users and manage groups in the subscription.

3: Account Settings

Access your Minitab account so you can edit personal information, submit support requests, access your subscriptions, and download updates.

4: Content

View course content by **Chapter**, **Section**, and **Activity**. Activities include engaging lessons, interactive quizzes, step-by-steps tools that show how to complete the analysis in Minitab, and exercises with downloadable data sets. To begin an activity, click the chapter, then the section, then the activity.

5: Index

View an alphabetical list of terms and concepts used throughout the course.

6: Language Selector

Choose a language. For non-English versions of Quality Trainer, the captions and all other content are translated, but the audio remains in English.

Open Quality Trainer from your Minitab account

To access Quality Trainer again after you close it, go to the Minitab website and sign in to your Minitab account.

Tip: You can also bookmark qualitytrainer.minitab.com in your browser to return to Quality Trainer at any time.

1. Go to www.minitab.com.
2. In the upper-right corner of the website, click **My Account**. If **My Account** does not appear, choose **Menu > My Account**.
3. Sign in with your Minitab account information.
4. Under **My Products**, click **Quality Trainer**, then click **Open Web App**.



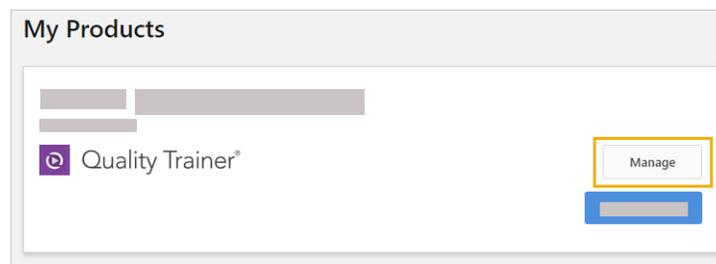
2. Getting Started for License and Group Administrators

Access a subscription

License Administrators use the Minitab License Portal to access and add users to their company's Quality Trainer subscription. This role is typically held by an IT help desk coordinator, a technical operations manager, or a similar position.

As a License Administrator, you can access your Quality Trainer subscription from the Minitab website.

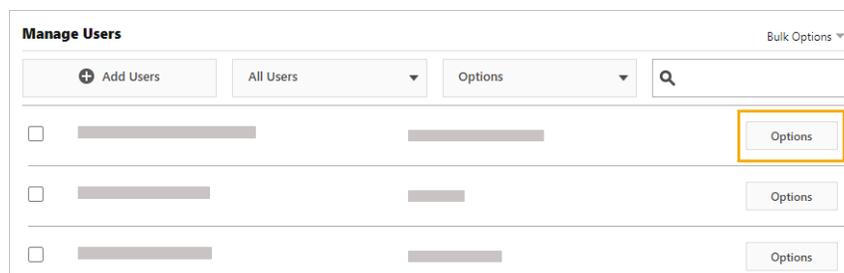
1. Go to www.minitab.com and open Quality Trainer from your Minitab account. For more information, go to [Open Quality Trainer from your Minitab account](#) on page 5.
2. For the Quality Trainer subscription that you want to manage, click **Manage**.



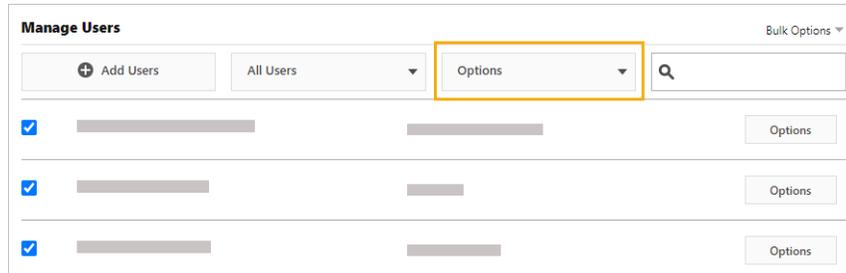
Manage users and roles

Under **Manage Users**, you can view all current users associated with your subscription and search for users by keywords or phrases. You can manage users individually or multiple users at the same time.

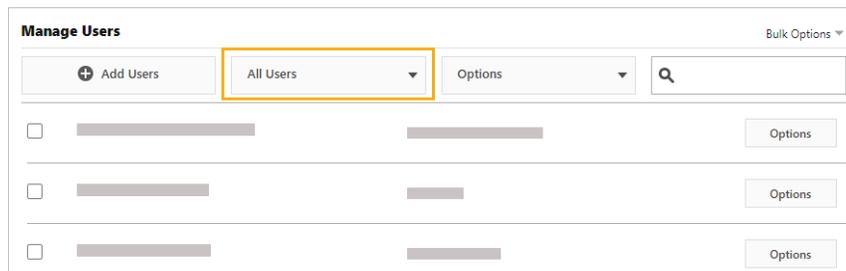
Click **Options** next to an individual user to view their account details or remove them from the subscription. Under **Options**, click **Update Roles** to add or remove roles.



Select multiple users in the list and click **Options** to send an email, resend the welcome email, or remove selected users from the subscription.



Click [All Users](#) to filter users by role or status. For example, you can show only users who are License Administrators or only users who have a pending status.

