

LearnQuest

Partner Operations Guide

Using the Partner Portal

Using the Student Portal

Country Code List

The Partner Portal

- 1. Download Course Outlines from LearnQuest.**
- 2. Download Upcoming Class Schedules from LearnQuest.**
- 3. Redirect visitors on your site to LearnQuest when they want to enroll in courses.**
- 4. Add your own classes (with their locations and instructors) to the LearnQuest web site.**
- 5. Add your students to LearnQuest classes.**
- 6. View schedules for your upcoming classes that are in the LearnQuest system as well as schedules for LearnQuest classes being taught by your instructors.**
- 7. View instructor evaluations for both your classes and for LearnQuest classes taught by your instructors.**

Logging into the Partner Portal

1. Open a browser window and go to <https://www.learnquest.com>

In the upper right corner, click the Login link.



2. On the Login page, enter your username and password.

The username is NOT case sensitive. The password is case sensitive.

Log In

Please enter your Username and Password

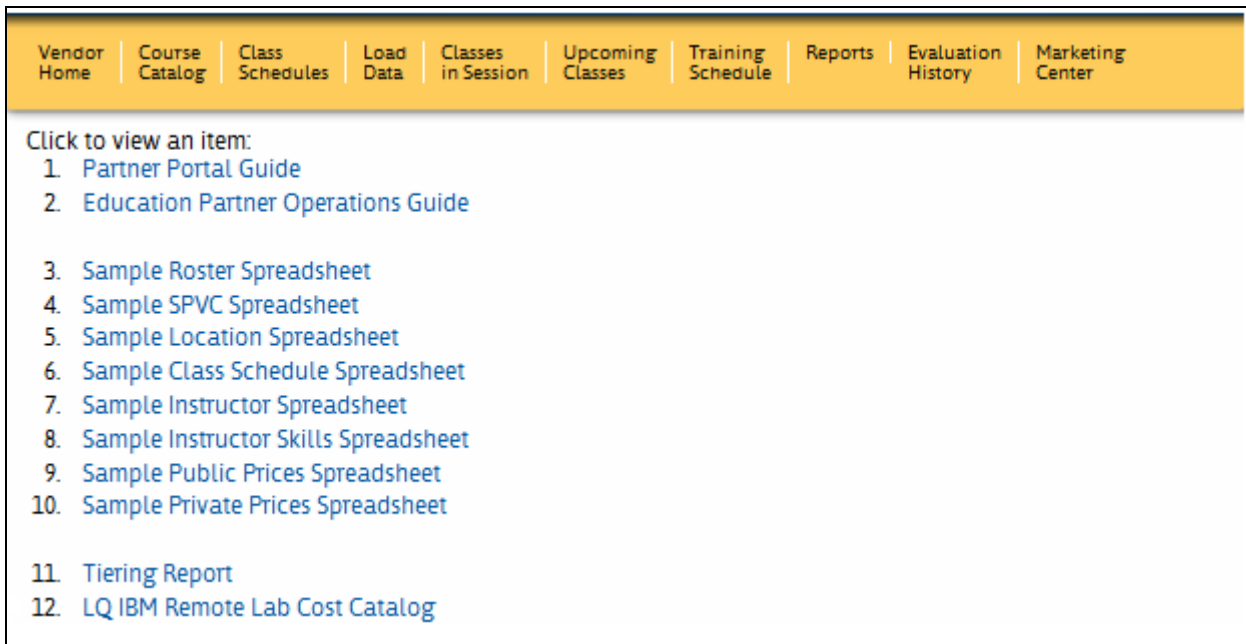
Username/Userid:

Password:

Submit Request

The Partner Portal

1. Once you are logged in successfully, you will be viewing the Partner Home Page



2. The actual home page will contain links to documents that you will need as a LearnQuest Training Partner.
 - The Partner Portal Guide, which you are reading at this moment, is often updated with new information.
 - The Education Partner Operations Guide describes the business requirements
 - Sample Spreadsheets are used to upload data to LearnQuest
 - The Tiering Report shows IBM courses that can be advertised and scheduled along with their scheduling "tier".
 - The LQ IBM Remote Lab Cost Catalog shows the cost of reserving an IRLP lab when conducting classes.

LearnQuest Partner Portal User Guide

3. The menu area contains links to pages you will need to use as a LearnQuest partner.
4. You will see only the menu items that are needed for your Partner role. In other words, you may or may not see all the menu items shown above.

Menu Option Overview

1. **Course Catalog** permits downloading Course Outlines from the LearnQuest web site so that you can then upload the course outlines to your system and display them on your web site.

Two formats are available, CSV and Excel. You can choose the option that most suits your processing needs.

2. **Class Schedules** permits downloading the LearnQuest upcoming class schedule so that you can then upload the schedule to your system and display the schedules on your web site.

Again, two formats are available, CSV and Excel. You can choose the option that most suits your processing needs.

3. **Load Data** gives you the ability to load your class information into the LearnQuest system, some of which will be displayed on the LearnQuest and IBM web sites. All of the loads are accomplished using data in Excel Workbooks.

- Classroom Locations
- Instructors and Instructor Skills
- Classes that you are delivering

Additionally, the Load Data function is used to

- Add your students to the rosters of any public class.
- Purchase IBM Self Paced Virtual Classes (SPVCs).
- Publish your course prices (restrictions apply).

4. **Classes in Session** displays your classes that are running today.

Two types of classes will display on this page:

- LearnQuest classes which one of your instructors is delivering
- Your own classes that you have uploaded to LearnQuest

5. **Upcoming Classes** displays a list of your classes in a given date range.

From the displayed list of classes, you can download courseware, reserve IRLP labs and request instructor prep materials and workstations.

6. **Training Schedule** displays a list of your classes in a given date range.

This display is organized by week to make planning easier and can be used for the same functions available under Upcoming classes.

7. **Reports** allows you to request lists of Students you have enrolled in LearnQuest public classes, Students that LearnQuest has enrolled in your classes, and SPVC transactions that you have initiated.

8. **Evaluation History** displays a list of your classes in a given date range along with the students' evaluations of the Instructor, Course and Workshops on a scale from 1(lowest) to 5(highest).

9. **Marketing Center** contains logos and other marketing related materials.

Course Catalog

Download Course Catalog	
Catalog	<input type="radio"/> LearnQuest <input checked="" type="radio"/> IBM <input type="radio"/> All
Testing Limit	<input type="radio"/> All <input type="radio"/> 5 <input checked="" type="radio"/> 50 <input type="radio"/> 100
Modality	<input type="radio"/> ILT <input type="radio"/> Self-Paced <input checked="" type="radio"/> All
Download Format	<input type="radio"/> Screen <input checked="" type="radio"/> Excel <input type="radio"/> CSV
Scheduled Only	<input type="radio"/> Yes <input checked="" type="radio"/> NA
Show Outline	<input checked="" type="radio"/> Yes <input type="radio"/> No
Inactive Courses	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Category Information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Course Keywords	<input type="text"/>
Categories	<input type="text"/>
Specific Courses	<input type="text"/> Enter comma separated list of course numbers on each line
Country	All <input type="button" value="v"/>
<input type="button" value="Process"/>	
Click here to display automated Download instructions	

1. Catalog:

- LearnQuest: downloads our courses only
- IBM: downloads IBM courses only
- All: downloads both IBM and LearnQuest courses

2. Testing Limit:

- All: displays all courses that meet the selection criteria.
- 5,50,100: stops the display at the indicated number of courses. This is handy for testing purposes.

3. Modality:

ILT: Instructor led courses (both on-site and virtual)

Self-Paced: IBM SPVC and WBT courses

All: Both types of delivery

4. Download Format:

- Screen: catalog is displayed on your monitor.
- Excel: the catalog is downloaded as an Excel spreadsheet
- CSV: the catalog is downloaded as tab separated text file. All CRLF's are changed to "\n" to ease programming tasks.

5. Scheduled Only:

- Yes: Download only those courses on the upcoming class schedule.

6. Show Outline:

- Yes: Includes this course information: Description, Objectives, Audience, PreRequisites, Duration and Topics
- No: Does not include the above information.

7. Inactive Courses:

- Yes: Download all courses even those no longer available. This adds a column to the output titled "Inactive".
- No: Download only courses that are available

8. Show Category Information:

- Yes: Displays the category and subcategory in which a course belongs.
- No: Does not display the category and subcategory information.

9. Course Keywords are used to filter the download by words in the course title.
 - For example, entering "cognos report studio" would display all courses with all three words in the title.
10. Categories are used to filter based on the category in which a course belongs.
11. Specific Courses:
 - One or more course numbers can be entered on each line, separate from one another by commas to download only the indicated courses.
12. Country:
 - Download only those courses that have outlines for the selected country.

Course Catalog Output

1. Course Number
2. Inactive **
3. Course Name
4. Price (Public per student)
5. Please note: this is the regular public price for the course before any LearnQuest promotional rates have been applied.
6. Private Price (Private per Class)
7. Currency
8. Country
9. Description *
10. Objectives*
11. Audience*
12. PreRequisites*
13. Duration*
14. Topics*

* Not shown when Show Outline is No.

** Not shown when Inactive Courses is No.

Course Catalog Sample Output

1. When Screen is the Download Format, you will see this page:

EXCEL TEXT

	Course Number	Course Name	Country
1.	ACER-100	Working with Actuate e.Report Designer Professional Version 8	United States
2.	ACER-105	Developing Customized Reports Using Actuate e.Report Designer Professional v8	United States
3.	AGNO-240	Agile Workshop	United States
4.	AGNO-246	Becoming an Agile Product Owner	United States
5.	AGNO-247	Certified Scrum Product Owner	United States

2. When Excel is the Download Format, you will see this page (when using Internet Explorer).



The Excel file name is timestamped so you can keep multiple versions.

Click Open to view the course catalog information.

Click Save or Save As (shown when down arrow is clicked) .

3. When CSV is the Download Format, you will see the same page as above (when using Internet Explorer).

When the file is opened, the data will be displayed as tab separated text.

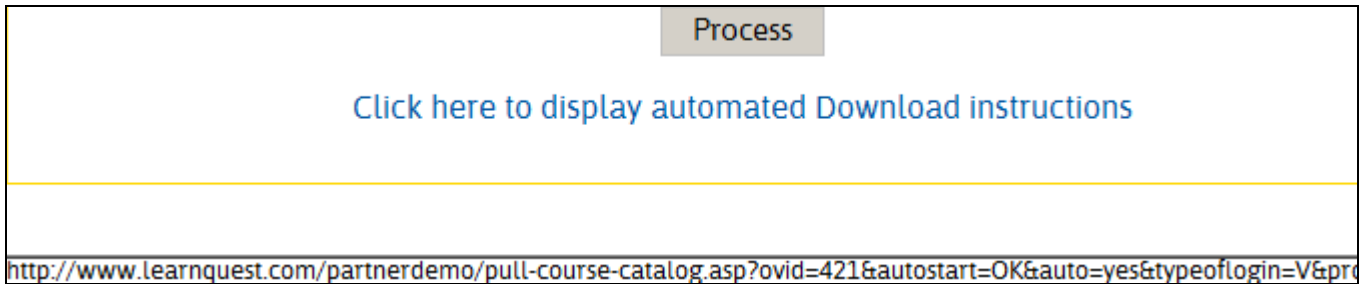
	Course Number	Course Name	Country
1.	ACER-100	Working with Actuate e.Report Designer Professional Ve	
2.	ACER-105	Developing Customized Reports Using Actuate e.Report D	
3.	AGNO-240	Agile Workshop	United States
4.	AGNO-246	Becoming an Agile Product Owner	United States
5.	AGNO-247	Certified Scrum Product Owner	United States
6.	AGNO-250	Agile Overview	United States
7.	AGNO-265	ScrumMasters - How to Run a Sprint	United States
8.	AGNO-270	Agile Testing	United States

Automated Course Catalog Download

1. The Course Catalog can be downloaded without accessing the partner portal using a URL like this: (obviously, it must be on one line.)

```
http://www.learnquest.com/pull-course-catalog.asp  
?ovid=12&autostart=OK&auto=yes&typeoflogin=V&process=y
```

2. In order to generate the URL, select the proper options on the Download Course Catalog page and click the link that reads "Click here to display automated download instructions".



