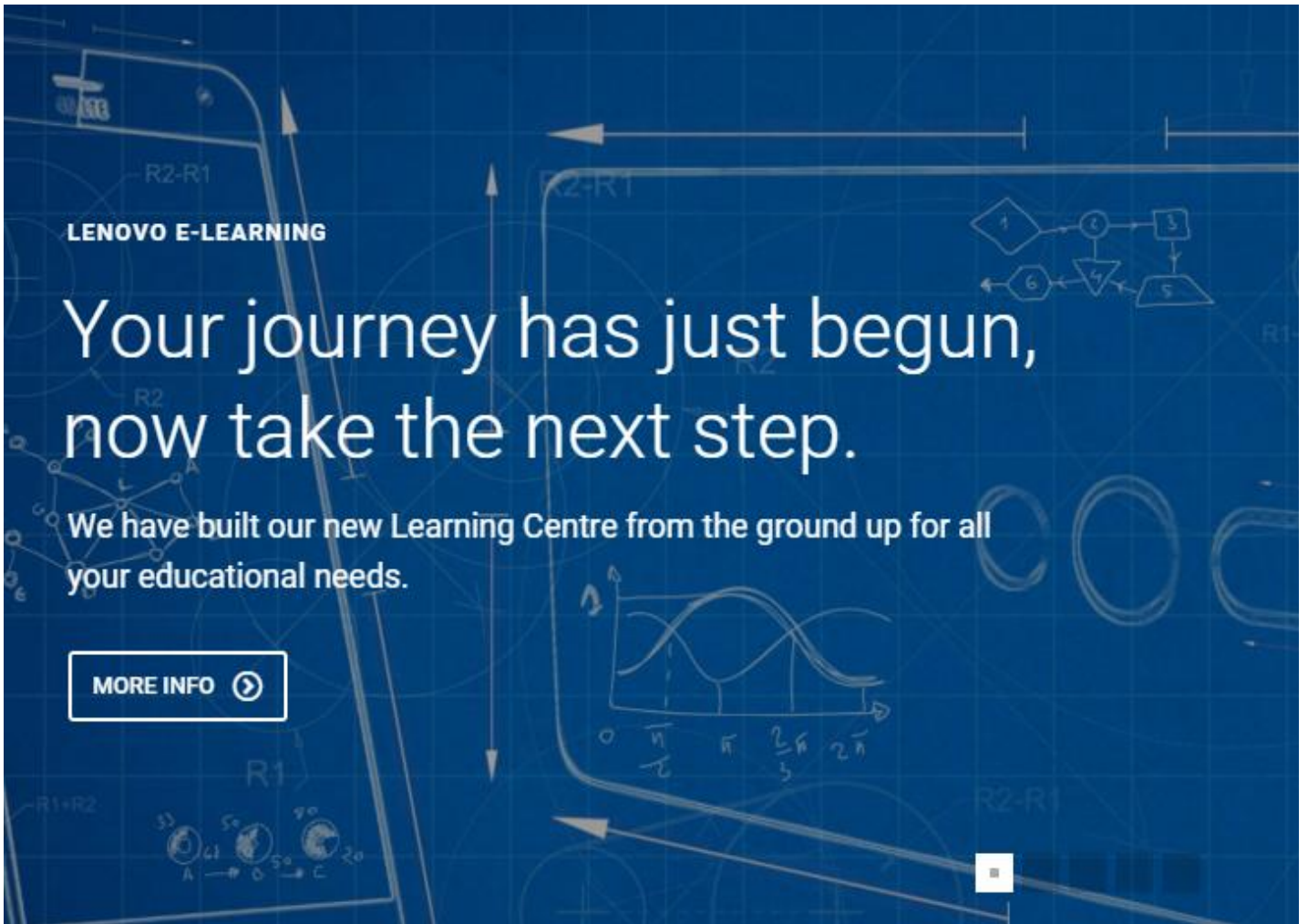




# e-Learning

## User Manual



### BEGIN YOUR LEARNING JOURNEY WITH LENOVO

This guide will provide you with instructions on the use of our e-Learning platform. If you have any further questions that are not in our guide please contact Lenovo Partner Advantage Support.

**EMAIL** [LPA@LENOVOPARTNERADVANTAGE.COM](mailto:LPA@LENOVOPARTNERADVANTAGE.COM)

**AUSTRALIA** 1300 165 747

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## Completing PCG or EBG Quarterly Training

If you are looking at completing your quarterly training for either EBG or PCG or both simply visit the page called "My Curriculum" which is under the heading "Training" per Figure 3 below.

