

Student Instruction

For Online Learning Activities

General Information

This instruction is a general guide for accessing QlikView e-learning courses/exercise materials and online assessments.

Please save or print this instruction so that you can easily come back to it later when needed.

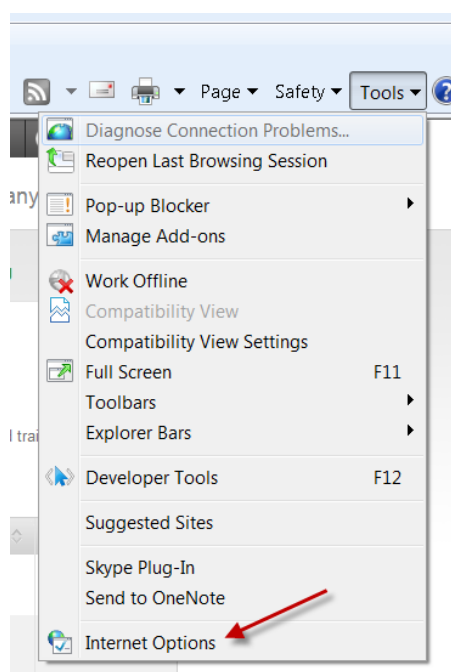
*Windows IE is our recommended browser.

*Please make sure the download feature is enabled in your computer and the pop-up blocker is turned off before you start to download exercise documents.

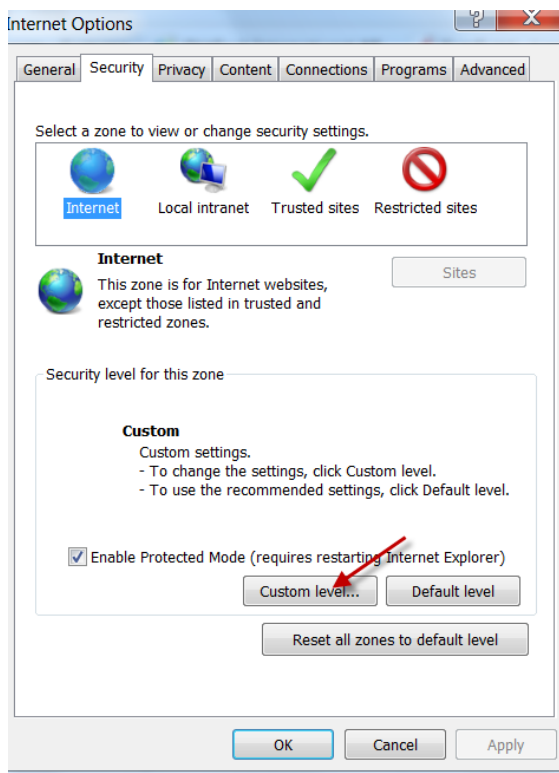
*We do not recommend you to cancel individual learning modules.

How to Enable Document Downloads

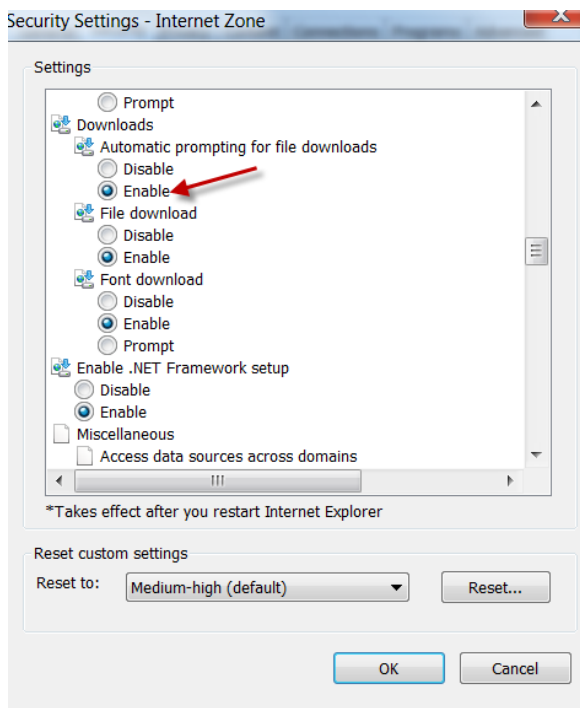
1. In the Menu bar, click on **Tools** and select **Internet Options**:



2. Go to **Security** and select **Custom level**:



3. Find **Downloads – Automatic prompting for file downloads**, have “**Enable**” ticked, and click **OK** to save the change:



How to Turn off Pop-up Blockers

You can choose one of the following solutions:

A) Turn off Pop-up Blocker:

1. Open Internet Explorer, and then click Internet Options on the Tools menu to open the Internet Properties dialog box.
2. Click the Privacy tab, and click to clear Block pop-ups to turn Pop-up Blocker off.