3. Every time this link is clicked, the current options are read and the corresponding URL is built and displayed.

Class Schedule

Download Class Schedule	
End Date After	<input type="text"/> <input type="text"/> <input type="text"/>
End Date Before	<input type="text"/> <input type="text"/> <input type="text"/>
Testing Limit	<input type="radio"/> All <input type="radio"/> 5 <input checked="" type="radio"/> 50 <input type="radio"/> 100
Status	<input checked="" type="radio"/> All <input type="radio"/> Available
Catalog	<input type="radio"/> LearnQuest <input checked="" type="radio"/> IBM <input type="radio"/> All
Download Format	<input checked="" type="radio"/> Screen <input type="radio"/> Excel <input type="radio"/> CSV
Show Category Information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Street Address	<input checked="" type="radio"/> Yes <input type="radio"/> No
Keywords	<input type="text"/>
Categories	<input type="text"/>
Country	All <input type="text"/>
<input type="button" value="Process"/>	
Click here to display automated Download instructions And URLs to your co-branded LQ web site	

1. End Date After: Limits download to classes with an ending date equal to or later than this date. Defaults to today's date.
2. End Date Before: Limits download to classes with an ending date equal to or less than this date. Defaults to the End Date After plus 6 months.
3. Testing Limit:
 - All: displays all classes that meet the selection criteria.
 - 5,50,100: stops the display at the indicated number of classes. This is handy for testing purposes.

4. Status:
 - All: displays available and cancelled classes.
 - Available: does not display cancelled classes.
5. Catalog:
 - LearnQuest: downloads our classes only
 - IBM: downloads IBM classes only
 - All: downloads both IBM and LearnQuest classes
6. Download Format:
 - Screen: class schedule is displayed on your monitor.
 - Excel: the class schedule is downloaded as an Excel spreadsheet
 - CSV: the class schedule is downloaded as tab separated text file. All CRLF's are changed to "\n" to ease programming tasks.
7. Show Category Information:
 - Yes: Displays the category and subcategory in which a course belongs.
 - No: Does not display the category and subcategory information.
8. Show Street Address
 - Yes: Displays the full address for On site classes.
 - No: Does not display the full address.

9. Keywords are used to filter the download by words in the course title.
 - For example, entering "cognos report studio" would display all classes for courses with all three words in the title.
10. Categories are used to filter based on the category in which a course belongs.
11. Country:
 - Download only those classes schedule for the selected country.

Class Schedule Output

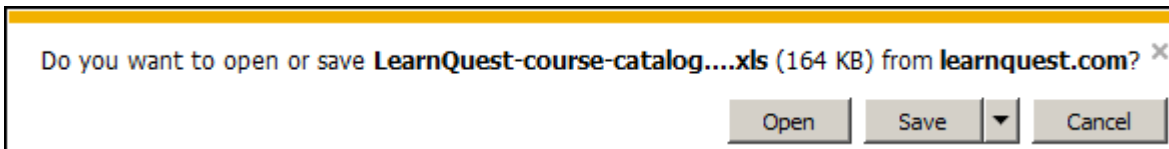
ClassId	The LearnQuest unique identifier for each scheduled class
GTR	y indicates the class is guaranteed to run
Start Date	
End Date	
Start Time	
End Time	
Price	
Currency	
LQ Status	
Course Number	
Course Name	
Enrolled	
Location Name	
Location City	
Location Country	

Class Schedule Sample Output

1. When Screen is the Download Format, you will see this page:

	ClassId	GTR	Start Date	End Date	Start Time	End Time	Price	LQ Status	Course Number	
1.	68026		08/19/2013	08/21/2013	10AM ET	5PM ET	1,950 US Dollar	Cancelled	BAC5-100	Introduc
2.	64320		08/19/2013	08/23/2013	10:00AM ET	5:00PM ET	2,750 US Dollar	Cancelled	EJF-675	Essential
3.	68055		08/19/2013	08/21/2013	10AM ET	5PM ET	1,950 US Dollar	Cancelled	EJSE-125	Securing
4.	68069		08/19/2013	08/20/2013	10AM ET	5PM ET	1,300 US Dollar	Cancelled	JQRY-100	jQuery
5.	68082		08/19/2013	08/23/2013	10AM ET	5PM ET	2,500 US Dollar	Cancelled	MOC-10265	Develop

2. When Excel is the Download Format, you will see this page (when using Internet Explorer).



The Excel file name is timestamped so you can keep multiple versions.

Click Open to view the scheduled class information.

Click Save or Save As (shown when down arrow is clicked) .

3. When CSV is the Download Format, you will see the same page as above (when using Internet Explorer).
4. When the file is opened, the data will be displayed as tab separated text. All CRLF's are changed to "\n" to ease programming tasks.

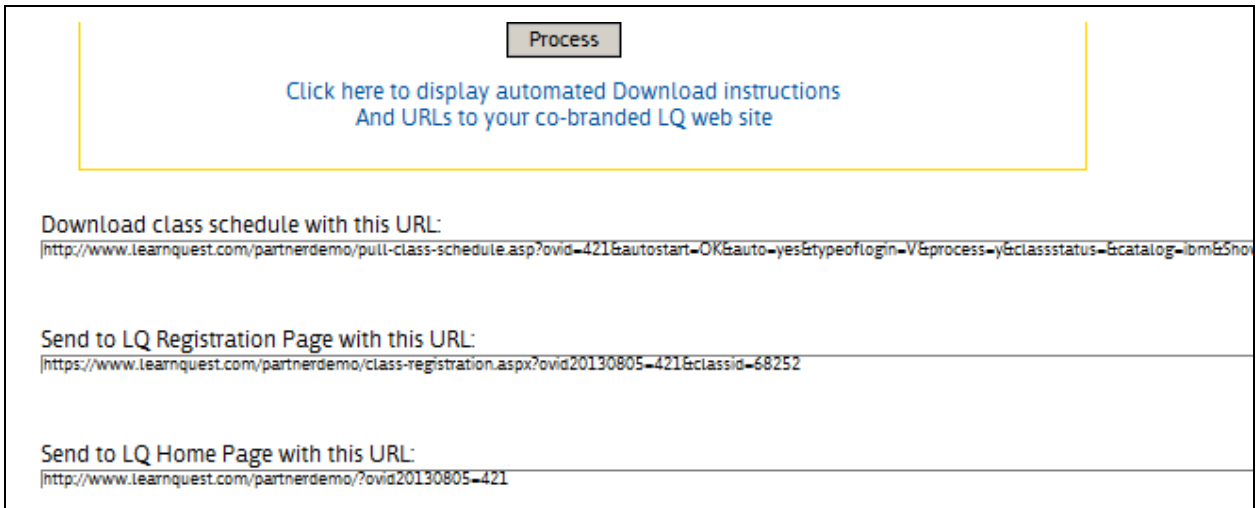
	Course Number	Course Name	Country	Description	Objectives	Audienc
1.	ACER-100	Working with Actuate e.Report Designer Professional Version 8	U			
2.	ACER-105	Developing Customized Reports Using Actuate e.Report Designer Pa				
3.	AGNO-240	Agile Workshop	United States	This Agile workshop will teach pa		
4.	AGNO-246	Becoming an Agile Product Owner	United States	This Becoming an		
5.	AGNO-247	Certified Scrum Product Owner	United States	This Certified Scru		

Automated Class Schedule Download

1. The class schedule can be downloaded without accessing these pages using this type of URL (obviously, it must be on one line.)

`http://www.learnquest.com/pull-class-schedule.asp
?ovid=123456&autostart=OK&auto=yes&typeoflogin=V&process=y`

2. In order to generate the URL, select the proper options on the Download Class Schedule page and click the link that reads "Click here to display automated download instructions".



The screenshot shows a web interface with a button labeled "Process" at the top. Below the button is a blue link that says "Click here to display automated Download instructions And URLs to your co-branded LQ web site". Underneath this link, there are three sections, each with a label and a corresponding URL:

- Download class schedule with this URL:**
`http://www.learnquest.com/partnerdemo/pull-class-schedule.asp?ovid=421&autostart=OK&auto=yes&typeoflogin=V&process=y&classstatus=&catalog=lbm&show`
- Send to LQ Registration Page with this URL:**
`https://www.learnquest.com/partnerdemo/class-registration.aspx?ovid20130805=421&classid=68252`
- Send to LQ Home Page with this URL:**
`http://www.learnquest.com/partnerdemo/?ovid20130805=421`

3. Every time this link is clicked, the current options are read and the corresponding URL is built and displayed.

Registering for a Scheduled Class

You most likely will download a class schedule and course catalog to display this information on your own web site.

When a visitor to YOUR site wants to enroll in a scheduled class, you will have three choices:

1. Collect the student information on your web site.

When this method is used, you have 2 alternative ways to let LearnQuest know the student has enrolled.

- a. Load the student information to the LearnQuest system which is described in the Loading Roster information section of this manual.

Using this method means you will be billed for this student when the class is run.

- b. Login into the Partner Portal, find the LearnQuest registration page for the class and enter the student's information.

Using this method means you must pay LearnQuest the tuition less your commission at the time of registration.

2. Link your class schedule to the class registration page on the LearnQuest web site.

When this method is used, the student will click a link on your site which will open the Class Registration page on the LearnQuest site.

Linking to the LearnQuest web site

1. Use this URL to open the class registration page on the LearnQuest web site:

`http://www.learnquest.com/class-registration.aspx
?ovid20130805=584&classid=68252`

`ovid20130805=` Your Partner/Vendor Id

`classid=` The classid value from the class schedule download

2. This is the page your visitor will see on the LearnQuest site.

Your company logo will be displayed on the right side of every page your visitor views.

When the registration form is fully completed, the student's enrollment in the class will indicate the registration originated from YOUR web site.

United States [Change] 877-206-0106 Search Courses Go

IT Training Business Training Vendor Training Learning Design Why LearnQuest Resources Request for Information Login

Home > Public Class Schedule > Register

Class Registration

Course Name: Cognos 10.1 Report Studio Advanced
Course Number: RGCO-475
Date: 09/03/13-09/04/13
Time: 10AM to 5PM
Location: Virtual Classroom
Tuition: \$1,300.00

Billing Information
* Indicates required fields.

* First Name: * Last Name:

Your Logo Here

LearnQuest Selected as IBM Global Training Provider
[Click here to read LearnQuest's announcement](#)

IT Training Companies Watch List 2012

LearnQuest Named to "2012 IT Training Companies Watch List!"

Free Webinars
LearnQuest offers a series of complimentary webinars on a variety of topics.

3. You can link a visitor from your web site to any page on the LearnQuest web site and, be credited with any enrollments and/or e-Learning purchases.
4. Identify the page and include ovid20130805= your Partner Number (as described above).

For example, this link takes a visitor to the LearnQuest class schedule page, filtered by Cognos classes in the United States.

```
http://www.learnquest.com/schedule-custom.aspx  
?ovid20130805=584  
&build-schedule=y  
&country=united%20states  
&coursekeywords=cognos
```

If a visitor follows this link and enrolls in a class, you will be credited with the registration.

If you need assistance creating this type of customized link, please notify your LearnQuest representative and they will work with you to make it happen.

Load Data

1. This menu item is used to upload scheduled classes, instructors, students, training locations, SPVC sales and Public pricing information to LearnQuest.
2. All information is submitted on Excel spreadsheets as described on the following pages.

The spreadsheets must contain the correct column names and tab names.

To make your life easier, you can download sample Excel workbooks from the Vendor Home page.

