



## **ADMINISTRATOR'S GUIDE**

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## GMETRIX V6.0 SYSTEM REQUIREMENTS

- CPU: 1.00 GHz processor or higher.
- RAM: minimum of 1 GB.
- FREE DISK SPACE: At least 150 MB.
- DISPLAY: 1024x768 or higher resolution monitor.
- OPERATING SYSTEM: Windows Server 2008, Windows Server 2012, Windows Vista SP2, Windows 7 SP1, Windows 8 (excluding Windows 8 RT), or Windows 10.
- .NET FRAMEWORK: .NET Framework 4.5.2 or newer. ([More Info](#))
- MICROSOFT OFFICE SOFTWARE: Full installation of the version of Microsoft Office that you will be testing with: 2010, 2013, or 2016. Office 2007 is no longer supported.
- AUTODESK SOFTWARE: Full installation of the version of the Autodesk software that you will be testing with: 2016, 2017, or 2018.
- INTERNET: GMetrix requires a high-speed Internet connection.
- SUPPORTED BROWSERS: Chrome, Firefox, and Internet Explorer 9 or higher.
- ADOBE FLASH PLAYER: Current version.

GMetrix software can be downloaded at [www.gmetrix.net/download](http://www.gmetrix.net/download).

You can always find the most up-to-date system requirements at [www.gmetrix.net/support](http://www.gmetrix.net/support).

## ADMINISTRATOR'S GUIDE

### UNDERSTANDING THE ADMINISTRATOR'S PANEL

Administrators are able to manage their GMetrix account through the Administrator Panel at [www.gmetrix.net/manage](http://www.gmetrix.net/manage). To log in, use the Administrator username and password provided to you.

In the Administrator's panel, you are able to order licenses, create and manage access codes, track students' results, and create custom tests.

**\*NOTE – Licenses should not be confused with access codes!**

- **Licenses give an Administrator the ability to administer GMetrix practice tests and course content within the terms of that license and are distributed by a reseller.**
- **Access codes grant students access to practice tests/course content and are created by the Administrator using an available license.**

---

### CREATING ACCESS CODES


Before you can create access codes, you need to make sure that you have an available license. You can check your license inventory by selecting the **Orders** tab in the navigation panel and clicking on **My Inventory**. Most license orders are handled by GMetrix resellers, so if you are missing a license, you should first contact your sales representative. Generally speaking, there are two main types of GMetrix licenses available.

**SITE LICENSE** – Can be used to create a large number of access codes that can be used by any number of users at once.

**SEAT LICENSE** – Creates a specific number of access codes equal to the number of seats on your license. Each code can be redeemed by multiple users.

1. Log in to the Administrator Panel and click on **Access Codes**. If you are an Administrator for more than one Organization, you will need to select the Organization you are creating access codes for. Then click on **Create Codes**.

The screenshot shows the G\*METRIX Administrator interface. The left sidebar contains navigation links: HOME, USER ACCOUNTS, ACCESS CODES, CUSTOM TESTS, ORDERS, GROUPS, REPORTS, and STUDENTS. The main content area has a 'Create Codes' button highlighted in green. Below it, there are tabs for 'Online Codes' and 'Offline Codes'. A search section includes fields for 'Identifier', 'Products' (set to 'All Products'), and 'Created By', with 'Search' and 'Clear All Fields' buttons. A table below shows active codes with columns: #, Identifier, License, Created By, Created On, Codes, Details, Edit, Proctor, and Assign. The table lists three codes: 1. mtademo (Universal SITE License), 2. JA (Jasper Practice Test Testing), and 3. MP (MediaPlus Internal Testing not for resale).

2. Click on the pencil icon  next to the license for which you would like to create a new access code.

The screenshot shows the 'Access Code Wizard' in the G\*METRIX Administrator panel. It includes instructions to complete three steps: 1. Choose from the licenses available to you and confirm that you have sufficient inventory. 2. Configure the access code to best fit the needs of your students. The wizard has three steps: Step 1 (My Inventory), Step 2 (Configure Code), and Step 3 (Confirm). Under Step 1, there are tabs for 'Online Codes' and 'Offline Codes'. A table lists available licenses with columns: #, StartDate, Expiration Date, License, Type, and Available. The table lists four licenses: 1. ACA Full Suite - Annual 10 Seat License, 2. Digital Skills Programme Annual SITE License, 3. ETC Courseware MOS 2010 License, and 4. ETC Courseware MOS 2010 License. The 'Create Codes' button is highlighted in green next to the table.

3. Fill out all required information in the Access Code Wizard, then click Next twice (see picture below).
  - a. **Identifier:** This is a unique word of your choice used to identify the code(s) being created (e.g. Class1, Advanced, Word2, etc.).
  - b. **# of Students:** This sets the number of students who can redeem the access code.
  - c. **Type of Code:** The Single User option creates a number of unique access codes equal to the number of students. The Multiple User option creates one single code that can be used by multiple students.

- d. **Expiration:** This determines how many days the code will last before it expires and how many times the code can be used.
- e. **Tests/Courses/Books:** This determines what content is available to students.
- f. **Tests Per Code:** This sets the number of times each student can start a new test.
- g. **Allow Review:** This allows students to review questions marked incorrect while in Testing mode. This will not change their score.
- h. **Allow Study Guides:** This unlocks the GMetrix Study Guides if they are available for the selected products.

**GMETRIX**  
Administrator

testing@gmetrix.com ▼

**Access Code Wizard**

Please complete the following steps:  
1. Choose from the licenses available to you and confirm that you have sufficient inventory.  
2. Configure the access code to best fit the needs of your students.

Step 1 Step 2 Step 3  
My Inventory **Configure Code** Confirm

**Code Settings**

License: Universal SITE License

Identifier:

Number of Students:

Type of Code: ☐ Individual: Many codes with one redemption each  
☒ Multi User: One Code with many redemptions

Expiration:  Days after student redemption  
-OR-

The Access Code expiration is determined by the redemption days, expiration date, and number of redemptions. If any of the three run out, the access code will expire for the student.

**Select Content:**

**Practice Tests**

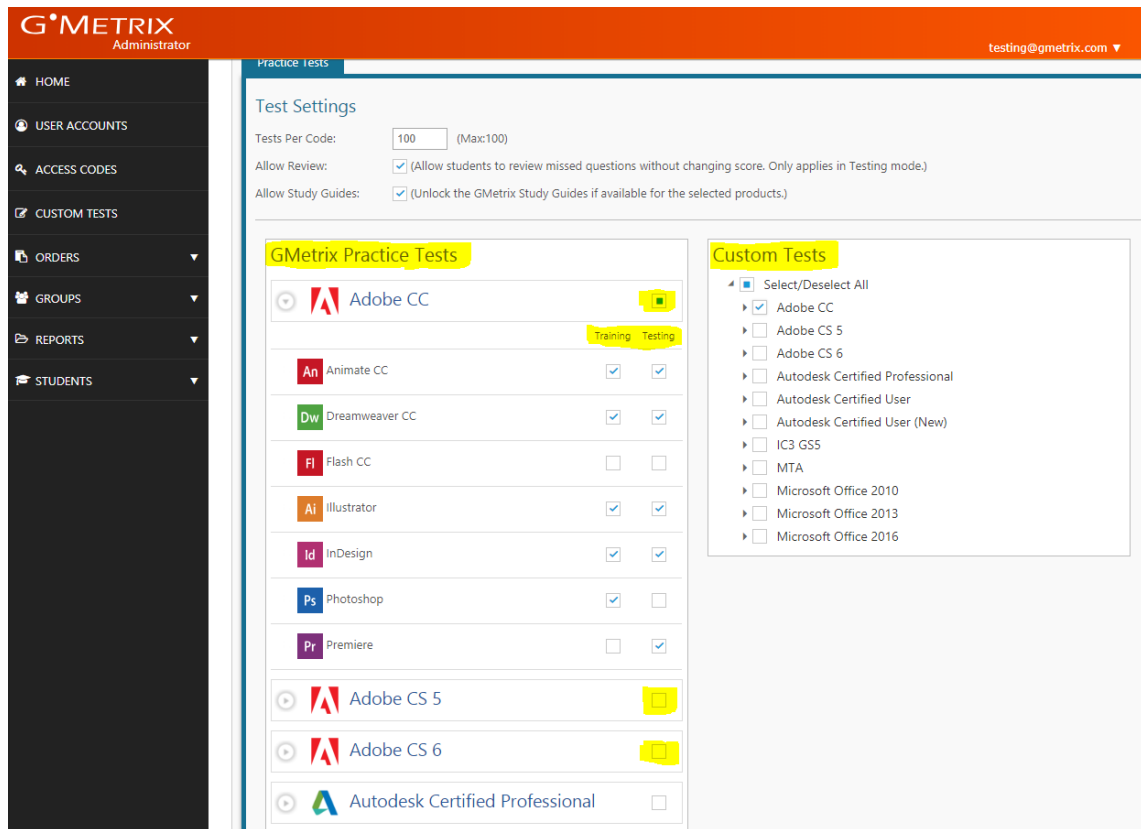
**Test Settings**

Tests Per Code:  (Max:100)

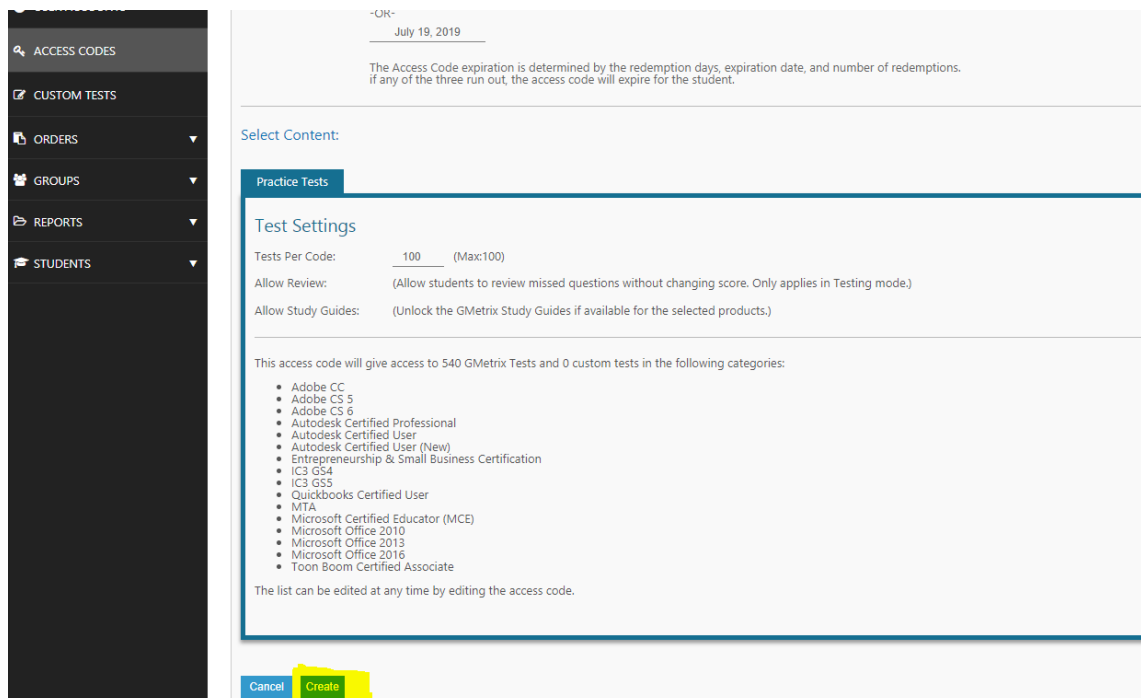
Allow Review: ☒ (Allow students to review missed questions without changing score. Only applies in Testing mode.)

Allow Study Guides: ☒ (Unlock the GMetrix Study Guides if available for the selected products.)

4. Once that information has been filled in, select which Products you want the Access Code to grant access to and whether you want to grant access to the training mode, testing mode, or both.



- Once you are finished, click **Confirm** to confirm your options. On the next page, click **Create** to create your new access code(s).




**NOTE – Each code or set of codes is part of what is called a Transaction. Each time you run through the Access Code creation wizard, a new Transaction is created. Keep in mind that multiple Transactions can have the same Identifier, so think carefully about the Identifier(s) you choose to avoid confusion in the future.**

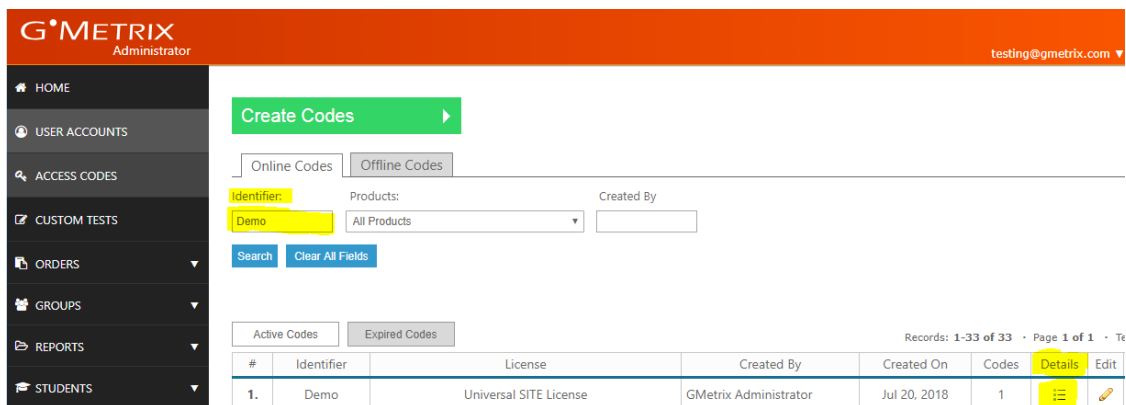
#### A NOTE ON SEAT LICENSES

Seat licenses come with 10 redemptions per seat. For example, a 5-seat license would offer 5 separate codes, each redeemable 10 times, thus totaling 50 redemptions.

