

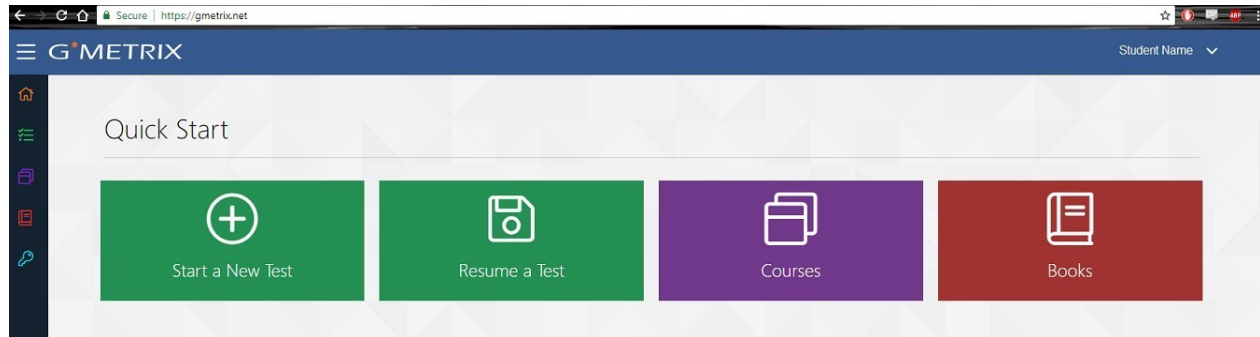


## **USER'S GUIDE**

## ONLINE STUDENT PORTAL

### INTRODUCTION TO THE STUDENT PORTAL

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



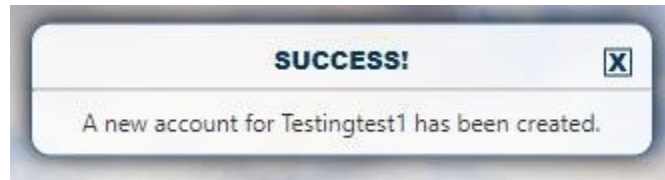
### CREATING AN ACCOUNT

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](https://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 User ID as well. User IDs are 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.

A screenshot of the "User Registration" form. The form has a header with the GMetrix logo and a welcome message. It is divided into two columns: "Personal Info" and "Account Information". The "Personal Info" column includes fields for First Name, Last Name, Country (dropdown), State/Province (dropdown), and Student Number (with a note: "(Student Number - Enter if required by Instructor)"). The "Account Information" column includes fields for Email Address, Username, Password, Confirm Password, Who is your favorite actor? (dropdown), and Secret Answer. At the bottom, there is a checkbox for "I accept the terms of the GMetrix License Agreement" and two buttons: "Back" and "Confirm". A note "\* Required Information" is at the bottom right.

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



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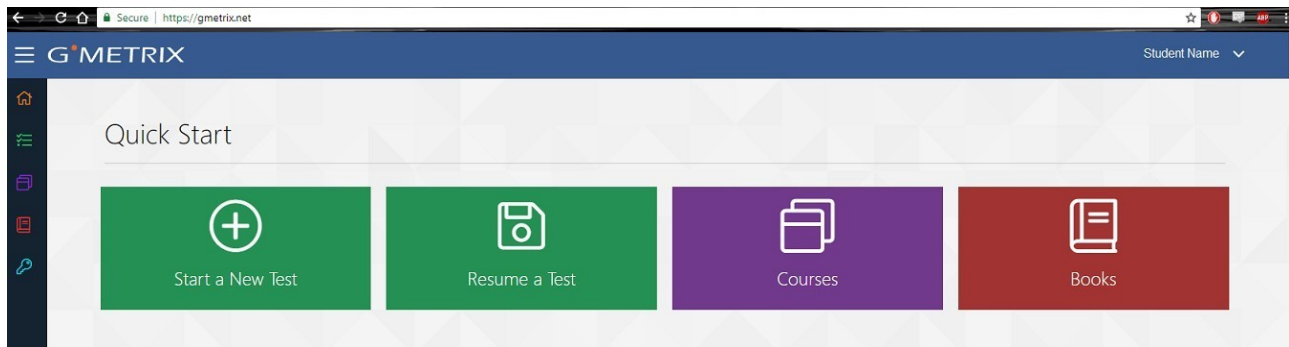
## LOGGING IN TO THE STUDENT PORTAL

