

GMetrix SMS

Administrator's Guide



System Requirements

CPU: 1.00 GHz processor or higher

RAM: minimum of 1 GB

FREE DISK SPACE: 150 MB

DISPLAY: 1024x768 or higher resolution monitor

OPERATING SYSTEM: Microsoft Windows XP with Service Pack (SP) 3, Windows Vista SP2, Windows 7.

.NET FRAMEWORK: .NET Framework 3.5 or newer. (More Info)

MS OFFICE SOFTWARE: For MS Office Practice Tests - Full installation of MS Office 2007 or 2010.

NOTE: GMetrix does NOT currently work with Office 2013.

INTERNET: GMetrix requires a high-speed internet connection.

Supported Browsers: Internet Explorer 8 or higher.

Adobe Flash Player: Current version.

<http://gmetrix.net/support>



GMetrix SMS Process Flow Overview

- **Administrator** logs in at www.gmetrix.net/administrator using userID and password provided by Authorized GMetrix Reseller.
- **Administrator** places an order for a license which is fulfilled by the **Reseller**.
- **Administrator** creates Access Codes (based on licenses ordered) which can be distributed to **Students** for accessing the practice tests.
- **Student** launches practice tests which have been installed on local computer by Administrator. **Student** registers to create userID and password before gaining access to the practice test system.
- **Student** enters Access Code, selects from options unlocked by the Access Code and begins testing.
- **Student** logs in at www.gmetrix.net to view history and results of tests taken.

GMetrix SMS for Test Administrators

1. Test Administrators can manage the GMetrix SMS through their own Administrator account at www.gmetrix.net/administrator.
2. From this account, they can order licenses, create and manage access codes, track student results, and create customized tests for their students.

GMETRIX
Skills Management System

Management Login

GMetrix SMS Administration

Welcome to the GMetrix SMS Management Panel. We have recently updated this site. Though it looks slightly different, please log in with the same username and password combination you have previously used. If you have any questions or concerns, feel free to contact us at support@gmetrix.com.

[Download the GMetrix SMS Software Here.](#)
[Need Help? Visit our Support Page.](#)

Login

User ID:

Password:

[Forgot your password?](#)

Note: Your User ID is the email address you provided when registering. The User ID and password are case sensitive.

GMetrix SMS V3.0 All Rights Reserved Help/Support

Administrator: Licenses vs. Access Codes

Note: Licenses should not be confused with access codes.

1. Licenses give an Administrator the “right” to administer GMetrix practice tests within the terms of that license.
2. Access codes are simply the mechanism by which practice tests are released to the student. Access codes are created from the license(s) purchased by the Administrator.



Administrator: Ordering Licenses

- In order to create access codes, the Administrator must first order a License or Licenses from his Authorized Gmetrix Reseller or Distributor. The licenses that are available to order are determined by the Reseller.
- All Orders are immediately sent to a GMetrix Reseller to be processed. Orders have a status of Pending, Processed, or Canceled. You can check the status of each order by selecting one of the options under the Orders menu.
- Once a license order has been successfully fulfilled, the Administrator can begin to create access codes for Students.

The screenshot shows the 'Access Code Wizard' interface. At the top, it says 'Access Codes >> Create' and includes user information: 'en-US', 'GMetrix Distributor', 'My Account', and 'Log Out'. The main heading is 'Access Code Wizard'. Below this, it instructs the user to complete two 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. A progress bar shows four steps: 'My inventory' (selected), 'Configure code', 'Confirm settings', and 'Finish'. Below the progress bar is a table with the following data:

#	License	License	Type	Available	Inventory
1.	MOS Full Suite - Annual SITE License (WAOSPI)	PracticeTest	Site	1	

At the bottom of the wizard, there are '<< Back' and 'Next >>' buttons. The footer of the interface includes 'GMetrix Web Management System 3.0', 'All Rights Reserved', and 'Help/Support'.

Administrator: Create Access Codes

Access codes are created by the Administrator and distributed to students. GMetrix SMS offers a great deal of flexibility to the Administrator in creating access codes.

1. Identifier: This is a unique way of identifying the code(s) that are being created, ie. Class1, Advanced, Word2, etc.
2. Expires after: How many days will the code last before it expires and how many times can the code be used.
3. Code Type and number: Single User creates a number of codes for Individual users; Multiple User creates one code that can be used by multiple students.

The screenshot displays the 'Access Code Wizard' interface. At the top, it shows the user's location as 'en-US', their role as 'GMetrix Distributor', and options for 'My Account' and 'Log Out'. The wizard title is 'Access Code Wizard'. Below the title, it instructs the user to complete two steps: '1. Choose from the licenses available to you and confirm that you have sufficient inventory.' and '2. Configure the access code to best fit the needs of your students.' A progress bar indicates the current step is 'My inventory', followed by 'Configure code', 'Confirm settings', and 'Finish'. The 'Setting Code' section includes the following fields: License (MOS Full Suite - Annual SITE License (WAO SP)), License type (PracticeTest), Identifier (XXXXX - TEST - XXXXX), Code type (Single User selected, Codes: 5), Expires after (100 Uses, 395 Days), Tests (All Tests, Microsoft Office 2007, Microsoft Office 2010, Microsoft Windows), Allow Review (checked), and Group (Default). Navigation buttons '<< Back' and 'Next >>' are at the bottom. The footer contains 'GMetrix Web Management System 3.0', 'All Rights Reserved', and 'Help/Support'.

Administrator: Create Access Codes

5. Products: Which products will this code allow the student to access, ie. Will this code only enable a Word test, or all of the Office tests.
6. “Associate on first use” means that whatever product the student selects when they first use the access code, then each time they use that access code in the future, it will only allow access to that product.
7. Mode: The administrator then chooses which mode they would like the student to have access to, Training, Testing, or Both.
8. Group: Finally, by adding this access code to a group, each student who uses these access codes will appear in that group for reporting purposes.

Access Codes >> Create en-US GMetric Administrator My Account Log Out

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.

✓ My inventory → ✓ Configure code → Confirm settings → Finish

Setting Code

License	MOS Full Suite - Annual SITE License	
License for	1	
License type	Practice Test	
Identifier:	XXXXX-bkjh-XXXXX	
Expires after	1000 uses (max. 1000)	
	395 days (max. 395)	
Code type:	Single User (Individual Access Codes):	Codes: 1
Tests	All Tests	
Allow Review:	Allow students to review missed questions without changing score.(Only applies in testing mode.)	
Group	Default	

<< Back Next >>

GMetric Web Management System 3.0 All Rights Reserved Help/Support

Administrator: View Student Results

Test Tracking >> Finished en-US | GMetrix Administrator | My Account | Log Out

Finished Tests

View a list of completed tests.
The following students have completed a practice test.
Click on the Details button to view their complete test results.