### VIEWING AND EDITING ACCESS CODES

You can view and edit your existing access codes by following these steps:

1. Log in to the Administrator Panel and click on **Access Codes**. If you are an Administrator for more than one Organization, select the Organization you want to search.
2. Select the Transaction you wish to view by searching for the **Identifier**.
3. Click on the Detail icon  to the right of the desired Transaction.



**G\*METRIX Administrator** testing@gmetricx.com

**Create Codes**



Online Codes Offline Codes

Identifier: Demo Products: All Products Created By:

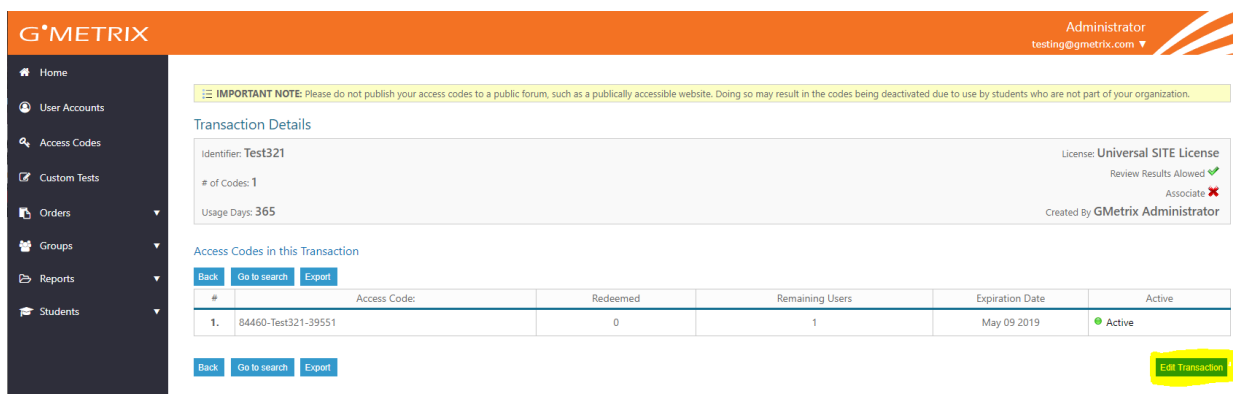
Search Clear All Fields

Active Codes Expired Codes

Records: 1-33 of 33 · Page 1 of 1 · Te

#	Identifier	License	Created By	Created On	Codes	Details	Edit
1.	Demo	Universal SITE License	G*Metric Administrator	Jul 20, 2018	1		

4. Any codes associated with that Transaction will appear in the box at the bottom of the screen, along with the number of times it has been redeemed, the remaining number of allowed users, and the code's expiration date.





**G\*METRIX Administrator** testing@gmetricx.com

**IMPORTANT NOTE:** Please do not publish your access codes to a public forum, such as a publically accessible website. Doing so may result in the codes being deactivated due to use by students who are not part of your organization.

**Transaction Details**

Identifier: Test321 License: Universal SITE License


# of Codes: 1 Review Results Allowed 

Usage Days: 365 Associate 

Created By G\*Metric Administrator

**Access Codes in this Transaction**

Back Go to search Export

#	Access Code	Redeemed	Remaining Users	Expiration Date	Active
1.	84460-Test321-39551	0	1	May 09 2019	 Active

Back Go to search Export **Edit Transaction**



5. You can click the **Edit Transaction** button to adjust certain aspects of a previously created access code, including the remaining number of uses, the expiration date, the available practice tests, and the ability to review missed questions. You cannot change the Identifier, code type, or number of students.

---

## CREATING GROUPS

Groups are useful in organizing your students and can be utilized in other GMetrix features like creating reports, looking up student test scores, and assigning custom tests (these features will be discussed later in this guide). There are two different types of groups available for you to create.

**Code Groups** – Students are placed into these groups based on the access code(s) they have redeemed. One or more access codes can be assigned to the group, and then any students who redeem or have already redeemed any of the associated codes will automatically be added to the group. Code groups are particularly useful for organizations using SITE licenses because you can create a separate access code for each group of students you wish to track and then associate that code with its own code group.

For example, if Mrs. Henson teaches three class periods covering Microsoft Office, she could create a different multiple user code for each class (e.g. 12345-HensonP1-999999, 12345-HensonP2-999999, 12345-HensonP3-999999), and then she could assign each of those codes to its own code group. That way, when students from that class redeem their access code, they will be automatically added to the group. She can then run reports on each individual class using the Code Group filter in Reporting.

**Student Groups** – Students are placed into these groups manually. After creating a student group, you will be asked to assign students from a list of all users associated with your account. Students are associated with your account as soon as they redeem any access code created by one of your licenses. Because student groups require you to manually assign students to the group, they are more useful for keeping track of smaller numbers of students and are more useful for organizations using Seat Licenses, which are more limited in how the access codes can be customized.

## CODE GROUPS

1. Log in to the Administrator Panel and click on **Groups**, then select **Code Group** from the dropdown menu. If you are an Administrator for more than one Organization, select the Organization you want to use.
2. From this page, you can view, edit, and delete existing Code Groups. To create a new group, click **Create Code Group**.

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- Home
- User Accounts
- Access Codes
- Custom Tests
- Orders
- Groups
  - Code Group
  - Student Group
- Reports
- Students

Create Code Group

#	Group ID	Group	Creation date	Modified Date	Edit	Delete
1.	4F58B-2	324132wew	Jul 10, 2014	Dec 16, 2015		
2.	0E581-1750	sdd	Sep 19, 2014			
3.	8BA83-7253	Justice	Aug 17, 2015			
4.	7BFA4-13956	AutoDesk Practice Test	Apr 04, 2017			

3. Choose whether to migrate an old group or create a new group.
  - a. **Migrate an Old Group:** This option allows you to import a group that was created on your account before Code Groups existed. This option is generally reserved for older testing centers.
  - b. **Create New Group:** This option creates a new group based on your available access codes. The rest of this section will focus on this option.
4. Enter a Group Name and Description, then select any access code Identifiers from the list below that you want to be associated with this group.

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- Home
- User Accounts
- Access Codes
- Custom Tests
- Orders
- Groups
  - Code Group
  - Student Group
- Reports
- Students

\* Required information.

Step 1
Step 2
Step 3
Step 4

Start
Create
Confirm
Complete

Welcome to our new Groups feature. Here, you will have a few options.

**Migrate:** You can migrate old groups that you have previously created. This will bring the group name, the code(s) it was associated with, and the description of the group into the new feature. Please note that any groups that you did not create yourself will not be available. The migrated groups will be available to all Administrators in your testing center.

**New:** You can create new groups. These groups are for groups of Access codes. All codes in a single group can be reported on together. Access code groups can be viewed, editing, and deleted by any Admin in the testing center. We suggest creating new groups if you are confused about the migration or previously had groups created for you by a different admin.

Migrate an Old Group

- OR -

Create New Group

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- Home
- User Accounts
- Access Codes
- Custom Tests
- Orders
- Groups
- Reports
- Students

**\* Required information.**

Step 1   **Step 2**   Step 3   Step 4

Start   **Create**   Confirm   Complete

Welcome to our new Groups feature. Here, you will have a few options.

**Migrate:** You can migrate old groups that you have previously created. This will bring the group name, the code(s) it was associated with, and the description of the group into the new feature. Please note that any groups that you did not create yourself will not be available. The migrated groups will be available to all Administrators in your testing center.

**New:** You can create new groups. These groups are for groups of Access codes. All codes in a single group can be reported on together. Access code groups can be viewed, editing, and deleted by any Admin in the testing center.

We suggest creating new groups if you are confused about the migration or previously had groups created for you by a different admin.

**Group Information**

Group Name:

Description:

**Access Codes**

Identifier:  [Filter](#)

Identifier	Created:
<input type="checkbox"/> Test321	Aug 10, 2018
<input type="checkbox"/> python	Aug 09, 2018
<input type="checkbox"/> tomtest	Aug 09, 2018
<input type="checkbox"/> tomtest	Aug 09, 2018
<input type="checkbox"/> pythonPN	Aug 09, 2018
<input type="checkbox"/> tomtest	Aug 09, 2018

## STUDENT GROUPS

1. Log in to the Administrator Panel and click **Groups**, then select **Student Groups** from the dropdown panel. If you are an Administrator for more than one Organization, select the Organization you want to use.
2. From this page, you can view, edit, and delete existing Student Groups. You can also make a Student Group inactive, which means it will still exist but will not show up in Test Tracking. To create a new group, select **Create New Group**.

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- Groups
- Reports
- Students

**Create Student Group** ▶

**General Filters**

Created by:

Description:

Student Name:

[Search](#)

Group Name:

Group Control:

#	Group Control	Group	Created by	Creation date	Modified Date	Active	Edit	Delete
1.	Nocontrol4u	Sam, Devan, and Daniel	GMetrix Administrator	November 14 2014	May 01 2017	<input checked="" type="checkbox"/>		
2.	Glazier-20	jovial	kevin Hart	November 25 2014		<input checked="" type="checkbox"/>		
3.	Administrator-1047	Assign Tests by Student Group	GMetrix Administrator	March 19 2015	April 13 2015	<input checked="" type="checkbox"/>		

3. Enter a Group Name and Description, and then select the students you want in the group from the list below by clicking the checkbox next to their names. Note that in the Filter Student List box, you can search by both the student's name and their username.

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Welcome to the new Student Group feature! This tool will allow you to manage groups of students that can be used to organize students, and report as a whole on their results. You may use the filters below to sort through already existing groups, activate/deactivate them, edit them, or remove them entirely. If you'd like to create a new group, please click on the "Create" menu item on the left.

Step 1
Step 2
Step 3

Create
Confirm
Complete

Group

Group Name:

Description:

[Next](#)

Students

☐ Include Inactive Students

[Filter](#)

	First Name:	Last Name:	User Name
<input type="checkbox"/>	Lisa	Bookout	lbookout71@yahoo.com
<input type="checkbox"/>	Breyale	Bowman-Sims	breyaleb
<input type="checkbox"/>	Lacy	Bugielski	LBugielski
<input type="checkbox"/>	Reubens	Butt	reubensbutt

## TEST TRACKING

You can view the current test status and access detailed score reports for your students through the Test Tracking section of the Administrator Panel.

1. Log in to the Administrator Panel and click on **Reports**, then select **Test Tracking** from the dropdown menu. Select your desired testing center if necessary.
2. Select your desired filter options and click **Search**.
3. Click on the Detail icon to view a more detailed report of the chosen test.

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- Access Codes
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- Orders
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- Reports
- Create
- Test Tracking
- Students

Viewing Test Results For: GMetrix Testing Center

Click on the Details button to view their complete test results.

Start Date:

End Date:

Test Status: Finished

Product: Choose one

Advanced Filters ▼

Access Code:

Student Group: Choose one

Code Group: Choose one

Score: (Greater Than)

Student Name:

Test Name:

Search
Export

#	Test	First Name:	Last Name:	User Name	Finish Date	Mode	Score	Group	Details
1	TPQI Level 1	TPQI	DEMO	tpqidemo	08/10/2018	Testing	<div style="width: 2%; background-color: green; height: 10px;"></div> 2%		
2	TPQI Level 1	TPQI	DEMO	tpqidemo	08/09/2018	Testing	<div style="width: 24%; background-color: green; height: 10px;"></div> 24%		
3	Excel 2016 Core Practice Exam 1 Training	Kevin	Jacobsen	kmj	08/09/2018	Training	<div style="width: 0%; background-color: green; height: 10px;"></div> 0%		
4	QuickBooks 2017 Test 2 Testing	danny	Sejas	dannys	08/09/2018	Testing	<div style="width: 0%; background-color: green; height: 10px;"></div> 0%		
5	Word 2016 Core Practice Exam 1 Training	Kevin	Jacobsen	kmj	08/09/2018	Training	<div style="width: 0%; background-color: green; height: 10px;"></div> 0%		
6	Word 2016 Core Skill Review 3 Testing	Quaid	Atkinson	quaida	08/09/2018	Testing	<div style="width: 0%; background-color: green; height: 10px;"></div> 0%		

Viewing Test Results For: G\*Metrix Testing Center

Click on the Details button to view their complete test results.

Start Date:

End Date:

Advanced Filter

Access Code:

Student Group:

Code Group:

Search

Export

Test Result Details

TPQI DEMO

TPQI Level 1

Category:	TPQI
Product:	Level 1
Mode:	Testing
Allotted Time:	1 hrs 30 min 0 secs
Time Remaining:	0 hrs -17 min -33 secs
Finish Date:	8/9/2018 9:25:27 PM

Print

23.5% **Failed**

Questions: 20 / 85 Points: 235 / 1000

\* NR in the "Points Received" column indicates that No Response was provided.  
To view the page numbers that relate to the objective, mouse over the percentage on the right side of the objective report.

Objective Question

#	Skill Sets	%
1.	EoC10012 - ??????????????????	29%
2.	EoC10013 - ??????????????????	29%
3.	EoC10014 - ??????????????????	25%
4.	EoC10015 - ??????????????????	0%

**NOTE – Students can access their own detailed score reports for completed tests by logging in to the Online Student Portal at [www.gmetrix.net](http://www.gmetrix.net).**

## CREATING REPORTS

You can generate several comprehensive reports about your students' usage statistics and testing results. You can access report creation by clicking the Reports dropdown menu in the Administrator Panel and selecting Create. Reports options are divided into three sections: Test Reports, Course Reports, and Book Usage.

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Home

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Create

Test Tracking

Students

Create Report

You are running the report as G\*Metrix Testing Center

Some Results may be up to 24 hours behind.

