

Getting Started

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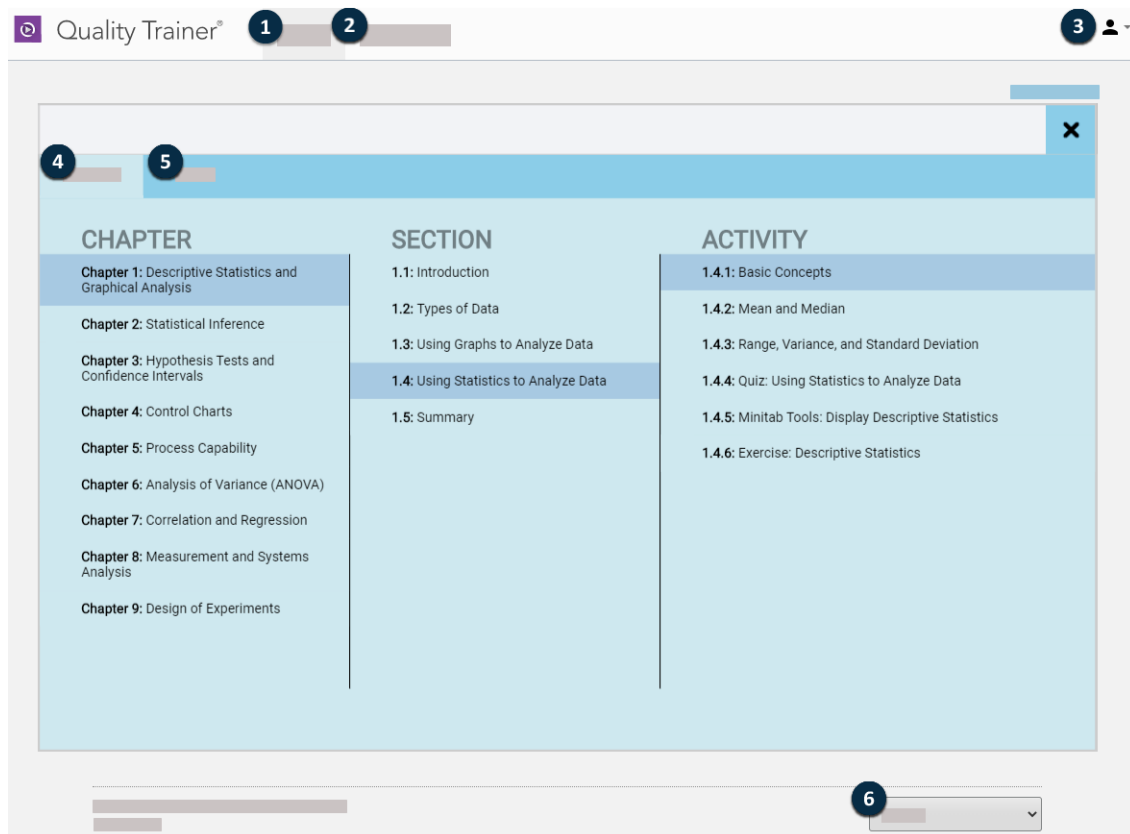
1. Getting Started for Users

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 **Products**, click **Quality Trainer**, then click **Open**.



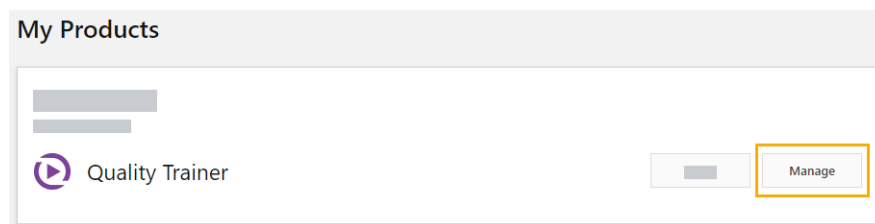
2. Getting Started for License and Group Administrators

Set up a subscription

License Administrators use the Minitab License Portal to set up 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**.