To log into 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



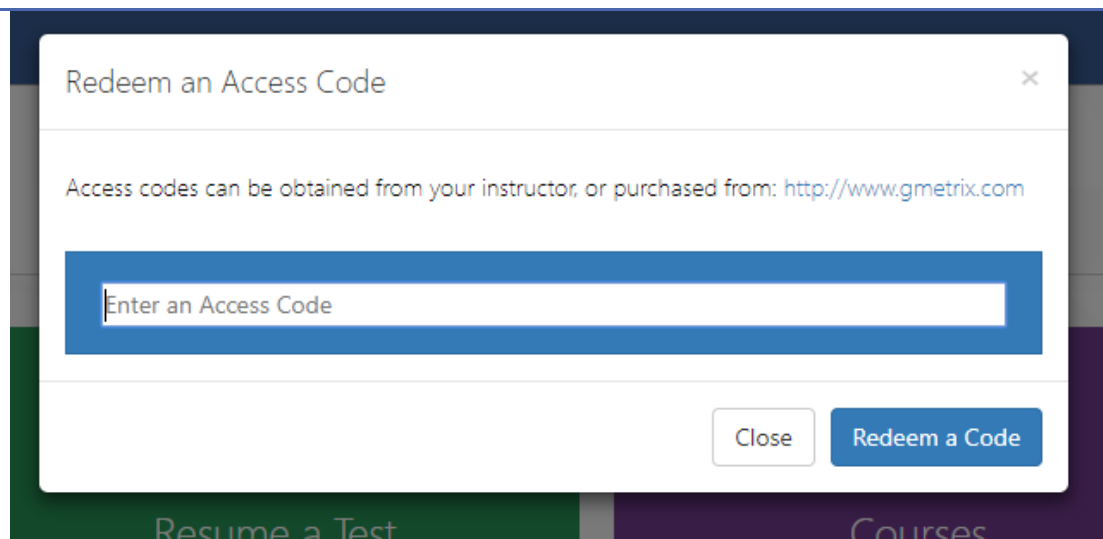
The first time you log in to the student portal, you will see the following screen:



### 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**.

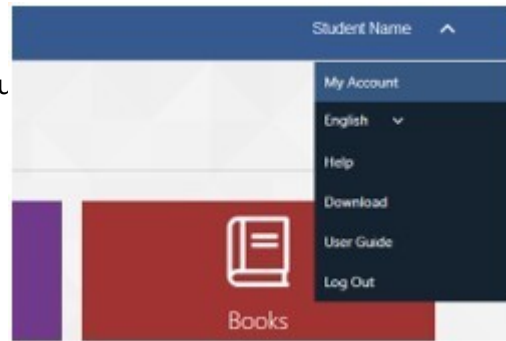




4. Once you have redeemed your code it will be saved to your account. You do not need to enter the Access Code again.

## 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 into [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.



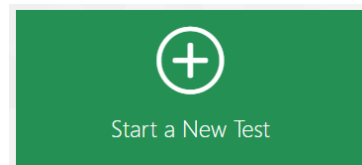
3. Click on the  icon to edit your personal information, then click the  icon to save your changes. To change your password, click on the **Change Password** link just above the Personal Info section. Please note that you cannot change your Username once your account has been created.