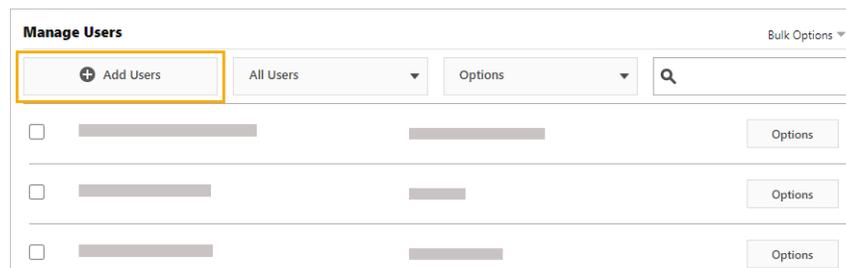


Add users

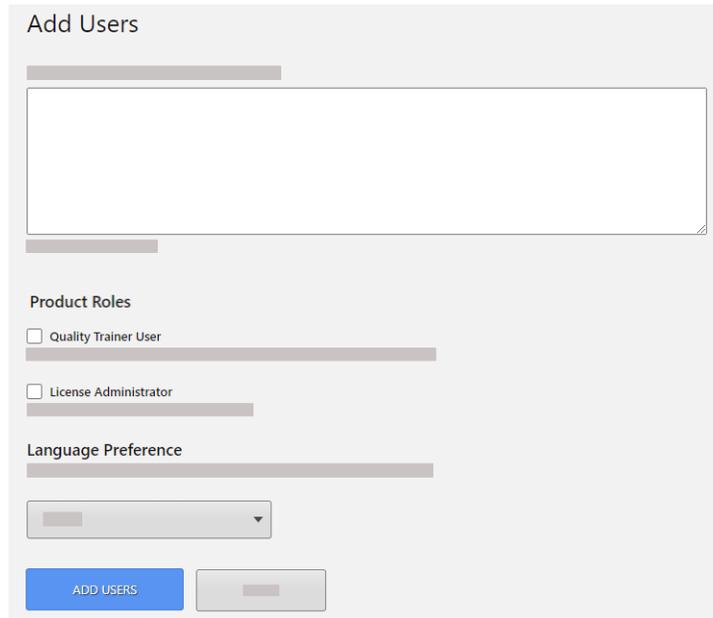
Under [Manage Users](#), you can add users to your subscription and assign roles.

Note: When you add a new user, the new user receives a welcome email so they can validate their account and create a password. However, you can turn off the welcome email. Under [Subscription Summary](#), choose [Subscription Preferences](#) > [Disable Subscription Emails](#).

1. Click [Add Users](#).



2. Manually enter email addresses separated by commas, or import a list of user emails from a .csv file or a .txt file.



Add Users

Product Roles

Quality Trainer User

License Administrator

Language Preference

ADD USERS

3. Under **Product Roles**, select the role or roles to assign. When you add multiple users at the same time, the selected role is assigned to all users.

Only a Quality Trainer User

Can access Quality Trainer and their own progress data.

Only a License Administrator

Can access the Quality Trainer subscription and user management capabilities within the License Portal only.

Both a Quality Trainer User and a License Administrator

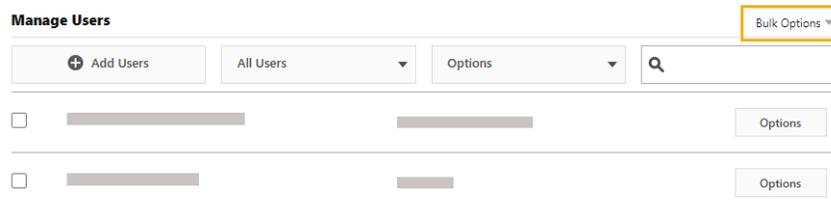
Can access all user management capabilities in the License Portal and Quality Trainer. This is the role assigned to the initial administrator associated with the subscription.

4. Click **Add Users**. New users receive a welcome email. Users without an account have a pending status until they create an account.

Remove users

Under **Manage Users**, you can remove multiple users at the same time by entering email addresses or importing a list.

1. Choose **Bulk Options** > **Remove Users**.



2. Manually enter email addresses separated by commas, or import a list of user emails from a .csv file or a .txt file.

3. Click **Remove Users**.

Manage Users in Quality Trainer

Group Administrators manage other users and track user progress in Quality Trainer. Group Administrators are both License Administrators and Quality Trainer Users with access to additional administrative capabilities in Quality Trainer. This role is typically held by continuous improvement team leaders, mentors, and others who track user progress.

As a Group Administrator, you can access your Quality Trainer subscription at www.minitab.com.

1. Go to www.minitab.com and open Quality Trainer from your Minitab account. For more information, go to [Open Quality Trainer from your Minitab account](#) on page 5.
2. For the Quality Trainer subscription that you want to manage, click **Open Web App**.
3. In Quality Trainer, click the **Management** tab.