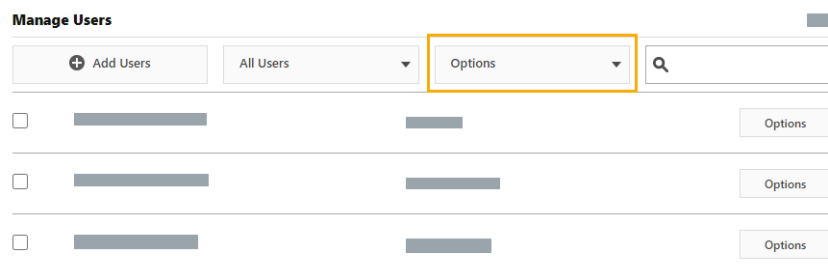


Manage users

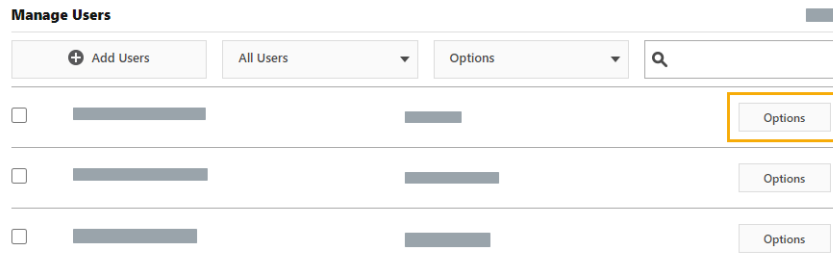
Under **Manage Users**, you can view all current users associated with your subscription. You can see which users are online and which users have not yet activated their subscription. You can also search for users by keywords or phrases and filter users by specific characteristics.

Select multiple users in the list and click **Options** to take any of the following actions:

- Resend the welcome email if an account is still pending activation.
- Update the user role to designate them as a Quality Trainer User and/or License Administrator.
- Remove the user role from the subscription.



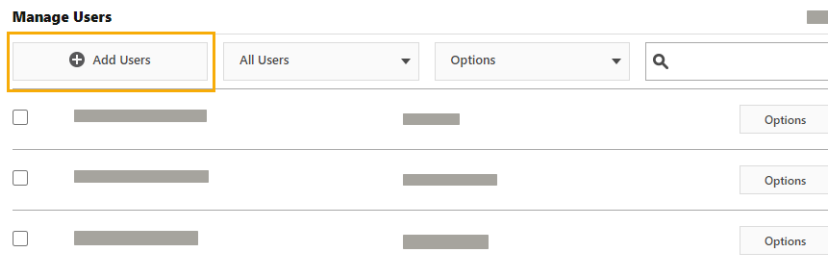
You can also click **Options** next to an individual user to view account details and change user roles.



Add users

Under **Manage Users**, you can add users to your subscription and assign roles.

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.

3. Under **Roles**, select whether a user is a **Quality Trainer User**, a **License Administrator**, or both.

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 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.

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**.

3. In Quality Trainer, click the **Management** tab.



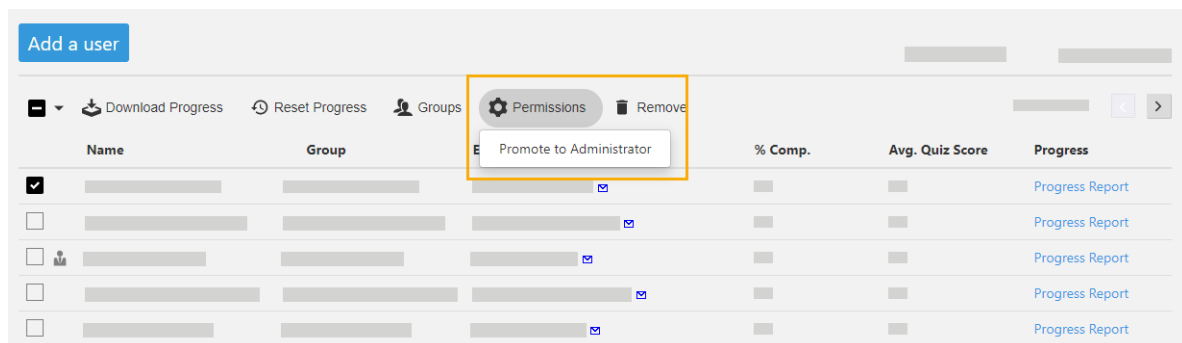
4. In the **Management** view, the user grid shows all current users associated with your subscription. From the user grid, you can take the following actions:

- [Manage permissions](#) on page 9
- [Monitor progress](#) on page 9
- [Manage groups](#) on page 10

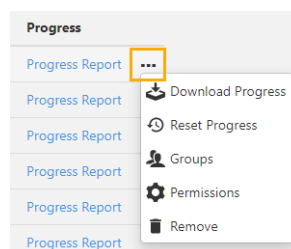
Manage permissions

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.