Test Reports Course Reports E-Book Reports

General Product Report

General: A General Product report shows the pass/fail rate of each product, the actual number of tests that were passed or failed, and the percentage of the total students represented.

Student Test Results

Students: This report will show a breakdown of test results based on each individual student. Here you will see each student listed by name, as well as their test score, and percentage.

Objectives Breakdown (Based on the Official Exam)

Objectives: Please select a category, Product and test for the report. This report breaks down the test by objectives. You will see the pass/fail rate for students on each objective.

## TEST RESULTS

### 1. General Product Report

This report type shows the number of tests taken for each product as well as the pass/fail rate for those tests within a specified date range.

GMETRIX

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### Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

#### Select a Date Range

Start Date

End Date

Create Report

GMETRIX

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### Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

#### General Product Report

Export

#	Product	Total results		Pass		Fail		Pass %		Fail %	
		Training	Testing	Training	Testing	Training	Testing	Training	Testing	Training	Testing
1.	3DS Max 2016	3	6	0	0	3	6	0.00	0.00	100.00	100.00
2.	3DS Max	6	0	0	0	6	0	0.00	0.00	100.00	0.00
3.	98-368: Mobility and Devices Fundamentals	18	12	0	0	18	12	0.00	0.00	100.00	100.00
4.	98-379: Software Testing Fundamentals	3	0	0	0	3	0	0.00	0.00	100.00	0.00
5.	98-380: Introduction to Programming Using Block-Based Languages	15	0	0	0	15	0	0.00	0.00	100.00	0.00
6.	98-381: Introduction to Programming Using Python	33	48	6	3	27	45	18.18	6.25	81.82	93.75
7.	98-382: Introduction to Programming Using JavaScript	6	0	3	0	3	0	50.00	0.00	50.00	0.00

### 2. Student Test Results

This report shows a breakdown of test results based on each individual student that has taken the test. Results are filtered by specific test and show the student's score, total possible score, and the percentage of correct answers. You can also choose between showing all scores for each student or only the highest available score.



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Home

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Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

Excel 2016 Project Review 1 Training

Export

#	Objective Name	Passed	Failed	%Pass	%Fail
1.	Create a Document	0	1	0.00	100.00
2.	Create Worksheets and Workbooks	0	1	0.00	100.00
3.	Format Worksheets and Workbooks	0	1	0.00	100.00
4.	Customize Options and Views for Worksheets and Workbooks	0	1	0.00	100.00
5.	Configure Worksheets and Workbooks for Distribution	0	1	0.00	100.00
6.	Insert Data in Cells and Ranges	0	1	0.00	100.00

## COURSE REPORTS

These reports show you the progress of students for a given course, including time spent watching videos and scores for assessments and labs. These reports can be filtered by date, access code, or even by student.

### 1. Details Report

An activity report for students who have started a selected course within a date range.

ETRIX

Home

Accounts

Codes

Tests

Orders

Groups

Reports

Students

Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

Select a Date Range

Start Date

End Date

Courses:

Word 2013

Access Code:

Student Name:

Create Report



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Home

User Accounts

Access Codes

Custom Tests

Orders

Groups

Reports

Students

Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

Excel 2016

Students in Course: 9

Export

Session 1

	Excel 2016 Pre Assessment	Excel 2016	Excel 2016 Exercise Labs	Excel 2016 Post Assessment
	0% 0 min.	0% 0 min.	0% 0 min.	0% 0 min.
Daniel Arrieta	0% 0 min.	0% 0 min.	0% 0 min.	0% 0 min.
Thomas Call	0% 0 min.	0% 0 min.	0% 0 min.	0% 0 min.

## 2. Student Progress Report

A progress report that shows individual student progress with details. This report can be customized by date, student name, course name, etc.

G\*METRIX

Administrator  
testing@gmetrix.com

Home

User Accounts

Access Codes

Custom Tests

Orders

Groups

Reports

Students

Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

Click on the Details button to view their complete test results.

Start Date:

End Date:

Student Name:

Course Name:

Advanced Filters

Access Code:

Publisher:

Category:

Score: (Greater Than)

Search Export

G\*METRIX

Administrator  
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Home

User Accounts

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Custom Tests

Orders

Groups

Reports

Students

Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

Click on the Details button to view their complete test results.

Start Date:

End Date:

Student Name:

Course Name:

Advanced Filters

Access Code:

Publisher:

Category:

Score: (Greater Than)

Search Export

#	Course	First Name:	Last Name:	Student #	User Name	Score	Details
1	Photoshop CC	Quaid	Atkinson		quaida	0%	
2	ACA Test Prep: Dreamweaver CC 2015	Quaid	Atkinson		quaida	18%	
3	ACA Test Prep: Animate CC 2015	Quaid	Atkinson		quaida	0%	
4	ACA Test Prep: InDesign CC 2015	Quaid	Atkinson		quaida	0%	

## TESTING CENTER

(Note: You may not see this section if you do not have the required permissions)

### 1. Tests Taken

This report shows how many tests have been taken under a specific license at any testing centers associated with your account.

### 2. Inactive Testing Centers

This report shows a list of testing centers with expired or soon-to-expire licenses.

## BOOK USAGE

### 1. General Product Report

This report shows how many students have redeemed and opened an book associated with your account as well as the last time each book was viewed.

**Create Report**

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

**Select a Date Range**

Start Date: 01/09/2018

End Date: 08/08/2018

**Create Report**

**Create Report**

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

**General Product Report**

**Export**

#	Name	Latest View	Total Views
1.	Windows Server Administration Fundamentals	7/27/2018 2:55:17 PM	1892
2.	Security Fundamentals	7/31/2018 1:30:51 PM	356
3.	Networking Fundamentals	8/2/2018 11:05:52 AM	75
4.	Windows Development Fundamentals	12/16/2017 2:30:31 PM	50
5.	Web Development Fundamentals	5/2/2018 8:45:51 AM	37
6.	Software Development Fundamentals	8/7/2017 10:50:09 AM	93
7.	Database Administration Fundamentals	8/1/2018 9:28:44 AM	306

## 2. Student Book Results

This report shows which students have viewed books, which books they have viewed, when they last viewed each book, and how many times they viewed it.

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Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

Select a Date Range

Start Date

End Date

Access Code:

Student Name:

Create Report

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Create Report

You are running the report as **GMetrix Testing Center**

Some Results may be up to 24 hours behind.

Student Test Results

Export

#	Student	Name	Access Code	Latest View	Total Views
1.	Quaid Atkinson	Windows Server Administration Fundamentals	<ul style="list-style-type: none"><li>EB-NoShame-74966-02883</li><li>EB-EXINEH-33655-75007</li><li>EB-LrnPthh-31274-20554</li></ul>	6/12/2018 3:26:39 PM	24
2.	Quaid Atkinson	100 Life-Changing Tips using Microsoft Office for Windows (Windows 10 and Office 2016)	<ul style="list-style-type: none"><li>RCC-100Tips-51384-23776</li><li>RCC-RCape-72245-62029</li><li>UWS-44523-all-46785</li></ul>	7/31/2018 1:30:06 PM	42
3.	Illugi Zoega	Security Fundamentals	<ul style="list-style-type: none"><li>MTATSTBK-Test-83651-19089</li><li>MTAMOAC-bgambrel-43122-98956</li><li>MTAMOAC-thor-47308-86142</li><li>EB-DEMOALL-45807-13269</li><li>EB-EBook-59015-41643</li><li>EB-DEMO-40533-93164</li></ul>	7/31/2018 1:30:51 PM	96

## CREATING CUSTOM TESTS

Administrators can create a custom test consisting of a subset of the question pool for each practice test. These customized tests will appear as an option for the students when they log in to take a practice test, once the custom test has been created and attached to the Access code the students are using.

1. Log in to the Administrator Panel and click on **Custom Tests**. If you are an Administrator for more than one Organization, select the Organization you wish to work on.
2. Click on **Create New Test**.

**G\*METRIX** Administrator  
testing@gmetrix.com

Home  
User Accounts  
Access Codes  
Custom Tests  
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Groups  
Reports  
Students

**Create New Test**

Select a Category: Choose one  
Select a Product: Choose one

Test Name: Created By: Training Mode: Status: Passing Score:

Search Clear All Fields

Records: 1-50 of 715 · Page 1 of 15 · Tests per page: 50

#	Test Name	Created By	Details	Assign	Edit	Clone	Delete	Status
1	12.8.2017 1	GMetrix Administrator						

### 3. Insert your Test Information

- Test Name:** The name of the test.
- Language:** The language you want the test to be in.
- Passing Score:** The lowest passing score for the test.
- Mode:** An option that allows you to choose whether the test will be available in testing mode or training mode.
- Then click **Next**.

### 4. Selecting Category and Products

- Category:** The type of software you wish to create the test for (e.g., Office 2013, Adobe CS6, etc.).
- Products:** This allows you to choose one or more products within the category from which to pull your questions.

**G\*METRIX** Administrator  
testing@gmetrix.com

Complete the following steps to create a customized test from the set of pre-defined questions.

Step 1 Step 2 Step 3 Step 4  
Test Information Select a Product Select Questions Assign Your Test

**Select a Category**

Adobe CC Adobe CS 5 Adobe CS 6 Adobe LITA Autodesk Certified Professional Autodesk Certified User Autodesk Certified User (New) Entrepreneurship & Small Business Certification EXIN IC3 GS4 IC3 GS5

In Development Introduction to Programming Microsoft Certified Educator (MCE) Microsoft Office 2010 Microsoft Office 2013 Microsoft Office 2016 Microsoft Windows MTA Quickbooks Certified User Toon Boom Certified Associate TPQI

Unity

**Select a Product**

Access 2016 Excel 2016 Excel Expert 2016 OneNote 2016 Outlook 2016 PowerPoint 2016 SharePoint 2016 Word 2016 Word Expert 2016

Back Next


5. Select your desired test questions from the list below. If you are using more than one product for your test, you can navigate through them using the tabs at the top of the question list. When you are finished, click Next.
  - a. **Select Random Questions:** This randomly assigns the desired number of questions from your list of selected questions (e.g., entering 10 will choose 10 random questions from the selected question list).
  - b. **Time:** This is the amount of time allotted to students to complete this test.



















6. Click **Next** to confirm options and finish creating the test.

**NOTE – Any administrator for the testing center has access to all custom tests. However, custom tests are associated with your administrator account, so if you remove an administrator from the account, then all custom tests they had created will also be removed from the testing center.**

## ASSIGNING CUSTOM TESTS TO AN ACCESS CODE

After creating a custom test, it must be associated with an access code before it can be assigned to students.

1. Click on **Custom Tests** in the Administrator Panel or click **Assign Test** at the end of test creation.
2. Search for the test that needs to be associated with an access code.
3. Click the paper clip icon  under the Assign column next to the desired test.

<a href="#">Search</a> <a href="#">Clear All Fields</a>		Records: 1-50 of 716 · Page 1 of 15 · Tests per page: 50						
#	Test Name	Created By:	Details	Assign	Edit	Clone	Delete	Status
1	12.8.2017 1	GMetrix Administrator						
2	4536	GMetrix Administrator						
3	6.0 test	GMetrix Administrator						

4. Select whether to assign the test to an access code or a student group. Click Next when finished.
  - a **Assign to Access Code:** This allows you to assign the test to any student using an access code with the selected Identifier.
  - b **Assign to Student Group:** This allows you to assign the test to any student in the selected Student Group. (Note: you must have already created a Student Group to use this option.)

Assign Custom tests

Step 1    Step 2    Step 3

Assign    Confirm    Assign Your Test

6.0 test

Assign To:

Select the Access Codes that will have access to the Test.

Identifier:  [Filter](#)

<input checked="" type="checkbox"/> Identifier: duncdemo	Created: Aug 10, 2018 Number of Access Codes:1
<input type="checkbox"/> Identifier: Test321	Created: Aug 10, 2018 Number of Access Codes:1
<input checked="" type="checkbox"/> Identifier: python	Created: Aug 09, 2018 Number of Access Codes:1
<input type="checkbox"/> Identifier: tomtest	Created: Aug 09, 2018 Number of Access Codes:1
<input checked="" type="checkbox"/> Identifier: tomtest	Created: Aug 09, 2018 Number of Access Codes:1
<input type="checkbox"/> Identifier: pythonPN	Created: Aug 09, 2018 Number of Access Codes:1
<input checked="" type="checkbox"/> Identifier: tomtest	Created: Aug 09, 2018 Number of Access Codes:1
<input type="checkbox"/> Identifier: pythonPN	Created: Aug 09, 2018 Number of Access Codes:1

## SEARCHING FOR STUDENTS

The Administrator Panel allows you to search for students who have used an access code under your license. Please note that students will not show up until they have logged in and started a test from an access code under your license.

### SEARCH BY NAME

1. Log in to the Administrator Panel and click on **Students**. Select **Search by Name** from the dropdown menu.
2. Enter the student's first name, last name, and/or email address and click **Search**.

**Student Lookup**

Fill out the information below to search for students who have been associated with your account.  
If all fields are left blank, all students associated with your account will be shown.

Please Note: A student will not show up in this search until the student has used one of your Access Codes.

First Name:

Last Name:

Email/Username:

Exact Match: ☒

**Search**

3. From these results, you can edit your students' information, view their usernames, and reset their passwords. If you reset a password, it will default to "gmetrix".

Fill out the information below to search for students who have been associated with your account.  
If all fields are left blank, all students associated with your account will be shown.

Please Note: A student will not show up in this search until the student has used one of your Access Codes.

First Name:

Last Name:

Email/Username:

Exact Match: ☒

**Search**

The password for this account has been reset to 'gmetrix'.

