# ADMINISTRATOR'S GUIDE

## CONTENTS


GMETRIX V5.0 SYSTEM REQUIREMENTS ..... 4

ADMINISTRATOR'S GUIDE ..... 4

UNDERSTANDING THE ADMINISTRATOR'S PANEL ..... 4

VIEWING AND EDITING ACCESS CODES ..... 7

CREATING GROUPS ..... 8

TEST TRACKING ..... 11

CREATING REPORTS ..... 12

CREATING CUSTOM TESTS ..... 16

ASSIGNING CUSTOM TESTS TO AN ACCESS CODE ..... 19

SEARCHING FOR STUDENTS ..... 19

COURSES ..... 21

ONLINE STUDENT PORTAL ..... 22

INTRODUCTION TO THE STUDENT PORTAL ..... 22

CREATING AN ACCOUNT ..... 22

LOGGING IN TO THE STUDENT PORTAL ..... 23

REDEEMING ACCESS CODES ..... 24

CHANGING PERSONAL INFORMATION ..... 24

TESTS ..... 25

TAKING A TEST ..... 25

SAVED TESTS ..... 26

COMPLETED TESTS ..... 26

COURSES ..... 28

STARTING A NEW COURSE ..... 28

TAKING A COURSE ..... 29

COURSE RESOURCES ..... 29

COMPLETING A COURSE ..... 30

E-BOOKS ..... 31

E-BOOKS ..... 31

GMETRIX SMS ..... 32

SMS HOME PAGE ..... 32

LOGGING IN ..... 32

NAVIGATING THE HOME PAGE ..... 33

REDEEMING AN ACCESS CODE ..... 34
TAKING A TEST ..... 35
STARTING A NEW TEST ..... 35
RESUMING A SAVED TEST ..... 37
TRAINING MODE HELP TEXT ..... 37
NAVIGATING THE TESTING ENVIRONMENT ..... 38
SMS OPTIONS MENU ..... 41
PROXY ..... 41
CHECKS ..... 41
TASKS ..... 42
LOCAL USER SETTINGS ..... 42
SYSTEM SETTINGS ..... 43
HIDING THE SYSTEM SETTINGS TAB ..... **Error! Bookmark not defined.**

## GMETRIX V5.0 SYSTEM REQUIREMENTS

- CPU: 1.00 GHz processor or higher
- RAM: minimum of 1 GB
- FREE DISK SPACE: At least 450 MB
- DISPLAY: 1024x768 or higher resolution monitor
- OPERATING SYSTEM: Windows 7, Windows 8/8.1 or Windows 10
- .NET FRAMEWORK: .NET Framework 4.5.2 or newer. (More Info)
- MICROSOFT OFFICE SOFTWARE: Full installation of Microsoft Office 2010, 2013, or 2016. Office 2007 is not supported on v5.0. To use Office 2007, you will need to download v3.2.
- AUTODESK SOFTWARE: Full installation of Autodesk 2016 or 2017 application(s).
- INTERNET: GMetrix requires a high-speed internet connection.

GMetrix software can be downloaded at www.gmetrix.net/download.

You can always find the most up-to-date system requirements at 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. 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 student's results, and create custom tests.

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

- **Licenses give an Administrator the "right" 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.**

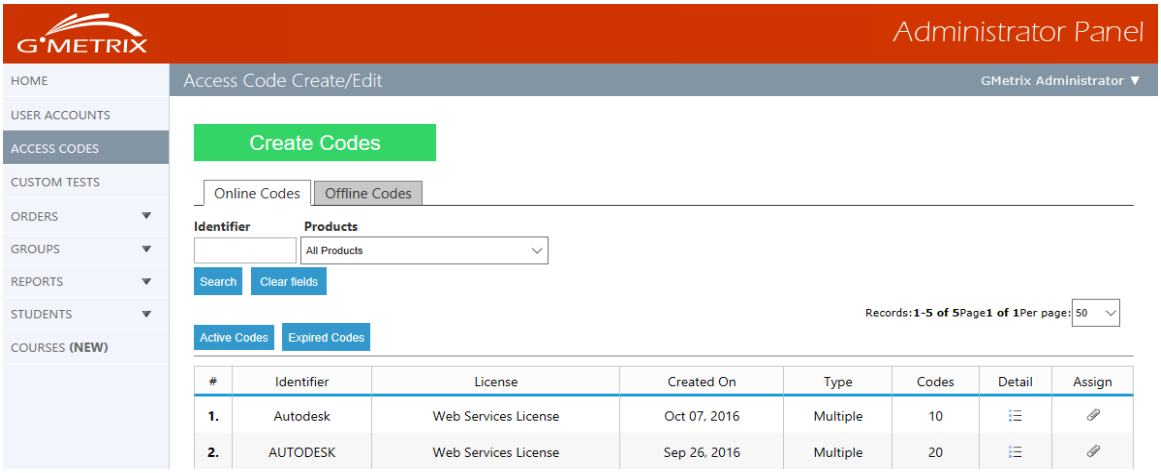
### CREATING ACCESS CODES

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 license available.

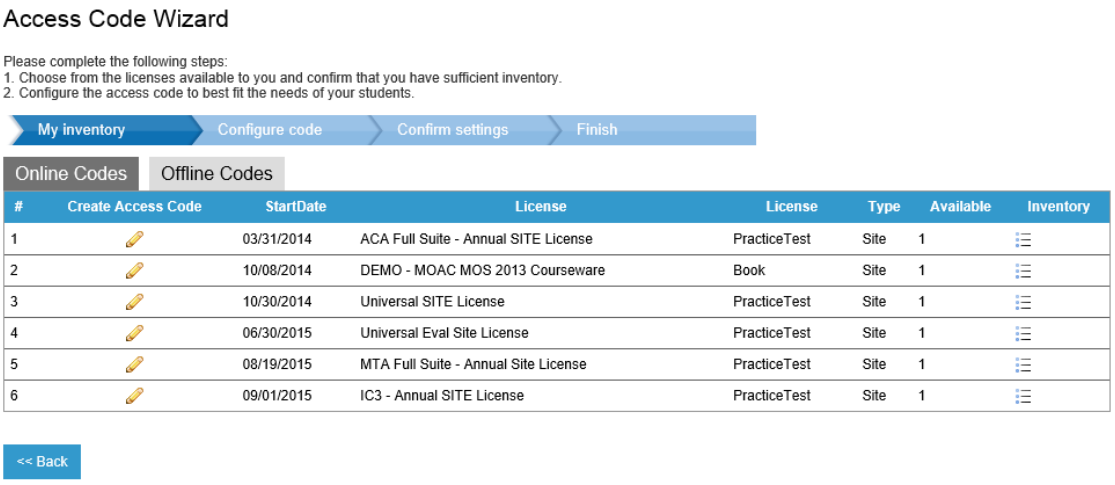
**SITE LICENSE –** Can be used to create a large number of access codes that can be used by any number of users at once.

**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**. Then click on **Create Codes**.




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



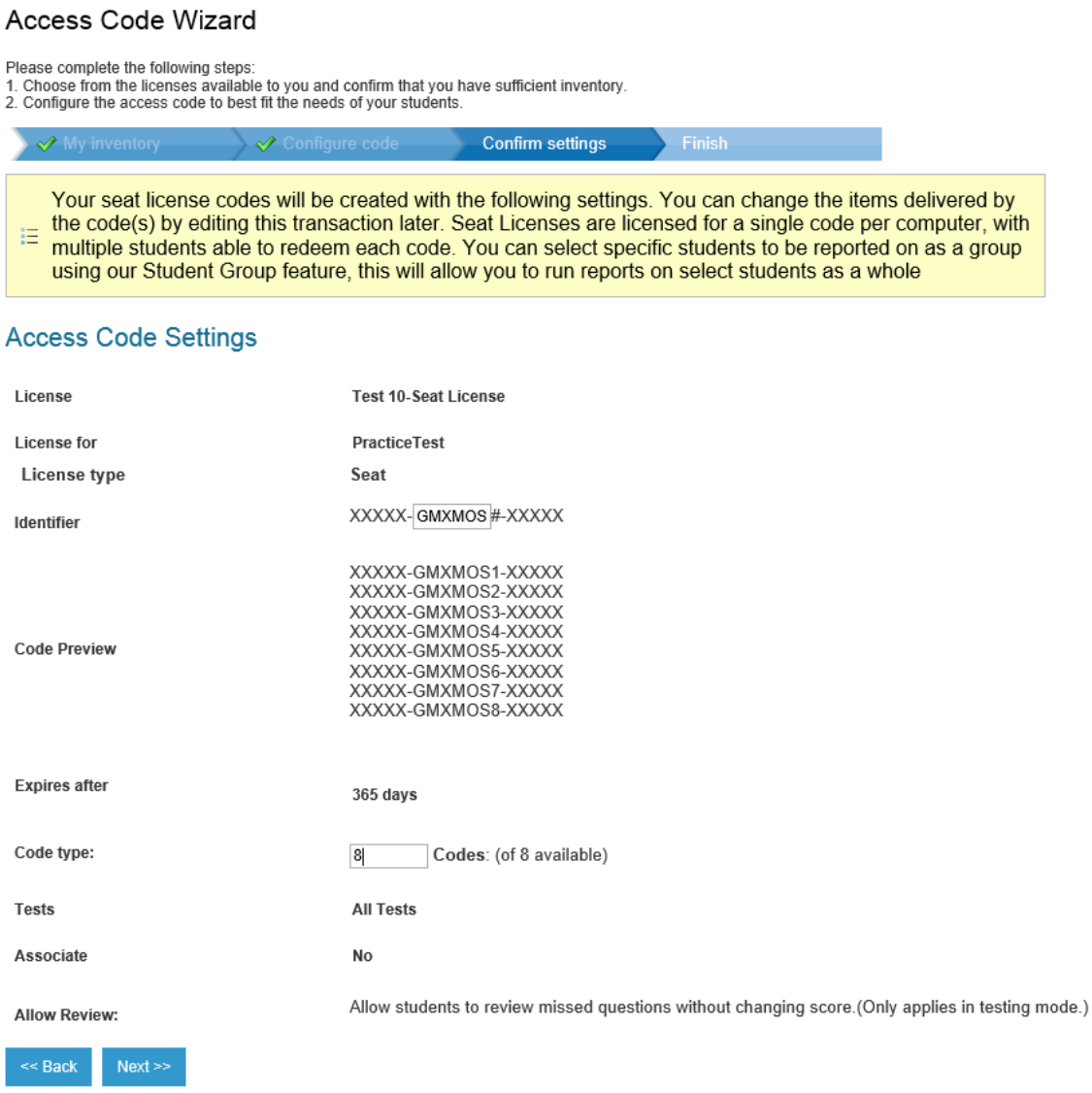

3. Fill out all required information in the Access Code Wizard, then click Next twice (see picture below.)
    a. **Identifier**: This is a unique word of your choice used to identify the code(s) being created (e.g. Class1, Advanced, Word2, etc.).
    b. **Code Type**: The Single User option creates a number of unique access codes equal to the number of students; Multiple User creates one single code that can be used by multiple students.
    c. **# of Students**: Sets the number of students who can redeem the access code.
    d. **# of Uses**: Sets the number of times each student can start a new test.
    e. **Expires after**: How many days will the code last before it expires and how many times can the code be used.
    f. **Tests/Courses/E-Books**: Sets the content available to students.
    g. **Allow Review**: This allows students to review questions marked incorrect while in testing mode. This will not change their score.

4. Once you are finished, click **Next** and then confirm your options 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

As stated earlier, seat licenses will automatically create a number of access codes equal to the number of seats on your license. Each of these codes can be redeemed and used by multiple students. However, you cannot have more students than you have seats actively testing at one time.



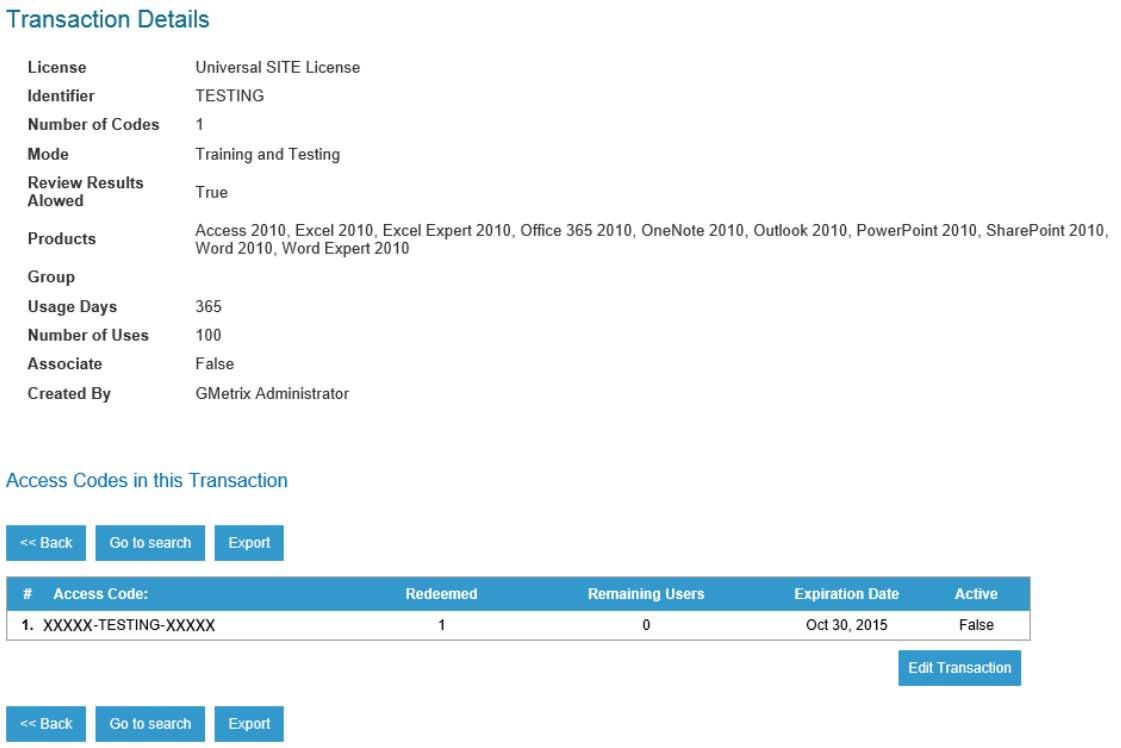
## VIEWING AND EDITING ACCESS CODES

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**.
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.

| # | Identifier | License | Created On | Type | Codes | Detail | Assign |
|---|---|---|---|---|---|---|---|
| 1. | gmatrix | Universal SITE License | Oct 02, 2015 | Multiple | 100 | | |

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.




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 way to organize 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, as 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.

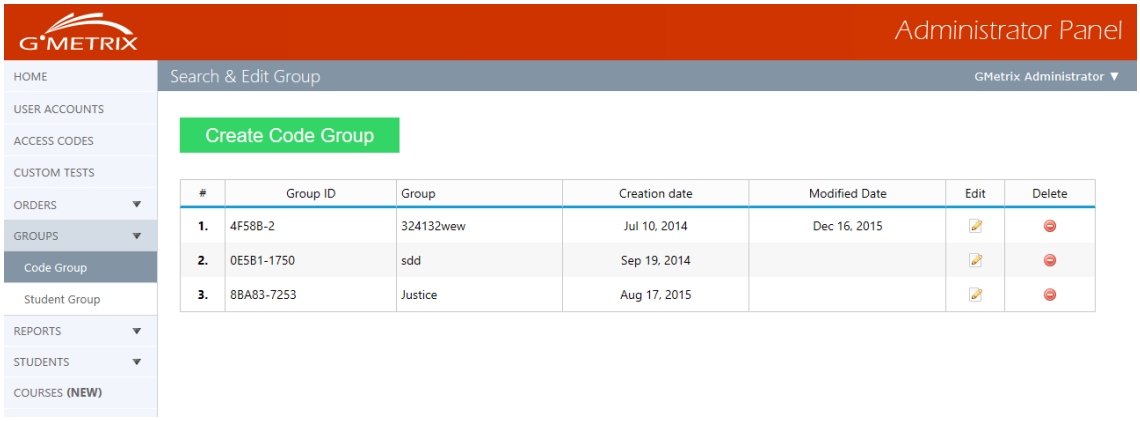
For example, if Mrs. Henson teaches three class periods covering Microsoft Office, she could create a different multiple user code for each class (e.g. 12345-HensonP1-99999, 12345-HensonP2-99999, 12345-HensonP3-99999), then assign each of those codes to its own code group. That way, when students from that class redeem their access code they are 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, or 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.

2. From this page, you can view, edit, and delete existing Code Groups. To create a new group, click **Create Code Group**.