Test Status:

Group: Student Name:

Records: 1-50 of 3487 Page 1 of 70 Per page: 50

#	Test	Student	Date	Mode	Score	Group	Detail
1.	Outlook 2010 Core Test 1 Training		9/6/2012 2:52:49 PM	Training	<div style="width: 0%;"></div> 0%	Default	Details
2.	Outlook 2010 Core Test 1 Training		9/6/2012 2:47:32 PM	Training	<div style="width: 0%;"></div> 0%	Default	Details
3.	Outlook 2010 Core Test 1 Training		9/6/2012 2:17:35 PM	Training	<div style="width: 0%;"></div> 0%	Default	Details
4.	Outlook 2010 Core Test 1 Training		9/6/2012 2:16:46 PM	Training	<div style="width: 0%;"></div> 0%	Default	Details
5.	Outlook 2010 Core Test 1 Training		9/6/2012 1:59:47 PM	Training	<div style="width: 0%;"></div> 0%	Default	Details
6.	Outlook 2010 Core Test 1 Training		9/6/2012 1:33:49 PM	Training	<div style="width: 0%;"></div> 0%	Default	Details
7.	Outlook 2010 Core Test 1 Training		9/5/2012 1:48:54 PM	Training	<div style="width: 0%;"></div> 0%	Default	Details
8.	Word 2010 Deutsche Demo		9/3/2012 6:01:36 AM	Training	<div style="width: 71%;"></div> 71%	Default	Details
9.	Word 2010 Deutsche Demo		9/2/2012 2:11:38 AM	Training	<div style="width: 86%;"></div> 86%	Default	Details
10.	Word 2010 Deutsche Demo		9/1/2012 2:24:56 AM	Training	<div style="width: 86%;"></div> 86%	Default	Details
11.	Word 2010 Deutsche Demo		8/30/2012 8:45:53 PM	Training	<div style="width: 86%;"></div> 86%	Default	Details
12.	Word 2010 Deutsche Demo		8/30/2012 8:27:44 PM	Training	<div style="width: 100%;"></div> 100%	Default	Details
13.	Word 2010 Deutsche Demo		8/30/2012 8:12:14 PM	Training	<div style="width: 83%;"></div> 83%	Default	Details
14.	Outlook 2010 Core Test 1 Training		8/29/2012 9:39:30 AM	Training	<div style="width: 0%;"></div> 0%	Custom Tests	Details
15.	Outlook 2010 Core Test 1 Training		8/29/2012 9:38:32 AM	Training	<div style="width: 0%;"></div> 0%	Custom Tests	Details
16.	Outlook 2010 Core Test 1 Training		8/29/2012 9:31:46 AM	Training	<div style="width: 0%;"></div> 0%	Custom Tests	Details



Administrator: View Result Details

Test Tracking >>Finished >> Results en-US | GMetrix Administrator | My Account | Log Out

Test Result

Category: Microsoft Office 2010 Product: Word Test: Core Test 3 Training Mode: Training Allotted Time: 0 Elapsed Time: 0 hrs 60 min 0 secs	Student Name  91% Maximum score: 1000 pts. Passing score: 650 pts. Your score: 911 pts. Pass << Back Print	 <p>Number</p> <p>Correct Incorrect</p> <p>Test Result</p>
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* NR in the "Points Received" column indicates that No Response was provided. [List by Questions](#)

Objective: Sharing and Maintaining Documents		
#	Skill Sets	%
1.	Apply a template to a document	100%
2.	Apply different views to a document	100%
3.	Apply protection to a document	100%
4.	Manage document versions	100%
5.	Share documents	100%
Sub-total:		100%

Objective: Formatting Content		
#	Skill Sets	%
1.	Apply bullets to a document	100%
2.	Apply font and paragraph attributes	100%
3.	Apply indentation and tab settings to paragraphs	100%
4.	Apply spacing settings to text and paragraphs	100%
5.	Create tables	100%



Administrator: Run Reports

Report Creation en-US GMetrix Administrator | My Account | Log Out

Reports

Find a custom reports.
Narrow your search by selecting from the criteria on this page.

Reports

Date

Start Date  End Date 

Reports

Results 

[Create Report](#)

GMetrix Web Management System 3.0 All Rights Reserved Help/Support



Administrator: Create Custom Tests

From the Custom Tests menu, the Administrator can create a test which consists of a subset of the question pool for each practice test. These customized tests will appear as option for the students when they login to take a practice test.

Custom Tests >> Create en-US GMetrix Administrator My Account Log Out

Create Custom Tests

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

✔ Select Product → Select Questions → Confirm data → Finish

Edit Custom Tests

Category: Microsoft Office 2010

Mode: Training

Test name:

Products: Access 2010
Excel 2010
PowerPoint 2010
Word 2010

* Minimum score:

* Status: Active Inactive

Randomly choose from selected questions:

* Total Questions: 6

Word Questions

Excel Questions

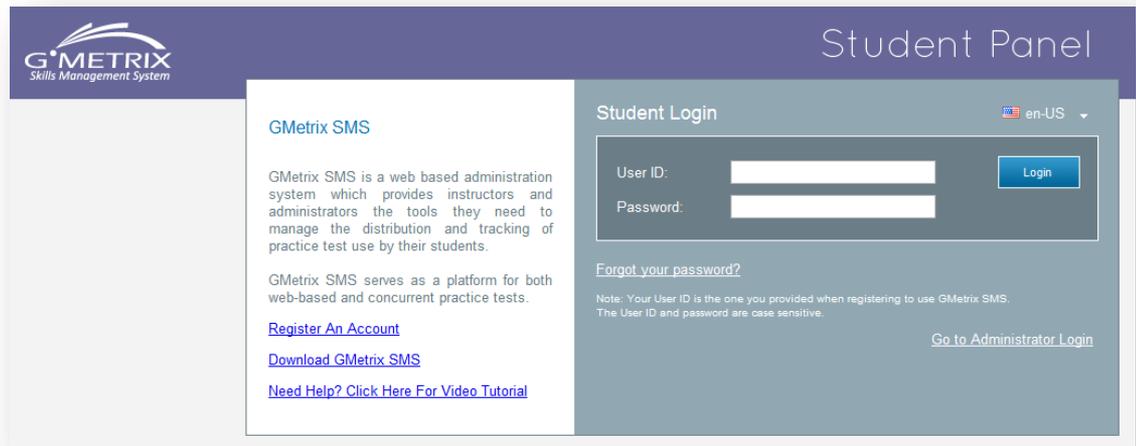
Theme: Analyzing and Organizing Data

#	<input type="checkbox"/>	ID	Question	Possible Score
1.	<input type="checkbox"/>	754	APPLY A FILTER - SAVE IN .CSV FORMAT	2
2.	<input checked="" type="checkbox"/>	753	APPLY CONDITIONAL FORMATING - INSERT FORMULA	2
3.	<input type="checkbox"/>	2208	APPLY CONDITIONAL FORMATTING	2

GMetrix SMS for Students

Students interact with GMetrix SMS in two ways:

1. GMetrix SMS Practice Test – these tests are downloaded and run on a local machine. They can be either concurrent or simulation tests.
2. GMetrix SMS Online Account – This is a web based interface for tracking test results and accessing additional training. Students login at www.gmetrix.net.