**Export**

#	First Name	Last Name	E-mail	User Name	Password
1.	Trisha T	Walters	tishberry@gmail.com	LeelaLarz	<b>Reset Password</b>

## SEARCH BY ACCESS CODE

1. Log in to the Administrator Panel and click on **Students**. Select **Search by Access Code** from the dropdown menu.
2. Enter the identifier or the entire access code into the search field and click **Search**.

Accounts

Access Codes

Custom Tests

Orders

Groups

Reports

Students

## Search By Access Code

This page will display Access Code and Student information pertaining to the Access Codes that match your search.

You can enter either the entire access code, or just the identifier.

Codes can be enabled and disabled with the buttons below.

The first table pertains to the whole access code. Any code disabled here will still be useable by any students that have already redeemed the code.

The second table pertains to an individual student's access to a code. If a code is disabled here, the code will remain active for any students except the student whose access to the code is disabled.

Access Code:

Search

## COURSES

If your testing center has purchased a Course License, you will see **Course Resources** on the Home page of your Administrator site. The **Course Resources** section will give you access to any available supplementary material for all courses included on your license, including course outlines, teacher workbooks, and course support files. Resources are grouped based on certification category (e.g., Microsoft Office 2013, Adobe CC, etc.). There is also a link on this page that will take you to the Course Details Report page.

Home

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Students

## Welcome GMetrix Administrator

ASSESS - LEARN - PRACTICE - CERTIFY

ACCESS CODES

CREATE VIEW

CUSTOM TESTS

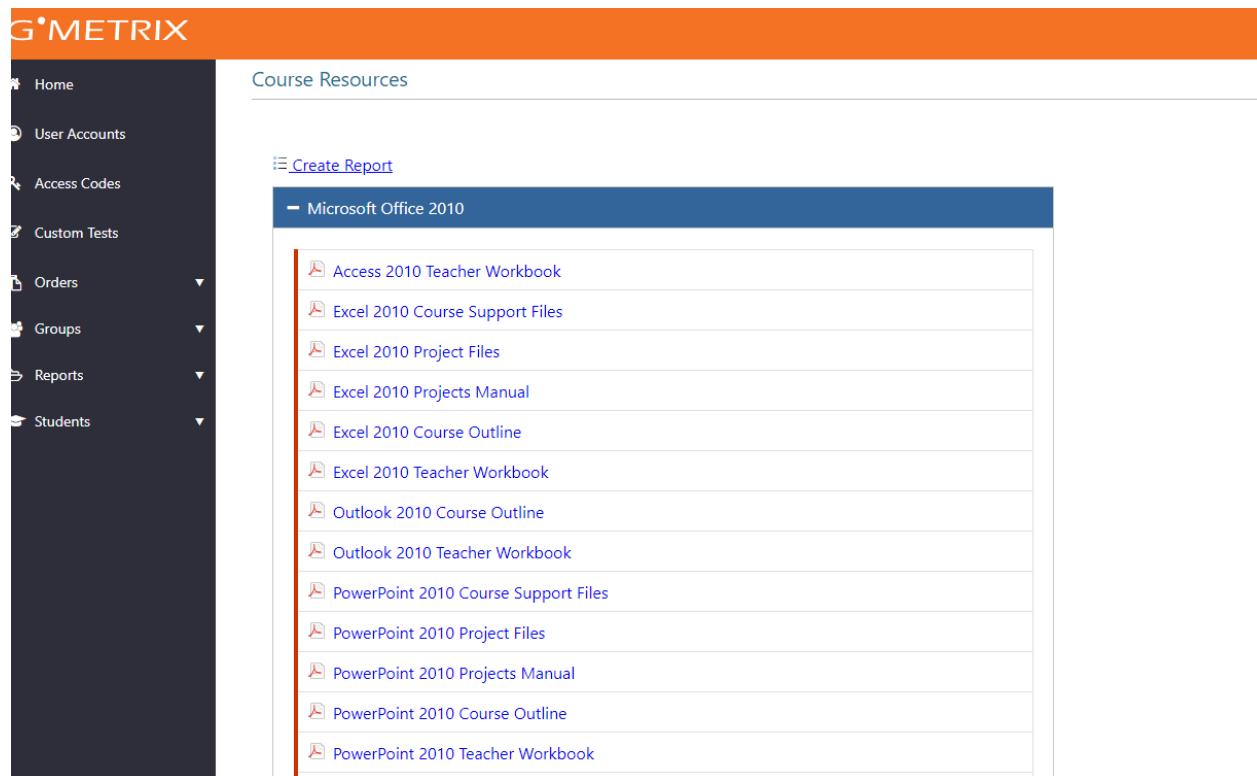
CREATE VIEW

LEARNKEY COURSE RESOURCES

Getting Started With LearnKey

Course Resources

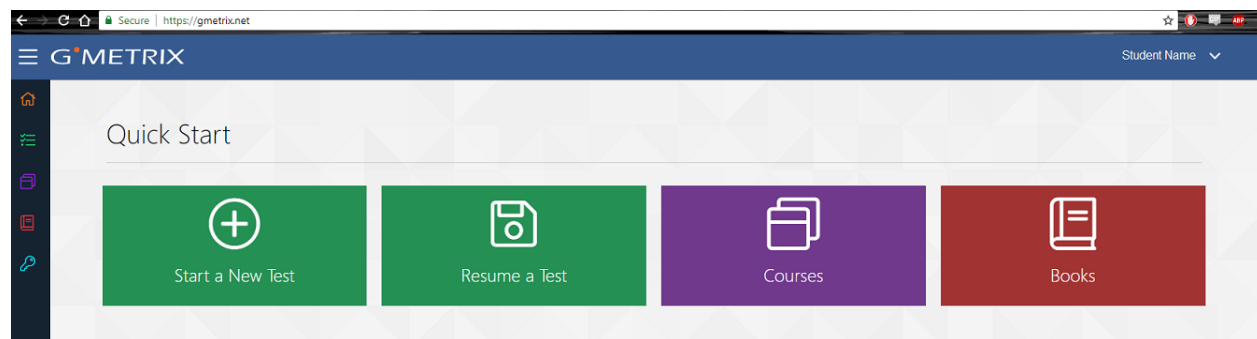




## ONLINE STUDENT PORTAL

### INTRODUCTION TO THE STUDENT PORTAL

The Online Student Portal is available to all G'Metrix users at [www.gmetrix.net](http://www.gmetrix.net). From this webpage, you can manage your student account, view detailed score reports for previously completed practice tests, and take web-based tests, access courses, and books.



### CREATING AN ACCOUNT

To access the Student Portal or use the G'Metrix SMS software, you will need to first create a G'Metrix account. Your instructor/employer may provide you with account information. If so, you can skip this step.

1. Go to [www.gmetrix.net](http://www.gmetrix.net) or the GMetrix SMS Version 6.0 and click on **Sign up here!**
2. Fill out the registration form. We recommend that you use your email address as your Username. Usernames must be unique and cannot be used by multiple people.
3. You do not have to enter a Student Number or email address. The information you need to fill out depends on who is providing GMetrix to you.

**User Registration**

Welcome!  
Please ensure that the contact information provided is correct.  
Note: Your personal information will be kept confidential.

**Personal Info**

First Name: \*

Last Name: \*

Select a Country \*

Select a State/Province \*

Student Number: \*

(Student Number - Enter if required by Instructor)

**Account Information**

Email Address: \*

Username: \*

Password: \*

Confirm Password: \*

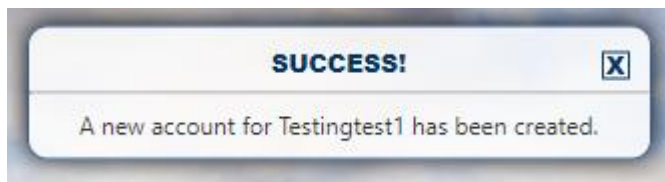
Who is your favorite actor? \*

Secret Answer: \*

☐ I accept the terms of the [GMetrix License Agreement](#)

**Back** **Confirm** \* Required Information

4. After you have filled out your information, click to accept our Terms of Use, and then click Confirm. If the information you attempted to sign up with was not already in use, you will get this message:



## LOGGING IN TO THE STUDENT PORTAL

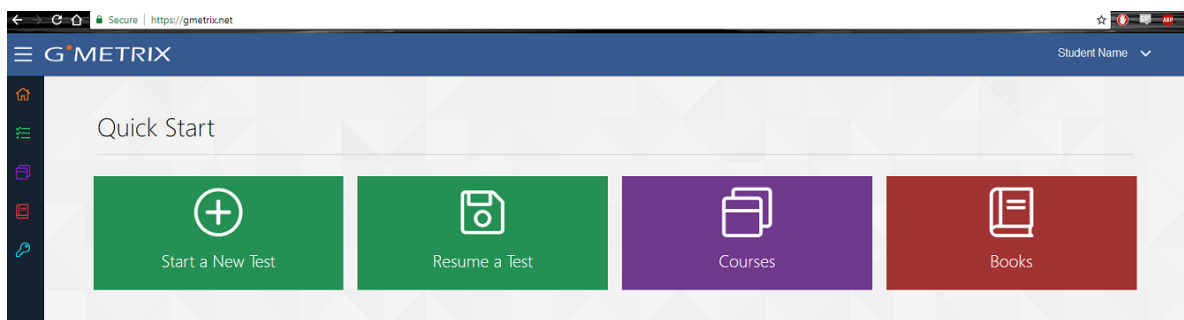
To log in to the GMetrix Student Portal:

1. Go to [www.gmetrix.net](http://www.gmetrix.net) in your web browser.
2. Input your username and password.

3. Click **Sign In**.



The first time you log in to the student portal, you will see the following screen:

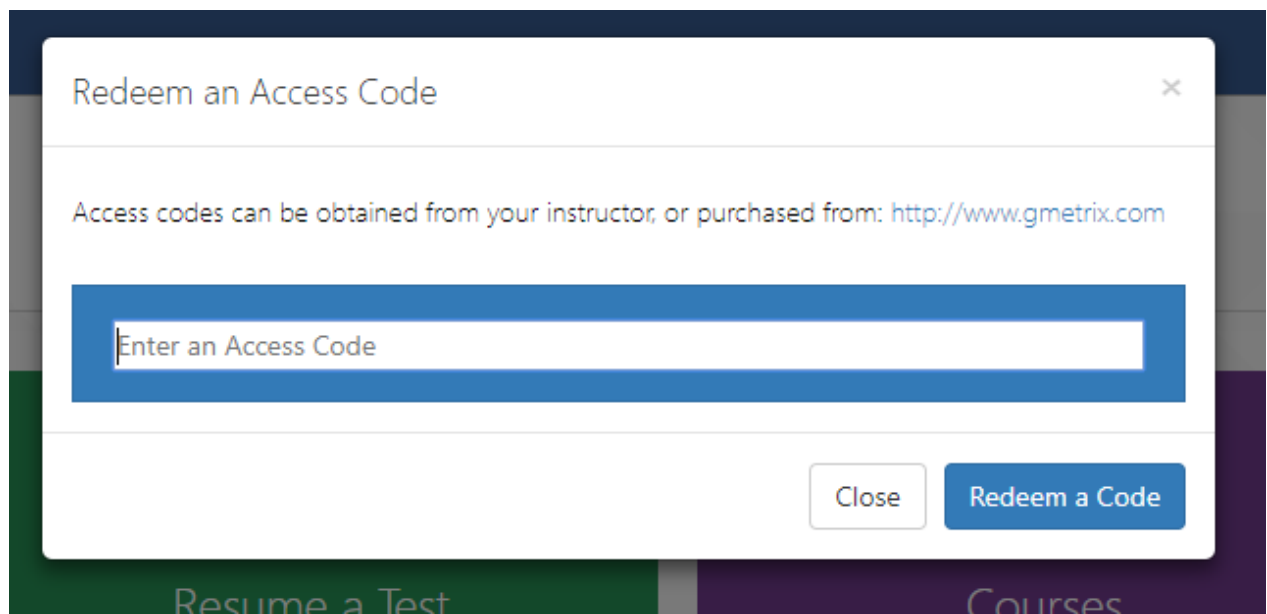


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## REDEEMING ACCESS CODES

Before you can take a test or access a course, you will need to redeem an Access Code. If you were not provided with an Access Code by your instructor/institution, you may need to purchase one from a GMetrix reseller or from [www.gmetrix.com](http://www.gmetrix.com).

1. Log in to [www.gmetrix.net](http://www.gmetrix.net).
2. Click the **Light Blue Key** on the left navigation bar.
3. Copy/Paste or type your access code into the field and click **Redeem Code**. (Note: You must include the hyphens in the access code. Also, if you are using copy/paste, be sure to delete any spaces that get copied over before or after the code.)

A screenshot of a web application showing a 'Redeem an Access Code' dialog box. The dialog box has a title bar with the text 'Redeem an Access Code' and a close button (X). Below the title bar, there is a message: 'Access codes can be obtained from your instructor, or purchased from: <http://www.gmetrix.com>'. Below this message is a large text input field with the placeholder text 'Enter an Access Code'. At the bottom right of the dialog box are two buttons: 'Close' and 'Redeem a Code'. The dialog box is overlaid on a background that shows parts of the website's navigation bar, including 'Resume a Test' and 'Courses'.

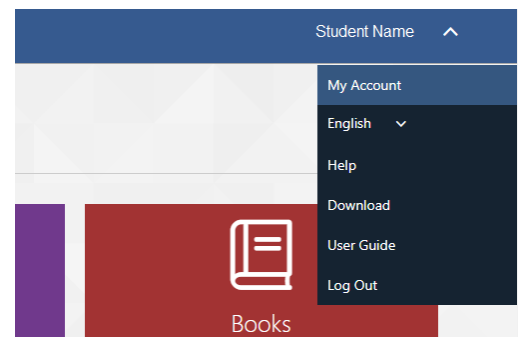
4. Once you have redeemed your code, it will be saved to your account. You do not need to enter the Access Code again.