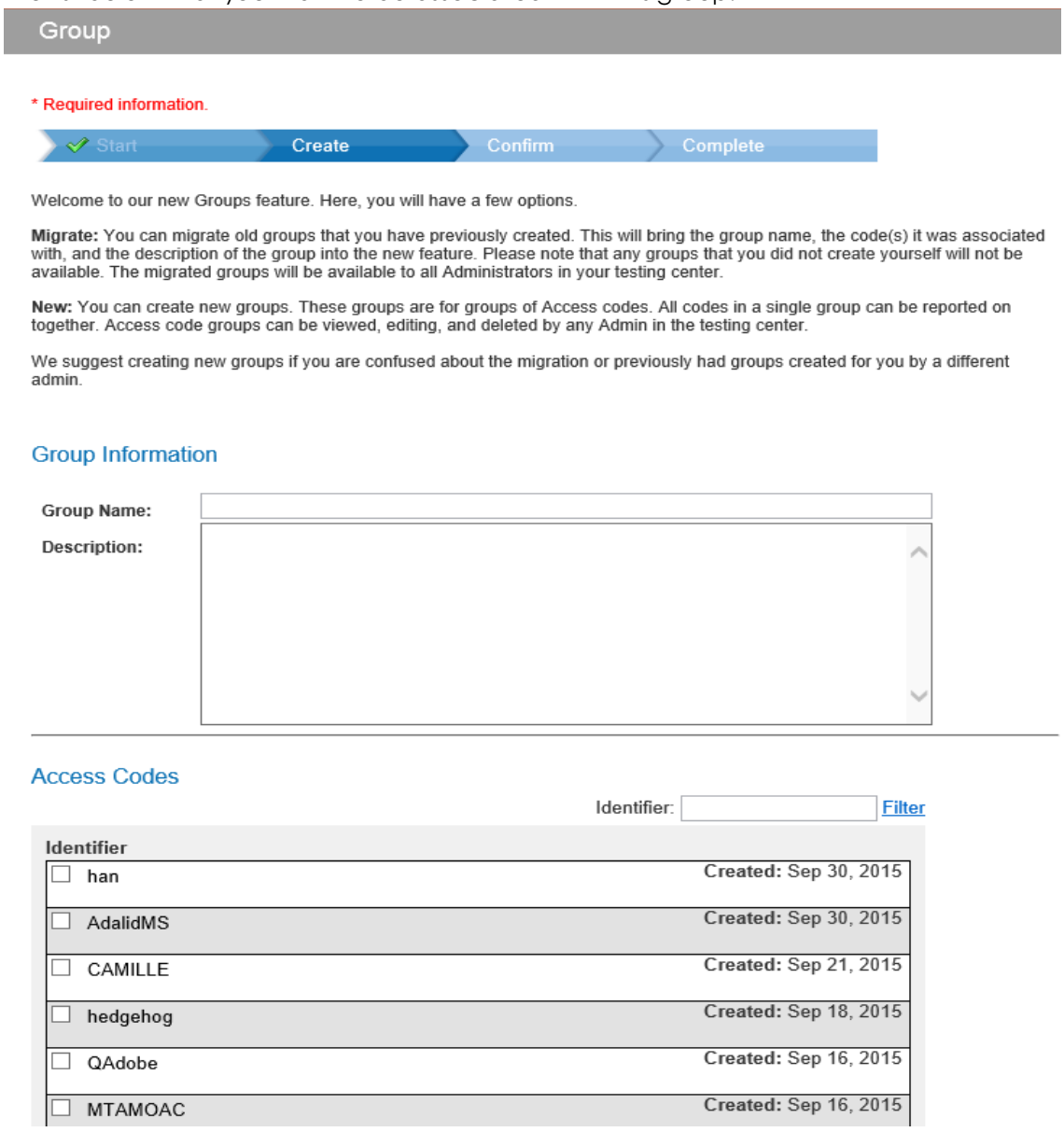


3. Choose whether to migrate an old group or create a new group.

    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**: Creates a new group based on your available access codes. The rest of this section will focus on this option.

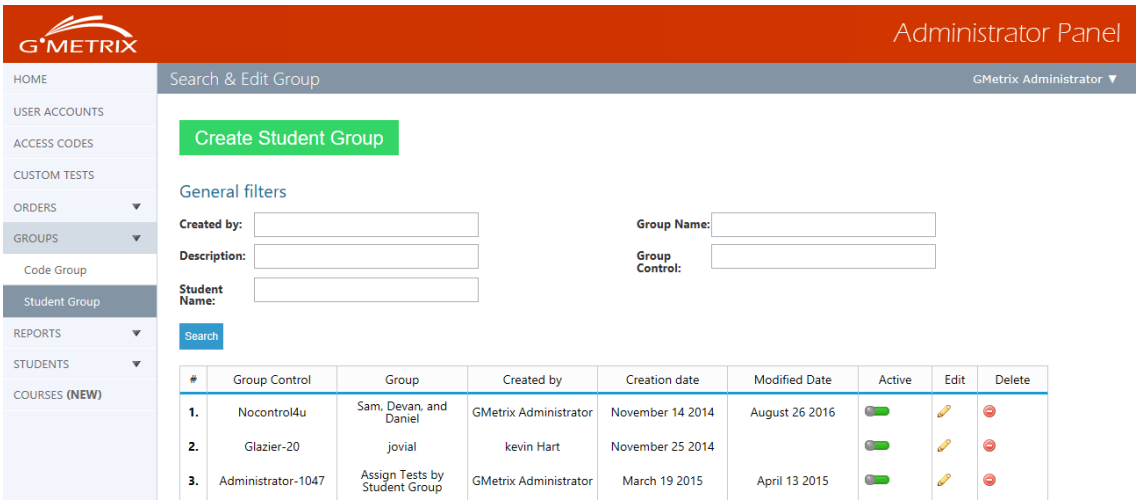
4. Enter a Group Name and Description, and then select any access code Identifiers from the list below that you want to be associated with this group.



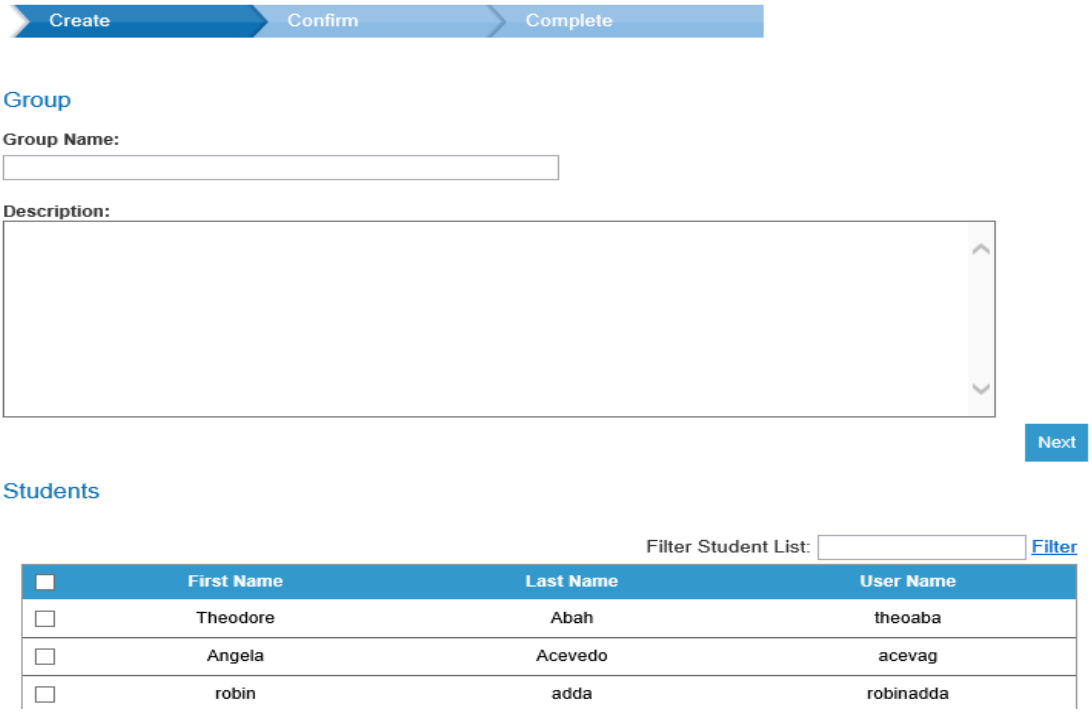
STUDENT GROUPS

1. Log in to the Administrator Panel and click **Groups**, then select **Student Groups** from the dropdown panel.

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**.



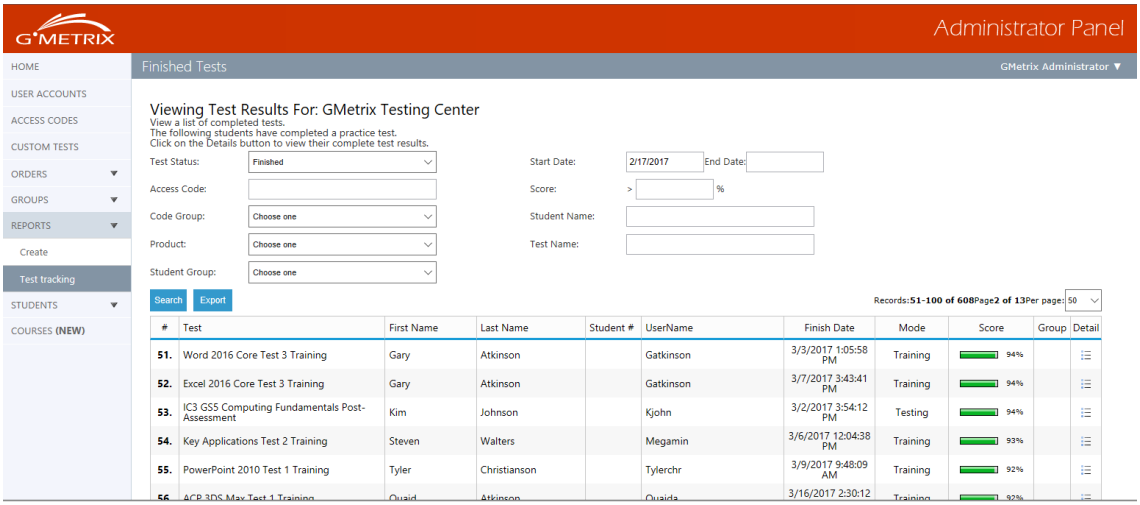

3. Enter a Group Name and Description, and then select the students you want in the group from the list below by clicking the checkbox next to their names. Note that in the Filter box you can search by both the student's name and their username.



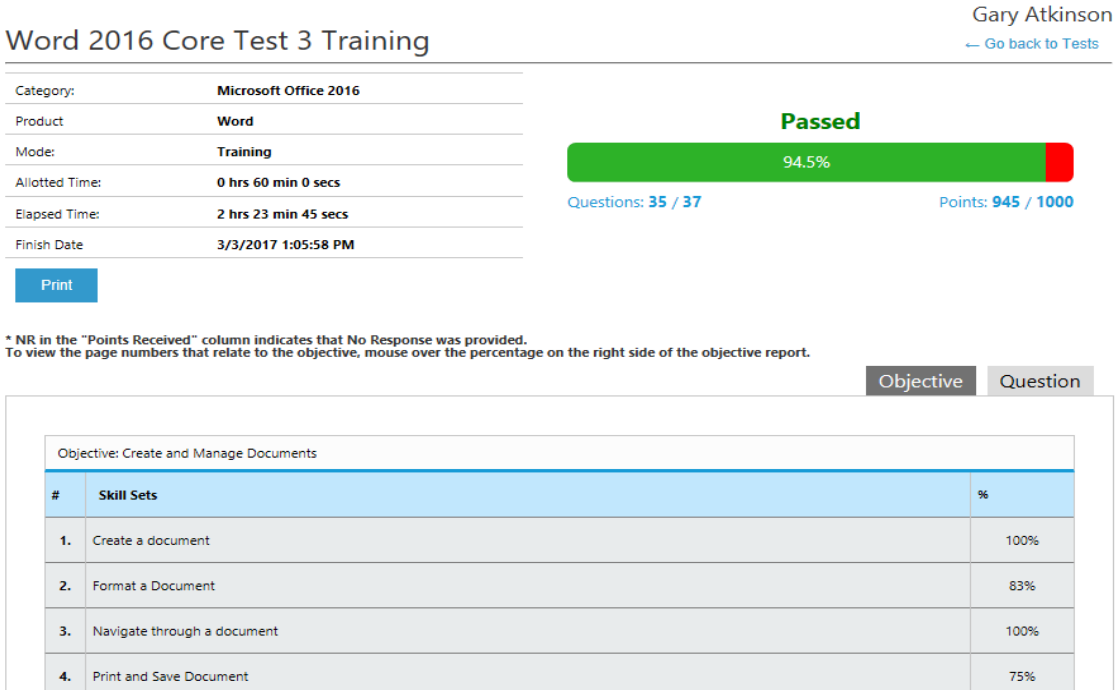
## TEST TRACKING

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.



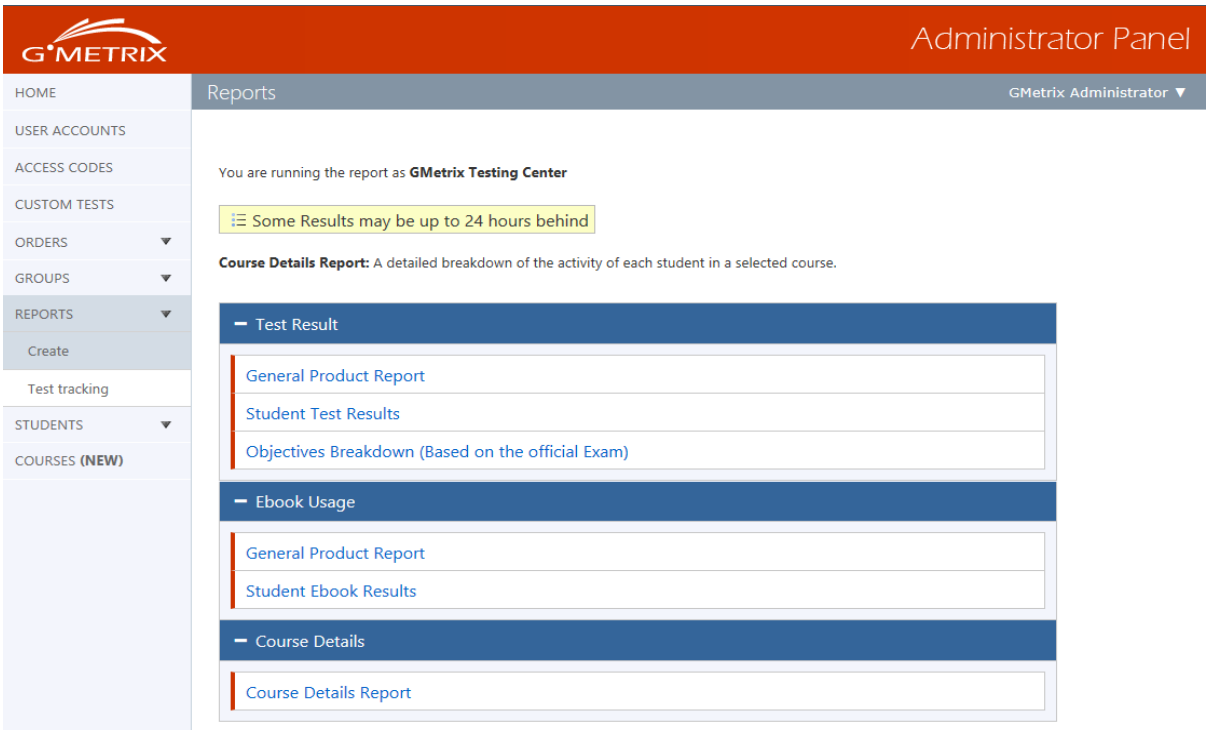

2. Select your desired filter options and click **Search**.
3. Click on the Detail icon to view a more detailed report of the chosen test.




**NOTE – Students can access their own detailed score reports for completed tests by logging in to the Online Student Portal at www.gmetrix.net.**

## CREATING REPORTS

You can generate a number of 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 Results, Ebook Usage, and Testing Center.