3. Click the Browse button below, locate the spreadsheet, click Open and then click Continue.

Your spreadsheet must have one and only one of the following tabs:

1. Roster
2. SPVC sales
3. Locations
4. ClassSchedule
5. Instructor
6. Instructor Skills
7. PublicPrices

Excel file to process:

4. After the file is processed, an Excel file will be returned showing errors or showing that updating was completed.
Updating will not take place if one error is found on any line in the spreadsheet.
5. A description of each load function is on the following pages.
6. **Please note, in order to add students to our rosters and also to purchase an SPVC, the student's email address must be supplied.**

If you do not want your students to receive emails from LearnQuest or IBM, your account executive can redirect all emails being sent to your students to an email address of your choosing.

Load Class Schedules

- This option is used to add, update or cancel your classes that are stored on LearnQuest.

Public classes will be displayed on the LearnQuest and IBM web sites.

Private classes **will not be displayed** on the LearnQuest and IBM web sites.

- To process a scheduled class, there must be a ClassSchedule tab in the Excel file.

1	Country	Location	Start_Date	End_Date	Duration	Start_Time	End_Time	Course	Instructor	Vendor_ID	Public_Private	status
2	United Sta	Philly 20130817A	8/19/2013	8/23/2013	5	10AM	6PM	B5159		20130817A	public	
3	United Sta	Philly 20130817A	8/26/2013	8/29/2013	4	10AM	6PM	B5158	bill.polec@	20130817E	private	
4	United Sta	Bala 20130817A	10/19/2013	10/23/2013	5	9:00AM	5PM	B5158		20130817C	private	
5	United Sta	Philly 20130817A	9/30/2013	10/1/2013	2	10:00AM	17:00	RGCO-476		20130817C	public	

- The columns in the spreadsheet contain the following information.

Country	Country where the class is being held
Location	Name of the training facility. (described later)
Start_Date	The first day of class
End_Date	The last day of class
Duration	The number of days
Start_Time	
End_Time	
Course	Course number being scheduled
Instructor	Instructor's Email address
Vendor_ClassId	Your unique identifier for this class.
Public_Private	Public to show on the LearnQuest and IBM web sites Private to not show
Status	Blank for available Cancelled to cancel the class
Language	Language in which the class is conducted
Stay Open	y means this class will not be cancelled automatically 14 days before the start date when there are no enrollments
GTR	y means this class will display with the Guaranteed to Run indicator

4. The location must be one of your training facilities.
Public classes must use one of your "Protected" training locations.
Private classes can use any of your training locations.
5. The start and end dates must be valid dates.
6. The course must be a valid course in the LearnQuest catalog and, it must be available in the specified Country.
7. The instructor is optional. If supplied, it must be the email address of one of your instructors that was supplied on the Load Instructor spreadsheet (described a bit later in this document).
8. Status is optional. The only valid value is "Cancelled".
9. If all of your input passes all of the validity checks, then all the updates will take place.

If any of your input fails any of the validity checks, then NONE of the updates will take place.

10. An Excel file will be returned at the end of processing.

If the updates took place, the file will look as follows.

	B	C	D	E	F	G
1	MessageArea	Country	Location	Start_Date	End_Date	Durati
2	Added	United States	Philly	8/19/2013	8/23/2013	
3	Added	United States	Bala	8/19/2013	8/22/2013	
4	Added	United States	Philly	8/19/2013	8/23/2013	
5	Added	United States	Philly	9/30/2013	10/1/2013	

If an error was detected, the file will look as follows. Correct the error and process the entire file again.

	A	B	C	D	E	F	G
1	classscheduleid	MessageArea	Country	Location	Start_Date	End_Date	Dura
2	1	Location cannot be used for public classe	United States	Philly	8/19/2013	8/23/2013	
3	2		United States	Philly	8/19/2013	8/22/2013	
4	3	Location cannot be used for public classe	United States	Philly	8/19/2013	8/23/2013	
5	4	Location cannot be used for public classe	United States	Bala	9/30/2013	10/1/2013	

PLEASE NOTE: A MAXIMUM OF 500 CLASSES CAN BE UPLOADED ON ONE SPREADSHEET.

Load Rosters

1. This option is used to add, update or cancel student enrollments on the LearnQuest system.

This option is only needed when you process student class registrations instead of sending students to the LearnQuest web site to register.

2. To upload roster information, there must be a Roster tab in the Excel file.

	A	B	C	D	E	F	G	H	I
1	lq_classid	Vendor_ClassId	Course	start_date	last_name	first_name	email_address	status	Countr
2									
3		20130817A	b5159	8/19/2013	Smith123	Joe	joe.smith@someplace.com		US
4									
5		20130817D	RGCO-476	9/30/2013	Smith20130817	Joe	joe.smith20130817@someplace.com		US
6		20130817D	RGCO-476	9/30/2013	Smith20130817	Joe	joe.smith20130817@someplace.com		US
7	46158		RGCO-476	8/6/2012	Baker	Betty	b.baker@abc.com	cancelled	US
8									
9		20130817D	RGCO-476	9/30/2013	Baker20130817	Joe	joe.baker20130817@someplace.com		US
10									
11	46158		RGCO-476	8/6/2012	Charlie	C	charlie.c@def.com		US
12									

3. The columns in the spreadsheet contain the following information.

LQ_ClassId	If this class is not one of yours, this number is from the Class Schedule download.
Vendor_ClassId	If this class is one of yours, this is your unique class identifier that was supplied when the class was scheduled
Course	This is the Course number in which the student is enrolling.
Start_Date	This is the first day of the class in which the student is enrolling. The course and start_date are used to ensure there are no errors.
Last_Name, First_name	
Email_Address	Student's email (this is the key to our system).
Status	Cancelled or blank
Country	This is the STUDENT's country of residence. This is NOT THE COUNTRY WHERE THE COURSE IS BEING HELD. See Appendix for a list of valid Country codes.

LearnQuest Partner Portal User Guide

Discount Information:

Ed_Pack_Number	IBM Educational Package Account Number
Membership_Number	IBM membership number
Membership_Level	IBM membership level (Advanced, Premium etc)
User_Group	IBM user group
Promo_Code	Special discount promo code

4. The LQ_ClassId or Vendor_ClassId, Course and Start_Date combination must be valid.
5. The Last_Name and First_Name are required.
6. The Email_Address is required.
 - If the email address matches an existing student's email address, then the first and last names on the spreadsheet must match the existing student's first and last names.
 - If you do not want LearnQuest and IBM to send emails to your students, please tell your LearnQuest account representative so all student emails can be redirected to an email address of your choosing.
7. Status is optional. The only valid value is "Cancelled".
8. Country is required and must be one of the country codes listed at the end of this document.
9. Discount information is optional.
10. If all of your input passes all of the validity checks, then all the updates will take place.

If any of your input fails any of the validity checks, then NONE of the updates will take place.

LearnQuest Partner Portal User Guide

11. An Excel file will be returned at the end of processing.

If the updates took place, the file will look as follows.

	A	B	C	D	E	F	G	H	I	J	K
1	rosterid	MessageArea	lq_classid	Vendor_Classic	Course	start_date	last_name	first_name	email_address	status	Country
2	1	Added		20130817A	b5159	8/19/2013	Smith123	Joe	joe.smith@someplace.cc		US
3	2	No change		20130817D	RGCO-476	9/30/2013	Smith20130817	Joe	joe.smith20130817@som		US
4	3	No change		20130817D	RGCO-476	9/30/2013	Smith20130817	Joe	joe.smith20130817@som		US
5	4	Updated	46158		RGCO-476	8/6/2012	Baker	Betty	b.baker@abc.i	cancelled	US
6	5	No change		20130817D	RGCO-476	9/30/2013	Baker20130817	Joe	joe.baker20130817@som		US
7	6	No change	46158		RGCO-476	8/6/2012	Charlie	C	charlie.c@def.com		US

If an error was detected, the file will look as follows. Correct the error and process the entire file again.

	A	B	C	D	E	F	G	H	I	J	K
1	rosterid	MessageArea	lq_classid	Vendor_Classic	Course	start_date	last_name	first_name	email_address	status	Country
2	1			20130817A	b5159	8/19/2013	Smith123	Joe	joe.smith@someplace.cc		US
3	2	Vendor_id not found		20130817E	RGCO-476	9/30/2013	Smith20130817	Joe	joe.smith20130817@som		US
4	3			20130817D	RGCO-476	9/30/2013	Smith20130817	Joe	joe.smith20130817@som		US
5	4		46158		RGCO-476	8/6/2012	Baker	Betty	b.baker@abc.i	cancelled	US
6	5			20130817D	RGCO-476	9/30/2013	Baker20130817	Joe	joe.baker20130817@som		US
7	6		46158		RGCO-476	8/6/2012	Charlie	C	charlie.c@def.com		US

Load Instructors

1. This option is used to add, update or inactivate your instructors on the LearnQuest system.
2. To upload instructor information, there must be an Instructor tab in the Excel file.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First_Name	Last_Name	Address	State	Zipcode	City	Country	Email_Address	Home_Phone	Work_Phone	Cell_Phone	Status
2												
3	Bill	Poleck	9970 South PA		19103	Phila	United States	bill.poleck@dem	123	456		
4												
5												

3. The columns in the spreadsheet contain the following information.

First_Name	
Last_Name	
Address	
State	
Zipcode	
City	
Country	
Email_Address	This is the key to the LearnQuest instructor information.
Home_Phone	
Work_Phone	
Cell_Phone	
Status	Blank or "Inactive"
Language	the language(s) the instructor can teach in

4. First_Name, Last_name and Email_Address are required.
5. Status is optional and must be blank or "Inactive"
6. All other fields are optional and free form.

LearnQuest Partner Portal User Guide

7. If all of your input passes all of the validity checks, then all the updates will take place.

If any of your input fails any of the validity checks, then NONE of the updates will take place.

8. An Excel file will be returned at the end of processing.

If the updates took place, the file will look as follows.

	instructoric	MessageArea	First_Name	Last_Name	Address	State	Zipcode	City	Country	Email_Address
	1	Added	Bill	Poleck	9970 South Street	PA	19103	Phila	United States	bill.polec@demo.com

If an error was detected, the file will look as follows. Correct the error and process the entire file again.

	A	B	C	I	J	N
1	instructoric	MessageArea	First_Name	Country	Email_Address	Status
2	1	Status must be blank or Inactive; Country is missing	Bill		bill.polec@demo.com	Cancelled
3						

Load Locations

1. This option is used to add, update or inactivate your training locations on the LearnQuest system.
2. To upload location information, there must be a Location tab in the Excel file.

	B	C	D	E	F	G	H	I	J	K	L	M
1	Address1	Address2	Address3	City	State	Zip	Country	Phone_Number	Fax_Number	Status	Number_of_Rooms	
2												
3	123 South Main Street			Phila	PA	19115	United States	215-745-2031	215-745-1805		17	
4												
5	225 City Ave	Suite 106		Bala Cynwd	PA	19004	United States	610-206-0101	610-206-0102		5	
6												
7	225 City Ave	Suite 106		Bala Cynwd	PA	19004	United States	610-206-0101	610-206-0102		5	

3. The columns in the spreadsheet contain the following information.

Location_Name	This is the name of your training location. It will be used when loading class schedules.
Address1	
Address2	
Address3	
City	
State	
Zip	
Country	
Phone_Number	
Fax_Number	
Status	blank or Inactive
Number_of_Rooms	
Language	Language in which classes at this facility are conducted
Cancellation_Days	The number of days before the start date of classes when 0 enrollment classes are automatically cancelled. (If not specified, defaults to 21)

4. Location_name is required and must be unique for your locations.
5. Address1, City, Zip (Postal code) and Country are required.

LearnQuest Partner Portal User Guide

6. Status is optional and can be blank or "Inactive".
7. All other fields are optional and free form.
8. If all of your input passes all of the validity checks, then all the updates will take place.

If any of your input fails any of the validity checks, then NONE of the updates will take place.

9. An Excel file will be returned at the end of processing.

If the updates took place, the file will look as follows.