---

## CHANGING PERSONAL INFORMATION

If you need to change any of the personal information for your GMetrix Student Account, you can do so from within the Student Portal.

1. Log in to [www.gmetrix.net](http://www.gmetrix.net).
2. Click on **your name** in the top-right corner of the window and select **My Account** from the dropdown menu.



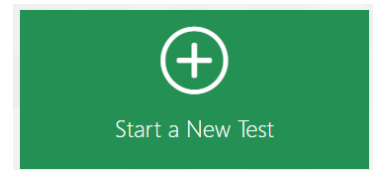
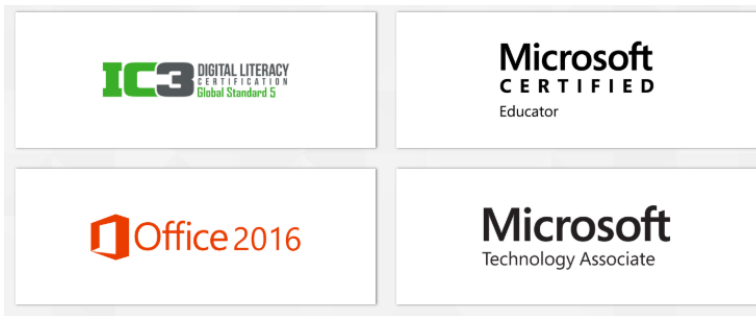
3. Click on the  icon to edit your personal information, then click the  icon to save your changes. To change your password, click on the **Change Password** button just above the Personal Info section. Please note that you cannot change your Username once your account has been created.

## TESTS

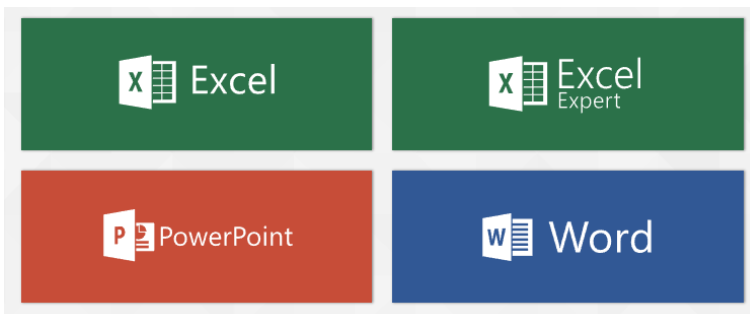
### TAKING A TEST

Courses and books can be launched only from the Student Portal. All of our other tests can be launched from the Student Portal as well, but MOS and AutoDesk Practice Tests require you to download the GMetrix SMS. For information about taking Microsoft Office or In-App Autodesk tests, please consult the **GMetrix SMS** section of this guide.

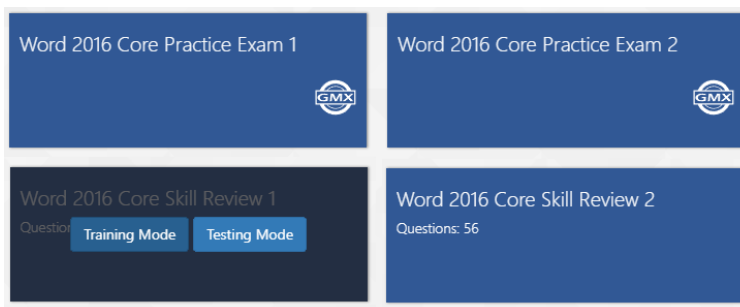
1. Log in to [www.gmetrix.net](http://www.gmetrix.net) and click on the Start a New Test tile.
2. Select a Category.



3. Select a Product.



4. You will then see the tests available for that Product. Hover over the test you want and select Training or Testing mode.




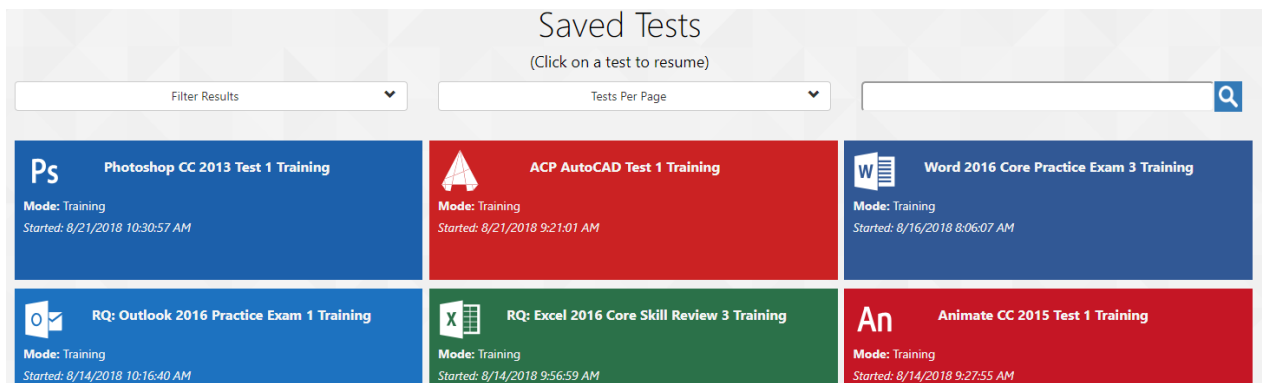
**NOTE – If your test does not launch, please ensure that JavaScript is not being blocked or try loading your test in a different browser.**

---

## SAVED TESTS

You can view your progress and resume your saved tests from the Student Portal.

1. Log in to [www.gmetrix.net](http://www.gmetrix.net).
2. Click on the **Resume a Test** tile.
3. For Completed tests, click  located on the left navigation bar and select Completed Tests.
4. Find your desired test on this page. It will show when the tests were started and what mode they were to help you find the most recent one.



Test Name	Mode	Started
Photoshop CC 2013 Test 1 Training	Training	8/21/2018 10:30:57 AM
ACP AutoCAD Test 1 Training	Training	8/21/2018 9:21:01 AM
Word 2016 Core Practice Exam 3 Training	Training	8/16/2018 8:06:07 AM
RQ: Outlook 2016 Practice Exam 1 Training	Training	8/14/2018 10:16:40 AM
RQ: Excel 2016 Core Skill Review 3 Training	Training	8/14/2018 9:56:59 AM
Animate CC 2015 Test 1 Training	Training	8/14/2018 9:27:55 AM

**NOTE – You will also be able to see any saved Microsoft Office and AutoDesk tests in this section. However, you will still need the GMetrix SMS software installed on your computer to resume these tests. Clicking on MOS/AutoDesk tests will cause the GMetrix SMS software to automatically launch and reopen your test.**

---

## COMPLETED TESTS

You can view a list of your completed test scores in the Student Portal. Additionally, you can view comprehensive result information about specific completed tests.

1. Log in to [www.gmetrix.net](http://www.gmetrix.net) and click  located on the left navigation bar.



- Click on **Completed Tests**.

**Completed Tests**  
(Click on a test to view details)

Filter Results Tests Per Page

<b>An</b> <b>Animate CC - Creating Rich Animated Media Content using Animate CC: Pre Assessment</b> Completed: 1/25/2018 9:54:55 AM Score: 18.1%	<b>X</b> <b>Excel 2016 Core Project 3 Training</b> Completed: 1/24/2018 10:28:00 AM Score: 10%	<b>P</b> <b>PowerPoint 2016 Project Review 1 Training</b> Completed: 1/24/2018 9:57:37 AM Score: 2.9%
<b>W</b> <b>Word 2016 Core Practice Exam 2 Testing</b> Completed: 1/17/2018 11:36:13 AM Score: 17.1%	<b>W</b> <b>Word 2016 Core Practice Exam 2 Training</b> Completed: 1/12/2018 12:16:21 PM Score: 14.2%	<b>W</b> <b>Word 2016 Project Review 1 Training</b> Completed: 1/9/2018 10:27:43 AM Score: 0%

- Locate your desired test file on that page. It will show when each practice test was Completed.
- Click the file of the desired test to view a detailed score report. The Results page will show you a percentage score, your pass/fail status, and which specific questions/objectives you passed or failed.

**E G METRIX** Student Name

**Test Results** Student Name

TPQI Level 1 - Part 2

Category:	TPQI	<b>Passed</b> 86.9% Questions: 20/23 Points: 869/1000
Product:	Level 1	
Access Code:	04522-gmxthai-62573	
Mode:	Testing	
Allotted Time:	30 min 0 secs	
Time Spent:	-08:-16	

Print Review Missed Questions

Question Objective Chart

#	Question Name	Score
1	EoC-10011-Q1	1/1
2	EoC-10011-Q2	0/1
3	EoC-10012-Q1	1/1
4	EoC-10012-Q2	0/1
5	EoC-10013-Q1	1/1
6	EoC-10013-Q2	1/1
7	EoC-10013-Q3	1/1
8	EoC-10014-Q1	0/1

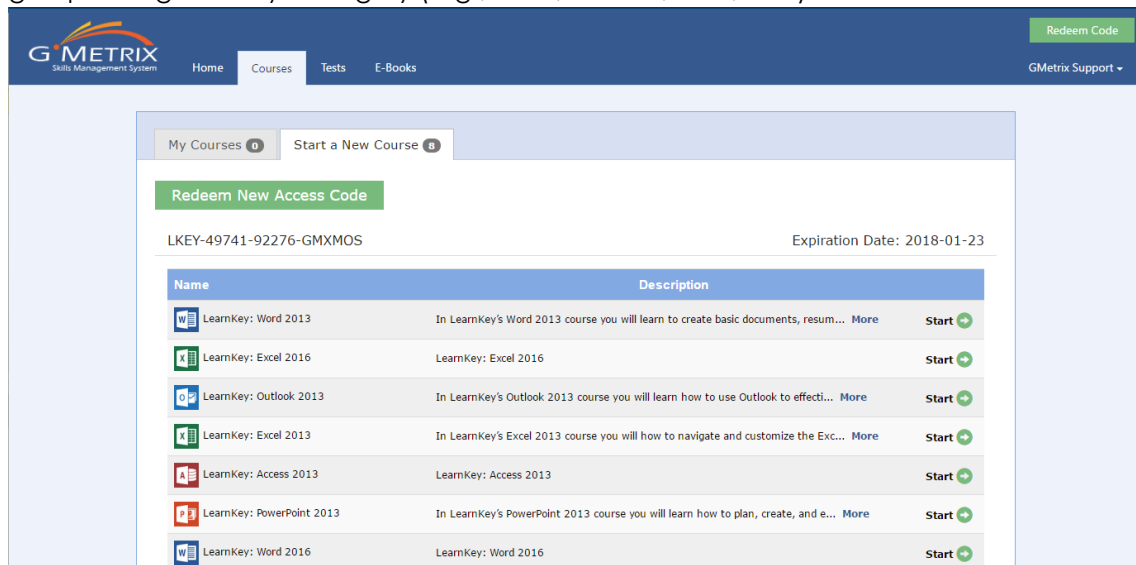
- You can also click the **Review Missed Questions** button to launch a custom test consisting of only the questions you missed on the test. **Please note that this feature is not available for Microsoft Office 2013 Project Tests or Microsoft Office 2016 Multi-Project Tests (Core Practice Exams).**

## COURSES

### STARTING A NEW COURSE

Just like with practice tests, you must first redeem an access code before you can access a course. Course access codes are redeemed the same way practice test codes are, so please review the Redeeming Access Codes section of the guide for more information.

1. Log in to [www.gmetrix.net](http://www.gmetrix.net) and select the purple **Courses** tile.
2. Select the **Start a New Course** button to view your available courses. Available courses are grouped together by Category (e.g., MOS, Adobe, MTA, etc.).



3. Click the **Start** button to the right of your desired course to begin.

**NOTE – This step is only required the first time you start a course. Once a course has been started, it will be available in the My Courses section of the Courses tab.**



## TAKING A COURSE

Courses are divided into multiple sessions, each covering different aspects of the given applications. The sessions themselves contain several types of exercises.

The screenshot shows the G\*METRIX LearnKey interface. At the top, the user is logged in as 'Trisha T. Walters'. The course title is 'LearnKey: MTA Windows Server Administration Fundamentals (98-365)'. Below the title, there are tabs for 'Course Outline', 'Activity Report', and 'Course Description'. The 'Course Outline' tab is active, showing a list of sessions. Session 1 is expanded, showing a progress bar at 25%. Session 2 is expanded, showing a progress bar at 100%. Session 3 is expanded, showing a progress bar at 100%. Session 4 is expanded, showing a progress bar at 100%. Session 5 is expanded, showing a progress bar at 100%. Session 6 is expanded, showing a progress bar at 100%. The interface also includes a sidebar with navigation icons and an 'Expand All' button.


**Assessments** – Assessments are tests consisting of multiple-choice, true/false, and drag-and-drop questions designed to assess your knowledge of the concepts covered in each session. A passing score on every Post Assessment is required for the course to be considered complete.

