MINITAB EDUCATION HUB

Importing Quality Trainer® Users into the Hub

Welcome to the Minitab Education Hub!

This guide walks License Administrators through downloading a list of users from Quality Trainer and importing those users into *Quality Trainer in the Education Hub*, which is simply referred to as the "Hub". License Administrators also have the ability to manually update a user's progress for each Quality Trainer course in the Hub. These steps are detailed below.
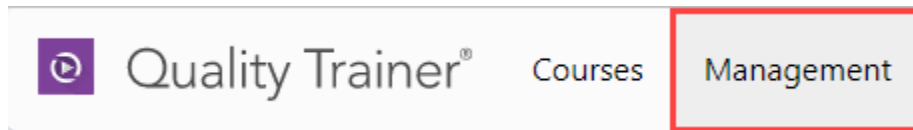
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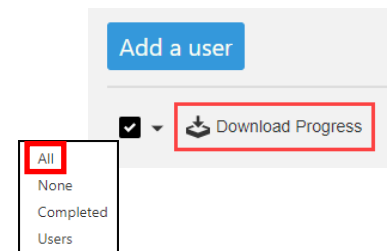
Download a Quality Trainer User List

Only License Administrators have the ability to download a list of user accounts from Quality Trainer and import the user list into Quality Trainer in the Hub.

1. Log into your **Quality Trainer** account at https://qualitytrainer.minitab.com.

2. Select the **Management** tab at the top of the screen.

3. Check the box at the top of the user list to select **ALL** users.

4. Click **Download Progress** to download all Quality Trainer users to a CSV.

Review the list of users to confirm who should have access to Quality Trainer in the Hub. Remove any users that should not have access.

IMPORTANT NOTE: If you are the License Administrator for the Education Hub, remove your user account from this spreadsheet. As a License Admin, you *already have access to the Hub*. If you import users and your License Admin account is imported into the Hub, your Admin access will be overwritten with basic user access, and you will lose all administrative functionality.

Import Users into the Hub

License Administrators have the ability to create new users (one at a time or in bulk), deactivate users, delete users and perform bulk edits. The steps below list how to bulk import users into the Hub. For steps on how to manually create one user at a time, please see the *License Admin Guide*, located on the License Admin Homepage in the Hub.

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

1. Edit the Quality Trainer user list, created during the steps above, to contain the following required fields:

|	A	B	C	D	E	F	G
1	Firstname	Lastname	Username	Email	Language	Branch Name	Level
2	Mary	Smith	mary.smith@example.com	mary.smith@example.com	english	Company Name	user

- List the user's **Firstname** in one column and the **Lastname** in another column.

- Create a new column for **Username**. Copy and paste all email addresses from the **Email** column into the Username column.

- Add a column for **Language** and populate with the desired language for each user.
    - Available Languages: English, French, Japanese, Portuguese BR, Simplified Chinese or Spanish

- Add a column for **Branch Name** and list your company name.
    - NOTE: This must be entered exactly as listed in the Hub. This can be seen under the Admin Menu (gear icon in the upper right corner) > Users. Click on the folder named External to view your company name.

- Add a column for **Level** and enter "user" for all users.

- Remove all remaining columns.
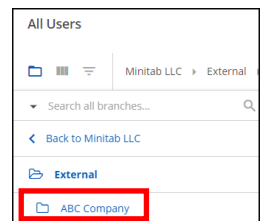
2. Inside the Hub, access the **Admin Menu** by clicking the **gear icon** in the upper right corner and selecting **Users**.
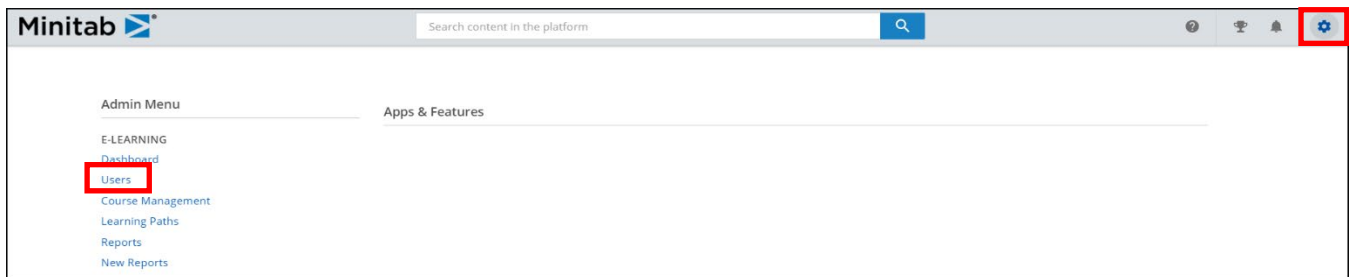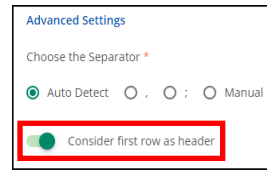