	A	B	C	D	E	F	G	H	I	J	K
1	locationic	MessageArea	Location_Name	Address1	Address2	Address3	City	State	Zip	Country	Phone_N
2	1	Updated	Philly 20130817A	123 South Main Street			Phila	PA	19115	United States	215-745-
3	2	Updated	Bala 20130817A	225 City Ave	Suite 106		Bala Cynwd	PA	19004	United States	610-206-
4	3	Updated	NEPhilly 20130817A	225 City Ave	Suite 106		Bala Cynwd	PA	19004	United States	610-206-

If an error was detected, the file will look as follows. Correct the error and process the entire file again.

	A	B	C	D	E	F	G	H	I
1	locationic	MessageArea	Location_Name	Address1	Address2	Address3	City	State	Zip
2	1	Updated	Philly 20130817A	123 South Main Street			Phila	PA	19
3	2	Missing State	Bala 20130817A	225 City Ave	Suite 106		Bala Cynwd		190
4	3		NEPhilly 20130817A	225 City Ave	Suite 106		Bala Cynwd	PA	190
5									

10. There is one more back office step that takes place for locations if you have "exclusive" territories with LearnQuest.

When a new location is added, and the Country where the facility is located has exclusive territories at the city level, your LearnQuest Account Manager will determine if this location is in your exclusive territory.

If the location is indeed in your exclusive territory, then LearnQuest personnel must update the LearnQuest system before you can schedule public classes in this location. Once that update is completed, no other entity will be permitted to schedule, on the LearnQuest web site, public classes in the same geographical region.

Load Instructor Skills

1. This option is used to update the Skill Level of your instructors in the LearnQuest system.
2. To upload skill information, there must be an InstructorSkills tab in the Excel file.

	A	B	C
1	Skill	bill.polec@demo.co	john.smith@demo.com
2	Message Line		
3	Actuate		1
4	Adabas	5	
5	Adobe - Acrobat		10
6	Adobe - DreamWeaver		
7	Adobe - Fireworks		
8	Adobe - Flash	1	10
9	Agile Methodologies		
10	Aion		
11	Android		
12	ANT		
13	Apache Web Server	10	
14	Application Development - Design Patterns		
15	Application Development - Dojo		
16	Application Development - EJB's		

3. This process works differently from the others. The first column is pre-filled in the sample with a list of LearnQuest skills.

You may not ADD to the skill list nor may you change the spelling of any skills. You can remove the skills that are not appropriate for your organization if so desired.

4. The first line in column 2 thru n contains an instructor's email address.

The instructor's email address must be one of your instructors previously added to the LearnQuest system with the load instructor process.

5. The intersecting cells contain the number of years the instructor has been teaching the particular skill.

This must be blank or a number.

LearnQuest Partner Portal User Guide

6. If all of your input passes all of the validity checks, then all the updates will take place.

If any of your input fails any of the validity checks, then NONE of the updates will take place.

7. An Excel file will be returned at the end of processing.

If the updates took place, the file will look as follows.

	A	B	C	D	E	F
1	InstructorSkillsid	MessageArea	Skill	bill.polec@demo.com		
2		1	Message_Line	Processed		
3		2	Actuate			
4		3	Adabas		5	
5		4	Adobe - Acrobat			
6		5	Adobe - Dreamweaver			

If an error was detected, the file will look as follows. Correct the error and process the entire file again.

	A	B	C	D	E	F
1	InstructorSkillsid	MessageArea	Skill	bill.polec@demo.com	john.smith@demo.com	
2		1	Message_Line		Instructor email address cannot be found	1
3		2	Actuate			
4		3	Adabas		5	
5		4	Adobe - Acrobat			10
6		5	Adobe - Dreamweaver			

SPVC Sales

1. This option is used to purchase IBM Self Paced Virtual Classes and IBM Web Based Training through LearnQuest.
2. To purchase a self paced offering, there must be a SPVC tab in the Excel file.

	A	B	C	D	E	F
1	Course	Quantity	purchaser_last_name	purchaser_first_name	purchaser_email_address	Country
2						
3	B5258	1	Smith123	Joe	joe.smith@someplace.com	US
4						
5	J2132	2	Baker	Betty	b.baker@abc.com	US
6						

3. The columns in the spreadsheet contain the following information.

Course	This is the Course number being purchased.
Quantity	The number of users.
Purchaser_Last_Name	This is the name of the purchaser. When ordering self study courses, the students are NOT identified.
Purchaser_First_Name	
Purchaser_Email_Address	Purchaser's email. Again, this is not the student.
Country	This is the Purchaser's country of residence. This is NOT THE COUNTRY THAT SHOWS THE COURSE. See Appendix for a list of valid Country codes.

Discount Information:

Ed_Pack_Number	IBM Educational Package Account Number
Membership_Number	IBM membership number
Membership_Level	IBM membership level (Advanced, Premium etc)
User_Group	IBM user group
Promo_Code	Special discount promo code

LearnQuest Partner Portal User Guide

4. The Course must be a valid IBM self study course code.
5. The Purchaser_Last_Name, Purchaser_First_Name and Purchaser_Email_Address are required.
 - Unlike adding students to a roster, the purchaser_email_address is not checked to see if it matches an existing student's email address.
 - This email address is only used by IBM to send out the "Order Confirmation" which is described below.
6. Country is required.
7. Discount information is optional.
8. If all of your input passes all of the validity checks, then all the updates will take place.

If any of your input fails any of the validity checks, then NONE of the updates will take place.

9. An Excel file will be returned at the end of processing.

If the updates took place, the file will look as follows.

	A	B	C	D	E	F	G	H
1	SPVCid	MessageArea	Course	Quantity	purchaser_last_name	purchaser_first_name	purchaser_email_address	Country
2	1	Order Placed	j2132	1	Smith123	Joe	joe.smith@someplace.com	US
3	2	Order Placed	J2132	2	Baker	Betty	b.baker@abc.com	US
4								
5								
6								

If an error was detected, the file will look as follows. Correct the error and process the entire file again.

	A	B	C	D	E	F	G
1	SPVCid	MessageArea	Course	Quantity	purchaser_last_name	purchaser_first_name	purchaser_email_address
2	1	Course Not Found	B5258JP	1	Smith123	Joe	joe.smith@someplace.com
3	2		J2132	2	Baker	Betty	b.baker@abc.com
4							
5							
6							

After you purchase the SPVC/WBT for your client, the following steps take place.

1. LearnQuest sends IBM your order request.
2. IBM sends an "Order Confirmation" to your client's email address or to an email address of your choosing as described earlier. (A sample Order Confirmation is shown on the next page.)
3. The purchaser sends the "Order Confirmation" to the student(s).
4. The student(s) follows the directions in the "Order Confirmation" to enter the IBM SPVC environment.
 - Note: One access code is used by as many students as indicated in the quantity ordered.
 - Each student must enter their Access code within 12 months of the Order Confirmation date.
 - **Each student MUST COMPLETE THEIR SPVC/WBT WITHIN 30 DAYS OF ENTERING THEIR Access Code for the first time.**
5. The student works on the SPVC/WBT.
6. The student completes a Course Evaluation in the IBM SPVC environment. At this time, the student can obtain a Certificate of Completion.
7. Please be aware: using any of the discount programs will slow the processing of the order while LearnQuest determines if the discount information is valid.

Sample IBM Order Confirmation

IBM On-Line Training

To: Purchaser_Email_Address
From: DLServices
Date: Fri Aug 09 08:50:41 CDT 2013

Name: Purchaser First and Last Name
Company Name:
Customer Number:

Subject: Order Confirmation Letter for the IBM On-Line Training Course - J2252
Authorized Number of Students: 1 (non-transferable)

Dear Purchaser,

Thank you for your order. You have been granted access for the indicated number of students, for the online learning listed above.

This training is delivered via the IBM Learner Portal and access is granted via use of an IBM Learner Portal Access Code.

If You Are New to the IBM Learner Portal

Please follow these steps to self-register, and then log into the IBM Learner Portal:

1. Use your web browser to access this URL: <http://eb90.elearn.ihost.com/wps/portal/ibm>
2. On the Learner Portal Sign In page, click the **Self-Register With An Access Code** hotlink and when prompted, enter the following Access Code: CognosJ225220130809learnquest.com (the Access Code is case-sensitive) and then follow the instructions to create your Learner Portal account.
3. Return to the IBM Learner Portal Sign In page and sign in - using your new Userid (your e-mail address) and your new Password.


If You Already Have an IBM Learner Portal Userid and Password

If you are already registered with the IBM Learner Portal, enter the following URL into your browser <http://eb90.elearn.ihost.com/wps/portal/ibm> Sign in using your Userid (e-mail address) and password, and then follow these steps to add the new privileges, associated with the Access Code, to your account:

1. Click the **Preferences** tab (left-hand side of the interface)
2. Click **Apply Access Code**
3. Enter the access code: CognosJ225220130809learnquest.com and then click **Apply**
4. Click the Refresh hotlink in either the My Available Courses portlet or the My Enrolled Courses portlet to access any new courses that were added to your account.

Public Pricing

1. This option is used to upload your prices for public classes. You must be an exclusive Training Partner in a given country to have access to this function.
2. To upload your pricing information, there must be a PublicPrices tab in the Excel file.



	A	B	C	D
1	Course	Price	Currency	
2				
3	B5155	1400	USD	
4				

3. The columns in the spreadsheet contain the following information.

Course	This is the Course number
Price	Public Per Student prices.
Currency	The standard abbreviation for the currency.

4. All of the columns are required.

Private Pricing

1. This option is used to upload your prices for private classes. You must be an exclusive Training Partner in a given country to have access to this function.
2. To upload your pricing information, there must be a PrivatePrices tab in the Excel file.
3. The columns in the spreadsheet contain the following information.

Course	This is the Course number
Price	Private PER CLASS prices.
Currency	The standard abbreviation for the currency.

4. All of the columns are required.

Unattended Data Loads

1. The Partner Portal allows you to load all the aforementioned spreadsheets in an unattended fashion using one of two methods.

You have 2 other options for uploading data to LearnQuest

1. You can programatically submit your upload request by using the following link:
`http://www.learnquest.com/get-vendor-spreadsheets-and-process.asp&autostart=OK
&username=yourusername
&password=yourpassword
&processthisfile=http://www.myserver.com/my-excel-file.xls`
This will cause LQ to pull the indicated file and process.
2. You can give LearnQuest a list of URLs that contain your spreadsheets and we will pull them
[Click here to update the list of spreadsheets that LQ pulls each day from your site.](#)

2. Method 1 allows you to programmatically notify LearnQuest to pull your data spreadsheet at any time you want.
3. Method 2 allows you to specify the names of your data spreadsheets and LearnQuest will pull your data daily starting at 10PM ET USA.

Method 1: Notify LearnQuest to pull your data

1. Prepare the data spreadsheet as described in the previous sections.
2. Save the data spreadsheet in a location that can be accessed over the internet.
3. Process this URL: (again, this must all be on one line).

```
http://www.learnquest.com/  
get-vendor-spreadsheets-and-process.asp&autostart=OK  
&username=yourusername  
&password=yourpassword  
&processthisfile=http://www.myserver.com/my-excel-file.xls
```

The username and password are your credentials for the partner portal.

ProcessThisFile identifies the data spreadsheet.

4. When LearnQuest receives the request, the data spreadsheet is retrieved from the specified location and the data is processed as if it were manually uploaded.
5. The response file will be sent back to the originator at the conclusion of the transaction.
6. Using this method, a different file name can be used every day if that is how you would like to work.

Method 2: LearnQuest pulls your data automatically

1. Prepare the data spreadsheet as described in the previous sections.
2. Click the link that states "Click here to update the list of spreadsheets that LQ pulls each day from your site." to open a new window.
3. Enter one or more fully qualified URLs that identify the names of the files you want to be automatically uploaded every day.

Click Update.