The screenshot displays the 'Student Panel' interface for GMetrix SMS. The top left features the GMetrix Skills Management System logo. The main content area is divided into two sections. The left section, titled 'GMetrix SMS', provides a description of the system as a web-based administration tool for instructors and administrators, and lists three links: 'Register An Account', 'Download GMetrix SMS', and 'Need Help? Click Here For Video Tutorial'. The right section, titled 'Student Login', includes a language selector set to 'en-US', a login form with 'User ID' and 'Password' fields and a 'Login' button, a 'Forgot your password?' link, a note about case sensitivity, and a 'Go to Administrator Login' link.

Practice Test: Registration and Login

1. All students must register online at www.gmetrix.net/register in order to access the practice tests. They can then download and install the practice software. In a classroom environment, the installation should be managed by the Administrator.
2. When the practice test software is launched, the following login screen will appear. Students must enter their login information to proceed.
3. **Important Note:** The userID is case sensitive.

Don't have an account yet?
[REGISTER HERE](#)

[System Check](#)

[Network Settings](#)

Online Version 3.2.1.1

Welcome to G·METRIX SMS

UserID:

Password:

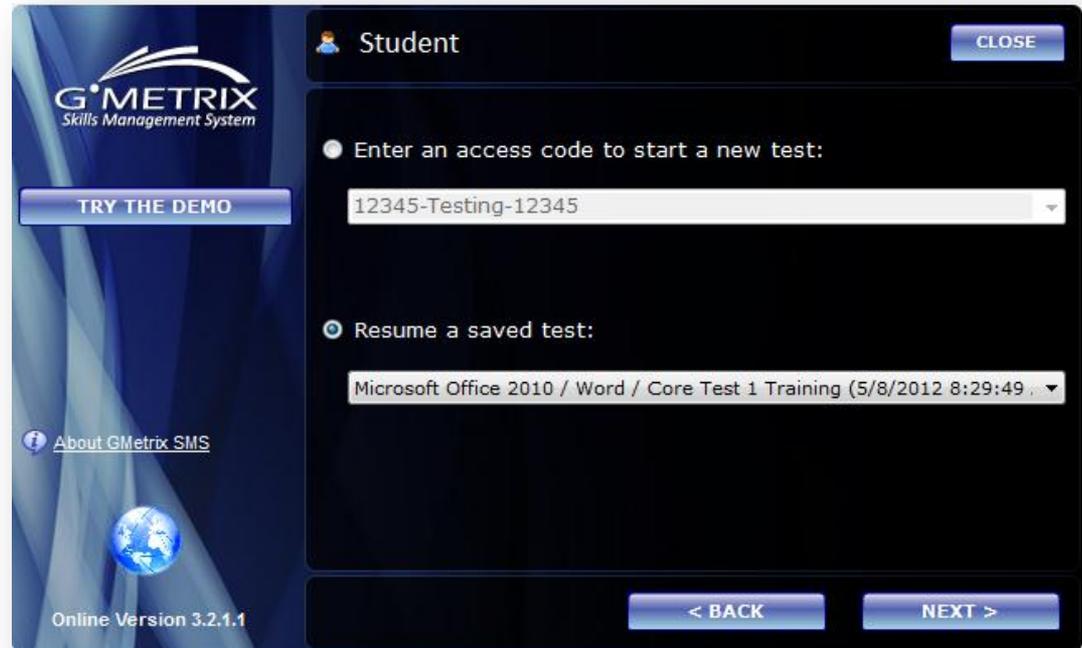
[Forgot your password?](#)

[CLOSE](#)

[NEXT >](#)

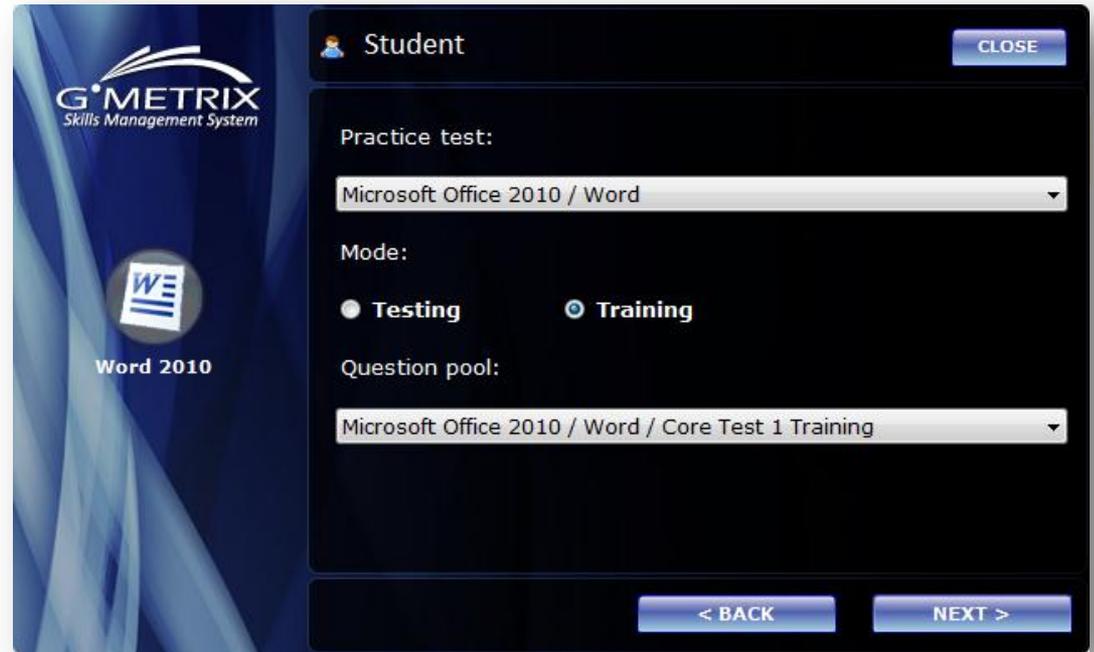
PT – Access Code Validation

1. Once the student has successfully logged in to the practice test system, they will then be asked to enter an Access Code. This Access Code is provided to them by their Instructor or Test Administrator.
2. On subsequent logins to the system the student will also have the option of re-starting any tests that were saved before completion.
3. Finally, the Trial Test button gives users the ability to take a short, 5-question, version of each exam. No Access Code is required for the Trial Test.



PT – Choose an Application

After entering a valid Access Code, the student can choose which application test they would like to take. The list of available applications will depend on the type of Access Code created by the Test Administrator.