## 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.

General Product Report

Export

| | | Total results | | Pass | | Fail | | Pass % | | Fail % | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| # | Product | Training | Testing | Training | Testing | Training | Testing | Training | Testing | Training | Testing |
| 1. | 3DS Max 2016 | 8 | 0 | 0 | 0 | 8 | 0 | 0.00 | 0.00 | 100.00 | 0.00 |
| 2. | Access 2016 | 88 | 0 | 2 | 0 | 86 | 0 | 2.27 | 0.00 | 97.73 | 0.00 |
| 3. | Animate CC | 8 | 0 | 4 | 0 | 4 | 0 | 50.00 | 0.00 | 50.00 | 0.00 |
| 4. | AutoCAD 2016 | 6 | 0 | 0 | 0 | 6 | 0 | 0.00 | 0.00 | 100.00 | 0.00 |
| 5. | Computing Fundamentals (GS5) | 78 | 40 | 30 | 8 | 48 | 32 | 38.46 | 20.00 | 61.54 | 80.00 |
| 6. | Dreamweaver CC | 6 | 0 | 4 | 0 | 2 | 0 | 66.67 | 0.00 | 33.33 | 0.00 |
| 7. | ESB | 2 | 0 | 0 | 0 | 2 | 0 | 0.00 | 0.00 | 100.00 | 0.00 |
| 8. | Excel 2013 | 30 | 0 | 4 | 0 | 26 | 0 | 13.33 | 0.00 | 86.67 | 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.

Excel 2016 Multi-Project 1 Training

Export

| # | Name | Score | Possible Score | Percent |
|---|---|---|---|---|
| **1.** | Quaid Atkinson | 35 | 35 | 100% |
| **2.** | Hesham H.S. Hassan | 34 | 35 | 97.14% |
| **3.** | Gary Atkinson | 30 | 35 | 85.71% |
| **4.** | Tyler Christianson | 15 | 35 | 42.86% |
| **5.** | Reuben Christianson | 5 | 35 | 14.29% |
| **6.** | Miguel Angel Manjarrez Carbajal | 5 | 35 | 14.29% |

3. Objectives Breakdown (Based on the official Exam)

This report shows a breakdown of a given test based on the objectives required by the official exam. You will see the pass/fail rate for students who have taken the test based on these objectives.

Excel 2016 Multi-Project 1 Training

Export

| # | Objective Name | Passed | Failed | %Pass | %Fail |
|---|---|---|---|---|---|
| **1.** | Create Worksheets and Workbooks | 4 | 13 | 23.53 | 76.47 |
| **2.** | Navigate in Worksheets and Workbooks | 3 | 14 | 17.65 | 82.35 |
| **3.** | Format Worksheets and Workbooks | 5 | 12 | 29.41 | 70.59 |
| **4.** | Customize Options and Views for Worksheets and Workbooks | 3 | 14 | 17.65 | 82.35 |
| **5.** | Configure Worksheets and Workbooks for Distribution | 3 | 14 | 17.65 | 82.35 |
| **6.** | Insert Data in Cells and Ranges | 3 | 14 | 17.65 | 82.35 |
| **7.** | Format Cells and Ranges | 2 | 15 | 11.76 | 88.24 |

EBOOK USAGE

1. General Product Report

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

General Product Report

Export

| # | Name | Latest View | Total Views |
|---|---|---|---|
| **1.** | Windows Server Administration Fundamentals | 7/22/2016 8:41:19 PM | 1749 |
| **2.** | Security Fundamentals | 3/22/2016 10:59:18 AM | 256 |
| **3.** | Networking Fundamentals | 7/22/2016 8:47:32 PM | 64 |
| **4.** | Windows Development Fundamentals | 9/30/2016 3:26:04 PM | 47 |
| **5.** | Web Development Fundamentals | 11/16/2015 10:18:25 AM | 29 |
| **6.** | Sofware Development Fundamentals | 11/12/2015 10:08:06 AM | 91 |
| **7.** | Database Administration Fundamentals | 3/3/2016 3:12:16 PM | 248 |

2. Student Ebook 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.

Student Test Results

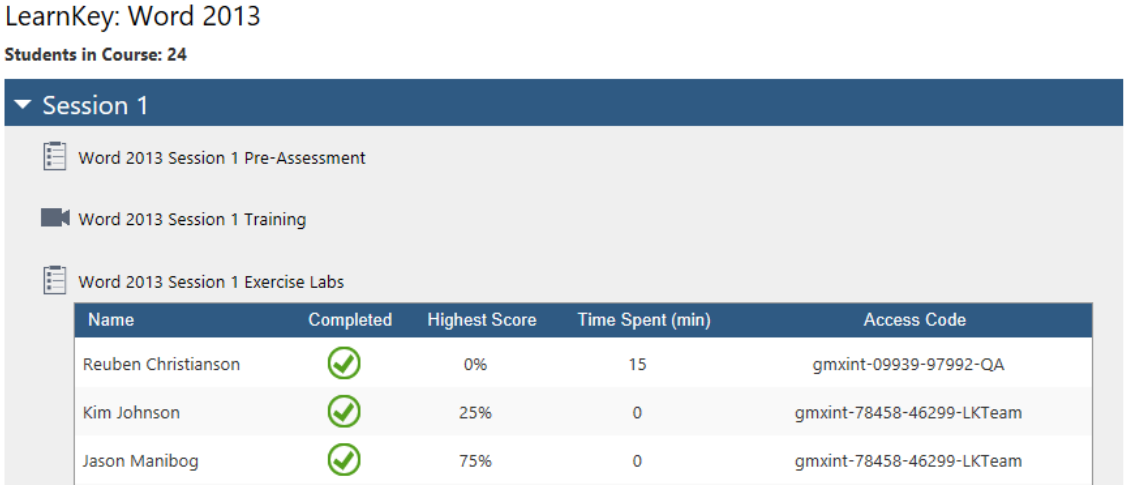
Export

| # | Student | Name | Access Code | Latest View | Total Views |
|---|---|---|---|---|---|
| **1.** | Sam Bellows | Access 2010 UVM | • ETCCOUSGV10-TESTING-52641-84849 | 1/7/2015 4:04:25 PM | 5 |
| **2.** | Erik Lechtenberg | Adobe Dreamweaver CS4 | • Adobe-17621-justice-73605 | 9/10/2015 8:41:18 AM | 7 |
| **3.** | Clint Johnson | Adobe Dreamweaver CS4 | • Adobe-ACABooks-49491-22576 | 10/29/2015 9:12:42 AM | 16 |
| **4.** | steve stevenson | Adobe Dreamweaver CS4 | • Adobe-DEMO-56900-64892 | 3/1/2016 10:09:28 AM | 5 |
| **5.** | Erik Lechtenberg | Adobe Flash CS4 | • Adobe-17621-justice-73605 | 9/10/2015 8:37:14 AM | 2 |
| **6.** | Clint Johnson | Adobe Flash CS4 | • Adobe-ACABooks-49491-22576 | 11/12/2015 10:08:25 AM | 2 |
| **7.** | steve stevenson | Adobe Flash CS4 | • Adobe-DEMO-56900-64892 | 3/1/2016 8:22:40 AM | 1 |

COURSE DETAILS

1. Course Details Report

   This report shows you the progress of all students for a given course, including time spent watching videos and scores for assessments and labs. The report can be filtered by date, access code, or even by student.




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.

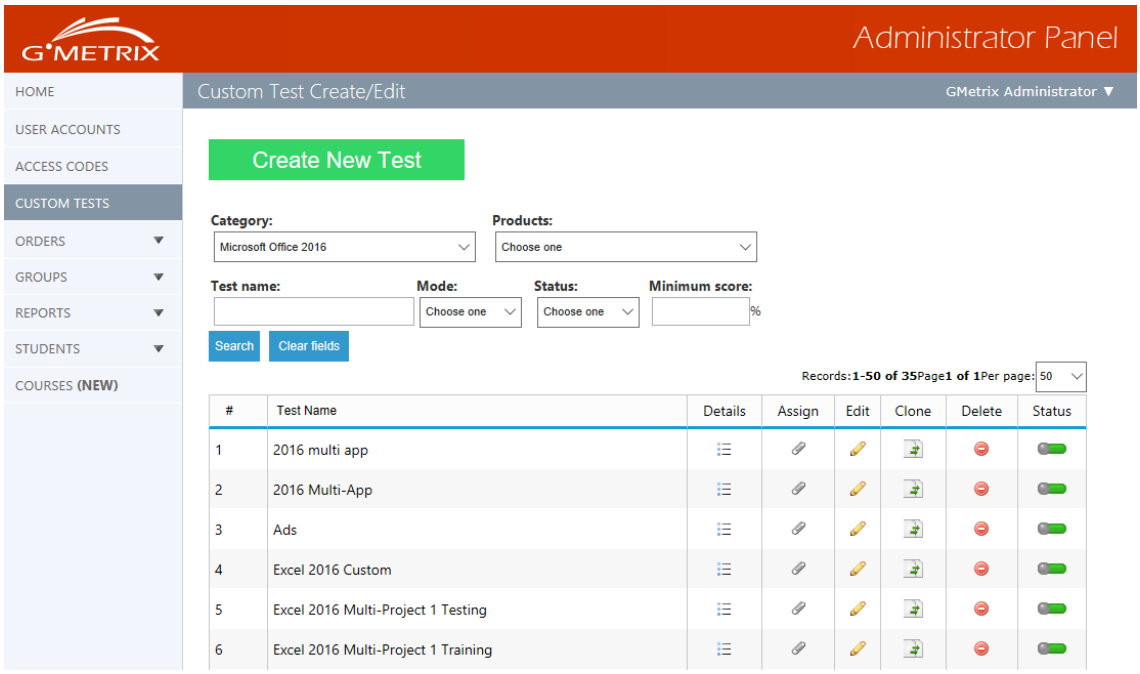
2. Inactive Testing Centers

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

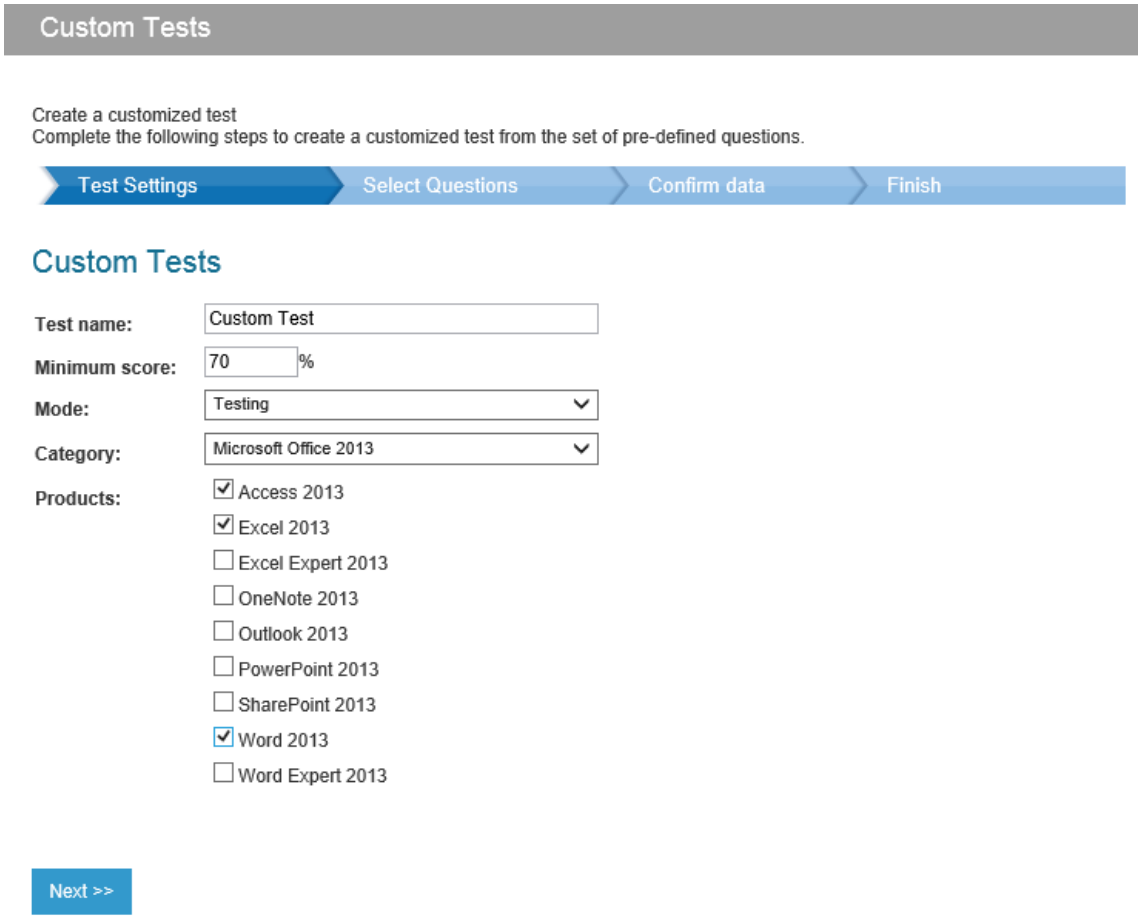
## CREATING CUSTOM TESTS

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 login to take a practice test, once the custom test has been created and attached to the Access code the students are using.

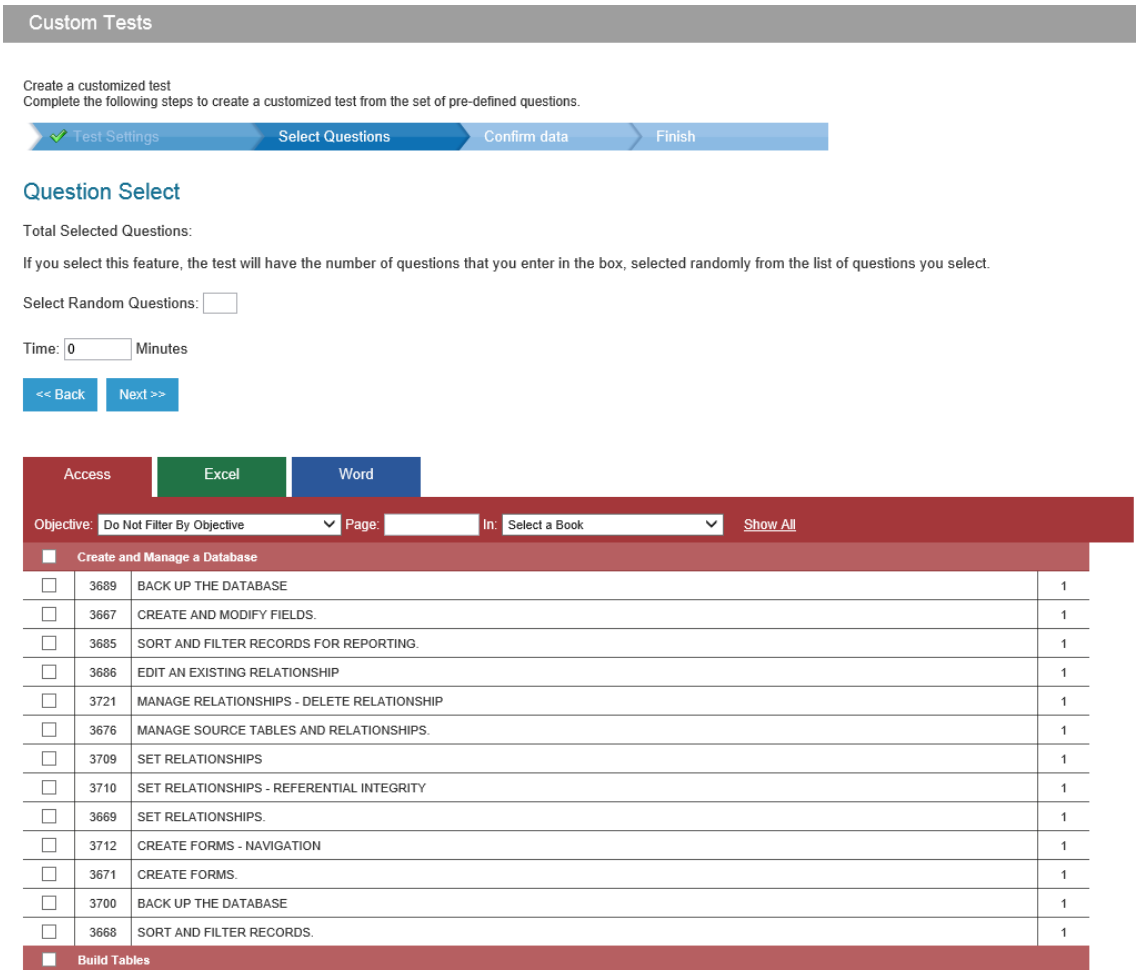
1. Log in to the Administrator Panel and click on **Custom Tests**.
2. Click on **Create New Test**.