Spreadsheets to pull daily

These spreadsheets are processed in the order that they appear. To minimize synchronization errors,

- List your location and instructor sheets first
- Then the classschedule(s) (You can specify multiple class schedules)
- Followed by the roster spreadsheet
- Followed by any other spreadsheets

Every day at 10PM ET USA, we start pulling your spreadsheets
Enter the full url where your spreadsheets can be found. (One url per line. Blank lines are allowed for readability).
for example <http://www.myserver.com/class-schedule.xls> (The name is completely your choice).

```
http://www.myserver.com/location-spreadsheet.xls  
  
http://www.myserver.com/class-schedule.xls  
  
http://www.myserver.com/roster-spreadsheet.xls
```

4. You can change the file names at any time by returning to this page. Your previous entries will be displayed and can be modified.
5. Everyday at 10PM ET US, LearnQuest will start a process to pull the files and process the transactions.
6. When using method 2, the response file is sent via email to your organization.

Classes in Session

1. This menu item displays all of your classes that are running today.
 - Classes you have loaded to the LearnQuest system
 - LearnQuest classes being taught by one of your instructors

Classes in Session			
In Session on		9/10/2013	
Client	Course	Class Dates	Instructor
CGP04 demo - 2201 TC, Fonseca, Jeannine AM, Tyler, Mark New York, NY - 53rd & Lexington Ave CGP04-13-001	WB308 Capturing and Authoring Business Rules in IBM WebSphere ILOG JRules BRMS V7.1 (73413/WB308) New York, NY - 53rd & Lexington Ave Classroom Training with IBM Hosted Labs	9/9/2013 - 9/13/2013	Scott Murphy

Active Links will display the indicated information.

Because these links are displayed on many pages, they will be described later in this guide.

Upcoming Classes

1. This menu item displays a selection screen where a course (optional), a start date (required) and end date (optional) are specified.

Partial course numbers and course names can be entered and/or your unique class identifier.

Scheduled Classes	
Course Name or Number	<input type="text"/>
Partner Class Id	<input type="text"/>
Start Date After	Jan <input type="text" value="5"/> 2014 <input type="text"/>
Start Date Before	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Process"/>	

2. When Process is clicked, this report is displayed showing your classes (see definition on Classes in Session page) that meet the date and course selection criteria.

Client	Course	Class Dates	Instructor
IBM23 demo - 2603 TC: Fonseca, Jeannine AM: Schwartz, Karl IBM23-13-0004	B5255FR IBM Cognos BI Administration (V10.2) (74946/B5255FR) Partner: Demo Partner Class Code: 20130817BB Classroom Training with IBM Hosted Labs	1-Apr-2014 - 3-Apr-2014	Chad Stone
Prep Request Reserve a Lab Courseware Outline Attendance Sheet Computer Assignment Sheet Tests Progress Report Client Class Documents View Setup Class Eval Feedback Supplemental Documents Virtual Training Tips Create Evaluation Spreadsheet Upload Evaluation Spreadsheet Connect to Machine1 Connect to Machine2			

3. Links displayed under each class may be active or inactive depending upon the class particulars. A description of the window that opens when the link is clicked appears on the following page.

Link	Description
Prep Request	<p>This window allows you to request a lab machine and courseware that an instructor can use to prepare for the class.</p> <p>This page is described in detail a few pages ahead.</p>
Reserve a Lab	<p>This window allows you to actually reserve a virtual classroom for the class.</p> <p>This reservation is typically made as soon as you are sure the class will be run.</p> <p>The reservation should be made no later than 2 calendar weeks before the class's start date.</p> <p>This page is described in detail a few pages ahead.</p>
Courseware	<p>This window allows you to download courseware for the class when using IBM supplied courseware.</p> <p>This page is described in detail a few pages ahead.</p>
Request Courseware	<p>This link appears (instead of Courseware) when LearnQuest does not have the IBM courseware in inventory.</p> <p>This page is described in detail a few pages ahead.</p>
Outline	<p>This window displays the course outline.</p>
Attendance Sheet	<p>This window displays a list of the students in the class.</p>
Computer Assignment Sheet	<p>When using LearnQuest remote labs, this shows to which virtual machine each student is assigned.</p>

Tests	This window displays the test/assessments the students must complete before, during or after the class.
Progress Report	This window displays a comprehensive assessment of each student's technical and "soft skills". This is usually only active for long running "Boot Camp" types of classes.
Client Class Documents	This window displays any documents the client supplies to be used while the class is running.
View Setup	This window shows the setup instructions when the class is using LearnQuest remote labs.
Class Eval	This window allows you to schedule a class evaluation that students will complete on the final day of the class.
Feedback	This window allows you to schedule one or more informal surveys that students will complete when the class is running.
Class Materials	This window allows you to download the courseware when the course uses LearnQuest supplied courseware instead of IBM supplied courseware.
Supplemental Documents	This window displays a list of documents that the instructor can update so the students can download the documents during the class.
Virtual Training Tips	This displays a comprehensive of "best practices" we have found to be useful for instructors who are new to the virtual training environment.

Create Evaluation Spreadsheet

This window creates an evaluation spreadsheet with the questions and students. You will fill this sheet with the students' responses to the evaluation questions.

You will not need this function if you students connect to the LearnQuest LMS and complete the evaluations online.

Upload Evaluation Spreadsheet

This window takes the evaluation spreadsheet completed in the previous step and uploads the student responses to the LearnQuest LMS.

You will not need this function if you students connect to the LearnQuest LMS and complete the evaluations online.

Connect to Machine1 Connect to Machine2

This displays a link to the Instructor's machines when using LearnQuest remote labs.

Reserve Lab

1. This page allows you to reserve an IRLP lab.

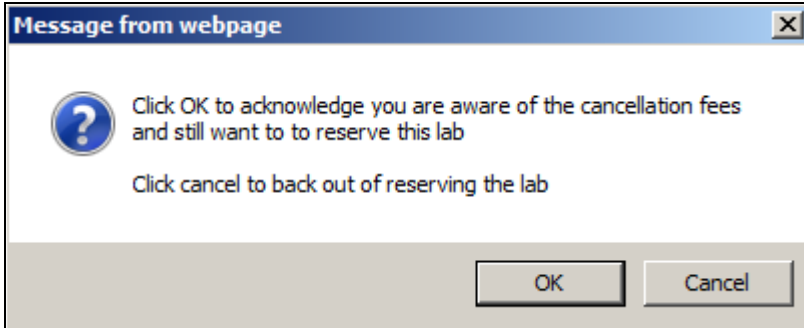
The reservation should be made 3 weeks before a software class and 3 MONTHS before a hardware class.

The screen defaults to reserving lab stations for the number of students currently registered for the class plus one. The number of lab stations can be changed.

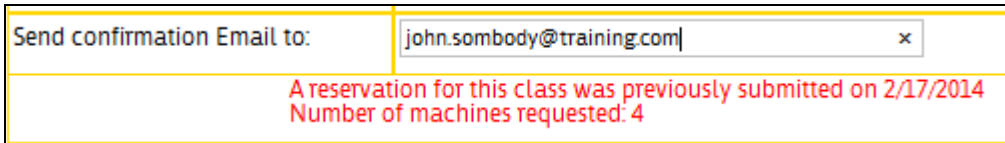
The pricing information is displayed for your reference.

Reserve The Lab	
Client	PUB21 demo - 141
Course	B5158 IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1)
Dates	19-Apr-2014 - 22-Apr-2014
Number of Students registered:	0
Number of Students to reserve for:	<input type="text" value="1"/> <i>To cancel a lab reservation enter "Cancel" into this text box</i> <i>For STG labs: Depending on the number of estimated students might mean that multiple units need to get reserved which could be reflected in a higher number of reserved labs then the estimated student number.</i>
Send confirmation Email to:	<input type="text" value="joe.smith@someplace.com"/>
Service Unit	VMWare-Based (per student)
Price Per Day	30 USD
Price Per Unit	per Student
Students Per Unit	1
<input type="button" value="Reserve the Lab"/>	

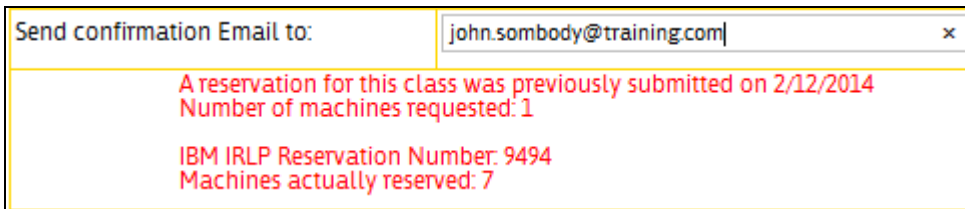
2. When you press "Reserve the Lab", a message is displayed warning you that canceling the class (and the reservation) can result in substantial IBM cancellation fees.



3. When you click OK on the previous message, LearnQuest will be notified that you have requested a lab reservation.
4. When you revisit the page, a message will be displayed showing the reservation was requested.



5. When LearnQuest reserves the lab, a confirmation will be sent to the email address that was entered on the previous screen. And, clicking the Reserve Lab link again will display the lab reservation number.



LearnQuest Partner Portal User Guide

6. If it is not possible to make the lab reservation, an email will be sent to the email address that was entered on the previous screen.

And, clicking the Reserve Lab link again will display a message stating why the reservation could not be made and, if possible, show dates for which the reservation could be made.

Send confirmation Email to:	<input type="text" value="john.sombody@training.com"/>
<p>A reservation for this class was previously submitted on 2/14/2014 Number of machines requested: 5</p> <p>Lab Reservation WAS NOT MADE Reason: Overbooked Possible Availability: Please provide other dates and we will see if labs are available</p>	

Courseware

1. This page allows you to download the courseware PDFs and Power Point presentations.
2. The Courseware link is not active when the class start date is more than seven calendar days in the future and when there are no students enrolled.
3. In other words, the courseware can be downloaded when there are students in the class and the class starts within seven days.
4. Click the Download link for the files your class will require.

B5158 IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1) Days: 3			
Name	Size	Modified	
B5158 Instructor Guide part 1_2013909.pdf	9,800 KB	9/9/2013 1:49:46 PM	Download
B5158 Instructor Guide part 2_2013909.pdf	8,461 KB	9/9/2013 1:49:58 PM	Download
B5158 Instructor Materials_2013909.zip	45,218 KB	9/9/2013 1:50:31 PM	Download
B5158 Student Guide part 1_2013909.pdf	10,560 KB	9/9/2013 1:50:45 PM	Download
B5158 Student Guide part 2_2013909.pdf	10,248 KB	9/9/2013 1:50:59 PM	Download

Request Courseware

1. As mentioned earlier, the Request Courseware link appears when LearnQuest does not have the IBM courseware in inventory.

This page notifies LearnQuest that you will need the courseware prepared and inventoried.

2. Click the Process button.
3. LearnQuest will prepare the courseware and send an email to the indicated address when the courseware is ready to download.

Request Courseware	
Client	PUB21 demo - 141
Course	AN310 Power Systems for AIX - Virtualization II: Advanced PowerVM and Per
Dates	3/19/2014 - 3/23/2014
Send confirmation Email to:	<input type="text" value="john.person@a_training_partner.com"/> ×
Number of Students registered:	0
<input type="button" value="Process"/>	

Prep Request

1. This page notifies that you need a lab and the courseware so that an instructor can prepare to teach the indicated class.

This request should be made 3 weeks before the instructor will start using the IBM lab.

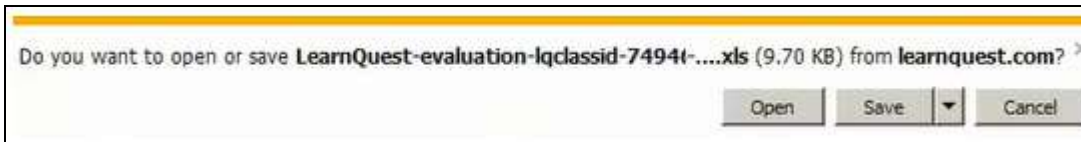
Standard daily charges apply.