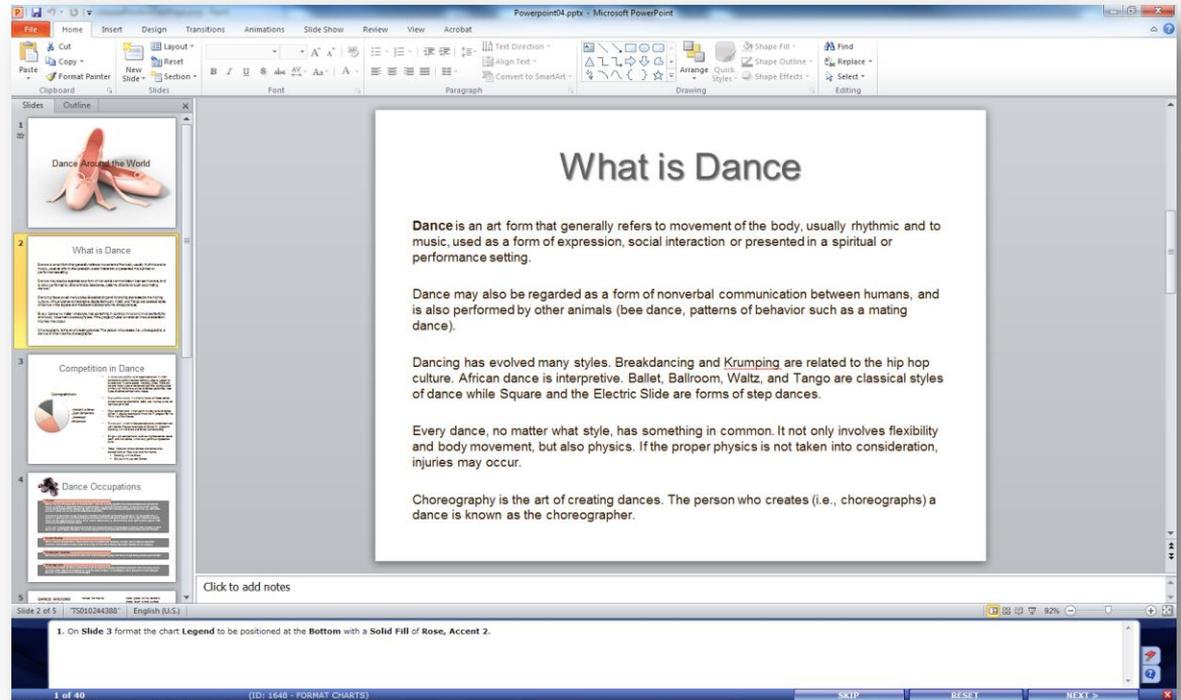
The screenshot displays the G·METRIX Skills Management System interface. On the left, there is a blue background with the G·METRIX logo and a circular icon containing a document with 'WE' on it, labeled 'Word 2010'. On the right, a dark blue panel titled 'Student' contains the following options:

- Practice test:** A dropdown menu showing 'Microsoft Office 2010 / Word'.
- Mode:** Two radio buttons: 'Testing' (unselected) and 'Training' (selected).
- Question pool:** A dropdown menu showing 'Microsoft Office 2010 / Word / Core Test 1 Training'.

At the bottom of the panel, there are two buttons: '< BACK' and 'NEXT >'. A 'CLOSE' button is located in the top right corner of the panel.

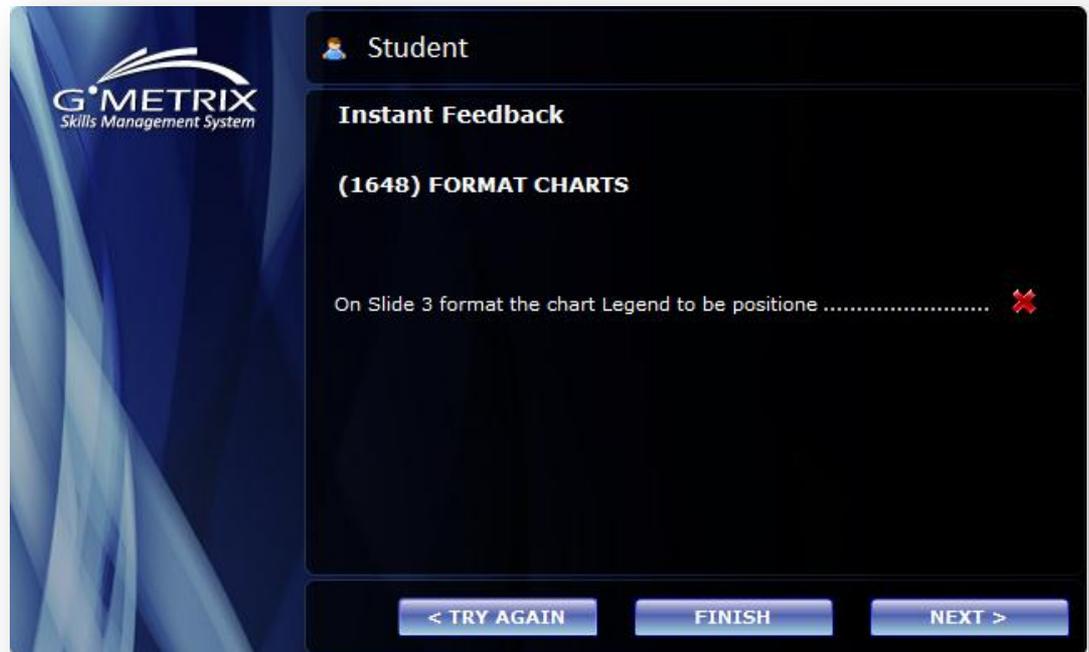
PT – Questions (PowerPoint example)

1. After choosing the desired test, the Practice Test will launch the first question.
2. The questions are presented in a box at the bottom of the screen, as shown in the PowerPoint 2007 example to the right.



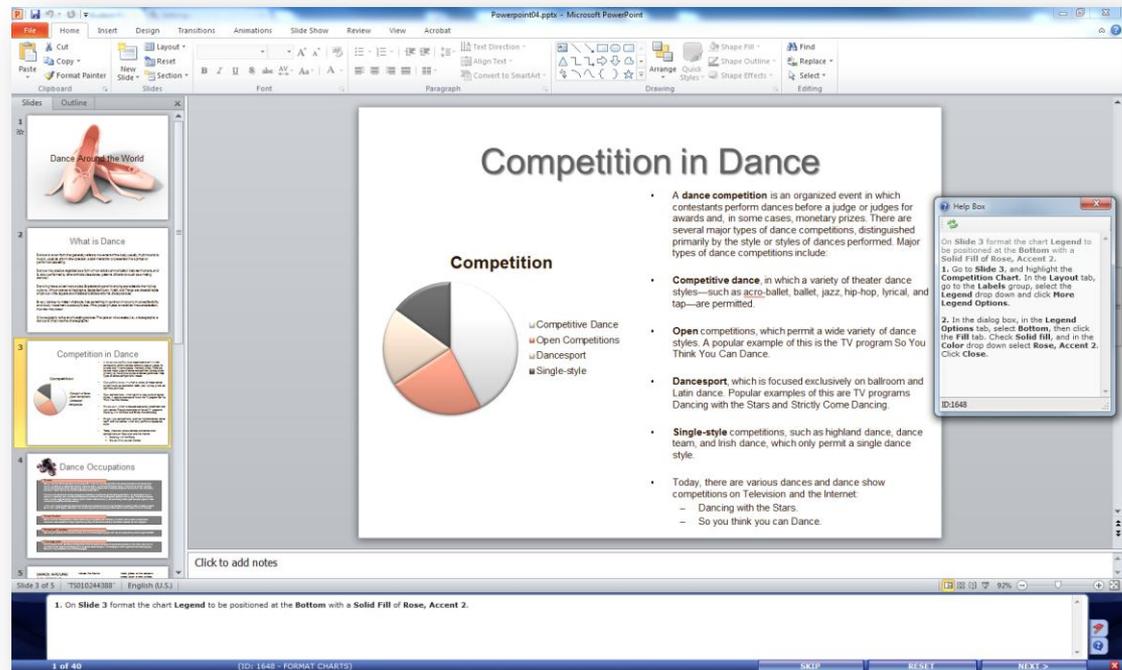
PT – Instant Feedback

1. There are two question sets for each Microsoft Office application, Testing Mode and Training Mode.
2. In Training Mode, the system provides the student with Instant Feedback after each question is completed, detailing if they have correctly answered each task of the questions objective.
3. The student then has the opportunity to “Try Again With Help”, in which case the question will be repeated with specific instructions for how to produce the correct answer.
4. The student can also “Reset” the question or continue to the “Next Question.”