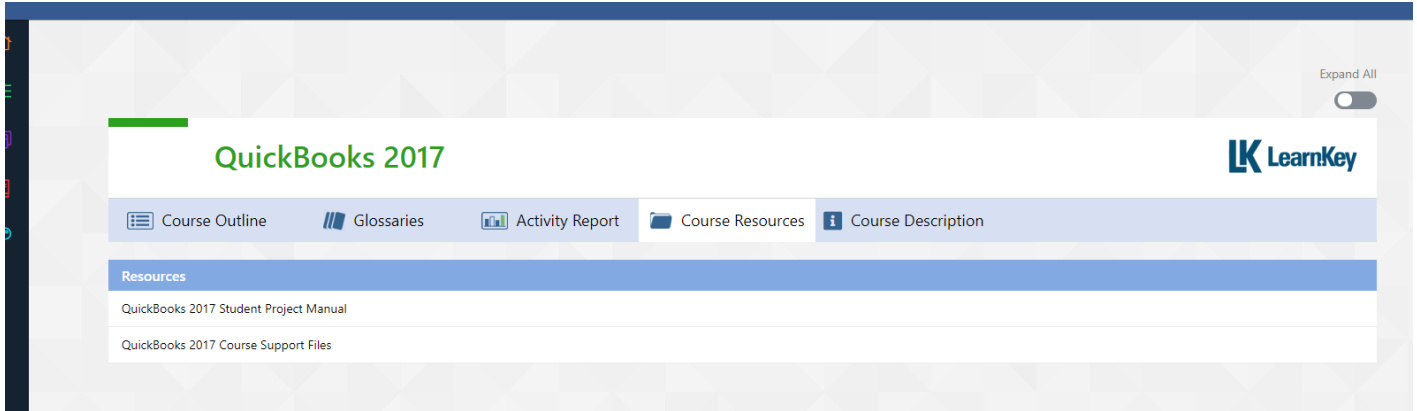
**Training Videos** – Most course sessions contain in-depth training videos which cover the application. Each video in the session must be watched to the end for the training to be considered complete.

**Exercise Labs** – Exercise labs walk you through various tasks in the application to help familiarize you with the processes and application interface. Depending on the course, these exercises may be simulations or use a live application.

**NOTE – G\*Metrix SMS is required for all Exercise Labs that use live applications.**

## COURSE RESOURCES

Some courses have additional resources available for exercises outside the normal Exercise Labs, such as documents you can use to follow along with the Training Videos. These resources can be found by clicking on the  icon at the top of the Course page.




The screenshot shows the 'QuickBooks 2017' course page on the LearnKey platform. The page has a navigation bar with tabs: 'Course Outline', 'Glossaries', 'Activity Report', 'Course Resources' (selected), and 'Course Description'. Below the navigation bar, the 'Resources' section is displayed, listing two items: 'QuickBooks 2017 Student Project Manual' and 'QuickBooks 2017 Course Support Files'. An 'Expand All' toggle is visible in the top right corner of the page.

## COMPLETING A COURSE

Each session in a course displays a progress bar which shows how much of a session has been completed.



You can view more detailed information about your course progress by clicking the  icon at the top of the page. Here you will be able to view a summary of completed assessments and the amount of time spent on assessments, exercise labs, and training videos.

[Course Outline](#) [Activity Report](#) [Course Resources](#) [Course Description](#)

## Activity Report

[Test Scores](#) [Training Time](#)

Name	Date Finished	Score	Percentage	Time Spent
MTA Introduction to Programming Using JavaScript (98-382) Session 1: Pre Assessment	12/12/2017	10 / 33	30.3%	18:55 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 1: Labs	12/12/2017	0 / 4	0%	02:41 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 1: Post Assessment	12/12/2017	16 / 33	48.4%	10:24 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 2: Pre Assessment	12/12/2017	8 / 39	20.5%	10:23 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 2: Labs	12/12/2017	0 / 16	0%	03:19 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 2: Post Assessment	12/12/2017	10 / 39	25.6%	48:41 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 3: Pre Assessment	12/12/2017	7 / 23	30.4%	04:35 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 3: Labs	12/12/2017	0 / 2	0%	00:31 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 3: Post Assessment	12/12/2017	8 / 17	47%	03:52 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 4: Pre Assessment	12/12/2017	3 / 17	17.6%	10:46 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 4: Labs	12/12/2017	0 / 5	0%	01:50 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 4: Post Assessment	12/12/2017	3 / 17	17.6%	02:05 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 5: Pre Assessment	12/12/2017	6 / 16	37.5%	00:54 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 5: Labs	12/12/2017	0 / 2	0%	00:21 minutes
MTA Introduction to Programming Using JavaScript (98-382) Session 5: Post Assessment	12/12/2017	6 / 16	37.5%	01:07 minutes

## BOOKS

### BOOKS

Some coursework publishers offer book codes that are compatible with the GMetrix Student Portal. Book codes are redeemed the same way you redeem an Access Code.

1. Log in to [www.gmetrix.net](http://www.gmetrix.net) and click on the red **Books** tile.
2. Click **Start a New Book**, enter your Access Code, and click Redeem a Code.
3. Once you have Redeemed a Book Access Code, the Start a New Book button will look like this:
4. Click Start a New eBook again to see the book you redeemed. Click to select it.

Close

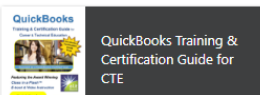
Redeem a Code

#### Choose an Unredeemed Book

QBEB-Demotest-98720-55298

Books Remaining: 1

Expires: August 21, 2019



## GMETRIX SMS

### SMS HOME PAGE

#### LOGGING IN

To log in to GMetrix SMS, you must have a valid GMetrix account. You can use the same account you created at [www.gmetrix.net](http://www.gmetrix.net), or if you don't have an account yet, you can create one by clicking the [Sign Up here!](#) link on the login page.

**NOTE – You may be provided with a GMetrix account Username and Password by your Instructor or Employer.**

1. Open **GMetrix SMS** v6 from your start menu or desktop.
2. You should automatically see the Login popup shown in the screenshot below.



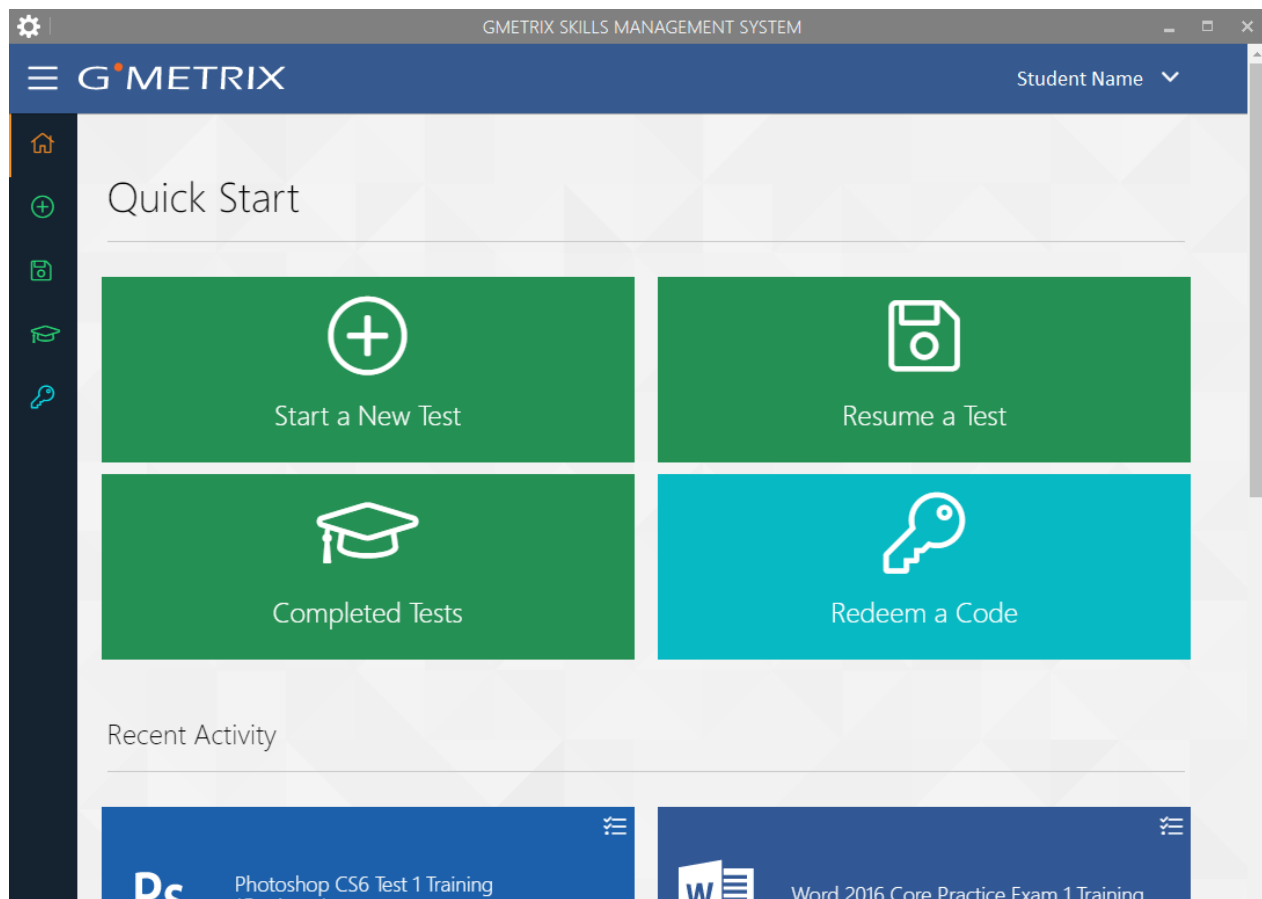
3. Type your Username and Password into the Login popup and click **Sign in** to continue.

**NOTE – You can sign out of your GMetrix account by clicking on your name in the top-right corner of the window or by simply closing the software.**

---

## NAVIGATING THE HOME PAGE

The GMetrix SMS Home Page consists of 4 main tiles and a Recent Activity section.



**New Test** – Select this tile to begin a new practice test.

**Resume Test** – Select this tile to resume a practice test from your list of unfinished saved tests.

**Completed Tests** – Select this tile to view completed tests and see a breakdown of each test score.

**Redeem a Code** – Select this tile to Redeem a new Access Code.

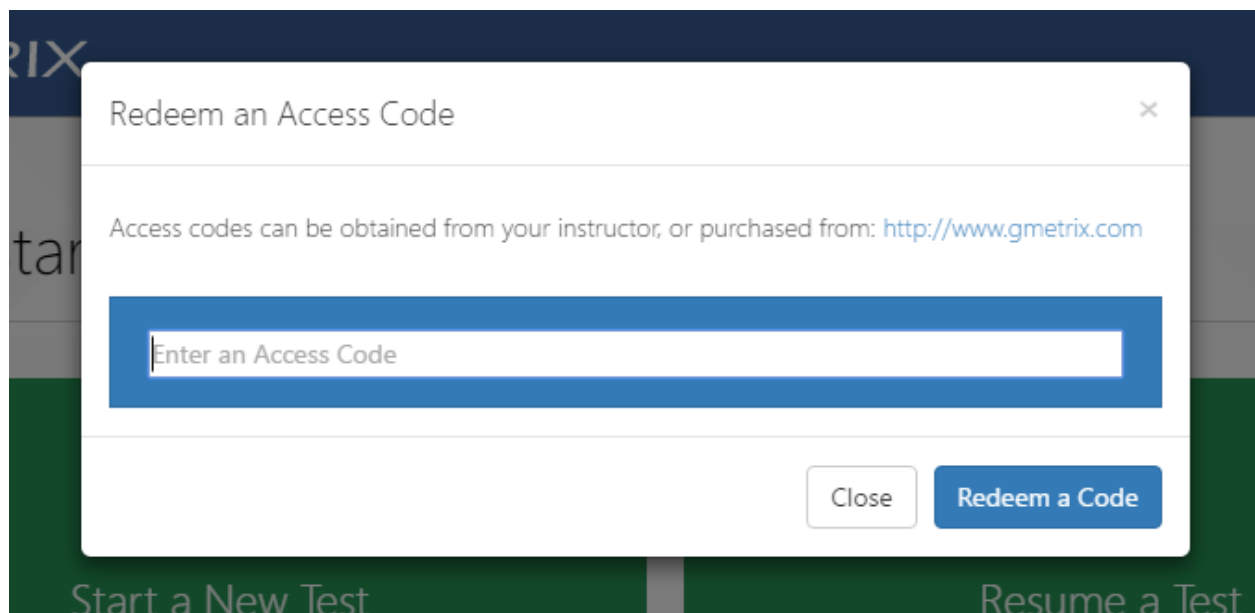
**Recent Activity** – This section will show the most recent test you have worked on.

---

## REDEEMING AN ACCESS CODE

If this is your first time logging in to the GMetrix SMS software, or if you have been provided with a new access code, you will need to redeem your access code before you can take any practice tests.

1. Select the **Redeem a Code** tile from the SMS Home Page.
2. Type your access code (including the dashes) into the **Enter an Access Code** field.
3. Click the **Redeem a Code** button or press enter to redeem the code. This will take you directly to the Take a Test page.