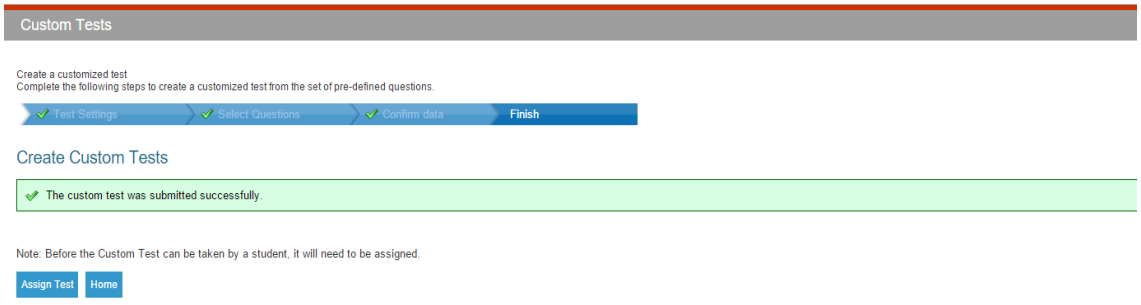
3. Select Custom Test options and click **Next**.
    a. **Test Name**: the name of the test.
    b. **Minimum Score**: the lowest passing score for the test.
    c. **Mode**: allows you to choose whether the test will be available in testing mode or training mode.
    d. **Category**: the type of software you wish to create the test for (i.e. Office 2013, Adobe CS6, etc.)
    e. **Products**: allows you to choose one or more products within the category from which to pull your questions.




4. 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**: randomly assigns the desired number of questions from your list of selected questions (ex. Entering 10 will choose 10 random questions from the selected question list).
    b. **Time**: amount of time allotted to students to complete this test.




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



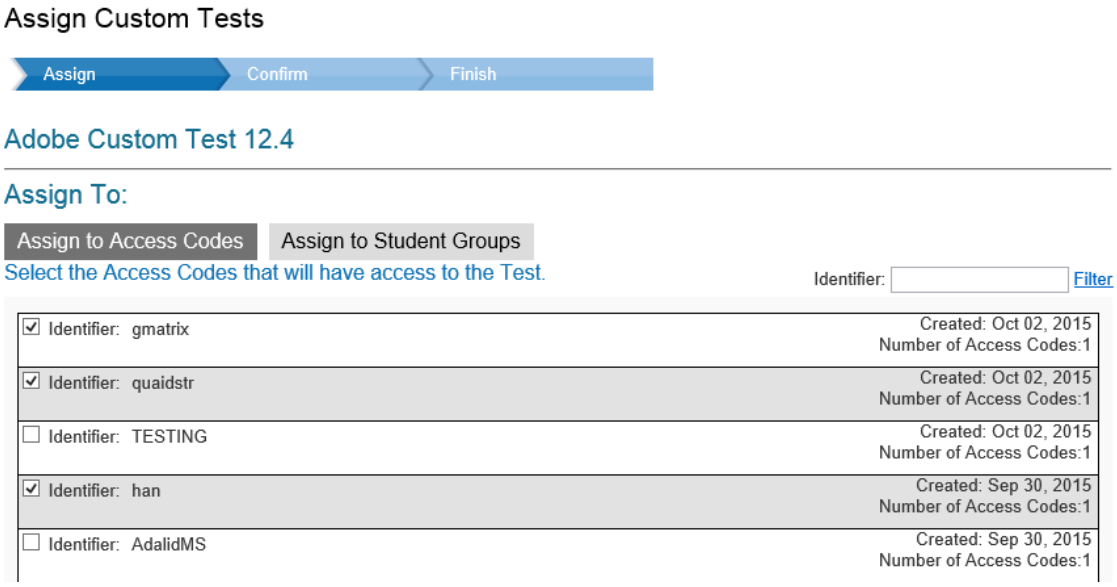

**NOTE – Any administrator for the testing center has access to all custom tests. However, custom tests are associated with your administrator account, so if you remove an administrator from the account then all custom tests they had created will also be removed from the testing center.**

## 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.

4. Select whether to assign the test to an access code or a student group. Click Next when finished.
   a **Assign to Access Code**: allows you to assign the test to any student using an access code with the selected Identifier.
   b **Assign to Student Group**: 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)



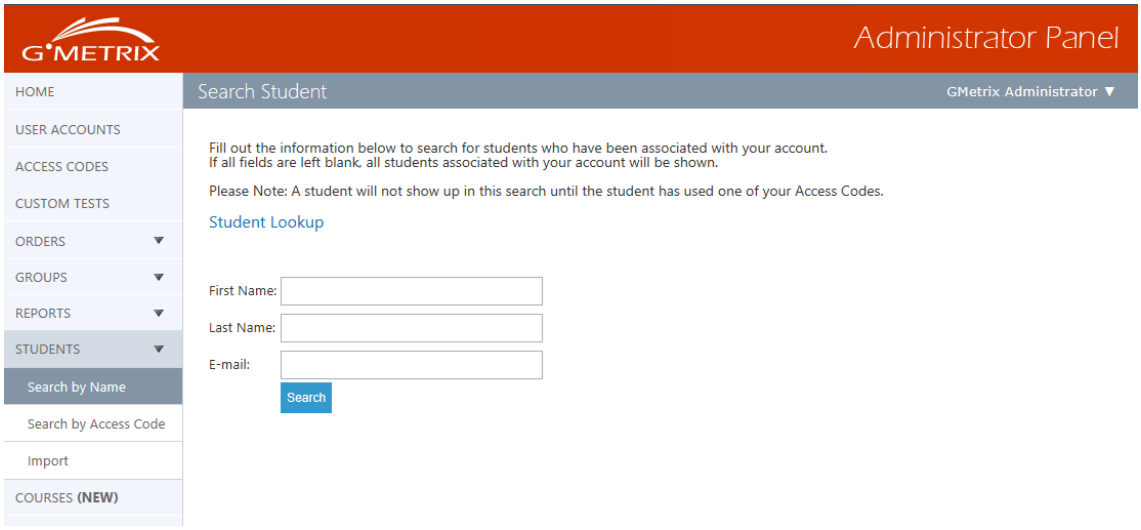

## SEARCHING FOR STUDENTS

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.

### SEARCH BY NAME

1. Log in to the Administrator Panel and click on **Students**. Select **Search by Name** from the dropdown menu.

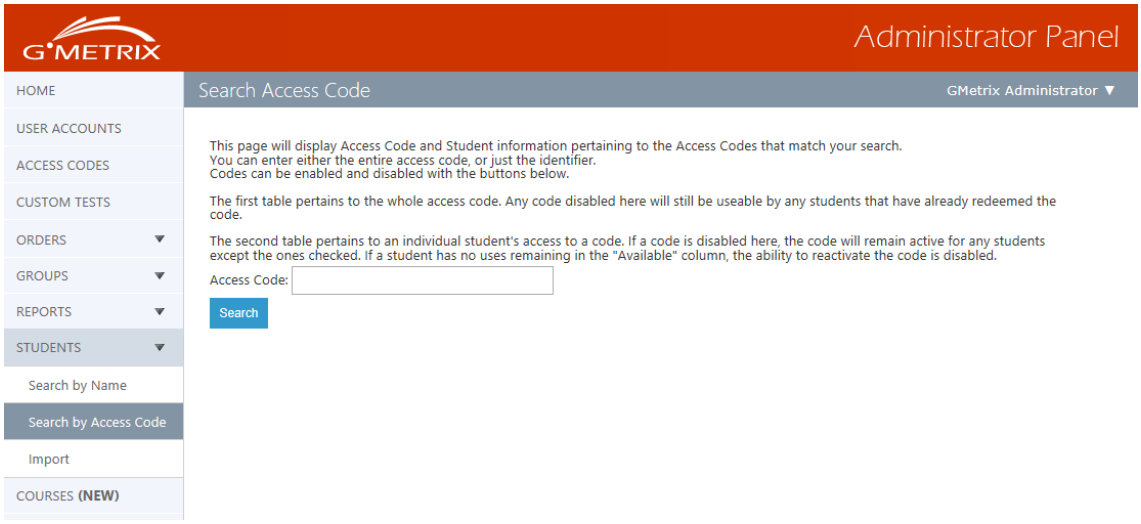
2. Enter the student's first name, last name, and/or email address and click **Search**.




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

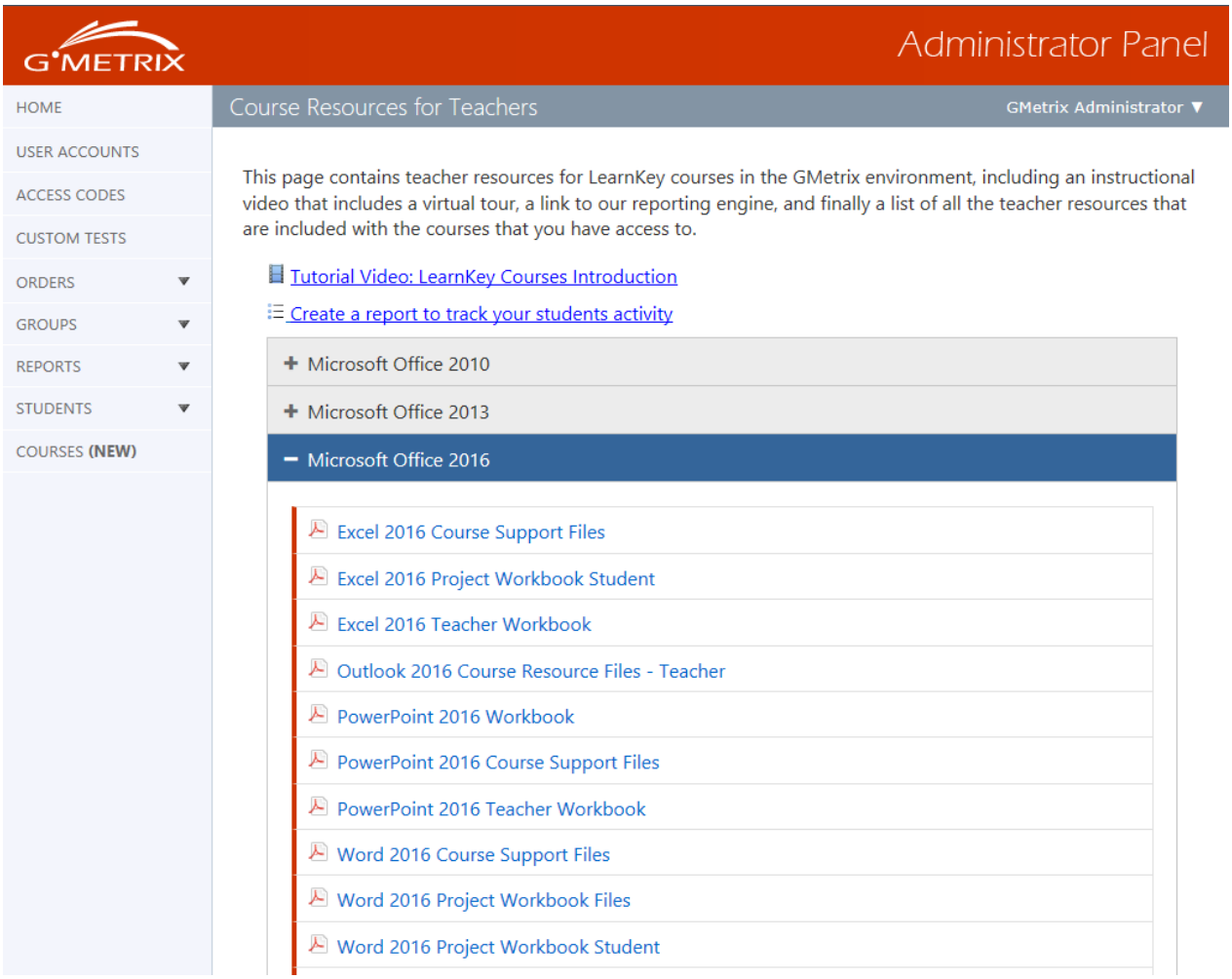
SEARCH BY ACCESS CODE

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**.



## COURSES

If your testing center has purchased a Course License you will see the **Courses** tab appear in the navigation pane of the Administrator Panel. The Courses tab 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.



# ONLINE STUDENT PORTAL

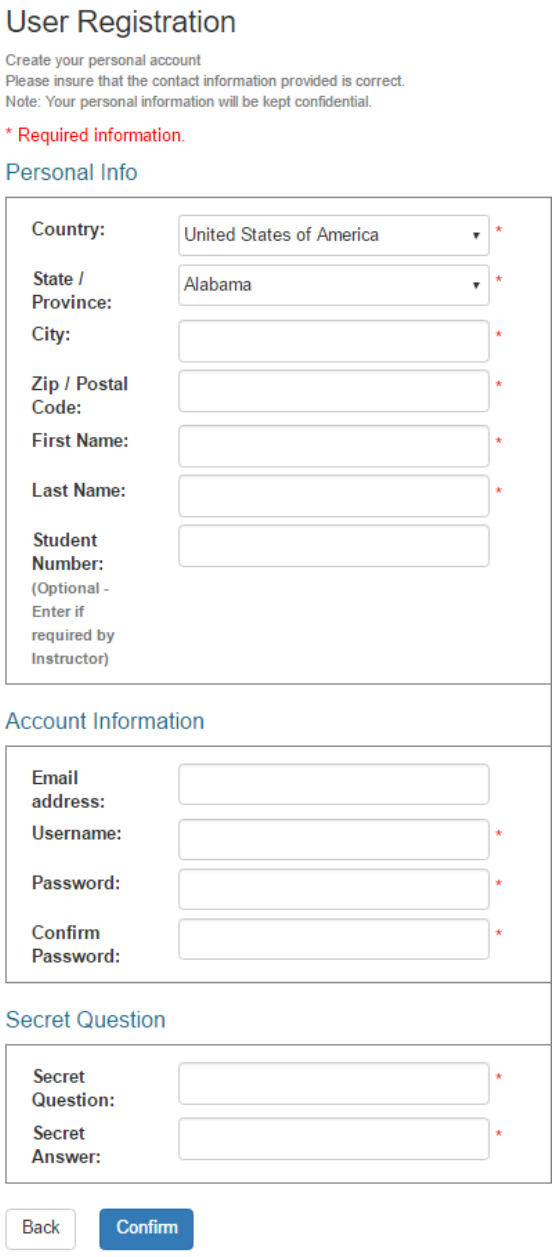
## INTRODUCTION TO THE STUDENT PORTAL

The Online Student Portal is available to all GMetrix users at www.gmetrix.net. From this web page you can manage your student account, take web-based tests, access courses and e-books, and view detailed score reports for previously completed practice tests.

## CREATING AN ACCOUNT

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

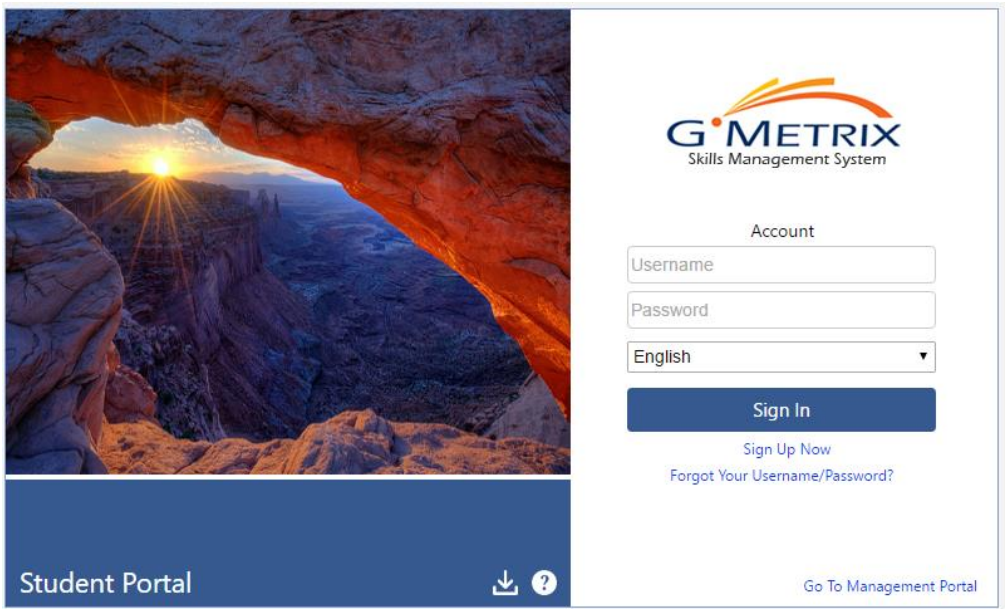
1. Go to www.gmetrix.net and click on **Sign Up Now**.
2. Fill out the registration form. We recommend that you use your email address as your User ID as well. User IDs are unique, and cannot be used by multiple people.
3. Click Next twice. You should receive a message saying that your account has been successfully created. If you don't, it means that there was something wrong with your account information and you will need to try again. Once your account has been created, you can use your credentials to log in to either the Student Portal or the GMetrix SMS software.