PT – Try Again With Help

If the student chooses “Try Again With Help”, then they are returned to the question. However, this time the question includes step-by-step instructions for completing the task successfully.



The screenshot shows a Microsoft PowerPoint window titled "Powerpoint04.pptx - Microsoft PowerPoint". The main slide is titled "Competition in Dance" and features a pie chart with four segments: a large white segment, a smaller grey segment, a smaller orange segment, and a smaller red segment. To the right of the pie chart is a legend with four items:

- Competitive Dance
- Open Competitions
- Dancesport
- Single-style

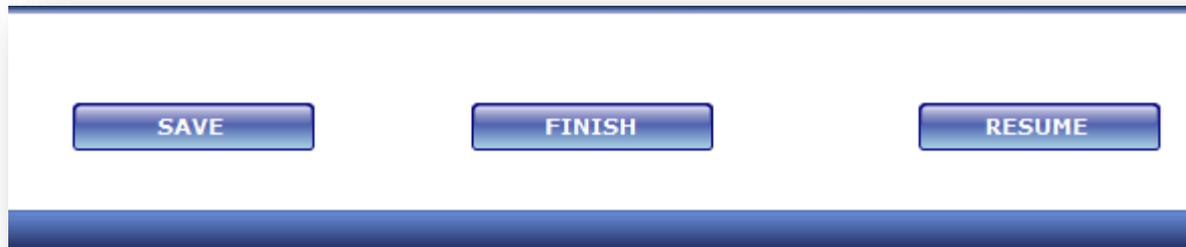
To the right of the slide, a "Help Box" is open, displaying the following instructions:

On Slide 3 format the chart Legend to be positioned at the Bottom with a Solid Fill of Rose, Accent 2.

1. Go to Slide 3, and highlight the Competition Chart. In the Layout tab, go to the Labels group, select the Legend drop down and click More Legend Options.
2. In the dialog box, in the Legend Options tab, select Bottom, then click the Fill tab, check Solid Fill, and in the Color drop down select Rose, Accent 2. Click Close.

The status bar at the bottom of the window shows "Slide 3 of 5", "13010244308", "English (U.S.)", and "1 of 40 (ID: 1648 - FORMAT CHARTS)".

PT – Exiting the test



1. At any time during the test, the student can end the test by clicking on the black X in the top-right corner of the question panel. The student will be asked to “Save & Exit” the test, or “Skip To End”.
2. Choosing, “Skip To End” will immediately end the test and present the student with their score. The student must choose “Save & Exit” if they want to return to the test at a later time.



PT – Score Report

1. After completing the test, the student is presented with a score report.
2. A more detailed version of the score report can be viewed online at www.gmetrix.net.

Test Results Report CLOSE

Core Test 1 Training

Candidate: Student

Required Score: **650 pts**

Your Score: **0 pts**

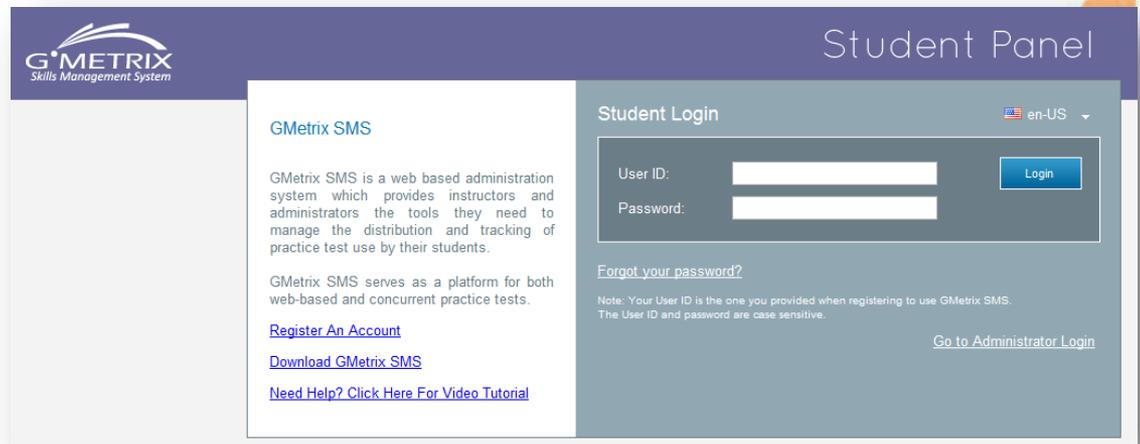
Results: **Sorry, you did not achieve a passing score.**

#	Theme	Correct
1.	MANAGING THE POWERPOINT ENVIRONMENT	0%
2.	CREATING A SLIDE PRESENTATION	0%
3.	WORKING WITH GRAPHICAL AND MULTIMEDIA ELEMENTS	0%
4.	CREATING CHARTS AND TABLES	0%
5.	APPLYING TRANSITIONS AND ANIMATIONS	0%
6.	COLLABORATING ON PRESENTATIONS	0%
7.	PREPARING PRESENTATIONS FOR DELIVERY	0%
8.	DELIVERING PRESENTATIONS	0%

PRINT NEXT >

Online Student Account: gmetrix.net

The student can login to their personal GMetrix SMS account at www.gmetrix.net using the UserID and Password created during the practice test registration process.



The screenshot displays the 'Student Panel' interface for GMetrix SMS. The header features the GMetrix Skills Management System logo on the left and the title 'Student Panel' on the right. The main content area is divided into two columns. The left column, titled 'GMetrix SMS', contains a descriptive paragraph about the system's purpose for instructors and administrators, followed by a paragraph explaining its role as a platform for web-based and concurrent practice tests. Below this text are three blue hyperlinks: 'Register An Account', 'Download GMetrix SMS', and 'Need Help? Click Here For Video Tutorial'. The right column, titled 'Student Login', includes a language selector set to 'en-US'. It features a login form with 'User ID:' and 'Password:' labels, each followed by a white input field. A blue 'Login' button is positioned to the right of the password field. Below the form, there is a link for 'Forgot your password?' and a note stating: 'Note: Your User ID is the one you provided when registering to use GMetrix SMS. The User ID and password are case sensitive.' At the bottom right of the login section, there is a link that says 'Go to Administrator Login'.

View Results – Completed Tests

Online, each student can track their progress by viewing each completed Microsoft Office practice test.