Prep Request	
AN310 Power Systems for AIX - Virtualization II: Advanced PowerVM and Performance I	
PUB21 demo - 141	
19-Mar-2014-23-Mar-2014	
Starting Date	Jan 26 2014
Ending Date	Jan 31 2014
Send confirmation Email to:	john.sunday@monday.com
Do you need Course Ware?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you need a Workstation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Process"/>	

2. LearnQuest will prepare the courseware and reserve an instructor prep lab and send an email to the indicated address when the courseware is ready to download.

Create Evaluation Spreadsheet

1. This menu item creates a blank spreadsheet with the students in your class and the evaluation questions.
2. You will add the students' responses to the spreadsheet and they use the Upload Evaluation Spreadsheet link to update the LearnQuest LMS.
3. **You do not need this function if your students log into the LearnQuest LMS and complete the evaluation online.**
4. When the link is clicked, an Excel file is sent to your workstation. Click Save.

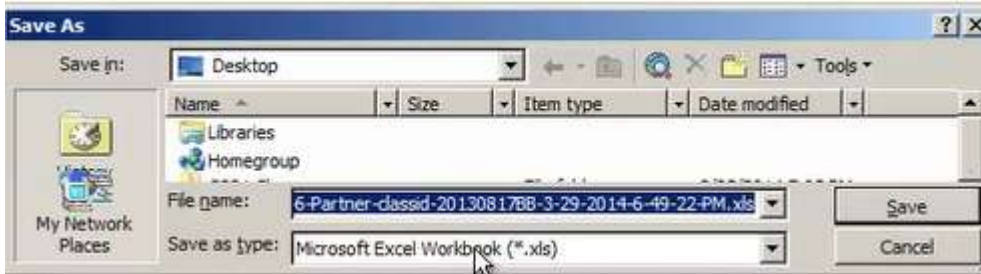


5. Open the Excel file, fill in the student responses and save the spreadsheet.

Do not change the information in either the ClassId, EvalID or Number columns. This information must remain unchanged so the Upload process works correctly.

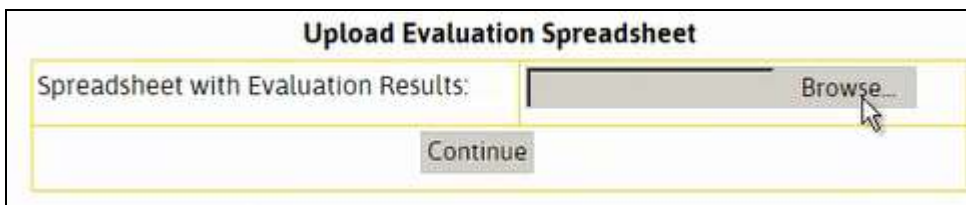
B	C	D	E	F	G	H
ClassId	EvalID	Number	Question	Answer	Al.Bailey1377@studentdemo.com	Aaron.Adams3227@st
74946	38-903	1	Overall how satisfied were you with the instructor's performance?	0-5	5	5
74946	38-904	2	How satisfied were you with the instructor's knowledge of the subject matter and courseware?	0-5	5	5
74946	38-905	3	How satisfied were you with the instructor's presentation of the lecture and materials?	0-5	7	5
74946	38-906	4	How satisfied were you with the instructor's ability to create an atmosphere conducive to learning?	0-5	5	y
74946	38-907	5	How satisfied were you with the instructor's ability to stay focused on the class	0-5		5

6. Save the Excel file **making certain the file type is Excel Workbook.**

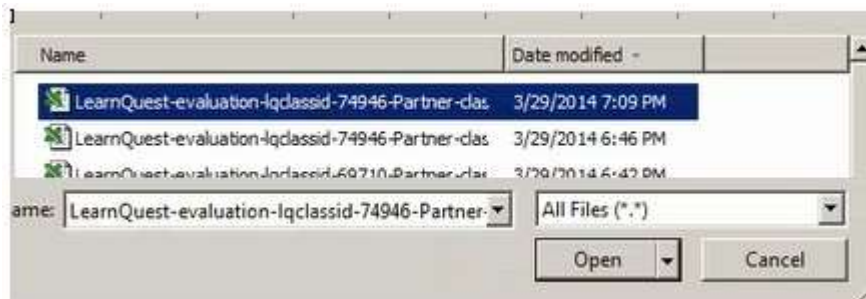


Upload Evaluation Spreadsheet

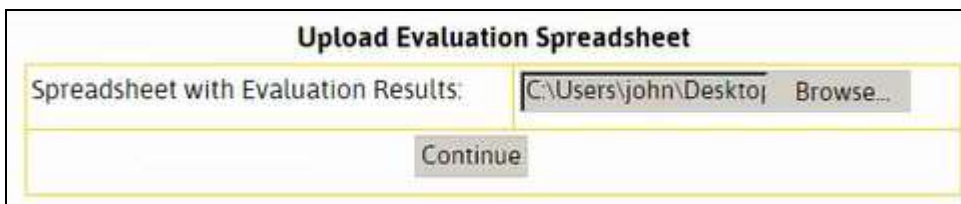
1. This menu item updates the LearnQuest LMS with the evaluation results from the previous step.
2. **You do not need this function if your students log into the LearnQuest LMS and complete the evaluation online.**
3. When the link is clicked, click the Browse button to find the Excel workbook saved in the previous step.



4. Locate the Excel workbook and click Open.



5. Click Continue.



LearnQuest Partner Portal User Guide

6. If any errors are detected, the student, question and reason will be displayed. Correct the error and upload the workbook again.

Upload Evaluation Spreadsheet				
Student Email Address	Question Number	Question Text	Student Answer	Problem
Al#Bailey1377@studentdemo#com	3	How satisfied were you with the instructor's presentation of the lecture and materials?	7	Answer must be between 0 and 5

7. If no errors are detected, you will receive this message. Click OK.



Training Schedule

- This menu item displays a selection screen where a course (optional), a start date (required) and end date (optional) are specified.

Partial course numbers and course names can be entered.

Training Schedule

Enter your selection criteria

Course Number or Name	<input type="text"/>
Start on or after	<input type="text"/> <input type="text"/> <input type="text"/>
Start on or before	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Continue"/>	

- A report is generated showing all the classes that fit the selection criteria in a convenient, easy to view format.

Click a Course name to open a page showing all of the available options.

Course/Activity	Client	Instructor	Location	Enr	Mon 11/4	Tue 11/5	Wed 11/6	Thu 11/7	Fri 11/8
Course/Activity	Client	Instructor	Location	Enr	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15
BS158 IBM Cognos Report Studio: Author Professional Reports Virtual Training with LQ Hosted Labs	PUB21 demo - 141		NEPhilly 20131009A	0		V	V	V	V
Course/Activity	Client	Instructor	Location	Enr	Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22
Course/Activity	Client	Instructor	Location	Enr	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29
LQ Holiday Thanksgiving Day Unknown								H	
LQ Holiday Day after Thanksgiving Day Unknown									H

LearnQuest Partner Portal User Guide

3. This is the page shown when the course name is clicked. It has the same class options as the Classes In Session page and Upcoming Classes page which were described previously.

Client	Course	Class Dates	Instructor
IBM23 demo - 2603 TC: Fonseca, Jeannine AM: Schwartz, Karl IBM23-13-0004	B5255FR IBM Cognos BI Administration (V10.2) (74946/B5255FR) Partner: Demo Partner Class Code: 20130817BB Classroom Training with IBM Hosted Labs	1-Apr-2014 - 3-Apr-2014	Chad Stone
Prep Request Reserve a Lab Courseware Outline Attendance Sheet Computer Assignment Sheet Tests Progress Report Client Class Documents View Setup Class Eval Feedback Supplemental Documents Virtual Training Tips Create Evaluation Spreadsheet Upload Evaluation Spreadsheet Connect to Machine1 Connect to Machine2			

Enrollment Reports

1. This menu allows you to run various reports. Each of the reports is described below.

1. Your Students enrolled in LearnQuest classes
2. Students enrolled in your classes
3. e-Learning Sales
4. Go/NoGo report
5. Skill Search
6. Evaluate Courseware
7. Your Locations
8. Your Instructors
9. Potential Classes

Your Students enrolled in LearnQuest classes

1. This menu item displays a selection screen where a start date (required) and end date (optional) are specified.

Students Enrolled In LearnQuest Classes

Class Start Date	Dec ▾ 5 ▾ 2013 ▾
Class End Date	▾ ▾ ▾
Download Format	<input checked="" type="radio"/> Screen <input type="radio"/> Excel <input type="radio"/> CSV
<input type="button" value="Process"/>	
Click here to display automated Download instructions	

2. The report shows all students you have enrolled in LearnQuest public classes.

Students Enrolled In LearnQuest Classes						
Course Number	Course Name	Start Date	End Date	LQ Class Status	First Name	Last Name
MFCO-120	COBOL Programming with Sequential Files	8/26/2013	8/30/2013		Mary	Lyons
S181	IBM Cognos Business Insight Advanced: Author Self-Service Reports (V10.1) - ILO	8/28/2013	8/29/2013		Joe	John
S181	IBM Cognos Business Insight Advanced: Author Self-Service Reports (V10.1) - ILO	8/28/2013	8/29/2013		Rebecca	Singh

3. This report can be downloaded in an unattended fashion the same way as the course catalog and class schedules.
4. Click the link that reads " Click here to display automated Download instructions" to display the URL:

[Click here to display automated Download instructions](#)

Download Students Enrolled in LQ Classes with this URL:
<http://www.learnquest.com/partnerdemo/vendor-students-in-lq-classes.asp?ovid=421&autostart=OK&autologin=y&username=m>

The start date defaults to today's date. The end date defaults to 6 months after the start date.

Students enrolled in your Classes

- The report shows all students in your classes so you have a record of students who enrolled through the LearnQuest website or thru a Remarketer.

It is critical to successfully delivering classes. So much so that even if you never run this report, an email with this information will be sent to you daily.

The selection screen requires a start date. The end date is optional.

This can create the rosters in Excel or CSV format to simplify importing into your LMS.

GTP Complete Roster

Class Start Date	Dec 5 2013
Class End Date	
Download Format	<input checked="" type="radio"/> Screen <input type="radio"/> Excel <input type="radio"/> CSV
<input type="button" value="Process"/>	
Click here to display automated Download instructions	

- This is the report.

	A	B	C	D	E	F	G	H	I	J
1		Start Date	Course	Course Title	Last Name	First Name	Email		Class ID	Partner ID
2	1	7-Oct-13	P6507	IBM Cognos TM1: Analyze Data (V9.5)	Dennis	Julia	Julia.Dennis32423@student-demo.com		69710	20130817A
3	2	7-Oct-13	P6507	IBM Cognos TM1: Analyze Data (V9.5)	Hanson	Tina	Tina.Hanson32422@student-		69710	20130817A
4	3	16-Oct-13	B5255FR	IBM Cognos BI Administration (V10.2)	Charlie	C	charlie.c@def.com		74946	20130817B
5	4	16-Oct-13	B5255FR	IBM Cognos BI Administration (V10.2)	Bailey	Al	Al.Bailey1377@student-demo.com		74946	20130817B
6	5	16-Oct-13	B5255FR	IBM Cognos BI Administration (V10.2)	Adams	Aaron	Aaron.Adams3227@student-demo.com		74946	20130817B
7	6	19-Dec-13	B5158	IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1)	Turner	Andrea	Andrea.Turner29030@student-demo.com		76532	201301001B
8	7	19-Dec-13	B5158	IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1)	Richardson	Deb	Deb.Richardson29031@student-demo.com		76532	201301001B
9	8	19-Dec-13	B5158	IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1)	Rose	Jessica	Jessica.Rose30167@student-		76532	201301001B

- This report can be downloaded in an unattended fashion the same way as the course catalog and class schedules.

Click the link that reads " Click here to display automated Download instructions" to display the URL.

Partner e-Learning Sales

1. The report shows all e-learning sales that you have processed thru LearnQuest.

The selection screen requires a start date. The end date is optional.

This can create the report in Excel or CSV format.