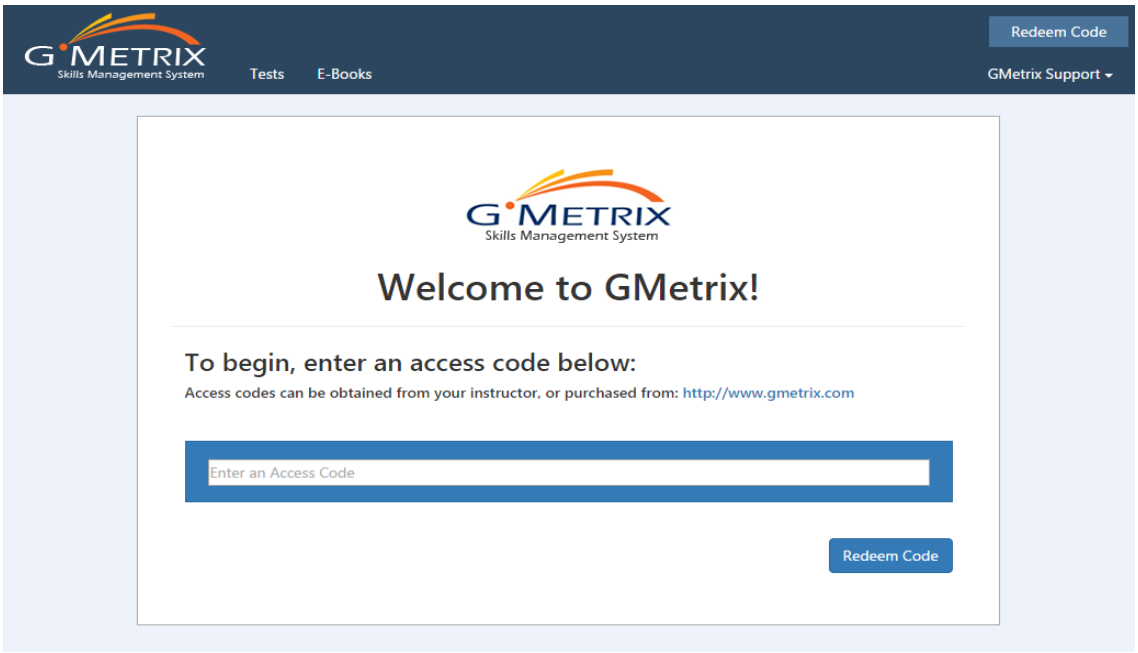
## LOGGING IN TO THE STUDENT PORTAL

To log into the GMetrix Student Portal:

1. Go to www.gmetrix.net in your web browser.
2. Input your username and password.
3. Click **Sign In**.



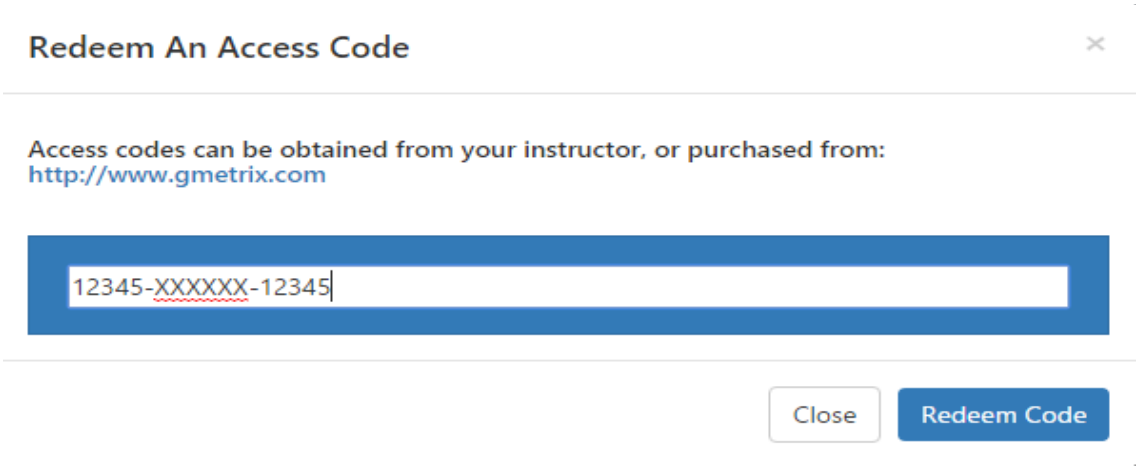

The first time you log in to the student portal, you will see the following screen:



## 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.

1. Log in to www.gmetrix.net (If it is your first time logging in you can enter your access code into the Enter an Access Code field that appears).
2. Click the **Redeem Code** button in the top-right corner of the window.
3. Enter your access code into the field and click **Redeem Code**.

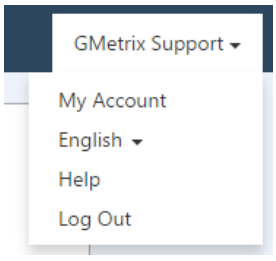



4. Once you have redeemed your code it will be saved to your account. You do not need to enter the Access Code again.

## CHANGING PERSONAL INFORMATION

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

1. Log into www.gmetrix.net.
2. Click on **your name** in the top-right corner of the window and select **My Account** from the dropdown menu.

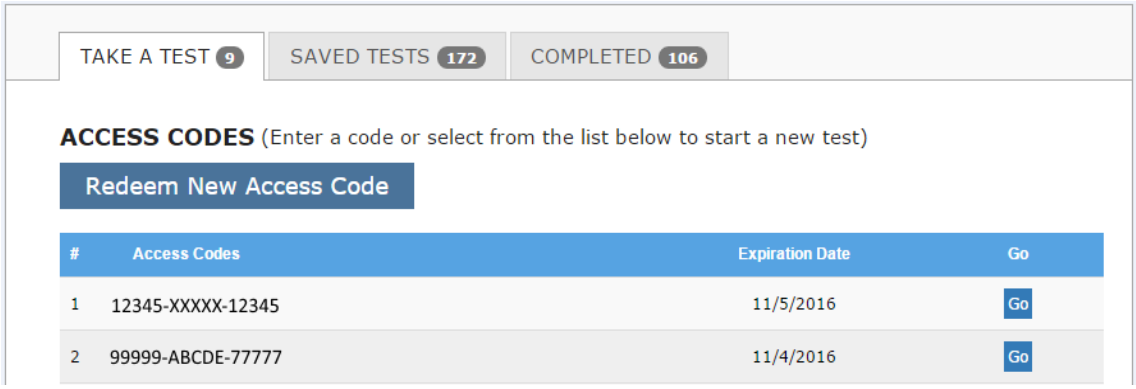



3. Click on the icon to edit your personal information, then click the icon to save your changes. To change your password, click on the **Change Password** link just above the Personal Info section. Please note that you cannot change your Username once your account has been created.

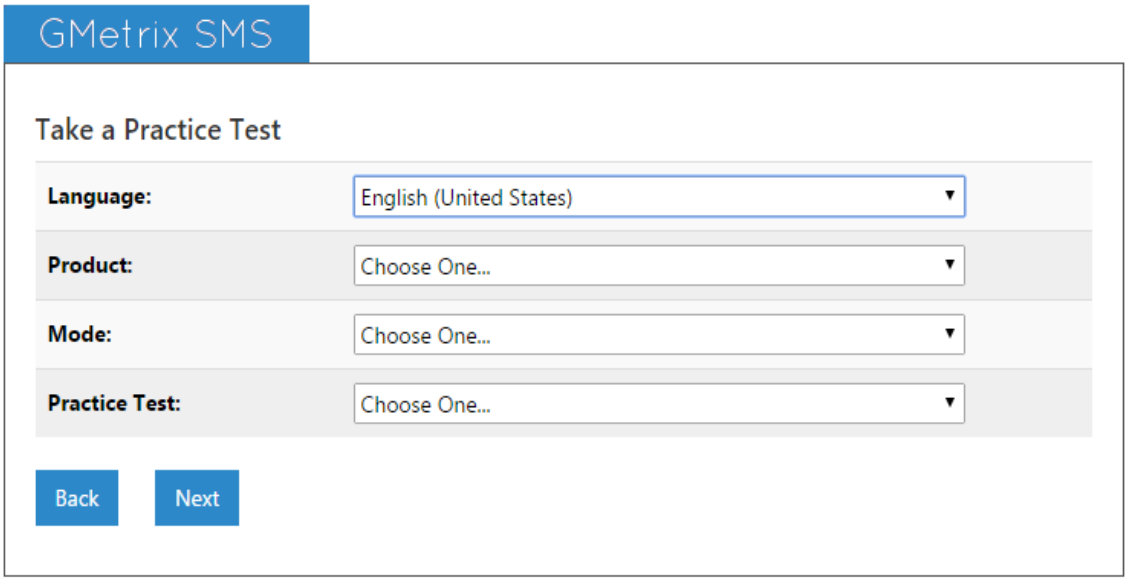
## TAKING A TEST

The Student Portal is used to take tests for Adobe products, MTA, IC3, and Autodesk 2014. For information about taking Microsoft Office or In-App Autodesk tests please consult the **GMetrix SMS** section of this guide.

1. Log into www.gmetrix.net and click on the Tests tab at the top of the window.
2. Click on the **Take A Test** tab.
3. Click the **Go** button next to your desired access code. Note that you can have multiple access codes redeemed on your account, so you may need to keep track of which access code is associated with what tests.




4. Fill out the Wizard. Select your language, product, mode, and test. Click **Next**. The test will launch.

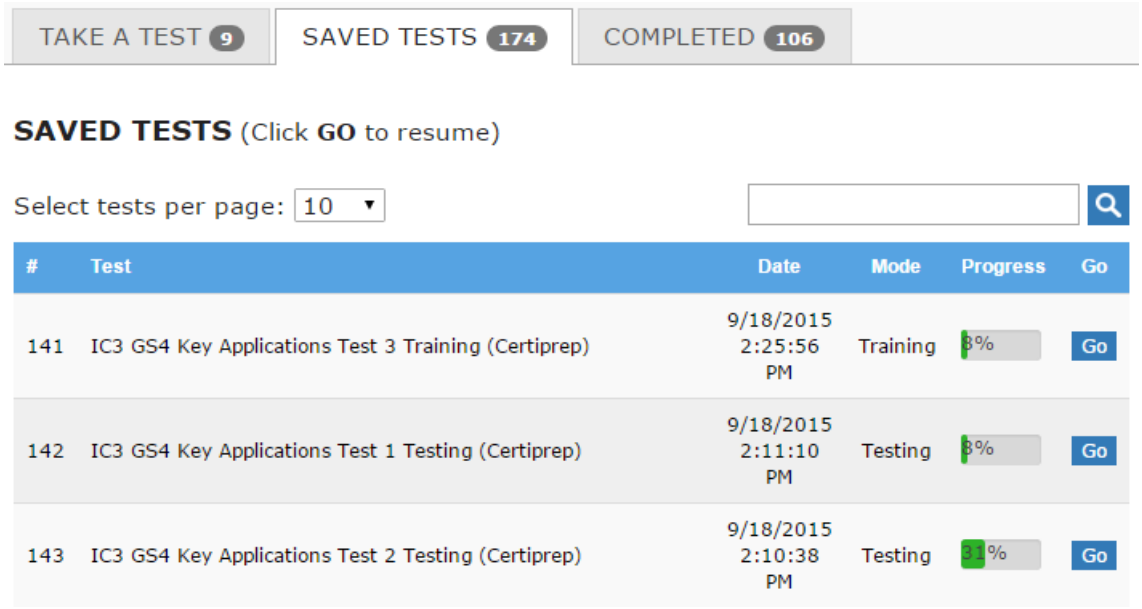



**NOTE – If your test does not launch please ensure that JavaScript is not being blocked or try loading your test in a different web browser. IC3 GS4 tests must be taken in Google Chrome.**

## SAVED TESTS

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

1. Log into www.gmetrix.net and click on the Tests tab at the top of the window.
2. Click on the **Saved Tests** tab.
3. For Completed tests, click **Completed**.
4. Find your desired test on the list. The progress bar indicates what percentage of questions you have answered on the test. Click the **Go** button to resume your saved test.



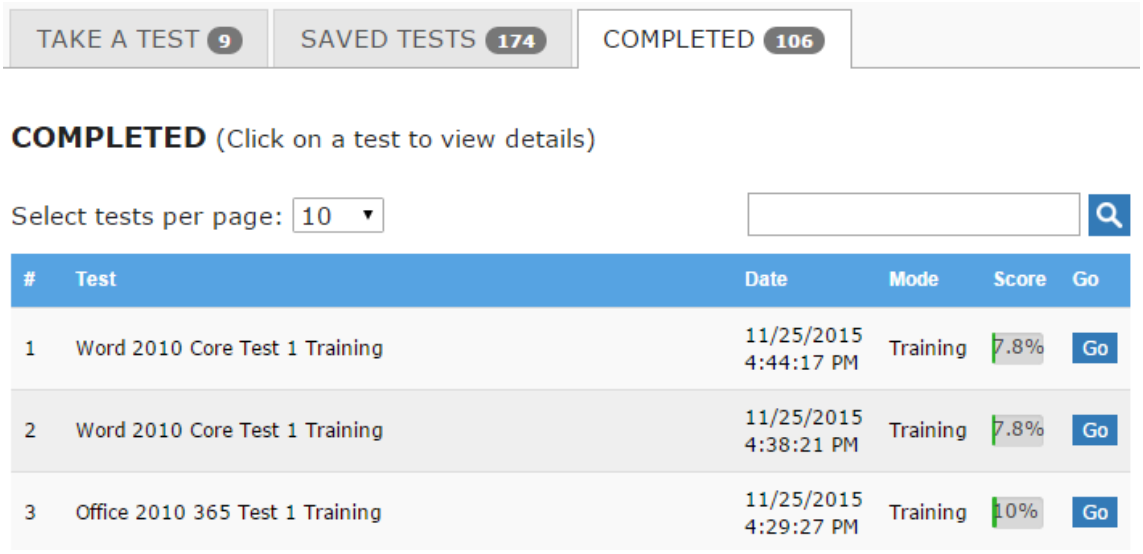

**NOTE – You will also be able to see any saved Microsoft Office tests in this section. However, you will still need the GMetrix SMS software installed on your computer to resume these tests. Clicking Go next to MOS tests will cause the GMetrix SMS software to automatically launch and open your test.**

## 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.

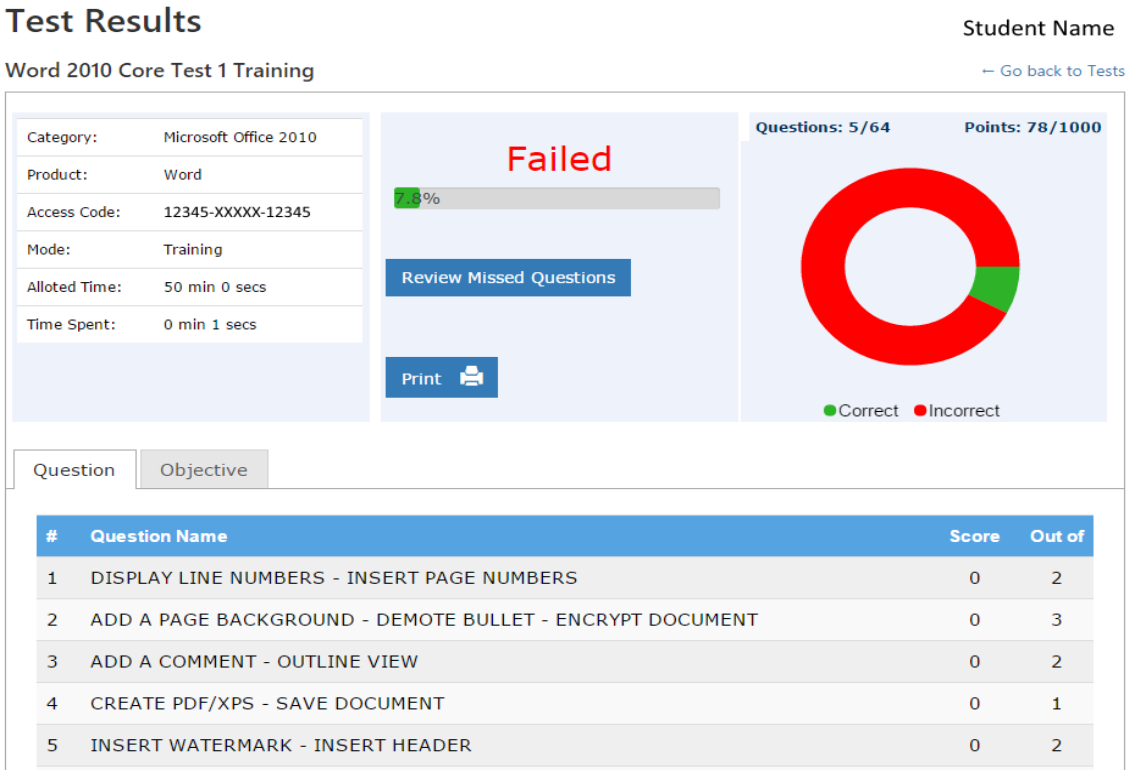
1. Log into www.gmetrix.net and click on the **Tests** tab at the top of the window.
2. Click on the **Completed Tests** tab.