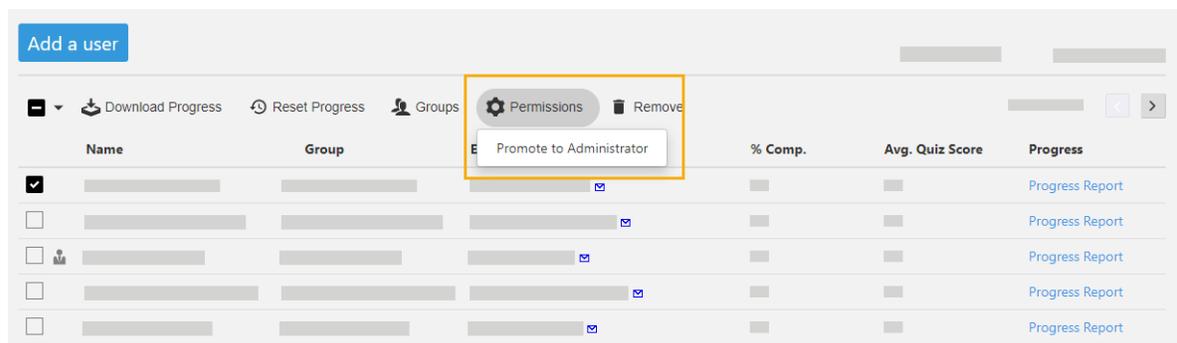


4. In the **Management** view, the user grid shows all current users associated with your subscription. From the user grid, you can take the following actions:
- [Manage permissions](#) on page 10
 - [Monitor progress](#) on page 10
 - [Manage groups](#) on page 11

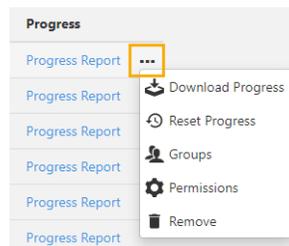
Manage permissions

From the user grid, select an individual user or a group of users to change permissions. The current permissions include:

- Promoting a user to a License Administrator. After a user is promoted to a License Administrator, they can only be demoted in the License Portal, not in Quality Trainer.
- Giving a user access to all users, progress data, and groups in your subscription.



Tip: You can also access permissions by hovering over a single user row and clicking the ellipsis  next to [Progress Report](#).



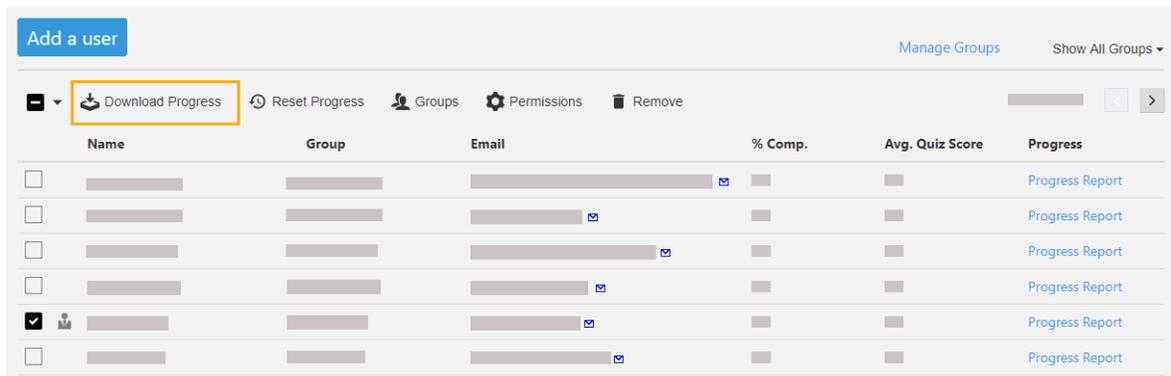
Monitor progress

From the user grid, you can see how much of the course each user has completed and their average quiz score based on their progress.

To monitor the progress of an individual user, click [Progress Report](#) in their user row.



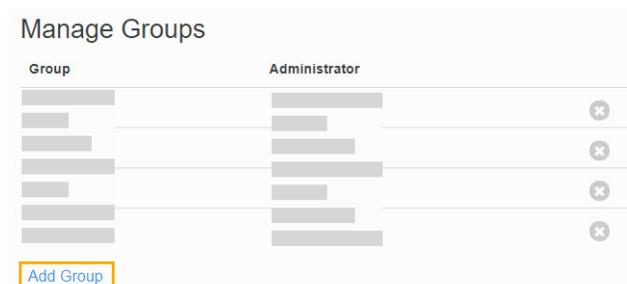
To monitor the progress of a group of users, you can download a progress report. A progress report is a .csv file that contains summarized progress data by chapter for a group of users. To download a progress report, select multiple users in the grid or filter the grid by group, then click [Download Progress](#).



Manage groups

From the user grid, you can organize your users into groups to help you manage users and track their progress.

1. To see a list of groups, click [Manage Groups](#).
2. To add a group, click [Add Group](#).



3. Add users to the group. You can assign a user to only one group. If you add a user who already belongs to a group to a new group, the user is removed from their current group and added to the new group.
4. (Optional) Assign an administrator to the group and click **Add**. You can assign a user as a Group Administrator to more than one group. You can change the Group Administrator at any time.

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