## TESTS

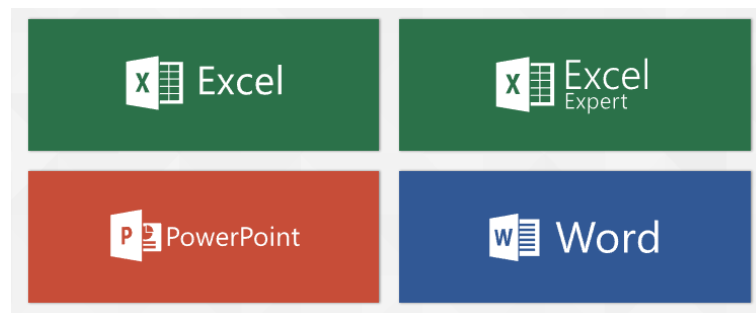
### TAKING A TEST

Tests require the GMetrix SMS. For information about taking Microsoft Office or In-App Autodesk tests please consult the **GMetrix SMS** section of this guide

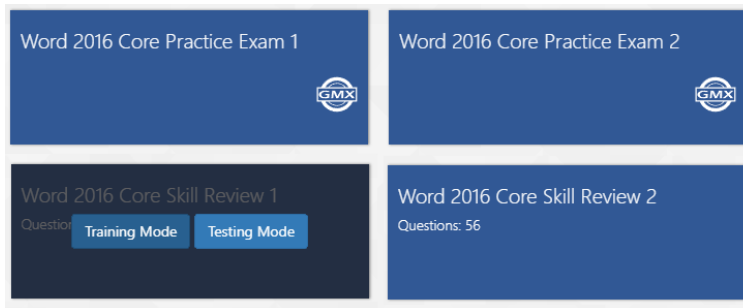
1. Log into [www.gmetrix.net](http://www.gmetrix.net) and click on the Take a Test tile.
2. Select a Category.



3. Select a Product.



- Then you will see the tests available for that Product, hover over the test you want, and select Training or Testing mode.

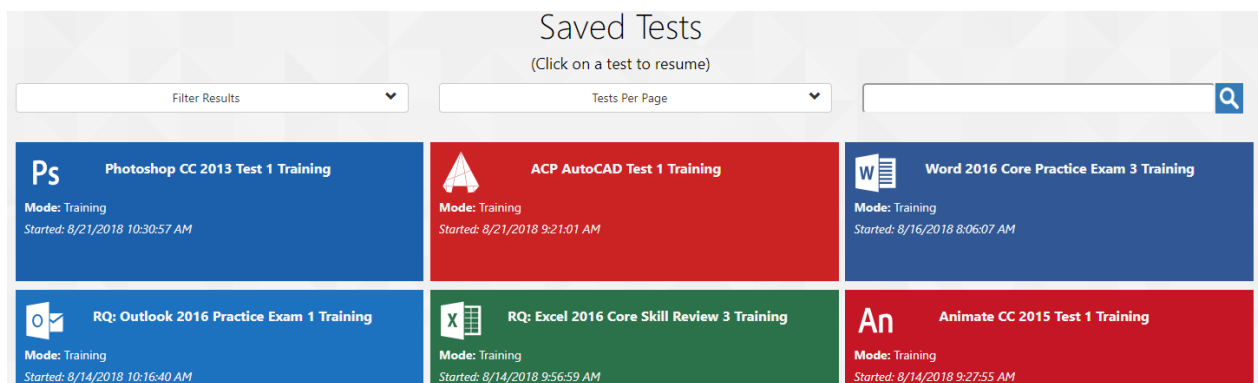


**NOTE - If your test does not launch please ensure that JavaScript is not being blocked or try loading your test in a different web browser. IC3 GS4 tests must be taken in Google Chrome.**

## SAVED TESTS

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


- Log into [www.gmetrix.net](http://www.gmetrix.net)
- Click on **Resume a Test** tile.
- Find your desired test on this page, it will show when the tests were started, and what mode to help you find the most recent one.