3. Locate your desired test on the list to view your score as well as the date and time the test was submitted.




| # | Test | Date | Mode | Score | Go |
|---|---|---|---|---|---|
| 1 | Word 2010 Core Test 1 Training | 11/25/2015 4:44:17 PM | Training | 7.8% | Go |
| 2 | Word 2010 Core Test 1 Training | 11/25/2015 4:38:21 PM | Training | 7.8% | Go |
| 3 | Office 2010 365 Test 1 Training | 11/25/2015 4:29:27 PM | Training | 10% | Go |

4. Click the **Go** button next to your desired test to view a detailed score report. The Result page will show you a percentage score, your pass/fail status, and which specific questions/objectives you passed or failed.




| # | Question Name | Score | Out of |
|---|---|---|---|
| 1 | DISPLAY LINE NUMBERS - INSERT PAGE NUMBERS | 0 | 2 |
| 2 | ADD A PAGE BACKGROUND - DEMOTE BULLET - ENCRYPT DOCUMENT | 0 | 3 |
| 3 | ADD A COMMENT - OUTLINE VIEW | 0 | 2 |
| 4 | CREATE PDF/XPS - SAVE DOCUMENT | 0 | 1 |
| 5 | INSERT WATERMARK - INSERT HEADER | 0 | 2 |

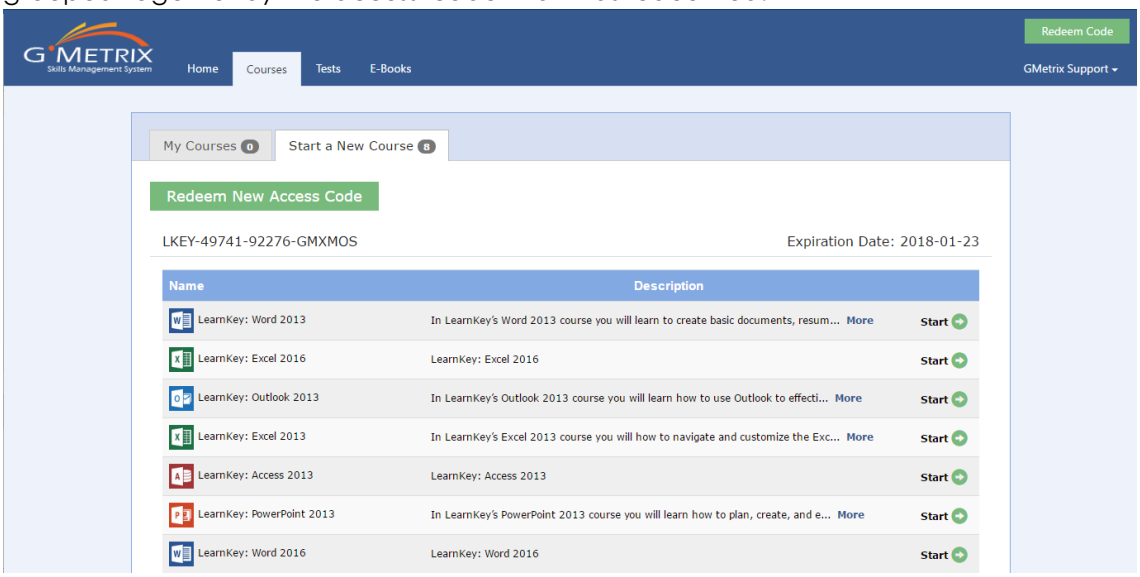
5. You can also click the **Review Missed Questions** button to launch a custom test consisting of only the questions you missed on the test. **Please note that this feature is not available for Microsoft Office 2013 Project Tests or Microsoft Office 2016 Multi-Project Tests.**

## 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 into www.gmetrix.net and select the **Courses** tab at the top of the window.
2. Select the **Start a New Course** tab to view your available courses. Available courses are grouped together by the access code that was redeemed.

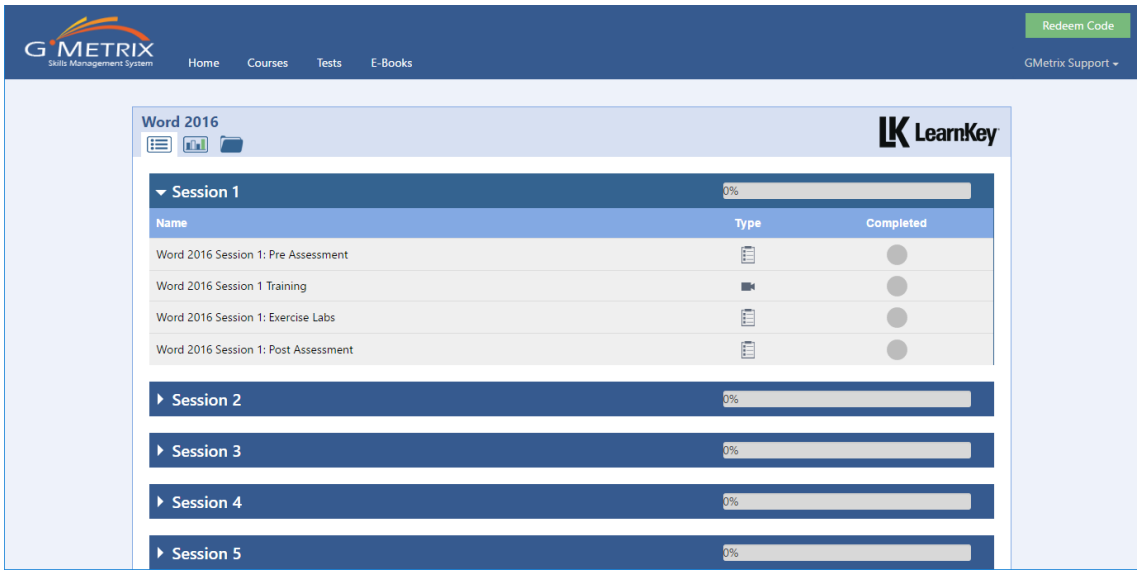



3. Click the **Start** button to the right of your desired course to begin.

**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.




**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.

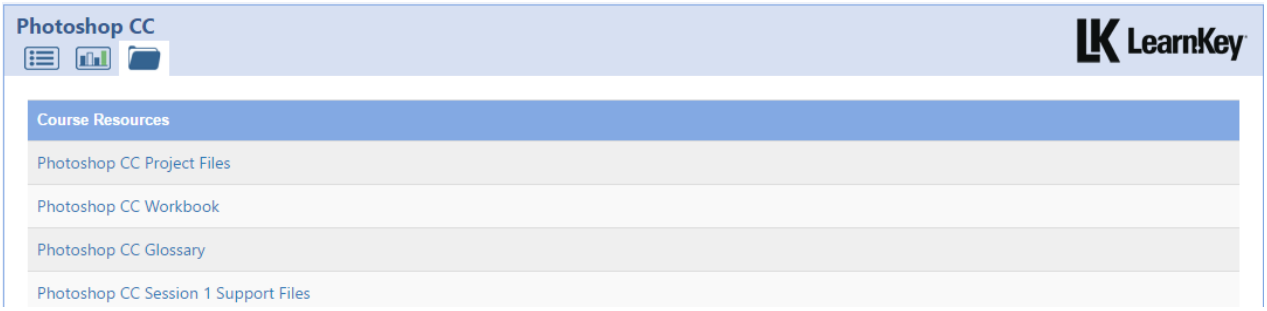
**Training Videos –** Most course sessions contain training videos which cover the application in-depth. Each video in the session must be watched to the end for the training to be considered complete.

**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 the live application.

**NOTE – GMetrix SMS is required for all Exercise Labs that use the live application.**

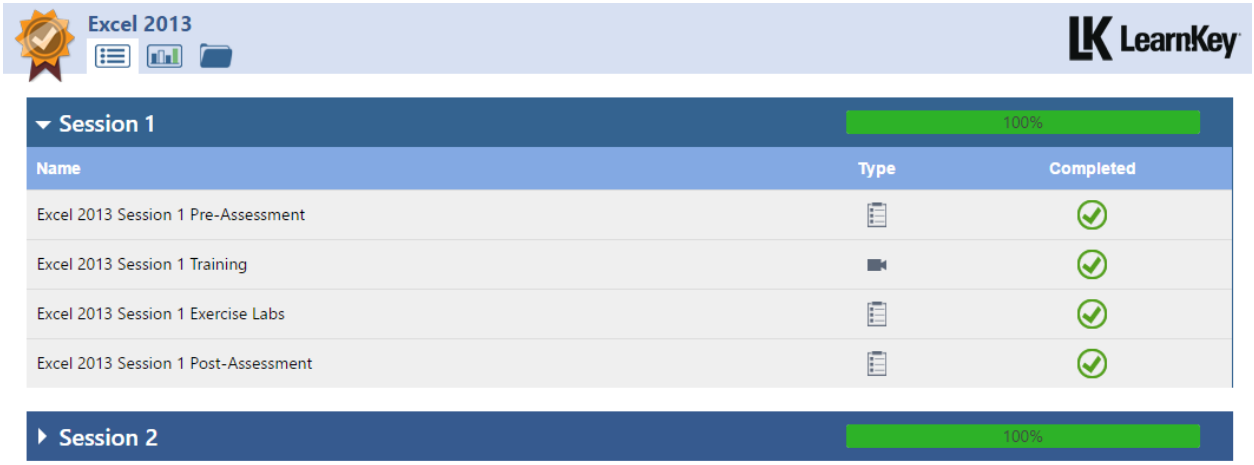
## COURSE RESOURCES

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.

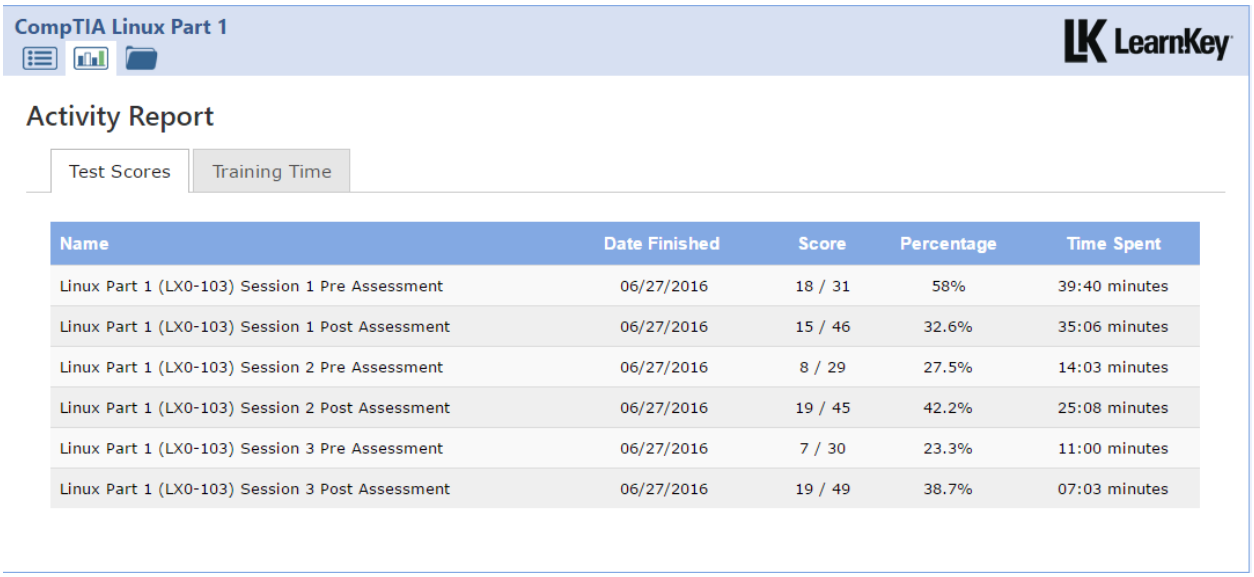


## COMPLETING A COURSE

Each session in a course displays a progress bar which shows how much of a session has been completed. In addition, each part of the session will display a ✓ icon when it 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 as well as view the amount of time spent on assessments, exercise labs, and training videos.

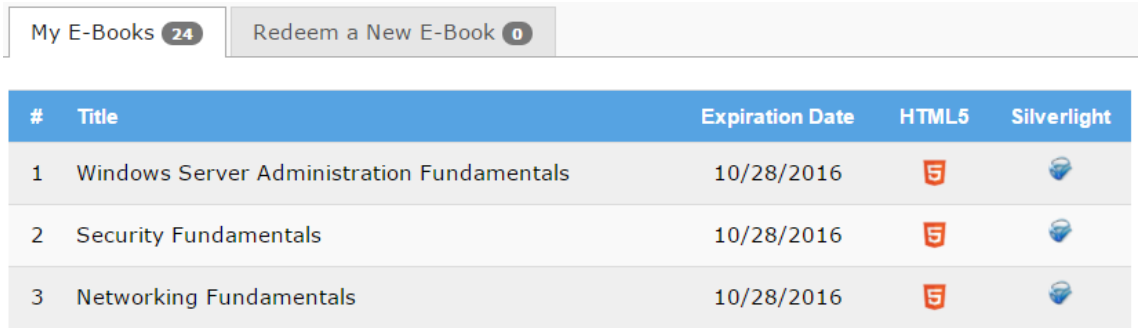



| Name | Date Finished | Score | Percentage | Time Spent |
|---|---|---|---|---|
| Linux Part 1 (LX0-103) Session 1 Pre Assessment | 06/27/2016 | 18 / 31 | 58% | 39:40 minutes |
| Linux Part 1 (LX0-103) Session 1 Post Assessment | 06/27/2016 | 15 / 46 | 32.6% | 35:06 minutes |
| Linux Part 1 (LX0-103) Session 2 Pre Assessment | 06/27/2016 | 8 / 29 | 27.5% | 14:03 minutes |
| Linux Part 1 (LX0-103) Session 2 Post Assessment | 06/27/2016 | 19 / 45 | 42.2% | 25:08 minutes |
| Linux Part 1 (LX0-103) Session 3 Pre Assessment | 06/27/2016 | 7 / 30 | 23.3% | 11:00 minutes |
| Linux Part 1 (LX0-103) Session 3 Post Assessment | 06/27/2016 | 19 / 49 | 38.7% | 07:03 minutes |

## E-BOOKS

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

1. Log into www.gmetrix.net and click on the **E-Books** tab at the top of the window.
2. Select the **My E-Books** tab. Here you can view any e-books you have redeemed as well as the e-book's expiration date.
3. Select the **HTML5** or **Silverlight** icon next to your desired e-book to open it in your browser.



# GMETRIX SMS

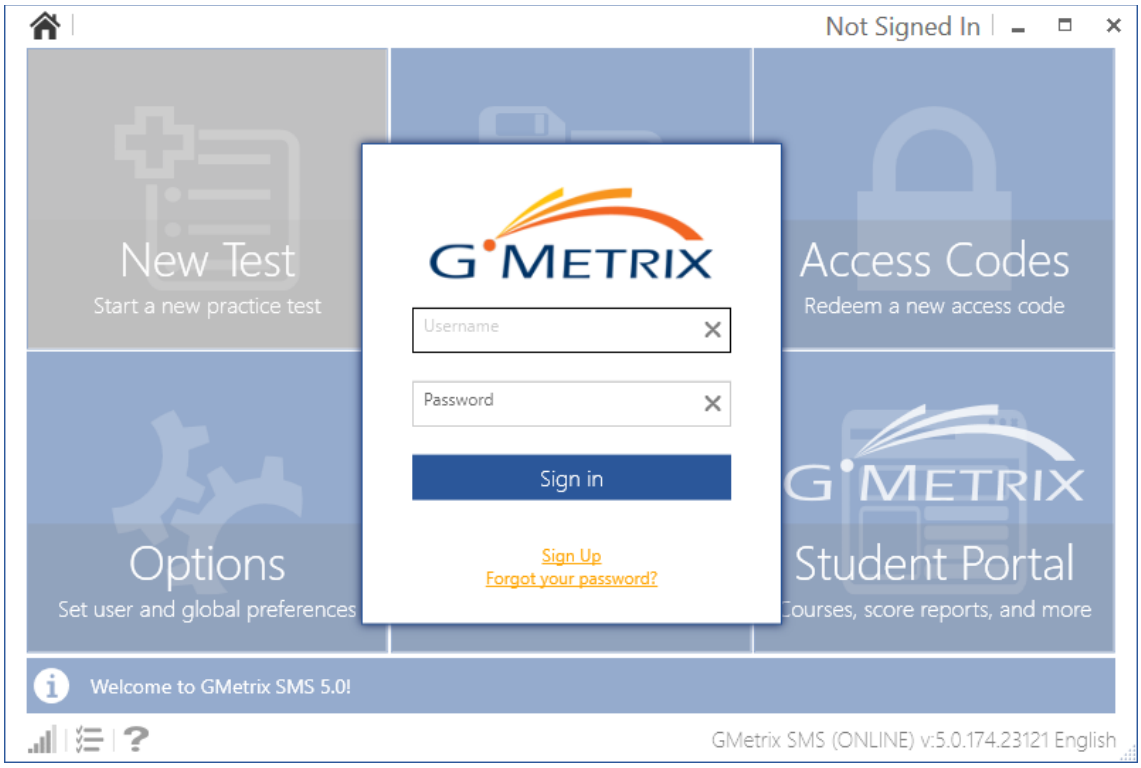
## SMS HOME PAGE

### LOGGING IN

To log into GMetrix SMS, you must have a valid GMetrix account. You can use the same account you created at www.gmetrix.net, or if you don't have an account yet you can create one by clicking the Sign Up 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 v5 from your start menu or desktop.
2. You should automatically see the Login popup shown in the screenshot below. If you don't, click on **Not Signed In** at the top of the window to open it.