Students can also view the status of tests they have started, but not yet completed.

Tests >> Completed Tests Student en-US [Log out](#)

Completed Tests

The following tests have been completed.
Click the details button to view complete results for each test.
Please contact your test administrator if you have any questions about your results.

Search by: [Search](#)

Records: **1-19 of 19** Page: **1 of 1** Per page:

#	Test	Student	Date	Mode	Score	Detail
1.	PowerPoint 2010 Core Test 1 Training	Marc Call	Sep 06, 2012	Training	<div style="width: 0%;"></div> 0	Details
2.	Outlook 2010 Core Test 1 Training	Marc Call	Sep 06, 2012	Training	<div style="width: 0%;"></div> 0	Details
3.	Excel Expert 2010 Test 2 Training Expert	Marc Call	Aug 20, 2012	Training	<div style="width: 0%;"></div> 0	Details
4.	PowerPoint 2007 Test 1 Training	Marc Call	Aug 09, 2012	Training	<div style="width: 57%;"></div> 57	Details
5.	SharePoint 2010 Test 1 Training Beta	Marc Call	Aug 09, 2012	Training	<div style="width: 0%;"></div> 0	Details
6.	Word 2010 Core Test 1 Training	Marc Call	Aug 06, 2012	Training	<div style="width: 0%;"></div> 0	Details
7.	Word 2010 Core Test 1 Training	Marc Call	Aug 06, 2012	Training	<div style="width: 0%;"></div> 0	Details
8.	Outlook 2007 Outlook Training	Marc Call	Jul 30, 2012	Training	<div style="width: 0%;"></div> 0	Details
9.	Excel 2010 Core Test 1 Training	Marc Call	Jul 24, 2012	Training	<div style="width: 0%;"></div> 0	Details
10.	Excel 2007 Test 3 Training	Marc Call	Jul 03, 2012	Training	<div style="width: 21%;"></div> 21	Details
11.	Excel 2007 Test 3 Training	Marc Call	Jul 03, 2012	Training	<div style="width: 0%;"></div> 0	Details
12.	PowerPoint 2010 Power Point 2010 Training	Marc Call	Jun 19, 2012	Training	<div style="width: 96.7%;"></div> 967	Details

View Detailed Results

They can also view detailed results of each test, including the results for all test questions.

Test Tracking >> Finished >> Results en-US | GMetrix Administrator | My Account | Log Out

Test Result

Category: Microsoft Office 2010	Student Name	<p>Correct Incorrect Test Result</p>
Product: Word	<p>91%</p>	
Test: Core Test 3 Training	Maximum score: 1000 pts.	
Mode: Training	Passing score: 650 pts.	
Allotted Time: 0	Your score: 911 pts.	
Elapsed Time: 0 hrs 60 min 0 secs	Pass	
<< Back Print		

* NR in the "Points Received" column indicates that No Response was provided.

[List by Questions](#)

Objective: Sharing and Maintaining Documents		
#	Skill Sets	%
1.	Apply a template to a document	100%
2.	Apply different views to a document	100%
3.	Apply protection to a document	100%
4.	Manage document versions	100%
5.	Share documents	100%
Sub-total:		100%

Objective: Formatting Content		
#	Skill Sets	%
1.	Apply bullets to a document	100%
2.	Apply font and paragraph attributes	100%
3.	Apply indentation and tab settings to paragraphs	100%
4.	Apply spacing settings to text and paragraphs	100%
5.	Create tables	100%

Accessing E-Book Resources

Depending on your license students have courseware available to them, therefore it is important that you as an administrator understand the process of accessing these resources.

Step 1: Visit www.gmetrix.net and login, or Register a new account if needed.

G·METRIX
Skills Management System

Download / Support

Student Panel

English ▾

GMetrix SMS

GMetrix SMS is a web based administration system which provides instructors and administrators the tools they need to manage the distribution and tracking of practice test use by their students.

GMetrix SMS serves as a platform for both web-based and concurrent practice tests.

Student Login

User ID:

Password:

Login

Register New Account

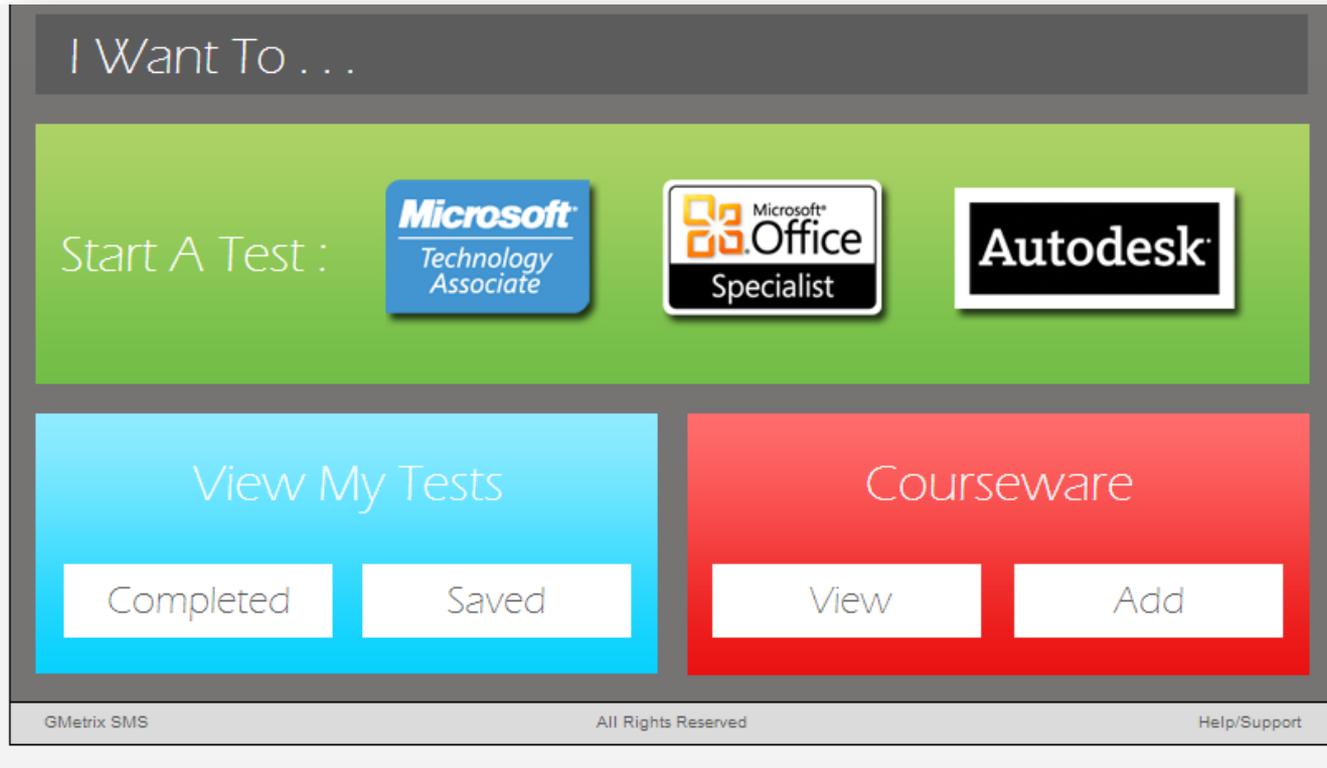
[Forgot your password?](#)

Note: Your User ID is the one you provided when registering to use GMetrix SMS. The User ID and password are case sensitive.