B) Add *.sumtotalsystems.com to the list of Trusted sites.

1. Launch Internet Explorer.
2. From the Tools menu, choose Internet Options.
3. Click the Security tab.
4. Select Trusted sites.
5. Click Sites.
6. Add *.sumtotalsystems.com to the Trusted sites zone.

C) Uncheck the option "Enable third-party browser extensions".

1. Launch Internet Explorer.
2. From the Tools menu, choose Internet Options.
3. Click the Advanced tab.
4. Under Browsing, uncheck/disable the option Enable third-party browser extensions
5. Click OK
6. Restart the IE browser for the change to take effect.

D) Disable all other pop-up blocking utility software (like Pop-up Blocker, Protected mode, etc.).

How to Restart a Completed Learning Activity

1. Launch the completed learning activity from **My Training – Class History**:

Class History

Course	Delivery	Dates	Location	Venue	Language	Complete
Application Training Pathway - Concur – Expense Tool Upgrades (4/5/2011)	OnDemand		Online		English	Launch
Application Training Pathway - SFDC and Chatter on your mobile? (4/6/2011)	OnDemand		Online		English	Launch
Build Your First QlikView Application Version 9 - English	OnDemand		Online		English	Launch
Designer Certification Version 10 - English	Certifications		Online		English	Yes Launch
Designer I Version 9 - English	OnDemand		Online		English	Launch

[View Fewer](#)

2. In the Learner portal, go to Learn – Training Schedule:

The screenshot shows the 'Learn' menu with 'Training Schedule' highlighted. Below the menu is a table of activities:

Name	Status	Date and Time	More Information	Required by Parent	Actions
Build Your First QlikView Application Version 9 - English	Attended		Summary Attempt History		
Online Course - Module: Build Your First QlikView Application Version 9 - Module 1 Process Overview - English	Attended		Summary Attempt History	Yes	
Online Course - Module: Build Your First QlikView Application Version 9 - Module 2 Load Data - English	Attended		Summary Attempt History	Yes	
Online Course - Module: Build Your First QlikView Application Version 9 - Module 3 Build the End-User Interface - English	Attended		Summary Attempt History	Yes	
Online Course - Module: Build Your First QlikView Application Version 9 - Module 4 Distributing QlikView Documents	Attended		Summary Attempt History	Yes	
Document: Build Your First QlikView Application Version 9 - Exercise Material	Attended		Summary Attempt History		

3. Change View to Completed activities:

The screenshot shows the 'Training Schedule' page. The 'View' dropdown menu is open, and 'Completed activities' is selected. The table below shows the activities in the 'Completed' view:

Name	Code	Region	Start Date	Status
Recorded Webinar: 20100903 FR Partner - Présenter QlikTech et QlikView	peopleenablementrecordings2010q3-frpartner-présenterrqliktechetqlikview-france-france-french-recordedwebinar			In progress
Online Course - Curriculum: Build Your First QlikView 10 Document - English	buildyourfirstqlikview10document-version10-global-all-english-learning			
Recorded Webinar: Corporate Pathway - Corporate Update Q1 2011 (3/3/2011)	peopleenablementrecordings2011q1-			In progress

4. Restart your completed learning activities (key word search is available):

The screenshot shows the 'Training Schedule' page with a search bar and a table of completed activities. The 'View' dropdown is set to 'Completed activities'.

Name	Code	Region	Start Date	Completed Date	Score	Grade	Completion Status	Status
Online Course - Module: Build Your First QlikView Application Version 9 - Module 2 Load Data - English of Build Your First QlikView Application Version 9 - English	buildyourfirstqlikviewapplication-module2loaddata-version9-english-learning		10/24/2010	10/24/2010			Attended	
Document: Build Your First QlikView Application Version 9 - Exercise Material of Build Your First QlikView Application Version 9 - English	buildyourfirstqlikviewapplication-exercisematerial-version9-english-learning		10/24/2010	10/24/2010			Attended	
Online Course - Module: Build Your First QlikView Application Version 9 - Module 1 Process Overview - English of Build Your First QlikView Application Version 9 - English	buildyourfirstqlikviewapplication-module1processoverview-version9-english-learning		10/24/2010	10/24/2010			Attended	
Online Course - Module: Build Your First QlikView Application Version 9 - Module 4 Distributing QlikView Documents of Build Your First QlikView Application Version 9 - English	buildyourfirstqlikviewapplication-module4distributingqlikviewdocuments-version9-english-learning		10/24/2010	10/24/2010			Attended	
Online Course - Module: Build Your First QlikView Application Version 9 - Module 3 Build the End-User Interface - English of Build Your First QlikView Application Version 9 - English	buildyourfirstqlikviewapplication-module3buildtheendusersinterface-version9-english-learning		10/24/2010	10/24/2010			Attended	