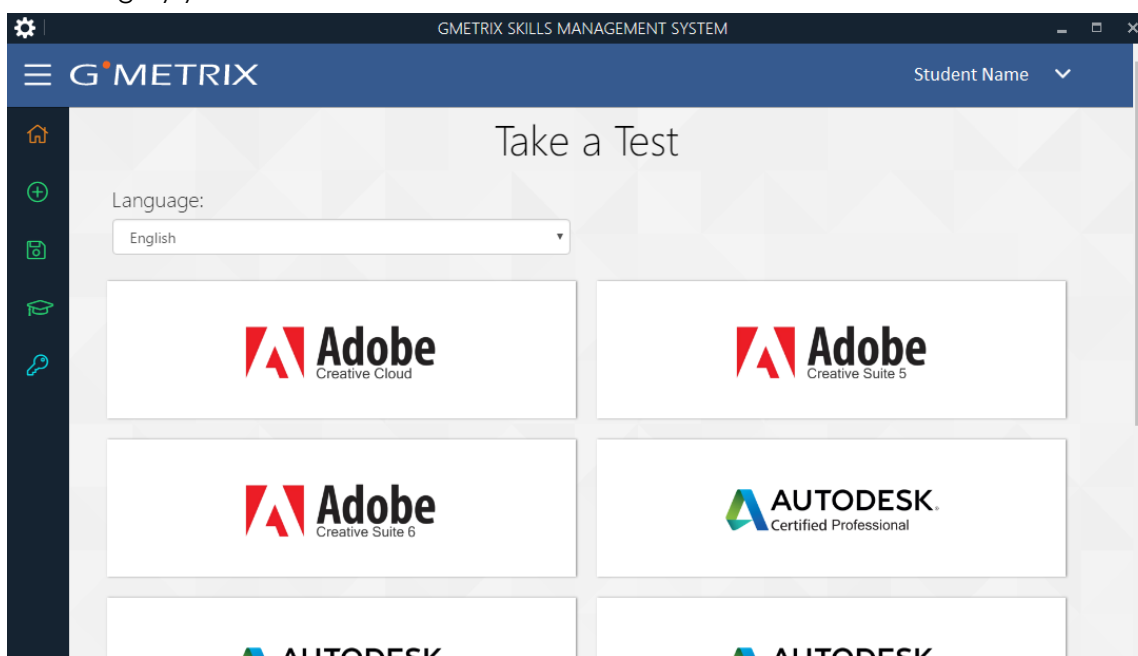
**NOTE – Once you redeem an access code, it is saved to your GMetrix account. You do not need to redeem your code again in the future. Codes redeemed on the Online Student Portal will also appear on this page.**

## TAKING A TEST

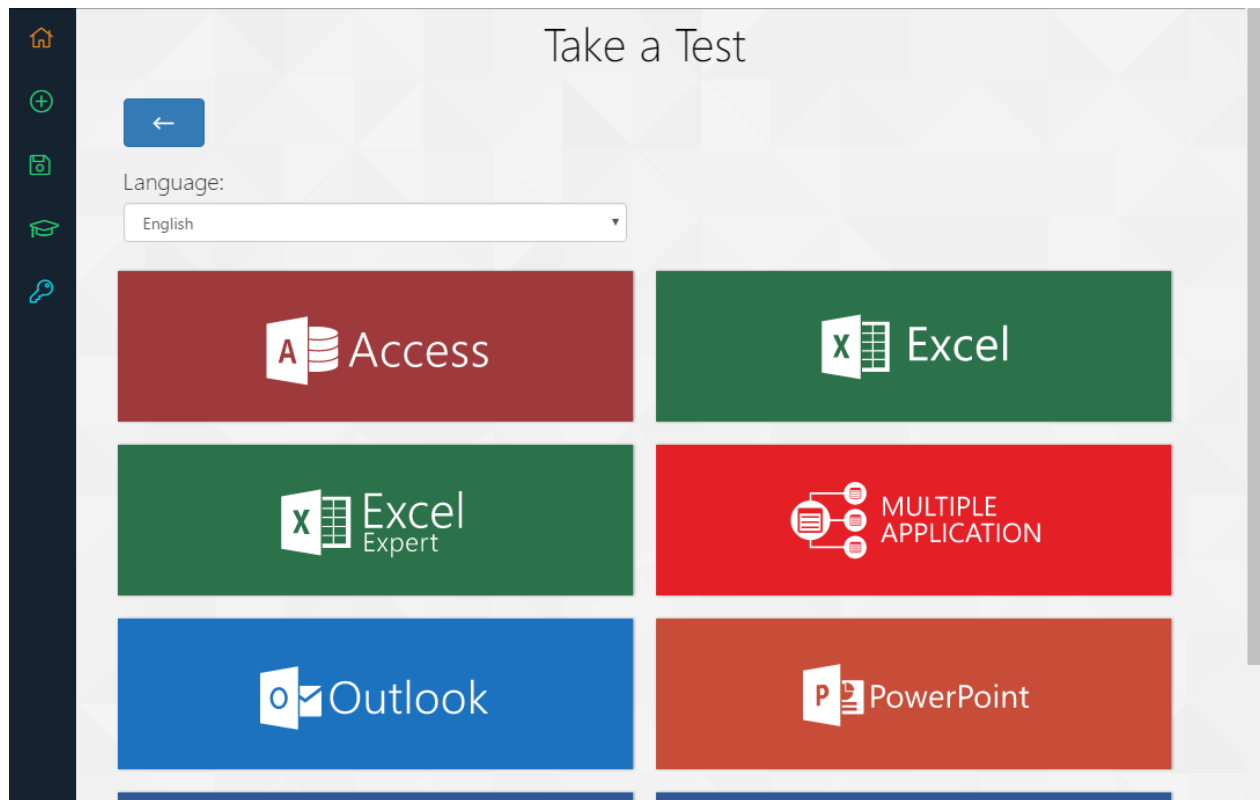
### STARTING A NEW TEST

Once you have redeemed a valid access code, you are ready to begin testing.

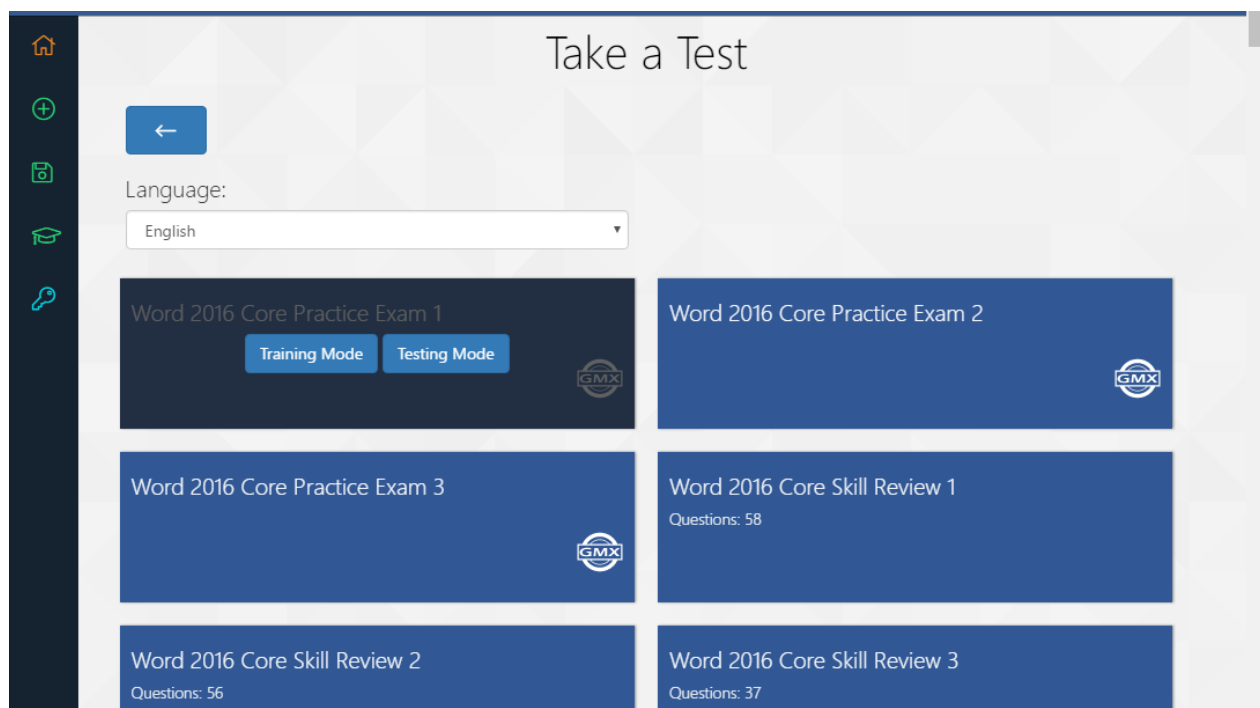
1. Select the **New Test** tile from the SMS Home Page. This will take you to a list of Categories that are available based on the Access Code(s) you have on your account. Select the category you wish to test in.



- Next you will see the list of Products. After you select one, you will see the tests available for that product.



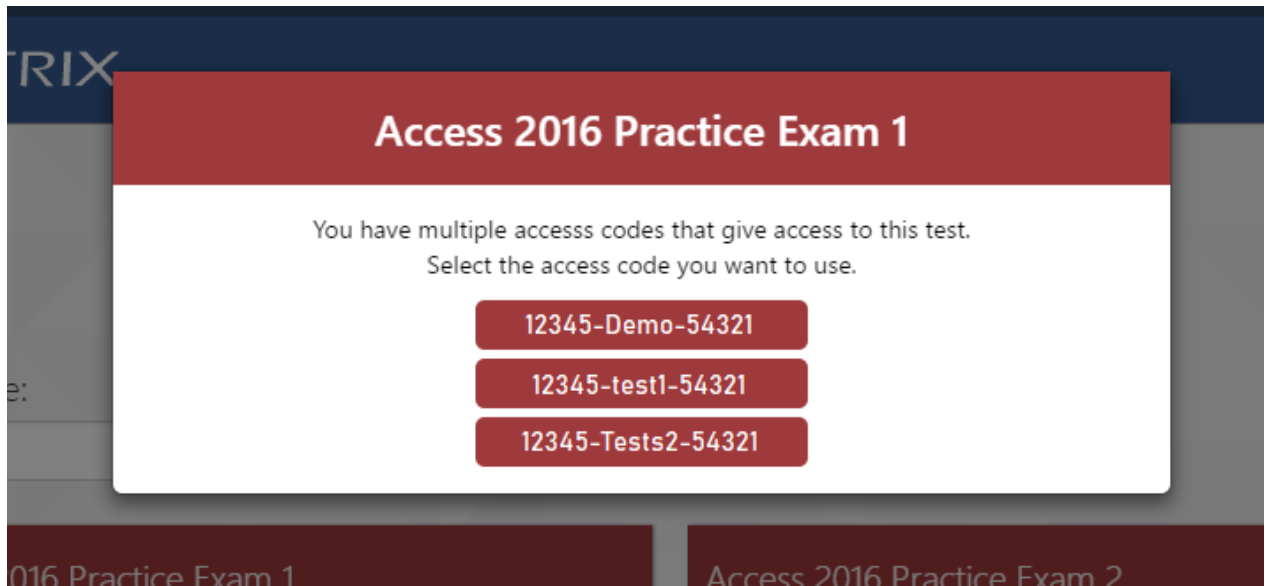
- Hover your cursor over the Practice Test you wish to take. This is where you can select Training or Testing mode.



**Training Mode** – This testing mode has no time limit. It offers step-by-step help text for each question, and questions answered incorrectly may be retried for a higher score.

**Testing Mode** – This testing mode has conditions matching those of the official exam, including the time limit. Help text will not be displayed, and questions may not be retried. Scores will not be displayed until the test has been submitted.

4. If you have more than one Access Code linked to a product, you must choose which Access Code you want to link that test to.



5. Whenever you take a test for the first time on a computer, you will be asked if you would like to download and install the resources needed to take this test. Click OK.





- Wait until the progress bar reaches 100%, then click OK. From here, the Practice Test you selected will load.

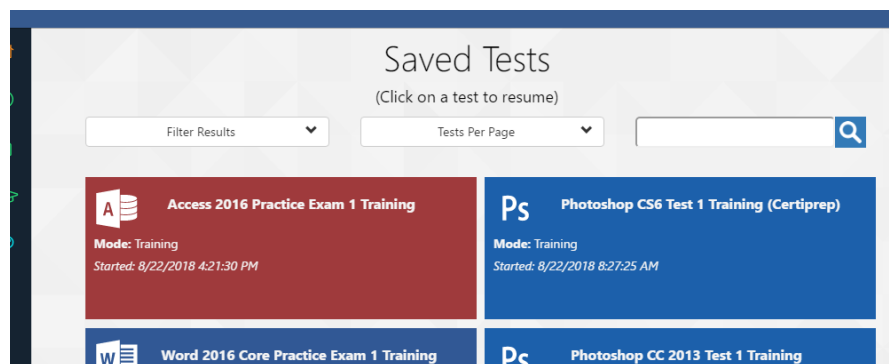


**NOTE – If you select a test that is not available in the SMS software, you will be prompted to take the test in the Online Student Portal instead.**

## RESUMING A SAVED TEST


If you have previously saved but not submitted a test, you can resume it by following these steps.

- Select the **Resume Test** tile from the SMS Home Page.
- Select your desired test from the list.



**NOTE – Practice tests can be saved and resumed a maximum of 15 times. After that, you will be required to grade and submit your test.**

## TRAINING MODE HELP TEXT

All GMetrix practice tests are available in both Training Mode and Testing Mode. When in training mode, you will be given the option to view step-by-step instructions for completing a given task. Help text can be accessed by clicking on the  lightbulb icon in any test type.