[Go to Administrator Login](#)

Accessing E-Book Resources

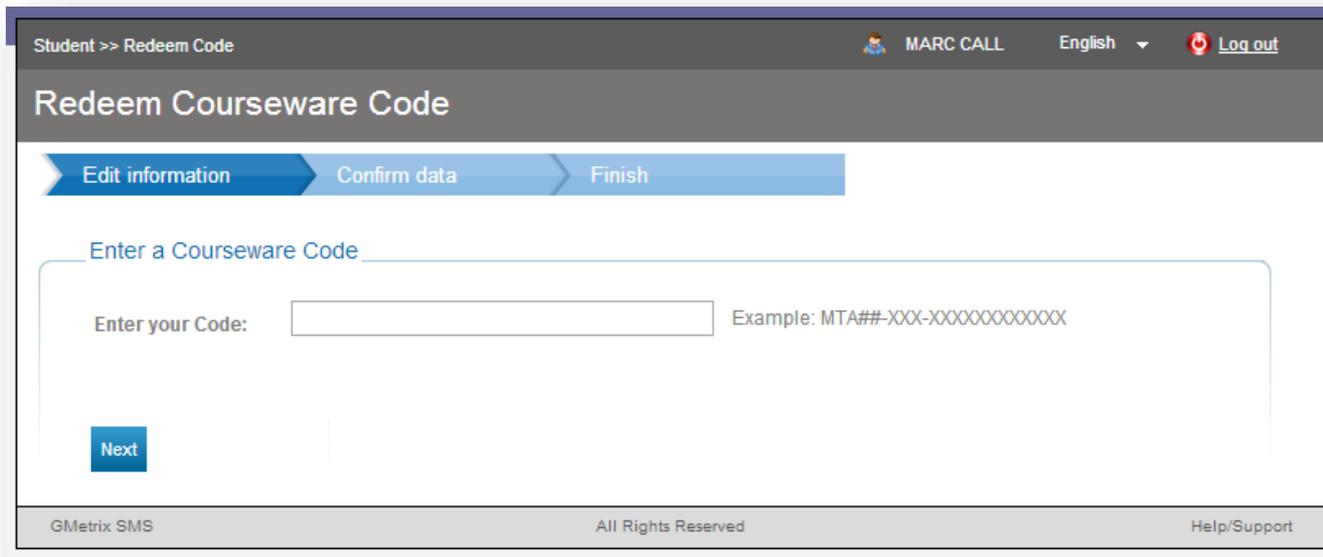
Step 2: If the student already has Courseware available they can simply click “View” underneath the Courseware section. Otherwise to add Courseware, they will click “Add” underneath Courseware.



The screenshot displays a user interface for the G·METRIX Skills Management System. At the top, a grey header contains the text "I Want To ...". Below this is a green section titled "Start A Test :" which features three logos: "Microsoft Technology Associate", "Microsoft Office Specialist", and "Autodesk". The interface is divided into two main colored panels. The left panel is light blue and titled "View My Tests", containing two buttons: "Completed" and "Saved". The right panel is red and titled "Courseware", containing two buttons: "View" and "Add". At the bottom of the interface, a grey footer bar contains the text "G·METRIX SMS", "All Rights Reserved", and "Help/Support".

Accessing E-Book Resources

Step 3(a): In this instance the student would like to add courseware. Simply input the courseware code and complete the wizard. Once you are finished you can return to the home page and choose “View” underneath courseware to view the newly added courseware.

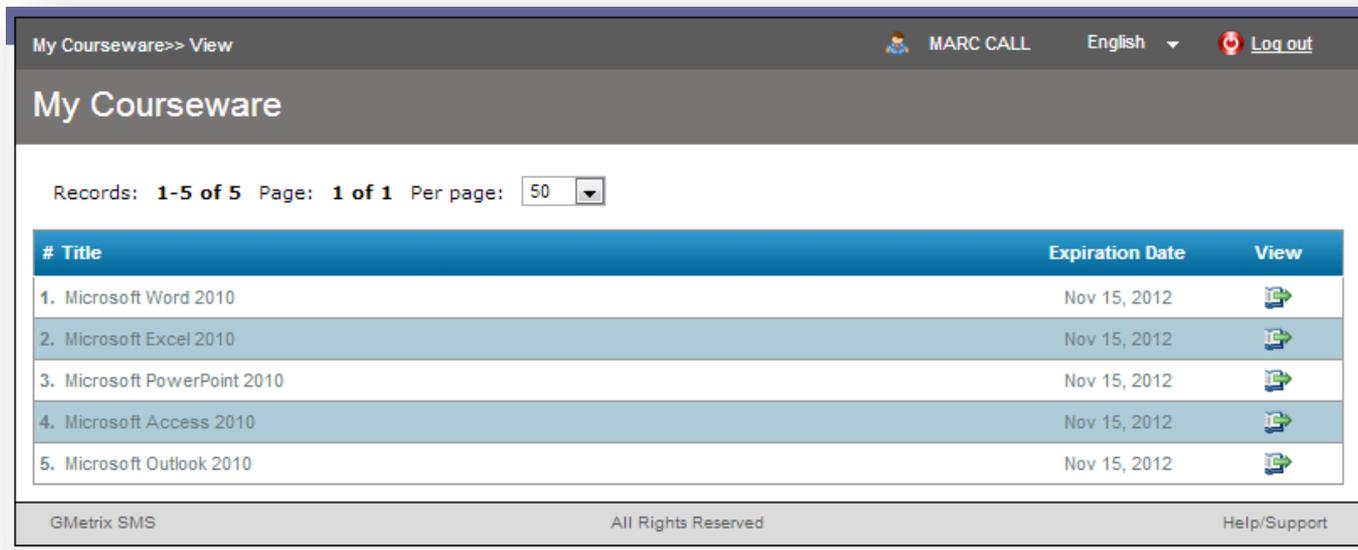


The screenshot shows a web browser window with the following elements:

- Page Header:** "Student >> Redeem Code" on the left; user profile "MARC CALL", language "English", and a "Log out" link on the right.
- Section Header:** "Redeem Courseware Code" in a dark grey bar.
- Progress Bar:** A horizontal bar with three steps: "Edit information" (highlighted in blue), "Confirm data", and "Finish".
- Form Area:**
 - Text: "Enter a Courseware Code"
 - Text: "Enter your Code:" followed by a text input field.
 - Text: "Example: MTA##-XXX-XXXXXXXXXXXXX"
 - Button: "Next" (blue)
- Page Footer:** "GMatrix SMS" on the left, "All Rights Reserved" in the center, and "Help/Support" on the right.

Accessing E-Book Resources

Step 3(b): In this instance the student would like to view courseware. Your available courseware may differ from what is shown in the screen shot. Simply click the Icon underneath “View” for the courseware product you would like to view.