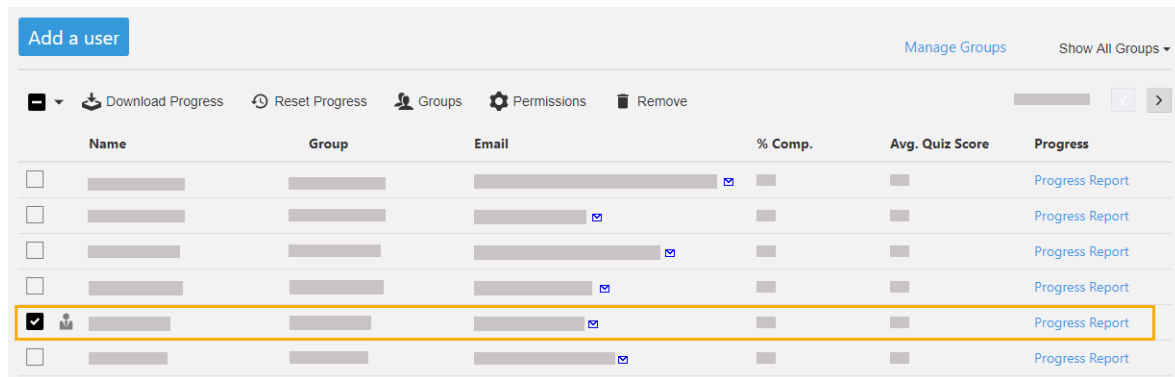
Tip: You can also access permissions by hovering over a single user row and clicking the ellipsis  next to [Progress Report](#).



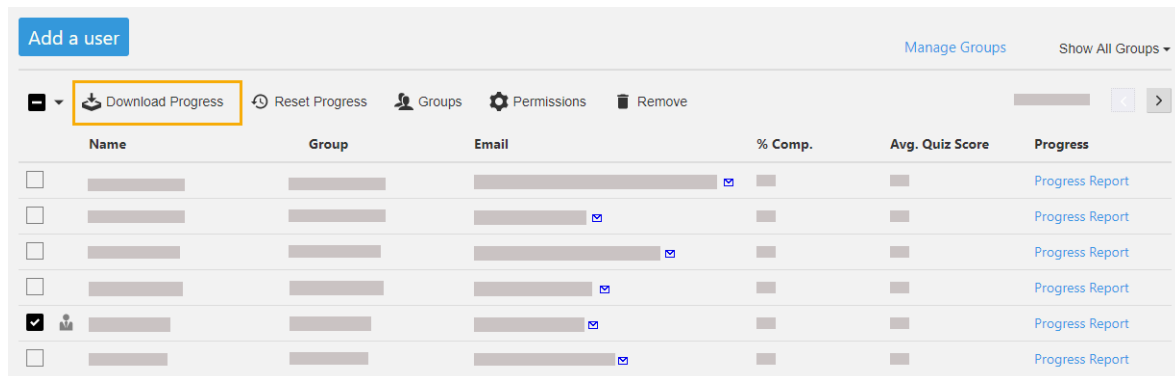
Monitor progress

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.



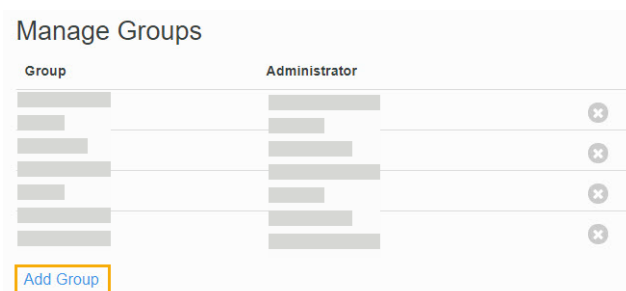
To monitor the progress of a group of users, you can download a progress report. A progress report is a .csv file that contains summarized progress data by chapter for a group of users. To download a progress report, select multiple users in the grid or filter the grid by group, then click [Download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



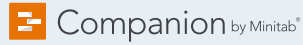
3. Add users to the group. You can assign a user to only one group. If you add a user who already belongs to a group to a new group, the user is removed from their current group and added to the new group.
4. (Optional) Assign an administrator to the group and click **Add**. You can assign a user as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

Minitab Our mission is to help people discover valuable insights in their data.

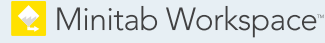
Minitab helps companies and institutions to spot trends, solve problems and discover valuable insights in data by delivering a comprehensive and best-in-class suite of data analysis and process improvement tools. Combined with unparalleled ease-of-use, Minitab makes it simpler than ever to get deep insights from data. Plus, a team of highly trained data analytic experts ensure that users get the most out of their analysis, enabling them to make better, faster and more accurate decisions.

For nearly 50 years, Minitab has helped organizations drive cost containment, enhance quality, boost customer satisfaction and increase effectiveness. Thousands of businesses and institutions worldwide use Minitab Statistical Software, Companion, and Quality Trainer to uncover flaws in their processes and improve them. In 2017, Minitab acquired Salford Systems, a leading provider of advanced analytics which delivers a suite of powerful data mining, predictive analytics and modeling capabilities. Unlock the value of your data with Minitab.

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