**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](http://www.gmetrix.net)
2. For Completed tests, click  located on the left navigation bar, and select **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%


3. Locate your desired test tile on that page, it will show when each Practice test was Completed.
4. Click the tile of the 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 fail


**G\*METRIX** Student Name ▼

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**Test Results** Student Name

TPQI Level 1 - Part 2

Category:	TPQI	<div style="text-align: center;"> <b>Passed</b>              86.9%         </div> <div>           Questions: 20/23 <span style="float: right;">Points: 869/1000</span> </div>
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



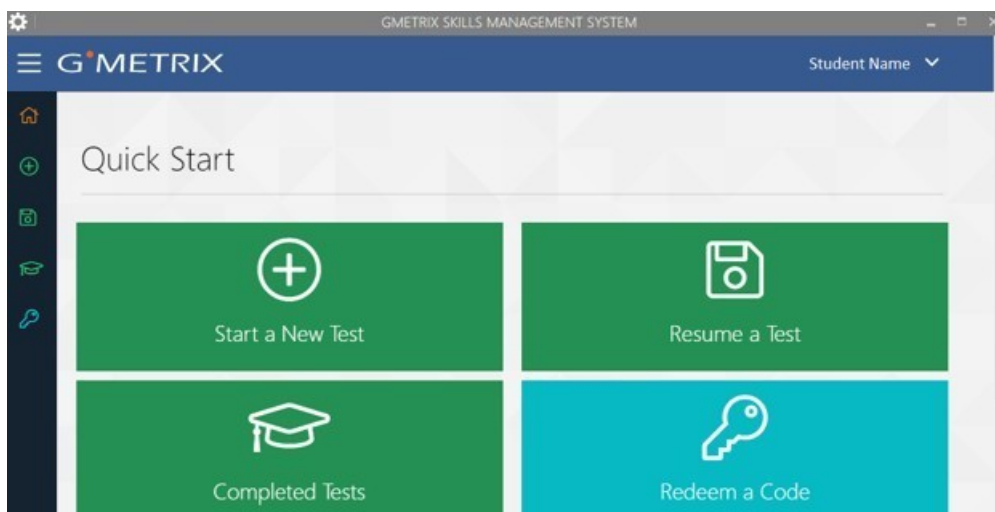


3. Type your Username and Password into the Login popup and click **Sign in** to continue.
- 4.

**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.

**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.

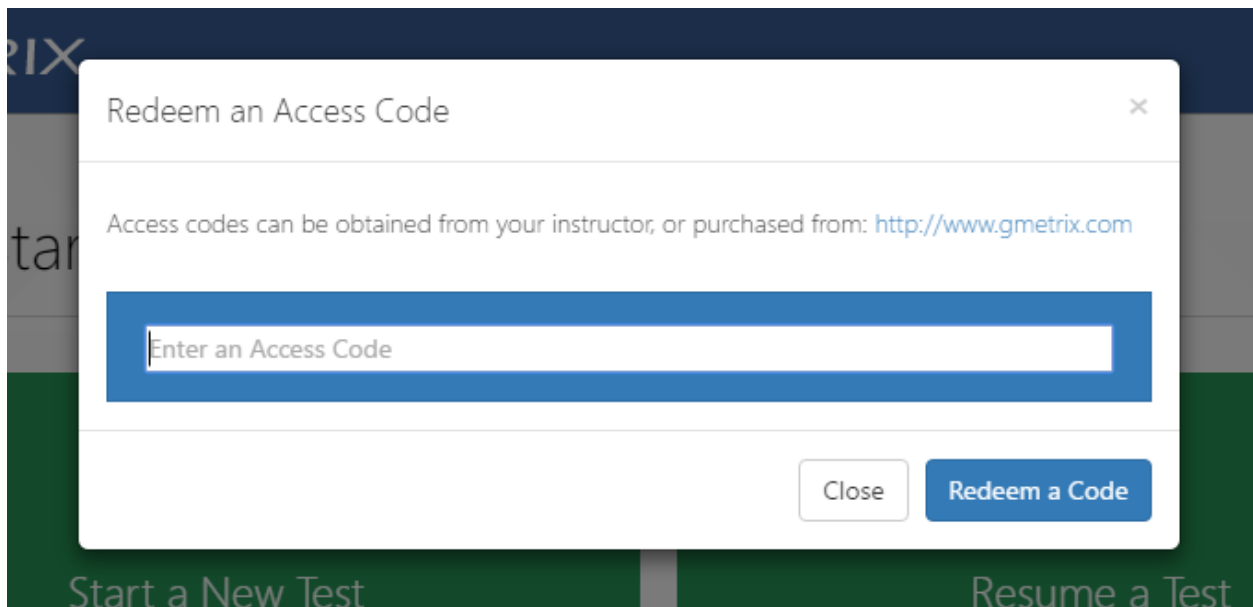


