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.
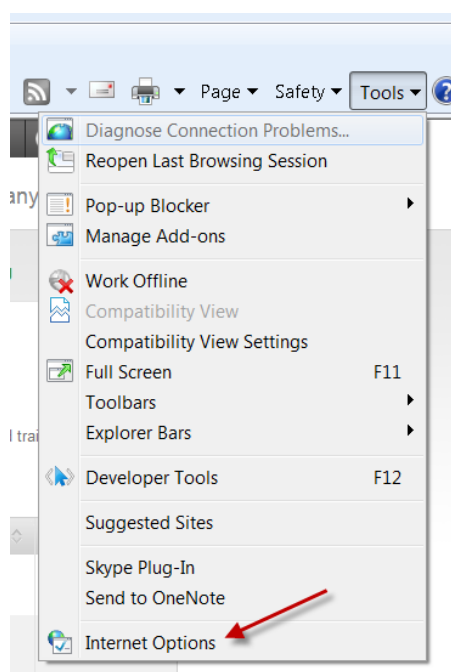
*Windows IE is our recommended browser.

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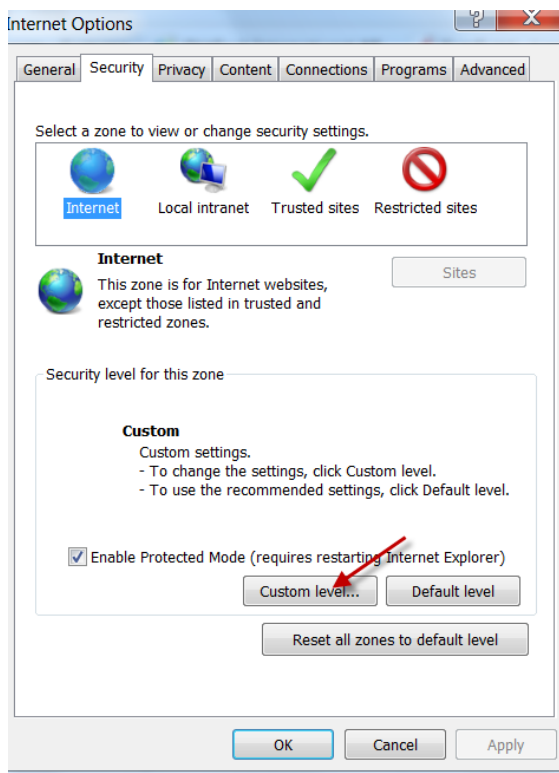
*We do not recommend you to cancel individual learning modules.

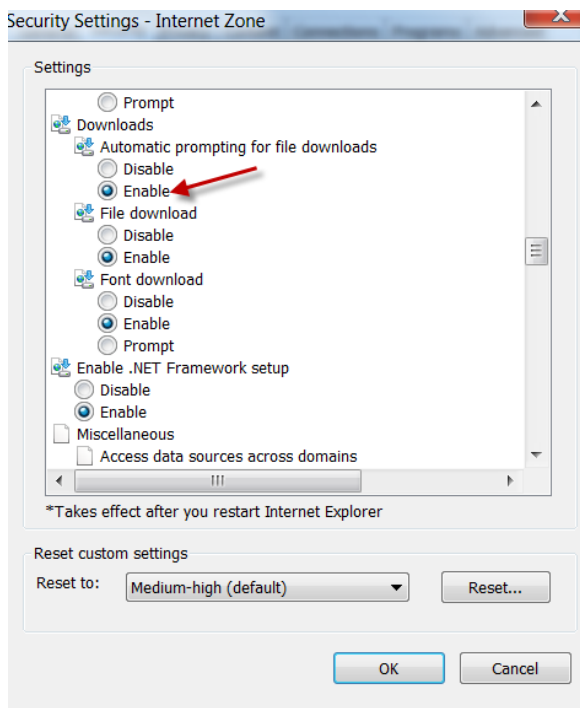### *How to Enable Document Downloads*

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 Trainining – 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**:

3. Change View to **Completed activities:**

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