Partner e-Learning Sales

Order Start Date	Nov	5	2013
Order End Date			
Download Format	<input checked="" type="radio"/> Screen <input type="radio"/> Excel <input type="radio"/> CSV		
<input type="button" value="Process"/>			
Click here to display automated Download instructions			

2. This is the report.

	A	B	C	D	N	O	P	Q	S	A
1		Order Date	First	Last	Course Number	Course Name	Price	Quantity	Amount Paid	
2	1	11/5/2013	Betty	Baker	J2132	IBM Cognos BI: Manage Projects (V10.1) SPVC	1050	2	2100	

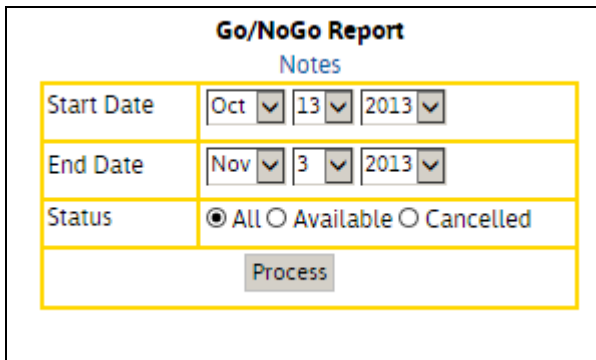
3. This report can be downloaded in an unattended fashion the same way as the course catalog and class schedules.

Click the link that reads " Click here to display automated Download instructions" to display the URL.

Go/NoGo Report

1. The Go/NoGo report shows upcoming classes with interactive radio buttons that permit quick changes to multiple class status values.
2. This menu item displays a selection screen where a start date and end date are specified.

The report can also be filtered on the current class status value.



The screenshot shows a web form titled "Go/NoGo Report" with a "Notes" link. The form contains three rows of input fields: "Start Date" (Oct, 13, 2013), "End Date" (Nov, 3, 2013), and "Status" (radio buttons for All, Available, Cancelled). A "Process" button is located at the bottom of the form.

Go/NoGo Report	
Notes	
Start Date	Oct ▼ 13 ▼ 2013 ▼
End Date	Nov ▼ 3 ▼ 2013 ▼
Status	<input checked="" type="radio"/> All <input type="radio"/> Available <input type="radio"/> Cancelled
<input type="button" value="Process"/>	

3. When the Process button is clicked, this page is displayed.

Go/NoGo Report						
Actions	Course / Location	Dates	Roster Count	LQ Class Status	GTR	Stay Open
<input type="radio"/> GTR <input type="radio"/> Stay Open <input type="radio"/> Available <input checked="" type="radio"/> No change	B5158 IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1) Philly 20130911A Phila United States	14-Oct-2013 18-Oct-2013	0	Cancelled	n	n
<input type="radio"/> GTR <input type="radio"/> Stay Open <input type="radio"/> Cancel <input checked="" type="radio"/> No change	B5158 IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1) Bala 20130828A Bala Cynwd United States	19-Oct-2013 23-Oct-2013	0		y	y
<input type="radio"/> GTR <input type="radio"/> Stay Open <input type="radio"/> Cancel <input checked="" type="radio"/> No change	B5158 IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1) Bala 20130911A Bala Cynwd United States	19-Oct-2013 23-Oct-2013	0		n	y

4. Actions change the class status.

- a. GTR: Guaranteed to Run, makes the class Available, prevents automatic cancellation (see location load cancellation_days value) and Marks the class as GTR on all class schedules.
- b. Stay Open is the same as GTR except the class is not marked GTR on the class schedules.
- c. Available (which is only shown when the current status is Cancelled) makes the cancelled class Available and shown on class schedules.
- d. Cancel (shown only when the current status is Available) makes the available class cancelled and removes the class from class schedules.
- e. No change is really intended to undo a mis-click in the actions column.

5. Click the Process button at the bottom of the page to make your changes permanent.

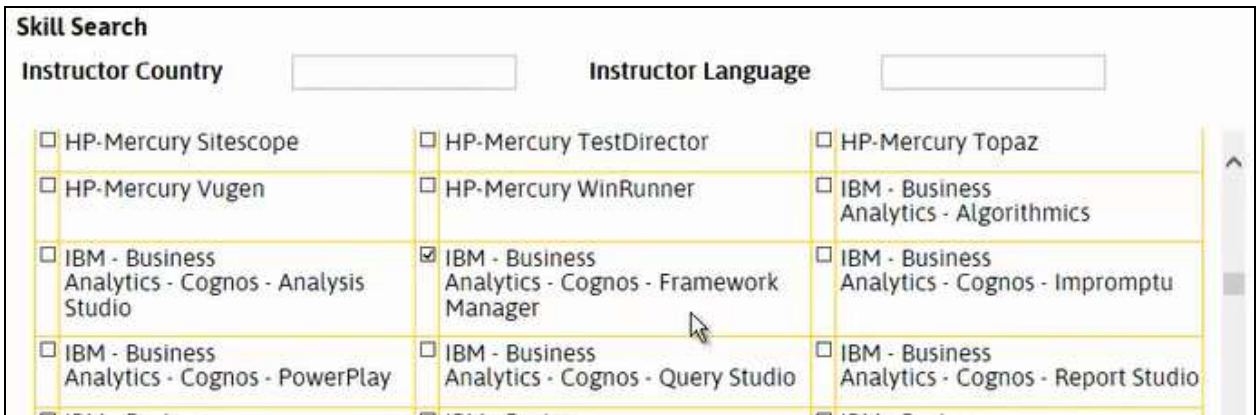
Skill Search

1. This page allows you to find education partners having instructors with one or more skills that you currently need.
2. Check the skills.

To limit the results to partners in specific countries, enter the country name.

To limit the results to instructors who speak a specific language, enter the language.

Click Continue.



3. A list of partners having instructors with the skills is displayed.

Skill	Partner Name	Partner Location	Contact Information
IBM - Business Analytics - Cognos - Framework Manager	Creative Computing, Inc.	United States	stephen.scardino@mycci.com
IBM - Business Analytics - Cognos - Framework Manager	Teknoturf Info Services Pvt. Ltd.	India	vanitha_raghavan@teknoturf.com
IBM - Business Analytics - Cognos - Report Studio	Creative Computing, Inc.	United States	stephen.scardino@mycci.com
IBM - Business Analytics - Cognos - Report Studio	Teknoturf Info Services Pvt. Ltd.	India	vanitha_raghavan@teknoturf.com

Evaluate Courseware

1. Evaluate Courseware allows you to view the PDF courseware.

This page is used to evaluate the courseware before a class is actually scheduled or, to download courseware for a scheduled class earlier than seven days before the start date. (Such as for instructor prep).

2. If, when you click the link, this message appears, contact LearnQuest Partner Relations to authorize this feature for your account.



3. Enter the course number and press Process.

View Courseware	
Course Number	<input type="text" value="B5158"/>
<input type="button" value="Process"/>	

4. If the course is not on your schedule, the screen will display a message that the material can be downloaded and the fee that will be assessed.

Click the Download link to accept the fee and download the materials.

View Courseware	
Course Number	B5158
Course Name	IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1)
Courseware	Download and Pay 200 USD Fee
Fee for downloading	200 USD

5. If the course is on your upcoming schedule, the screen will display just the message to download.

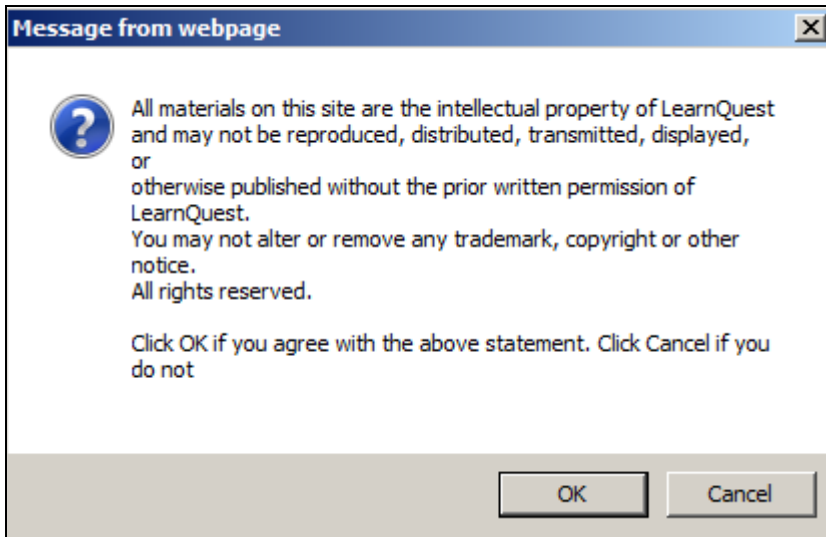
Click the Download to download the materials at no charge.

View Courseware	
Course Number	B5158
Course Name	IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1)
Courseware	Download
Fee for downloading	0 USD

6. Click Download on the courseware of interest line.

Class Materials / Setup Files			
B5158 IBM Cognos Report Studio: Author Professional Reports Fundamentals (V10.1) Days: 3			
Name	Size	Modified	
B5158 Instructor Guide part 1_2013909.pdf	9,800 KB	9/9/2013 2:49:46 PM	Download
B5158 Instructor Guide part 2_2013909.pdf	8,461 KB	9/9/2013 2:49:58 PM	Download
B5158 Instructor Materials_2013909.zip	45,218 KB	9/9/2013 2:50:31 PM	Download
B5158 Student Guide part 1_2013909.pdf	10,560 KB	9/9/2013 2:50:45 PM	Download
B5158 Student Guide part 2_2013909.pdf	10,248 KB	9/9/2013 2:50:59 PM	Download

7. Click OK to accept the conditions of use.



8. PDF courseware will open in a new window. All other file types will be downloaded.

Locations

1. This menu item displays a list of the training locations you have uploaded.

Locations				
Country	City	Address1	Address2	Address3
Australia	Sydney	123 South St		
Korea	Seoul	Samsung IT Valley, Guro 3-dong, Guro-gu,		
Korea	Seoul	Daechi 4-dong, Gangnam-gu		
United States	Bala Cynwd	225 City Ave	Suite 106	
United States	Bala Cynwd	225 City Ave	Suite 106	

Instructors

1. This menu item displays a list of the instructors you have uploaded.

Instructors		
First_Name	Last_Name	Address
Jake	Bennett	
Nicole	Desai	
Dana	Le	
Michael	McDaniel	
Bill	Poleck	9970 South Street

- 2.

Potential Classes

1. Potential Classes is a way of alerting your LearnQuest channel manager that you have a client interested in a private class.

This link lets you view all of the potential classes that you've entered and, lets you add a new potential private class.

2. Click the link to Add a new Potential Class

Partner Potential Classes	
Course Code	<input type="text"/>
Added on or After	<input type="text"/> <input type="text"/> <input type="text"/>
Location	<input type="text"/>
Partner's Client	<input type="text"/>
<input type="button" value="Process"/>	
Click here to add a new Potential Class	

3. A screen is displayed asking for relevant information about the potential class. Fill in the fields and click Process.

Partner Potential Classes	
Course Code <small>Req</small>	<input type="text" value="B5258"/>
Course Name	<input type="text"/>
Duration in Days <small>Req</small>	<input type="text" value="5"/>
Tentative Start Date <small>Req</small>	<input type="text" value="Aug"/> <input type="text" value="1"/> <input type="text" value="2015"/>
Tentative End Date <small>Req</small>	<input type="text" value="Aug"/> <input type="text" value="5"/> <input type="text" value="2015"/>
Location <small>Req</small>	<input type="text" value="NYC"/>
Partner Client <small>Req</small>	<input type="text" value="ABC Commission"/>
Date Added	<input style="background-color: blue; color: black;" type="text"/>
Date Changed	<input style="background-color: blue; color: black;" type="text"/>
<input type="button" value="Process"/>	

LearnQuest Partner Portal User Guide

4. When you click Process, your LearnQuest channel manager is notified about the potential private class.

And, you will be returned to the initial page.