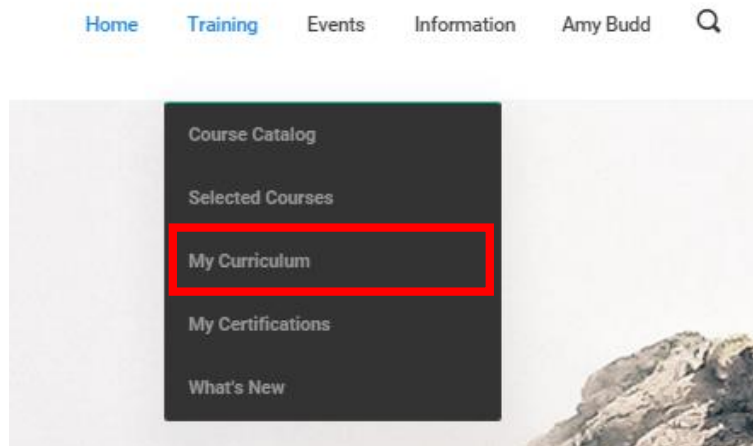


Figure 3

On the "My Curriculum" page you will then need to either click on PCG or EBG depending on which you would like to complete, per Figure 4. If you have completed all of the required courses the "Progress" will show as "Complete" with a green tick. If it is not complete it will show progress bar and remain incomplete until all required courseware are passed successfully.

MY CURRICULUM	Overview
Overview	The "My Curriculum" design offers a flexible training structure that offers prescriptive training paths based upon your needs and interest.
Curriculum	
Curriculum	
Curriculum	Progress
<a href="#">PCG Courses January - March 2016</a>	Complete
<a href="#">EBG Courses January - March 2016</a>	In progress  0%

Figure 4

After you have selected PCG or EBG you will then be able to see a list of the courses that are required, similar to Figure 5 below.

Student Profile	Certifications	Programs	Change Password
EBG Courses January - March 2016			
The following three courses need to be completed for EBG for the January - March 2016 quarter.			
EBG Courses January - March 2016			
Required			
<a href="#">Family Portfolio: Networking</a>			
<a href="#">Family Portfolio: Mission-Critical</a>			
<a href="#">Introduction to Workloads</a>			

Figure 5

## Completing Courses

To complete a course you will need to navigate to a course by either going through the PCG or EBG courses as above or visiting the Course Catalog per Figure 6 below.

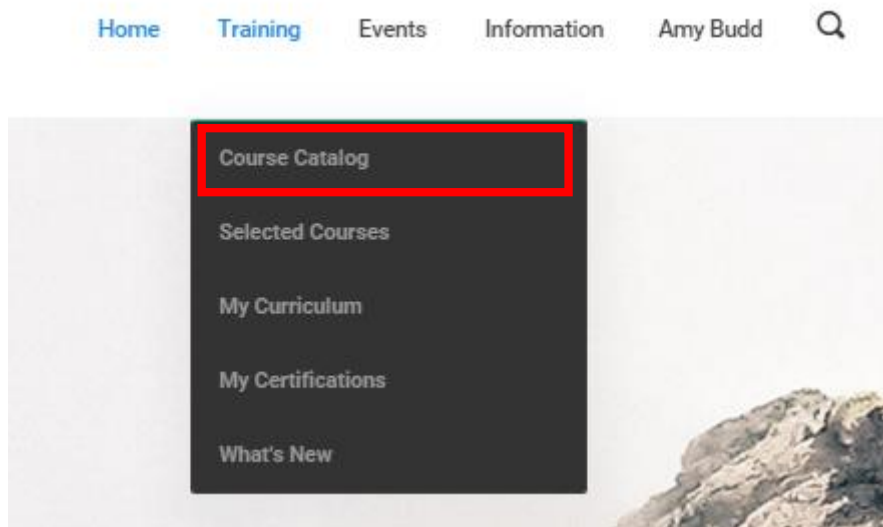
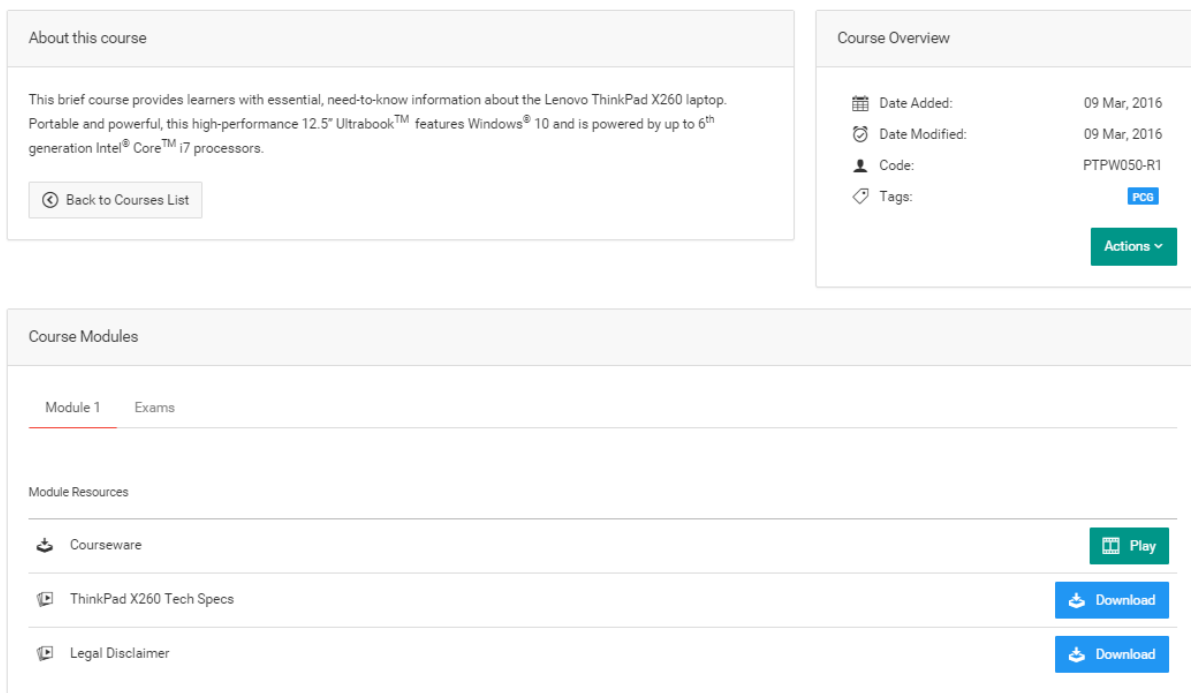