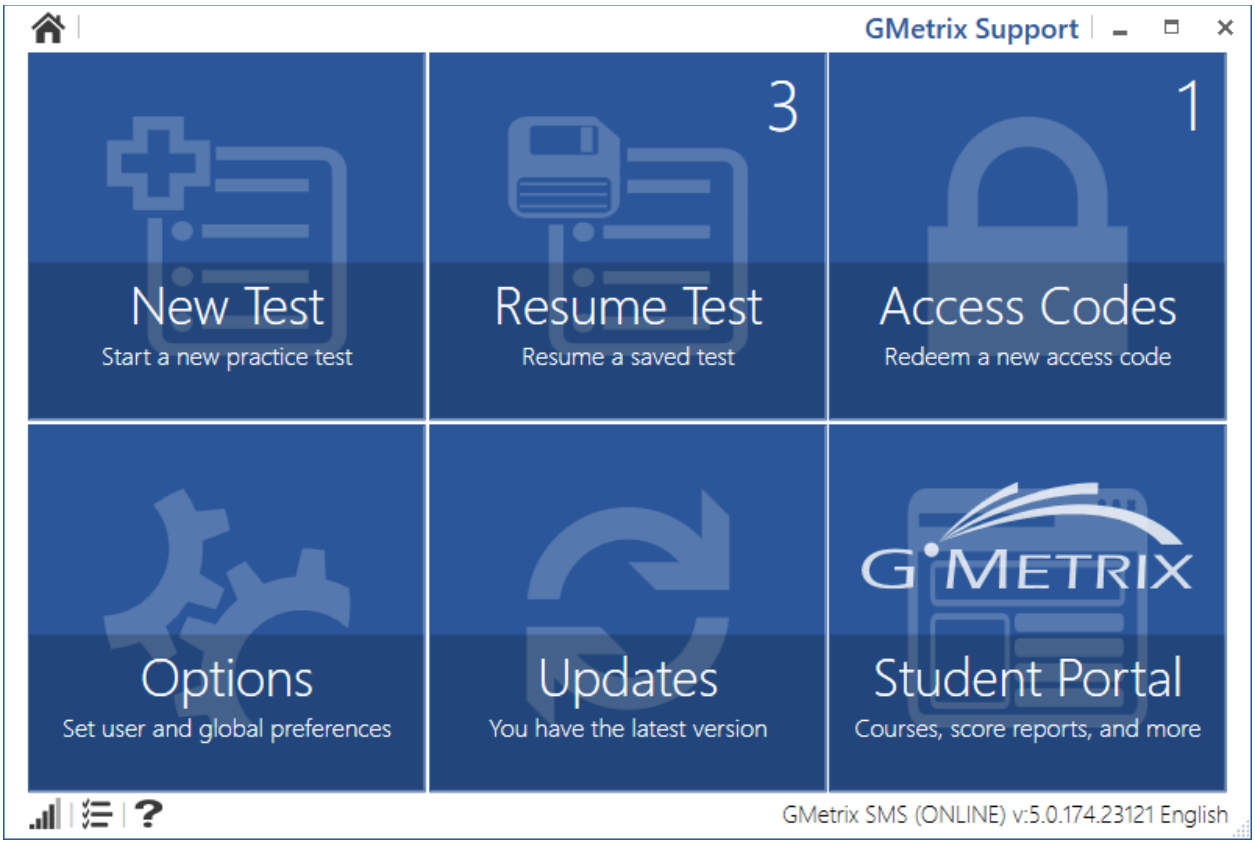



3. Type your Username and Password into the Login popup and click **Sign in** to continue.

**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 six large tiles which are used to navigate the software.




**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.

**Access Codes –** Select this tile to redeem a new access code, as well as to view the status of any codes you have already redeemed.

**Options –** Select this tile to set applications preferences, including save directories, theme colors, language, proxy settings, and more.

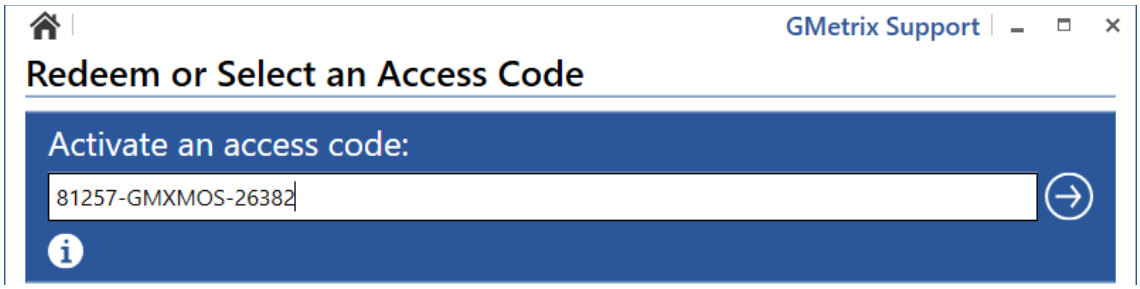
**Updates –** This tile will inform you when new updates to the software are available. Select the tile to install any available updates

**Student Portal –** Select this tile to open the Online Student Portal. You will automatically signed in to the currently active GMetrix account. From here you can access courses, e-books, view completed test scores, and any other features covered in the Online Student Panel portion of this guide.

## 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 **Access Codes** tile from the SMS Home Page.
2. Type your access code (including the dashes) into the **Activate an access code** field.
3. Click the Arrow or press Enter. Redeeming the code will automatically take you to the New Test page.



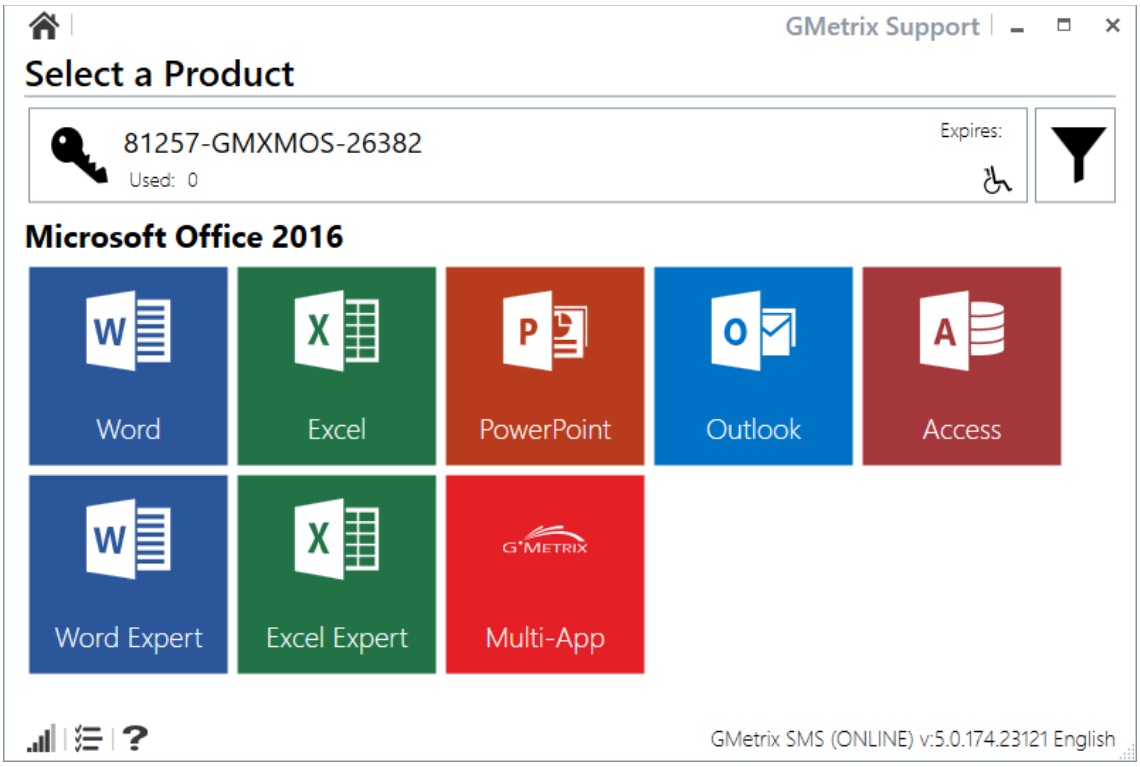

**NOTE – Once you redeem an access code and begin a test it is saved to your GMetrix account. You do not need to redeem your code again in the future. Codes redeemed on the Online Student Portal will also appear on this page.**

## TAKING A TEST

### STARTING A NEW TEST

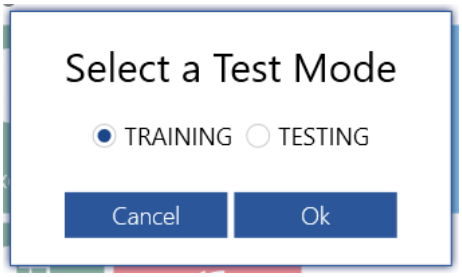
Once you have redeemed a valid access code you are ready to begin testing.

1. Select the **New Test** tile from the SMS Home Page.
2. The software will automatically select the first available redeemed access code for you. If you wish to change to a different code, click on the Access Code box just under the **Select a Product** header and select the desired code from the popup window.




3. Select your desired product. Application tiles are divided into categories (such as Microsoft Office 2010/2013/2016, Autodesk Certified User/Professional, Adobe CS5/CS6/CC, etc.) If your code has access to multiple categories, you can filter them by clicking on the ▼ icon to the right of the Access Code box.

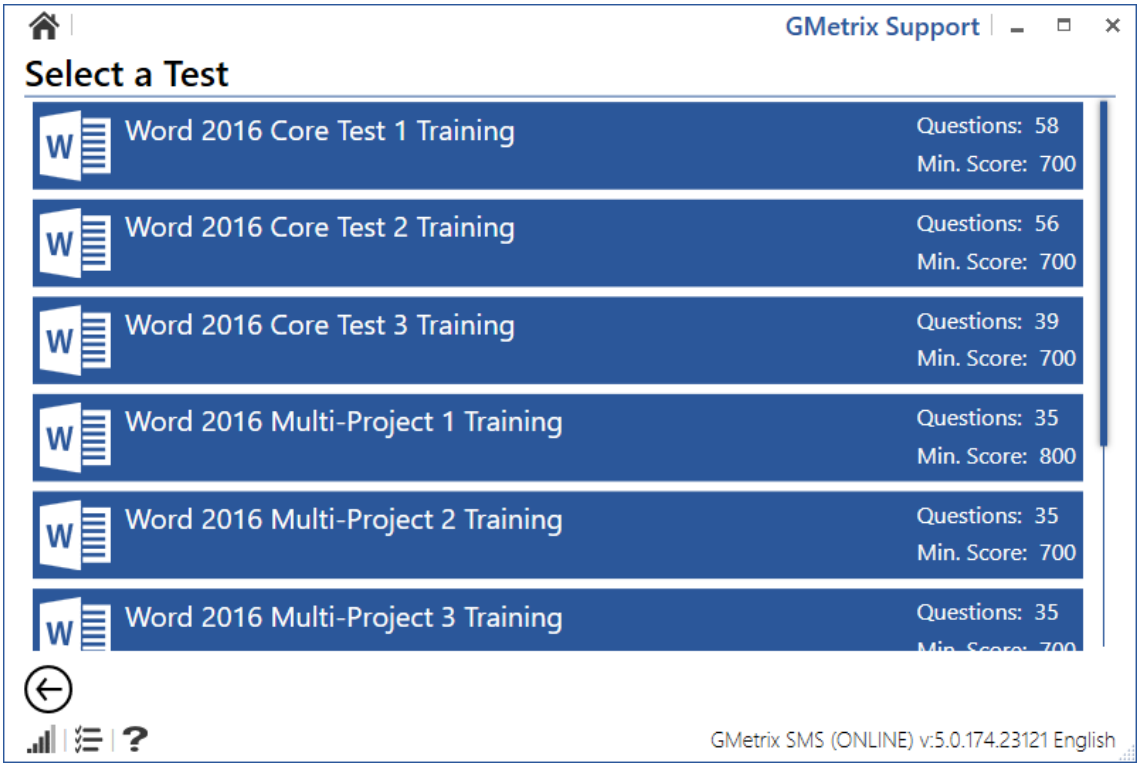
4. Once you have selected a product you will need to select a Test Mode




**Training Mode –** Test has no time limit, step-by-step help text is available for each question, questions may be retried for a higher score.

**Testing Mode –** Conditions match those of the official exam, including the time limit. Help text will not be displayed and questions may not be retried. Score will not be displayed until the test has been submitted.

5. Select a test from the list of available test pools.



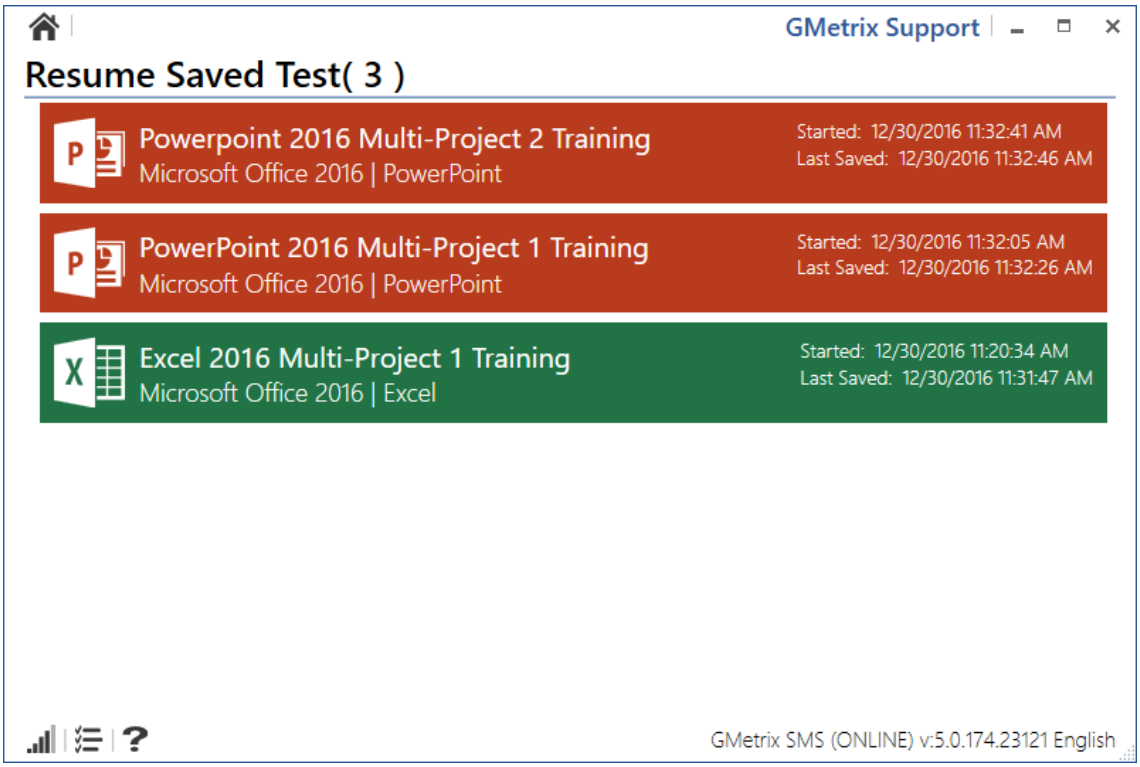

6. Confirm that the practice test information is correct. You can then click the **Instructions** button to view detailed instructions about the testing interface, or you can click the **Start Test** button to begin the test immediately.