3. At the top of the **All Users** page, select the **Import & Manage** button, and click **Manage Users via CSV**.
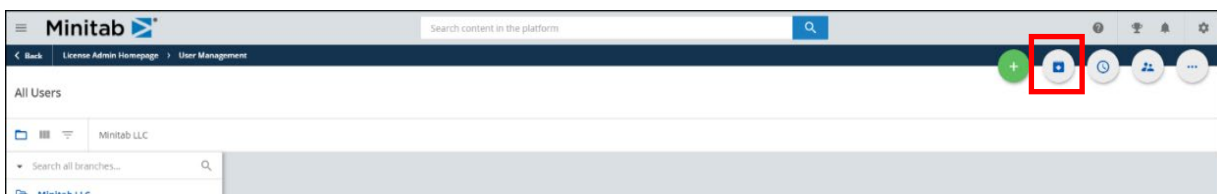

4. Select **Browse** to upload the completed Quality Trainer sheet to the Hub.

5. Once uploaded, press **Advanced Settings**.
   - Toggle "Consider first row as header" to on.

6. Press **Confirm** to advance to the import page.

7. The **Preview** section 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, in the preview area.
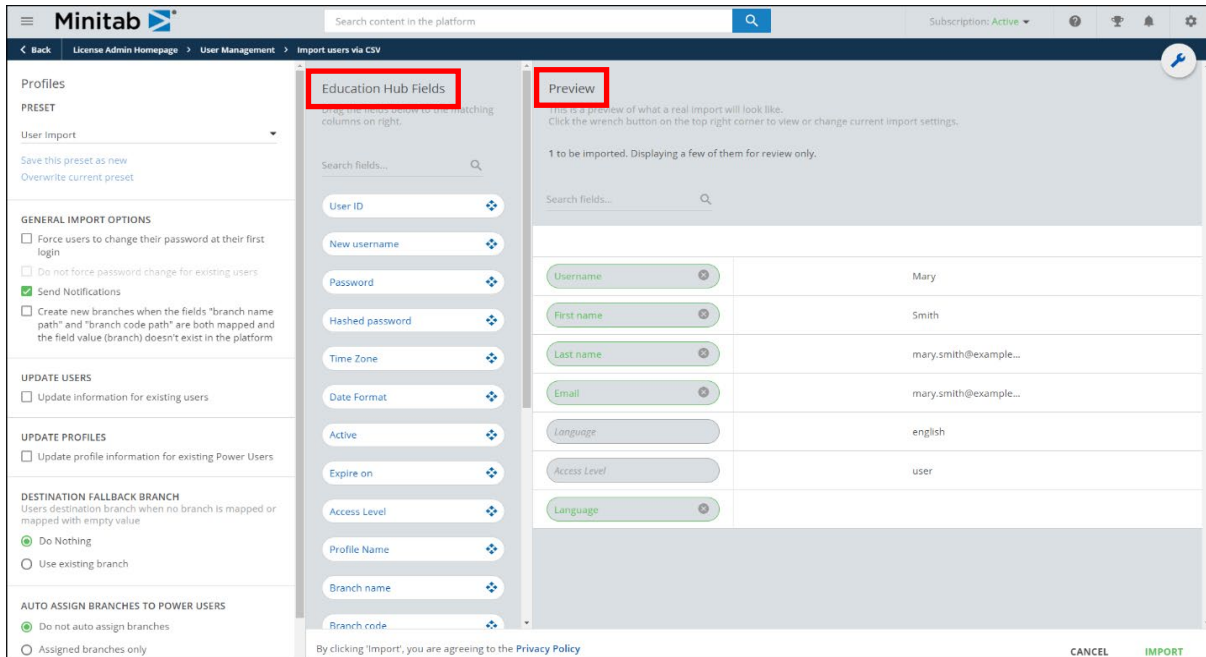
8. In the left panel, under the **General Import Options** section:

   - Check the **Send Notifications** box if you would like all imported users to receive a welcome email once the import is complete. If this option is not activated, users *will not receive an email* upon being imported.
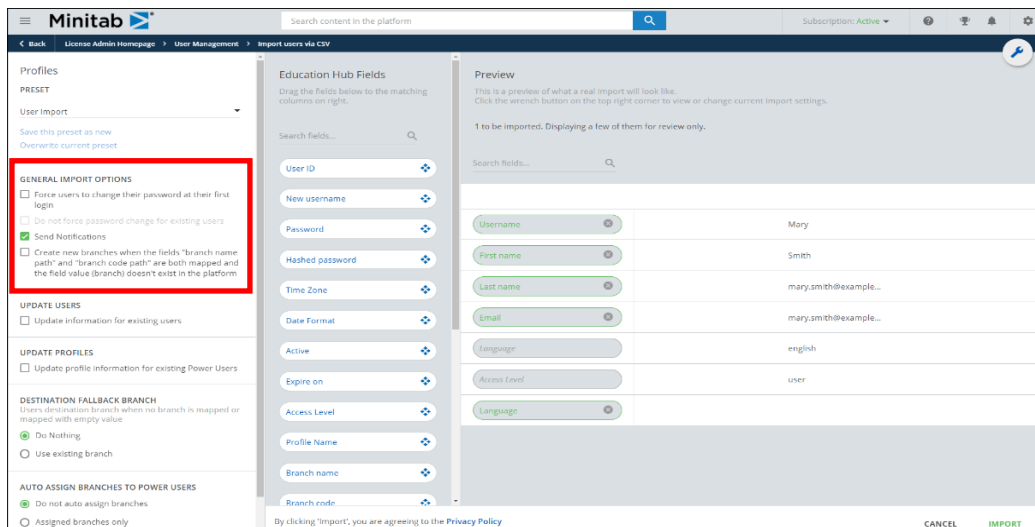
9. Once the Preview fields are mapped and the General Import Options are set, press **Import** at the bottom of the page. Confirm the details in the popup message that appears and click **Import Users**.
   - You may navigate away from this page while the import job runs in the background. If errors occur during import, an error file can be downloaded from the Admin Menu > Background Jobs.
   - All newly imported users will appear in the list of users on the User Management page.
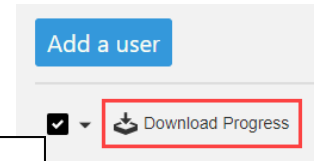
Download Quality Trainer Progress Data

Only License Administrators can export users and progress data from Quality Trainer. This data can be used to manually edit each user and each course to update progress in the Hub.

1. Log into your **Quality Trainer** account at https://qualitytrainer.minitab.com.

2. Select the **Management** tab at the top of the screen.
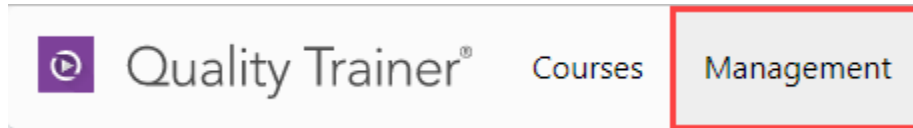
3. Check the box at the top of the user list to select **ALL** users.

4. Click **Download Progress** to download all Quality Trainer users to a CSV.

Edit Course Progress for Users in the Education Hub

License Administrators can edit each course to mark a user's status as complete, enter a completion date and the average quiz score. This is accomplished by editing one user at a time, in each course.

Please note that updating individual user progress is a manual process and cannot be completed via import.

1. Once users have been imported into the Hub, assigned a license, and enrolled in Learning Paths (for directions on any of these steps, please see the *License Admin Guide*, located on the License Admin Homepage in the Hub), access the **Admin Menu** by clicking the **gear icon** in the upper right corner and selecting **Course Management.**
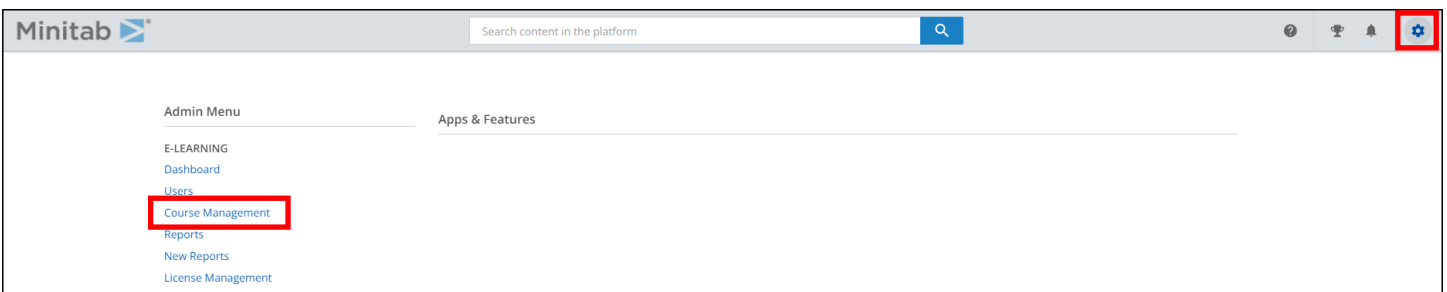
2. Click on the link under the **Enrollments** column for the desired course. This takes you to the list of users enrolled in this specific course.

3. From the **Enrollments** page, use the Search feature to find the user you want to edit, press the ellipsis button at the end of the user's row and select **Edit Enrollment**.
   - Refer to your Quality Trainer Progress Report to edit the following fields via the slide-out panel.
     - Change the **Enrollment Status** to Completed
     - Enter the **Completion Date**
     - Check **Set Score Manually** and enter in the **Final Score**

- Continue with the next user until all users have been edited for this course.

- Repeat these steps for users in other courses.