Click Process on the initial page to see all potential classes

Partner Potential Classes	
Course Code	<input type="text"/>
Added on or After	<input type="text"/> <input type="text"/> <input type="text"/>
Location	<input type="text"/>
Partner's Client	<input type="text"/>
<input type="button" value="Process"/>	
Click here to add a new Potential Class	

5. Click update to change a potential class.

Partner Potential Classes									
	Course Code	Course Name	Duration	Tentative Start Date	Tentative End Date	Location	Partner Client	Date Added	Date Changed
<input type="button" value="Update"/>	B5258		5	8/1/2015	8/5/2015	NYC	ABC Commission	6/19/2015 7:09:54 AM	6/19/2015 7:09:54 AM
Click here to add a new Potential Class									

Evaluation History

- This menu item displays a selection screen where a start date (required) and end date (optional) are specified.

Instructor Evaluation History						
Quick Dates:	Last Week This Week This Month Last Month 2013 YTD 2012					
Start Date After	Aug	13	2012	C	T	Cal
Start Date Before				C	T	Cal
<input type="button" value="Process"/>						

- The report summarizes the ratings from the completed LearnQuest evaluations.

Instructor Rating	Course Rating	Environment Rating	Class Dates	Course	Instructor	Client
4.83	4.62	4.38	1/14/2013 - 1/15/2013	RGCO-475 Cognos 10.1 Report Studio Advanced	Gibson, Randy	UTA43 demo
4.83	4.62	4.38		Average Rating for 1/2013		
			2/11/2013 - 2/13/2013	RGCO-470 Cognos 10.1 Report Studio Introduction	Mack, Cathy	VER19 demo
			2/14/2013	RGCO-485 Cognos 10.1 Analysis Studio	Mack, Cathy	VER19 demo
4.80	4.64	4.08	2/14/2013	RGCO-490 Cognos 10.1 Query Studio	Gibson, Randy	PJ821 demo
			2/15/2013	VER-RGCO-477 Cognos 10.1 Business Insight Advanced - High Level Overview	Mack, Cathy	VER19 demo
4.80	4.64	4.08		Average Rating for 2/2013		

Marketing Center

1. This page has logos and PDFs the Partner will find useful for marketing purposes.

Marketing Center

LearnQuest had developed this Marketing Center so Education Partners have access to logos and other collateral to help you build your brand and sell LearnQuest training.

Download the LearnQuest Education Partner logo

[Education Partner - .jpg](#)
[Education Partner - .eps](#)
[Education Partner - .png](#)

Download LearnQuest Education Partner PDF Collateral

[Download the customizable LearnQuest Education Partner Overview Flyer](#)

[Download the LearnQuest IBM Global Training Provider Flyer](#)

[Download the LearnQuest Success Stories Case Study](#)

[Download the LearnQuest Virtual Training Flyer](#)

[Download the LearnQuest Blended Learning Solutions Flyer](#)

[Download the LearnQuest Content Development Flyer](#)

[Download the LearnQuest Video Mentors Flyer](#)

Student Login

1. Use this URL to open the class registration page on the LearnQuest web site:

LearnQuest Partner Portal User Guide

Country Abbreviations that are valid for students and SPVC purchasers.

If a country is not listed here, it could be an "embargoed" country where trade is prohibited.

Code	COUNTRY NAME
AF	AFGHANISTAN
AX	ÅLAND ISLANDS
AL	ALBANIA
DZ	ALGERIA
AS	AMERICAN SAMOA
AD	ANDORRA
AO	ANGOLA
AI	ANGUILLA
AQ	ANTARCTICA
AG	ANTIGUA
AG	ANTIGUA & DEPS
AG	ANTIGUA AND BARBUDA
AR	ARGENTINA
AM	ARMENIA
AW	ARUBA
AU	AUSTRALIA
AT	AUSTRIA
AZ	AZERBAIJAN
AZ	AZERBEIJAN
BS	BAHAMAS
BH	BAHRAIN
BD	BANGLADESH
BB	BARBADOS
BY	BELARUS
BE	BELGIUM
BJ	BENIN
BM	BERMUDA
BT	BHUTAN
BO	BOLIVIA
BO	BOLIVIA, PLURINATIONAL STATE OF
BQ	BONAIRE
BQ	BONAIRE, SINT EUSTATIUS AND SABA
BA	BOSNIA AND HERZEGOVINA
BA	BOSNIA HERZEGOVINA

LearnQuest Partner Portal User Guide

BA	BOSNIA-HERZEGOVINA
BW	BOTSWANA
BV	BOUVET ISLAND
BR	BRAZIL
IO	BRITISH INDIAN OCEAN TERRITORY
BN	BRUNEI
BN	BRUNEI DARUSSALAM
BG	BULGARIA
BF	BURKINA
BF	BURKINA FASO
BI	BURUNDI
KH	CAMBODIA
CM	CAMEROON
CA	CANADA
CV	CAPE VERDE
KY	CAYMAN ISLANDS
CF	CENTRAL AFRICAN REP
CF	CENTRAL AFRICAN REPUBLIC
TD	CHAD
CL	CHILE
CN	CHINA
CX	CHRISTMAS ISLAND
CC	COCOS (KEELING) ISLANDS
CO	COLOMBIA
KM	COMOROS
CG	CONGO
CD	CONGO {DEMOCRATIC REP}
CD	CONGO, THE DEMOCRATIC REPUBLIC OF THE
CK	COOK ISLANDS
CI	CÔTE D'IVOIRE
HR	CROATIA
CU	CUBA
CW	CURACAO
CW	CURAÇAO
CY	CYPRUS
CZ	CZECH REPUBLIC
DK	DENMARK
DJ	DJIBOUTI
DM	DOMINICA

LearnQuest Partner Portal User Guide

TL	EAST TIMOR
EC	ECUADOR
EG	EGYPT
GQ	EQUATORIAL GUINEA
ER	ERITREA
EE	ESTONIA
ET	ETHIOPIA
FK	FALKLAND ISLANDS (MALVINAS)
FO	FAROE ISLANDS
FJ	FIJI
FI	FINLAND
FR	FRANCE
GF	FRENCH GUIANA
PF	FRENCH POLYNESIA
TF	FRENCH SOUTHERN TERRITORIES
GA	GABON
GM	GAMBIA
GE	GEORGIA
DE	GERMANY
GH	GHANA
GI	GIBRALTAR
GR	GREECE
GL	GREENLAND
GD	GRENADA
GP	GUADELOUPE
GU	GUAM
GG	GUERNSEY
GN	GUINEA
GW	GUINEA-BISSAU
GY	GUYANA
HM	HEARD ISLAND AND MCDONALD ISLANDS
VA	HOLY SEE (VATICAN CITY STATE)
HK	HONG KONG
HU	HUNGARY
IS	ICELAND
IN	INDIA
ID	INDONESIA
IR	IRAN
IQ	IRAQ

LearnQuest Partner Portal User Guide

IE	IRELAND
IE	IRELAND {REPUBLIC}
IM	ISLE OF MAN
IL	ISRAEL
IT	ITALY
CI	IVORY COAST
JM	JAMAICA
JP	JAPAN
JE	JERSEY
JO	JORDAN
KZ	KAZAKHSTAN
KE	KENYA
KI	KIRIBATI
KR	KOREA
KP	KOREA NORTH
KR	KOREA SOUTH
KP	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF
KR	KOREA, REPUBLIC OF
KG	KYRGISTAN
KG	KYRGYZSTAN
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LA	LAOS
LV	LATVIA
LB	LEBANON
LS	LESOTHO
LR	LIBERIA
LI	LIECHTENSTEIN
LT	LITHUANIA
LU	LUXEMBOURG
MO	MACAO
MK	MACEDONIA
MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF
MG	MADAGASCAR
MW	MALAWI
MY	MALAYSIA
MV	MALDIVES
ML	MALI
MT	MALTA
MH	MARSHALL ISLANDS

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MQ	MARTINIQUE
MR	MAURITANIA
MU	MAURITIUS
YT	MAYOTTE
MX	MEXICO
FM	MICRONESIA
FM	MICRONESIA, FEDERATED STATES OF
MD	MOLDOVA
MD	MOLDOVA, REPUBLIC OF
MC	MONACO
MN	MONGOLIA
ME	MONTENEGRO
MS	MONTserrat
MA	MOROCCO
MZ	MOZAMBIQUE
MM	MYANMAR
MM	MYANMAR, {BURMA}
NA	NAMIBIA
NR	NAURU
NP	NEPAL
AN	NETH ANTILLES
NL	NETHERLANDS
NC	NEW CALEDONIA
NZ	NEW ZEALAND
NE	NIGER
NG	NIGERIA
NU	NIUE
NF	NORFOLK ISLAND
MP	NORTHERN MARIANA ISLANDS
NO	NORWAY
PK	PAKISTAN
PW	PALAU
PS	PALESTINE, STATE OF
PG	PAPUA NEW GUINEA
PY	PARAGUAY
PE	PERU
PH	PHILIPPINES
PN	PITCAIRN
PL	POLAND

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PT	PORTUGAL
PR	PUERTO RICO
RE	RÉUNION
RO	ROMANIA
RU	RUSSIA
RU	RUSSIAN FEDERATION
RW	RWANDA
BQ	SABA
BL	SAINT BARTHÉLEMY
SH	SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA
KN	SAINT KITTS AND NEVIS
LC	SAINT LUCIA
MF	SAINT MARTIN (FRENCH PART)
PM	SAINT PIERRE AND MIQUELON
VC	SAINT VINCENT & THE GRENADINES
VC	SAINT VINCENT AND THE GRENADINES
WS	SAMOA
SM	SAN MARINO
ST	SAO TOME & PRINCIPE
ST	SAO TOME AND PRINCIPE
SN	SENEGAL
RS	SERBIA
SC	SEYCHELLES
SL	SIERRA LEONE
SG	SINGAPORE
SX	SINT MAARTEN (DUTCH PART)
SK	SLOVAKIA
SI	SLOVENIA
SB	SOLOMON ISLANDS
SO	SOMALIA
ZA	SOUTH AFRICA
GS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
SS	SOUTH SUDAN
ES	SPAIN
LK	SRI LANKA
KN	ST KITTS & NEVIS
LC	ST LUCIA
BQ	ST. EUSTATIUS
KN	ST. KITTS

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LC	ST. LUCIA
MF	ST. MAARTEN
VC	ST. VINCENT & THE GRENADINES
SR	SURINAME
SJ	SVALBARD AND JAN MAYEN
SZ	SWAZILAND
SE	SWEDEN
CH	SWITZERLAND
SY	SYRIA
TW	TAIWAN
TW	TAIWAN, PROVINCE OF CHINA
TJ	TAJIKISTAN
TZ	TANZANIA
TZ	TANZANIA, UNITED REPUBLIC OF
TH	THAILAND
TL	TIMOR-LESTE
TG	TOGO
TK	TOKELAU
TO	TONGA
VG	TORTOLA - BRITISH VIRGIN ISLANDS
TT	TRINIDAD & TOBAGO
TT	TRINIDAD AND TOBAGO
TT	TRINIDAD/TOBAGO
TN	TUNISIA
TR	TURKEY
TM	TURKMENISTAN
TC	TURKS AND CAICOS ISLANDS
TV	TUVALU
UG	UGANDA
UA	UKRAINE
GB	UNITED KINGDOM
US	UNITED STATES
UM	UNITED STATES MINOR OUTLYING ISLANDS
UY	URUGUAY
UZ	UZBEKISTAN
VU	VANUATU
VA	VATICAN CITY
VE	VENEZUELA
VE	VENEZUELA, BOLIVARIAN REPUBLIC OF

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VN	VIET NAM
VN	VIETNAM
VG	VIRGIN ISLANDS, BRITISH
VI	VIRGIN ISLANDS, U.S.
WF	WALLIS AND FUTUNA
EH	WESTERN SAHARA
YE	YEMEN
ZM	ZAMBIA
ZW	ZIMBABWE