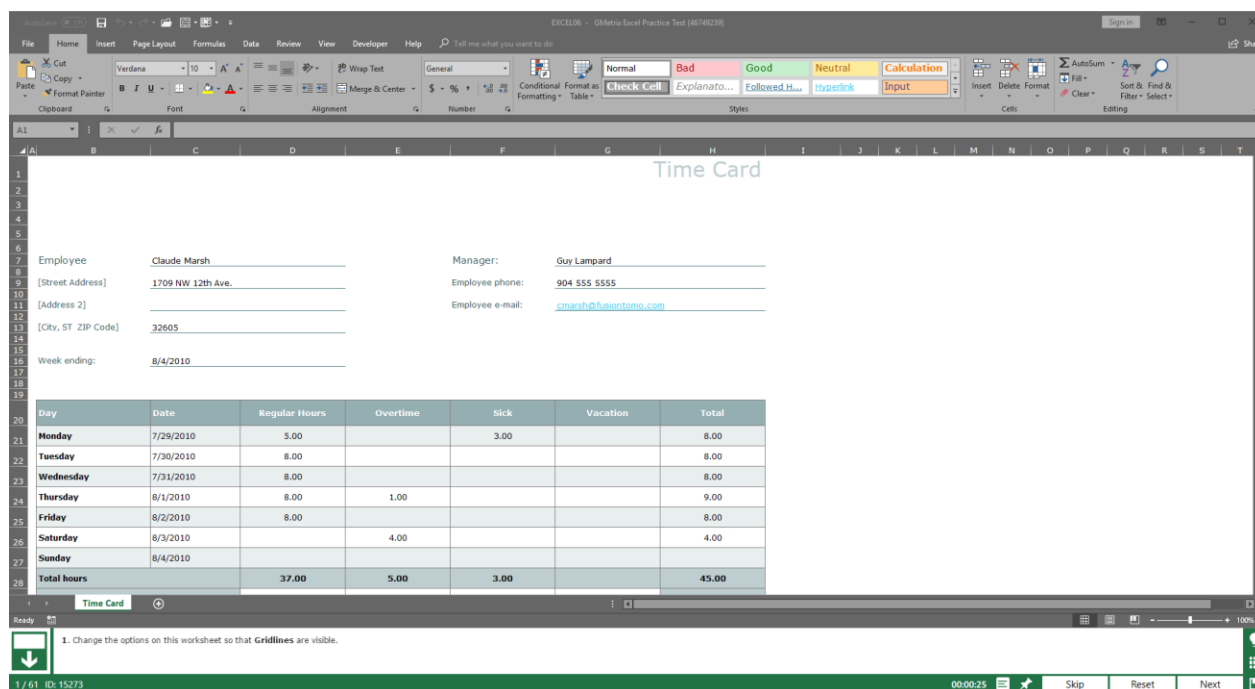
**NOTE – This also applies for most, but not all, tests taken through the Online Student Panel. Some older practice tests, particularly ones that include (Certiprep) in the title, may use a different method to display help text.**

## NAVIGATING THE TESTING ENVIRONMENT

There are several types of practice tests available in the GMetrix SMS software. This guide will briefly cover the different types of tests available. In-depth instructions for the different test types are available by clicking the **Instructions** button on the Confirm Practice Test page before each test.

## Skill Reviews

**Available for:** Microsoft Office 2010, 2013, and 2016



The screenshot shows an Excel spreadsheet titled "Time Card" with the following content:

Employee: Claude Marsh  
[Street Address] 1709 NW 12th Ave.  
[Address 2]  
[City, ST ZIP Code] 32605  
Week ending: 8/4/2010  
Manager: Guy Lampard  
Employee phone: 904 555 5555  
Employee e-mail: [cmarsh@fusiontomo.com](mailto:cmarsh@fusiontomo.com)

Day	Date	Regular Hours	Overtime	Sick	Vacation	Total
Monday	7/29/2010	5.00		3.00		8.00
Tuesday	7/30/2010	8.00				8.00
Wednesday	7/31/2010	8.00				8.00
Thursday	8/1/2010	8.00	1.00			9.00
Friday	8/2/2010	8.00				8.00
Saturday	8/3/2010		4.00			4.00
Sunday	8/4/2010					
Total hours		37.00	5.00	3.00		45.00

1. Change the options on this worksheet so that Gridlines are visible.

Skill Review tests are a series of individual tasks that cover the various concepts and objectives required by the official certification exam. The format of these tests is most similar to the Office 2010 official exam. However, they are still available for Office 2013 and 2016 as an option for assessing your competency at a conceptual level, one task at a time.

## Practice Exams

Practice Exams are built to follow the format of the official exam. In the **Office 2013** Practice Exams, you are given a single project document and a series of tasks to complete within that document. It is important to note that some tasks may rely on previous tasks having been completed successfully.

In the **Office 2016** Practice Exams, you will be given several project documents to work on with four to seven tasks each. These tasks are independent of each other and can be completed in any order. Each project document is graded individually with an overall score assigned at the end.

## Office 2013 Format

**FTSales.xlsx**

	Q1	Q2	Q3	Q4	Total
Emerson Finch	5550	8999	6850	7895	29294
Emil Emilsson	9890	5000	12000	5478	33888
Mandrake Wilson	5650	5550	9890	9770	30860
Adrian Parmelee	4580	9890	9780	9550	33800
Patricia Marconi	4580	5650	9880	9850	29760
Victor French	9680	4580	8999	9230	32489
Liliana Umberton	5960	4580	7800	9630	27970
Elroy Carter	3650	9680	5960	9510	28800
Hubie Huber	9780	5960	5650	9540	30930
Oscar Miller	7800	3650	4580	3360	19390
Total					

**Instructions:**

In this Excel Project, you will be creating a sales information workbook. The workbook that is open is your starting point. You will not need to open any other workbook to complete this project. All resources that are needed to create this project are located in the GMetrix\templates folder in your Documents folder. Follow the tasks below to complete the project. You can use the checkboxes to keep track of your progress. In Training mode, you can click the lightbulb to see step by step help for the instruction. Note: Accept default values unless otherwise instructed.

**Sales Data Worksheet**

1. Rename Worksheet
2. Change Tab Color
3. Format Worksheets
4. Merge and Center
5. Apply Cell Styles
6. Column Width
7. Sort Data

00:00:07 | Restore Windows | Reset Project | Save Project | Grade Project

## Office 2016 Format

**Accessory Rentals**

Item #	Type	Description	Inventory	Daily	Weekly
1	SCUBA	BCD	5	30	180
2	SCUBA	Breath tank, large	10	30	180
3	SCUBA	Octopus regulator, alternate air source	5	30	180
4	SCUBA	Full Wet Suit	5	30	300
5	SCUBA	Weight Belt with weights	7	50	180
6	Free Dive	Emergency air supply, small	3	25	150
7	Free Dive	Goggles, no nose cover	2	25	150
8	Snorkel	Goggles with snorkel attachment	10	30	150
9	Snorkel	High End Phase 5 Dive Daniel Carbon Large	5	60	240
10	Free Dive	Emergency kit (knife, O2 tank, flash light, etc)	12	10	60

**SCUBA**

You own a small SCUBA diving concession in the Caribbean. You need to update your Inventory workbook to include new items.

00:06:48 | Summary | Restart Project | Save Project | Grade Project

Previous Task | Mark Completed | Mark For Review | Next Task

## Project Review

Available for: Microsoft Office 2016

The screenshot shows the Microsoft Excel 2016 interface. On the left, there is a sidebar with the following sections:

- Instructions:** Includes a 'Rename Worksheet' task with the instruction 'Rename the tab, "Sales Data"'. Below this is a list of tasks: 'Rename Worksheet', 'Change Tab Color', and 'Format Worksheets'.
- PTSales.xlsx Workbook:** A list of worksheets: 'Sales Data Worksheet', 'Quarter Totals Worksheet', and 'Employee Record Worksheet'.

The main worksheet area displays a table with the following data:

Sales Rep	Q1	Q2	Q3	Q4	Total
Emerson Finch	5550	8999	6850	7895	29294
Emil Emilsson	9890	5000	12000	5478	33888
Mandrake Wilson	5650	5550	9890	9770	30860
Adrian Parmelee	4580	9890	9780	9550	33800
Patricia Marconi	4580	5650	9680	9850	29760
Victor French	9680	4580	8999	9230	32489
Liliana Umberton	5960	4580	7800	9630	27970
Elroy Carter	3650	9680	5960	9510	28800
Hubie Huber	9780	5960	5650	9540	30930
Oscar Miller	7800	3650	4580	3360	19390
Total					

Project Reviews are built closer to the Office 2013 Official Exams. In these reviews, you are given a single project document and a series of tasks to complete within that document. It is important to note that some tasks may rely on previous tasks having been completed successfully.

## Autodesk LITA (Live in the App) Tests

Available for: Autodesk 2016, 2017, and 2018 applications

The screenshot shows the Autodesk AutoCAD 2016 interface. On the left, there is a sidebar with the following sections:

- Question:** 1 of 35 | (25016)
- Data Files:** C:\Users\Support\Desktop\GMetricTemplates\A-2\_Draw Circles.dwg

The main drawing area displays a geometric diagram with a circle and a polygon. The diagram includes points A, B, C, D, and E, and a radius line. The diagram is labeled 'A-2\_Draw Circles.dwg'.

Below the drawing area, there are instructions for the task:

- Open A-2\_Draw Circles.dwg
- Draw a Circle with a Center Point at Point A and a Radius Point at Point B.
- Draw an Arc Beginning at point A, through point C, and ending at point D.
- Draw an inscribed 8 sided polygon with center point E and Radius Point F.

The bottom of the interface shows the Autodesk logo and navigation buttons: 'Tips', 'Review', 'Mark', 'Help', 'Calculator', 'Save', and 'Next'.

Autodesk LITA tests follow the format of the Autodesk Certified User and Autodesk Certified Professional LITA exams. In these tests, you will be given a task to complete in the live Autodesk app using the specified sample document. Screenshots are provided for most questions as a reference. Once you have completed the in-app task, you will be asked to determine a specific value and type it into the Answer field. These tests may also include some multiple choice and general knowledge questions.

## SMS OPTIONS MENU

There are several options and settings available in the gear icon at the top left of the GMetrix SMS. This section of the guide will cover the purpose of each of the options tabs and tasks.

The screenshot displays the GMetrix SMS Options Menu with the 'Proxy' tab selected. The menu includes tabs for 'Proxy', 'Checks', 'Tasks', 'Local User Settings', and 'System Settings'. The 'Proxy' tab is active, showing a 'Use Proxy' toggle switch set to 'Off'. Below this are input fields for 'IP:' and 'Port:'. The 'Authentication' section also has a toggle switch set to 'Off', with input fields for 'Domain:', 'User:', and '\* Password:'. The bottom of the window shows the version 'GMetrix SMS (ONLINE) v:6.0.789.20568 English (United States)'.

## PROXY

If your network is using a Proxy Server, you will need to configure your proxy settings in the Proxy tab of the Options menu.

**Use Proxy** – You must enter the IP Address and Port number of your proxy server into this section for the GMetrix SMS software to function properly.

**Authentication** – If your proxy server requires user authentication information, you must also enter that information here.

## CHECKS

You can use this tab to check the status of the GMetrix SMS software and the installation status of required applications.

**Microsoft Office 2010/2013/2016** – These sections will show you which Office applications GMetrix SMS recognizes as being installed. Please note that having multiple versions of Office installed can result in faulty checks and may require a repair of Office itself.

**Other Checks** – The checks in this section show the status of various system checks, including whether GMetrix SMS can connect to the GMetrix servers and the installation status of FlashPlayer and Microsoft .NET Framework 4.5 or later.

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## TASKS

Tasks are performed by clicking the **Execute** button to the right of the task name.

**Reset Outlook Profile** – This task deletes and restores the GMetrix Outlook profile. This task should be executed if the GMetrix Outlook profile will not load properly or if you are receiving an Outlook error message saying that a feature has been disabled by your system administrator.

**Delete GMetrix Templates Folder** – This task deletes the GMetrix Templates folder from your Documents folder (or custom directory). This task should be executed if the GMetrix Templates folder does not properly delete itself after saving or submitting a practice test or if it didn't download properly.

**Delete Test Resource Archive** – This task deletes all GMetrix sample documents from the computer. This task should be executed if you are receiving error messages about documents being corrupt or otherwise not loading properly when taking a test. Note that if you execute this task, you will need to redownload all required sample documents the next time you start a test, including those you may have opted to install while installing the SMS software.

**Delete Cache** – This task deletes the SMS Browser cache. This task should be executed if the test runner is opening correctly but questions are not loading properly.


**Log And Save System Check Information** – This task creates a system check file and prompts you to select a save location. You may be asked to execute this task by a GMetrix Support representative to help troubleshoot an issue.


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## LOCAL USER SETTINGS

Settings in this tab will affect only the current Windows user.

### DIRECTORY

**GMetrix Templates Directory** – Use this field to set a custom directory for the GMetrix Templates folder. You can manually type a folder location or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (C:\Users\USERNAME\Documents).

**Saved Projects Directory** – Use this field to set a custom directory for the Saved Projects folder. You can manually type a folder location or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (C:\Users\USERNAME\AppData\Roaming\GMetrix).


**Save Projects to Cloud** – Enable this setting to save Project files generated by Project Tests and Multi-Project tests to the GMetrix servers rather than to the Saved Projects folder. This allows you to save and resume your practice test on a computer other than the one it was started on. You will still have the option to save locally to the Saved Projects folder if this option is enabled.


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## SYSTEM SETTINGS

The settings in this tab will affect all users on the current computer. Note that custom **Local User Settings** take precedence over **System Settings** unless otherwise noted.

### DIRECTORY

**GMetrix Templates Directory** – Use this field to set a custom directory for the GMetrix Templates folder for all users. You can manually type a folder location or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (%USERNAME%\Documents).

**Saved Projects Directory** – Use this field to set a custom directory for the Saved Projects folder for all users. You can manually type a folder location or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (%AppData%\GMetrix).

**NOTE** – All users must have permission to access the folder for the software to work properly.

**ENABLE USER SETTINGS** – Settings in this section allow you to grant or deny permission for settings in the Local User Settings tab.

**Allow User-Specific Language** – This allows users to select a language different from the system language.

**Allow User-Specific Saved Projects Directory** – This allows users to set a Saved Projects directory different from the default or system directory.

**Allow User-Specific GMetrix Templates Directory** – This allows users to set a GMetrix Templates directory different from the default or system directory.

**Allow Users to Save Projects to Cloud** – This allows users to enable the Save Projects to Cloud option.

### OTHER

**Web Request Timeout** – Allows you to manually set the amount of time allowed before web requests time out. You can increase this value if you are on a network with slow internet speed and having trouble loading questions or signing in to the software.

**Force All Users to Save Projects to Cloud** – This will enable the Save Projects to Cloud option for all users and force them to save to the GMetrix server instead of giving the option to save locally when saving a Project or Multi-Project test.

**Enable GMetrix Diagnostics** – Enabling this option will let the SMS software send diagnostic information to GMetrix developers to help resolve common issues and implement stability changes to future versions of the software.