Figure 6

Once you have selected the course you wish to complete, you will see something similar to Figure 7 below.

A screenshot of a course page. The page is divided into three main sections: 'About this course', 'Course Overview', and 'Course Modules'.  
1. 'About this course': Contains a short description of the course: 'This brief course provides learners with essential, need-to-know information about the Lenovo ThinkPad X260 laptop. Portable and powerful, this high-performance 12.5" Ultrabook™ features Windows® 10 and is powered by up to 6th generation Intel® Core™ i7 processors.' Below the text is a button labeled 'Back to Courses List'.  
2. 'Course Overview': Contains a table of course details:

Date Added:	09 Mar, 2016
Date Modified:	09 Mar, 2016
Code:	PTPW050-R1
Tags:	PCG

Below the table is an 'Actions' button with a dropdown arrow.  
3. 'Course Modules': Contains a list of modules. The first module is 'Module 1 Exams'. Below the module list is a section for 'Module Resources' with three items:

Courseware	Play
ThinkPad X260 Tech Specs	Download
Legal Disclaimer	Download

Figure 7

The “About this course” section contains a short description of the contents of the course. “Course Overview” contains the dates the course was last updated and also the course code. The “Course Modules” section contains both the training materials and the exam that you will need to pass to be marked as complete for this course. To view the different course materials for the course simply click the Download or Play buttons on the right of the screen. Once you have reviewed all the material you will be ready to take the exam, to do this click “Exams” and then select “Take Assessment” and then click “Begin” after reviewing the provided instructions.

## Events and Webinars

From time to time when Lenovo is hosting an event or webinar we will post the information in our Learning Portal in addition to the Partner Portal. If you navigate to the Events menu and select Webinars or Events you will see similar to Figure 8. To view upcoming Webinars select “Live Webinars”, upcoming Events are within “Live Events” and past webinars that have the recording attached to them are under the heading “Recorded Webinars”

The screenshot displays the 'Live Events' interface. On the left, there is a calendar for March 2016. The main content area features three tabs: 'Live Webinars', 'Live Events', and 'Recorded Webinars'. Below the tabs, there is a search filter with the placeholder text 'Type to filter...' and a search icon. To the right of the filter is a 'Show:' dropdown menu set to '25'. Below the filter and search icon is a table with columns for 'Date', 'Title', 'Time', and 'Country'. The table is currently empty, displaying the message 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries'.

Figure 8

If you have any further questions that are not in our guide please contact [Lenovo Partner Advantage Support](mailto:LPA@LENOVPARTNERADVANTAGE.COM).

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