The screenshot displays a web interface for 'My Courseware'. At the top, it shows the user 'MARC CALL' and the language 'English'. Below the header, there is a navigation bar with 'My Courseware >> View'. The main content area shows a list of courseware items. The list has columns for '# Title', 'Expiration Date', and 'View'. There are 5 records, all with an expiration date of Nov 15, 2012. Each record has a small icon next to the 'View' link. The footer contains 'GMetrix SMS', 'All Rights Reserved', and 'Help/Support'.

My Courseware >> View

MARC CALL English Log out

My Courseware

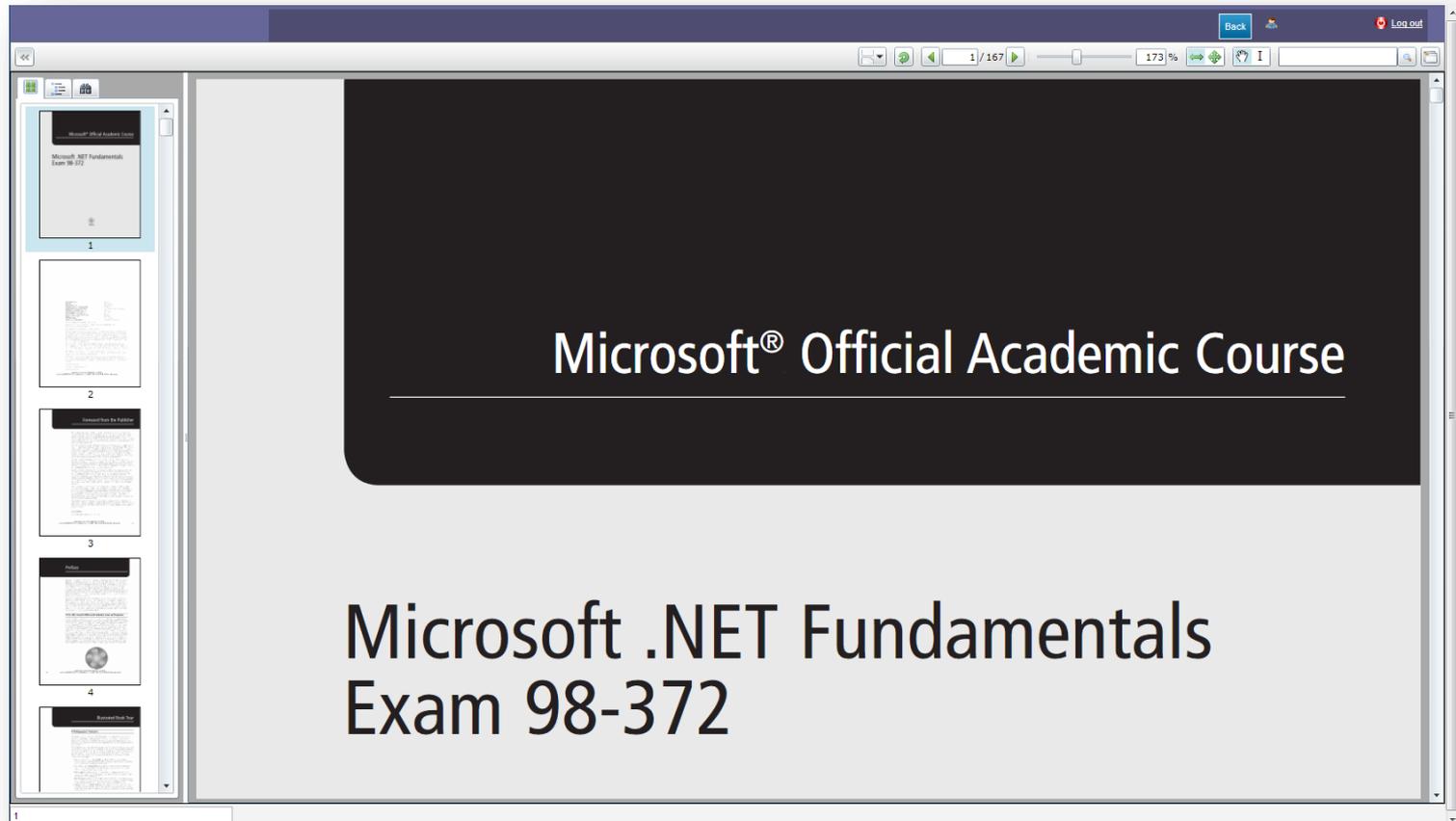
Records: 1-5 of 5 Page: 1 of 1 Per page: 50

#	Title	Expiration Date	View
1.	Microsoft Word 2010	Nov 15, 2012	
2.	Microsoft Excel 2010	Nov 15, 2012	
3.	Microsoft PowerPoint 2010	Nov 15, 2012	
4.	Microsoft Access 2010	Nov 15, 2012	
5.	Microsoft Outlook 2010	Nov 15, 2012	

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The chosen courseware product is now displayed in the e-book reader for the user.



Viewing E-Book Usage

As an administrator you are also given access to view reports of your students E-Book usage. You can create an E-Book Usage report by logging into the administrator panel at <http://www.gmetrix.net/manage>. Once logged in, drop down the “Reports” tab and choose “Create”. On the Reports page use the “Results” drop down to choose “Ebook Usage”, select all other required information and click the “Create Report” button.

▶ Groups	Testing Center	GMetrix Testing Center	Results	Ebook Usage																												
▶ Custom tests	Start Date	Jan 01, 1755	End Date	Nov 17, 2012																												
▼ Reports																																
Create																																
Test tracking																																
▶ Students																																
<table><thead><tr><th>#</th><th>Name</th><th>Latest View</th><th>Total Views</th></tr></thead><tbody><tr><td>1.</td><td>Windows Server Administration Fundamentals</td><td>11/1/2012 1:08:40 PM</td><td>108</td></tr><tr><td>2.</td><td>Security Fundamentals</td><td>11/5/2012 11:07:00 AM</td><td>9</td></tr><tr><td>3.</td><td>Networking Fundamentals</td><td>10/30/2012 2:14:48 PM</td><td>3</td></tr><tr><td>4.</td><td>Windows Development Fundamentals</td><td>10/30/2012 2:15:19 PM</td><td>6</td></tr><tr><td>5.</td><td>Web Development Fundamentals</td><td>10/30/2012 2:15:36 PM</td><td>3</td></tr><tr><td>6.</td><td>Software Development Fundamentals</td><td>10/31/2012 2:36:11 PM</td><td>15</td></tr></tbody></table>					#	Name	Latest View	Total Views	1.	Windows Server Administration Fundamentals	11/1/2012 1:08:40 PM	108	2.	Security Fundamentals	11/5/2012 11:07:00 AM	9	3.	Networking Fundamentals	10/30/2012 2:14:48 PM	3	4.	Windows Development Fundamentals	10/30/2012 2:15:19 PM	6	5.	Web Development Fundamentals	10/30/2012 2:15:36 PM	3	6.	Software Development Fundamentals	10/31/2012 2:36:11 PM	15
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