**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.

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




3. Confirm that the practice test information is correct. Then click the **Instructions** button to view detailed instructions about the testing interface, or click the **Start Test** button to begin the test immediately.

**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

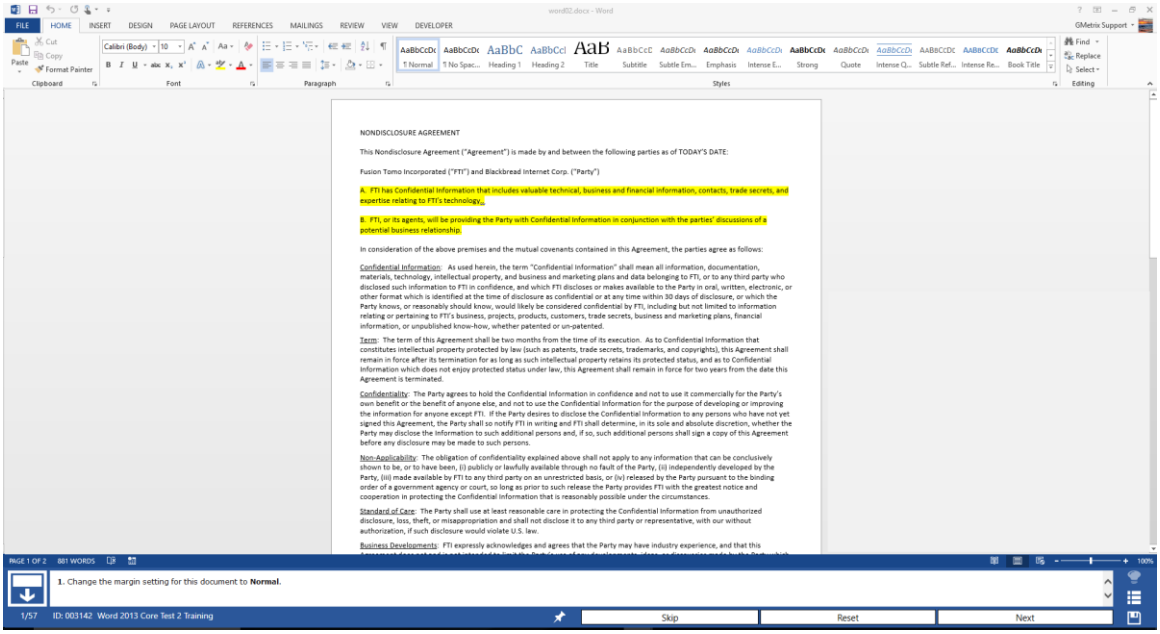
All GMetrix practice tests are available in both Training Mode and Testing Mode. When taken in training mode you will be given the option to view step-by-step instructions for completing a given task. Help text can be accessed by clicking on the lightbulb icon in any test type.

**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.**

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.

## Concept Reviews

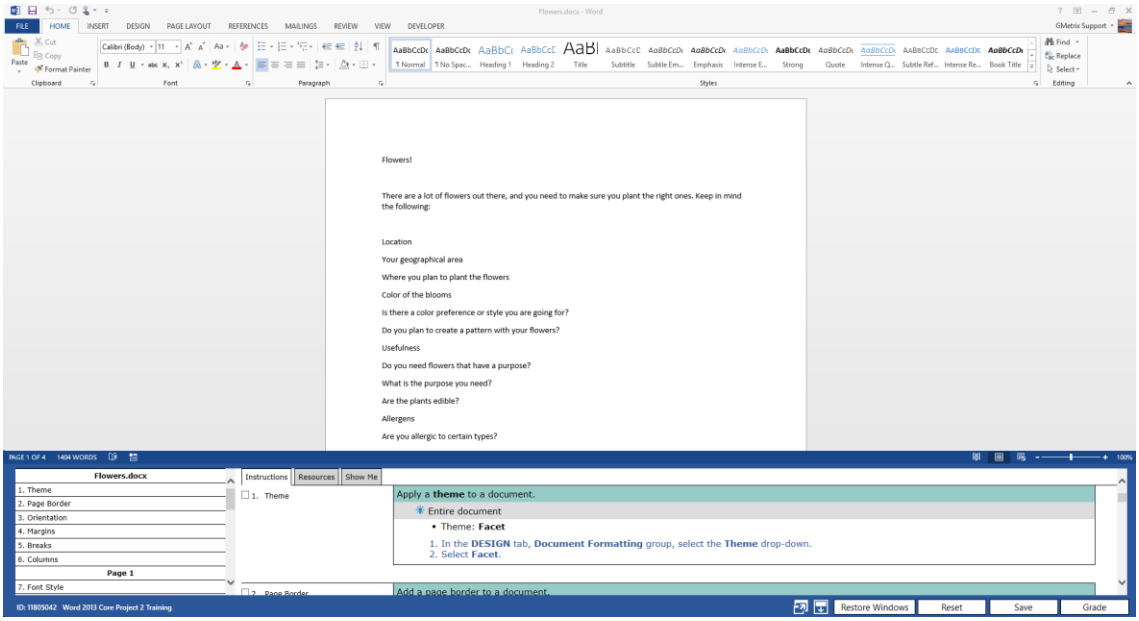
**Available for:** Microsoft Office 2010, 2013, and 2016




Concept 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.

## Project Tests

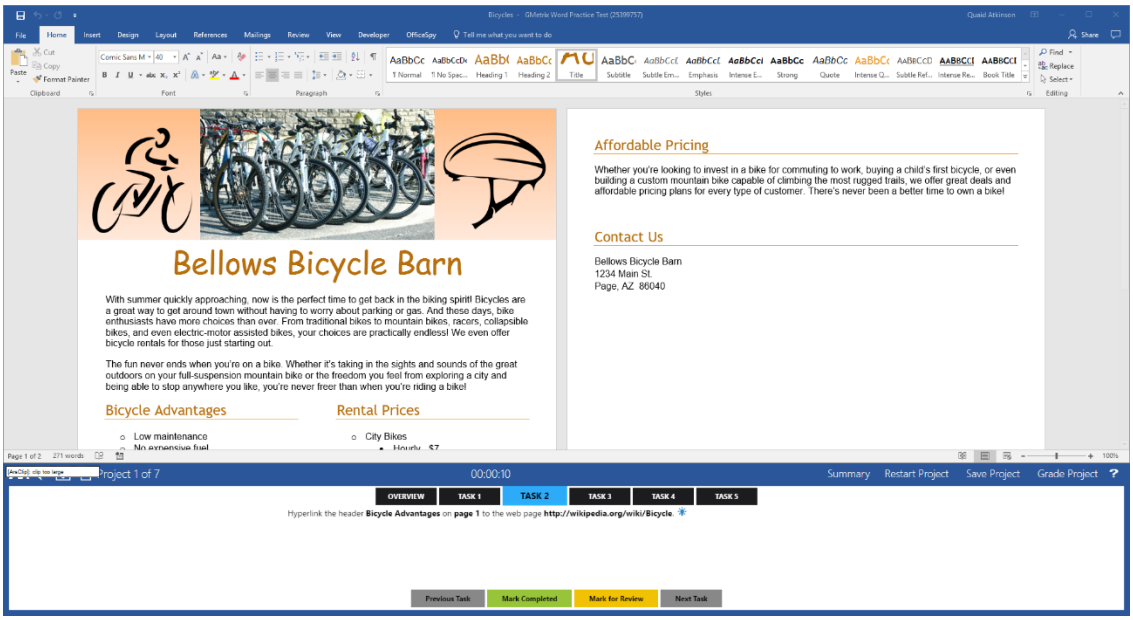
**Available for :** Microsoft Office 2013




Project exams follow the format of the Office 2013 official exam. In these tests 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 sucessfully.

## Multi-Project Tests

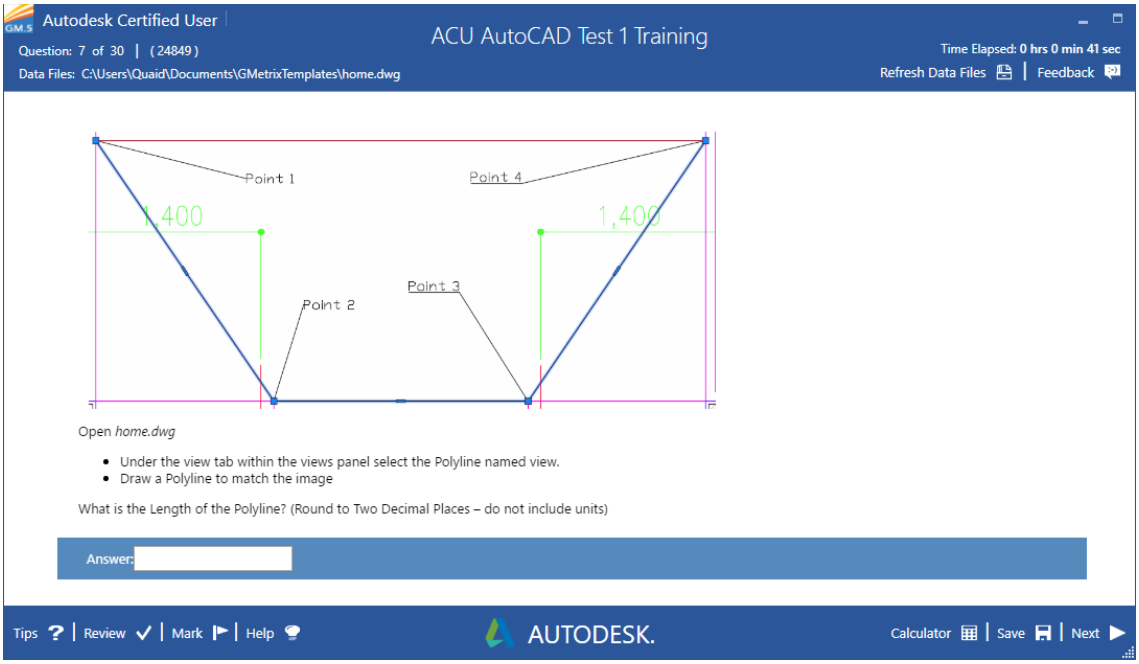
**Available for :** Microsoft Office 2016




Multi-Project exams follow the format of the Office 2016 official exam. In these tests, 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, then an overall score is assigned at the end.

## Autodesk LITA (Live in the App) Tests

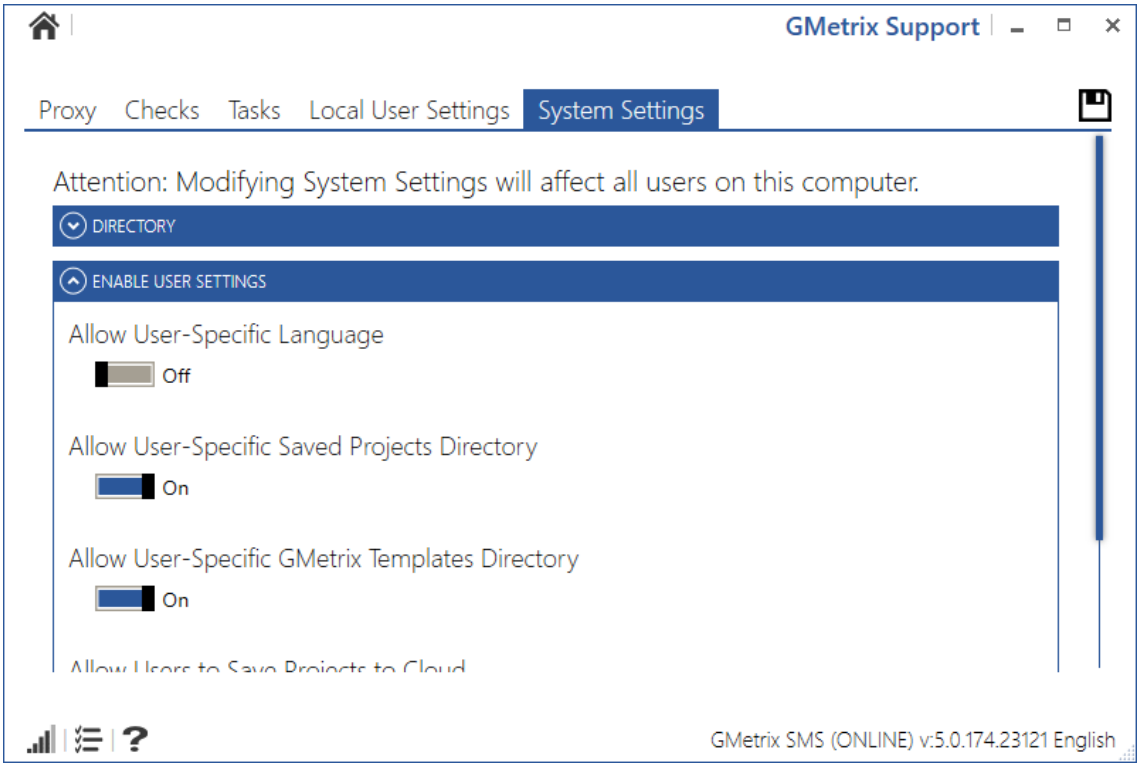
**Available for :** Autodesk 2016 and 2017 applications




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 complete 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 a number of options and settings available in the Options tile of GMetrix SMS. This section of the guide will cover the purpose of each of the options tabs and tasks.




### 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 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.

## TASKS

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

**Reset Outlook Profile –** 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 –** 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.

**Delete Test Resource Archive –** 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 re-download 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 –** 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 –** 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.

## 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.

**THEME**

**Theme –** Select a base theme for the SMS software. BaseLight will display the software primarily in white while BaseDark will display primarily in black.

**Color –** Select an accent color for the software from a list of available colors.

**OTHER**

**Language –** Select the language used for practice tests and the SMS interface.

## 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 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 –** Allows users to select a language different from the system language.

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

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

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

**OTHER**

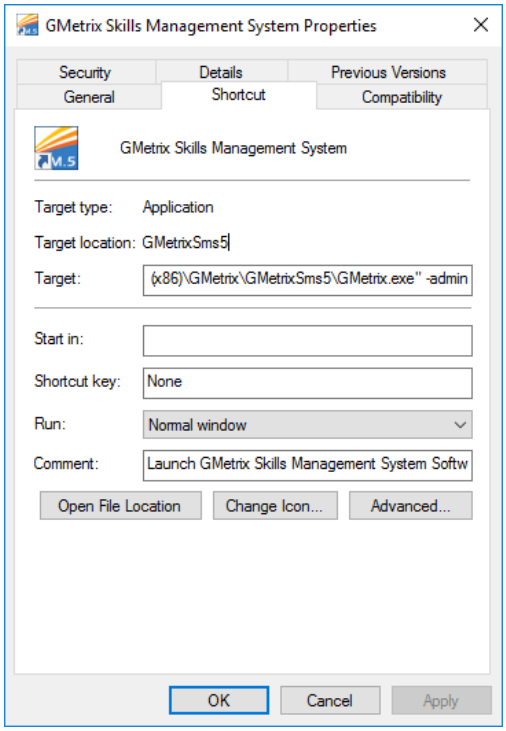
**Web Request Timeout –** Allows you to manually set the amount of time allowed before web requests time out. You can increase this value if you are on a network with slow internet speed and you are having trouble loading questions or signing in to the software.

**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.

## HIDING OPTIONS TABS

Tabs in the Options tile can be hidden in order to prevent users from making changes to the applications settings or to obfuscate data such as your Proxy IP information. You can hide (or unhide) Option tabs by following the steps below.

**NOTE – You must be logged in to Windows as an Administrator to complete these steps.**

1. Locate and right-click on the GMetrix SMS desktop shortcut.
2. Click on **Properties** in the popup menu.
3. In the **Shortcut** tab, locate the **Target** field and add an ***-admin*** tag to the end of the target path as shown in the screenshot to the right.
4. Click **OK**.
5. Launch the GMetrix SMS client.
6. Click on the **Options** tile.
7. Select the **Admin** tab of the Options menu.
8. Toggle off any tabs you do not wish users to have access to. Tabs will automatically be added and removed as you toggle the switches. Please note that the **Checks** tab cannot be disabled. However, this tab only checks the install status of various applications and services and cannot make any changes to the system.
9. Click the 💾 icon in the top-right corner to save your changes.
10. Close the GMetrix SMS client.
11. Repeat steps 1 and 2 to return to the GMetrix SMS shortcut properties.
12. Remove the **-admin** tag from the target path.
13. Click **OK**.