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## REDEEMING AN ACCESS CODE

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.



The screenshot shows a modal dialog box titled "Redeem an Access Code" with a close button (X) in the top right corner. Below the title, a message states: "Access codes can be obtained from your instructor, or purchased from: <http://www.gmetrix.com>". A large text input field with a blue border and a blue shadow is centered, containing the placeholder text "Enter an Access Code". At the bottom right of the dialog, there are two buttons: a "Close" button and a "Redeem a Code" button. The background of the application window is partially visible, showing a dark blue header with the "GMETRIX" logo and a green footer with buttons for "Start a New Test" and "Resume a Test".

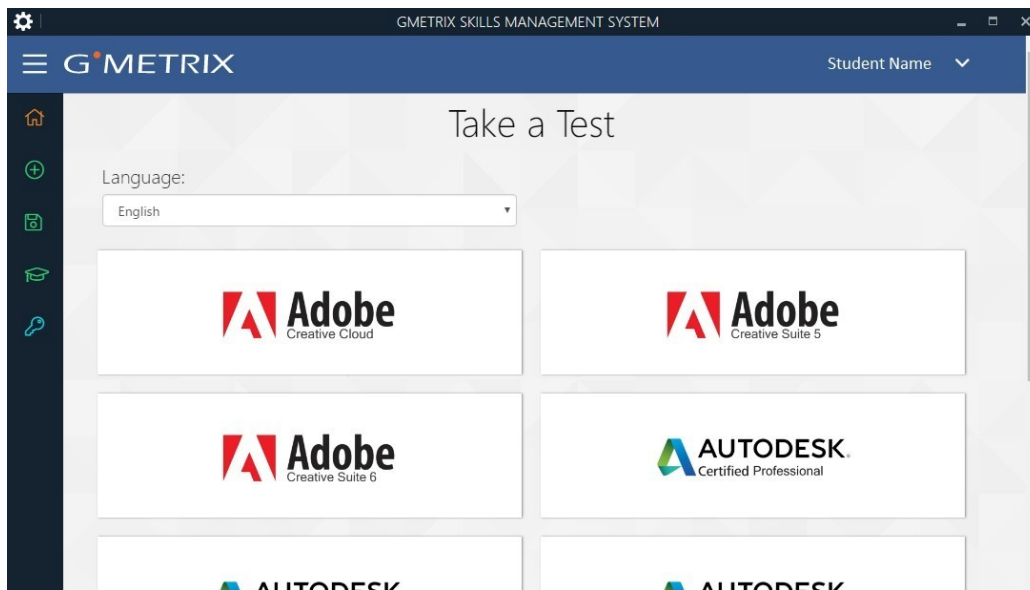
**NOTE - Once you redeem an access code and begin a test it is saved to your GMetrix account. You do not need to redeem your code again in the future. Codes redeemed on the Online Student Portal will also appear on this page.**

## TAKING A TEST

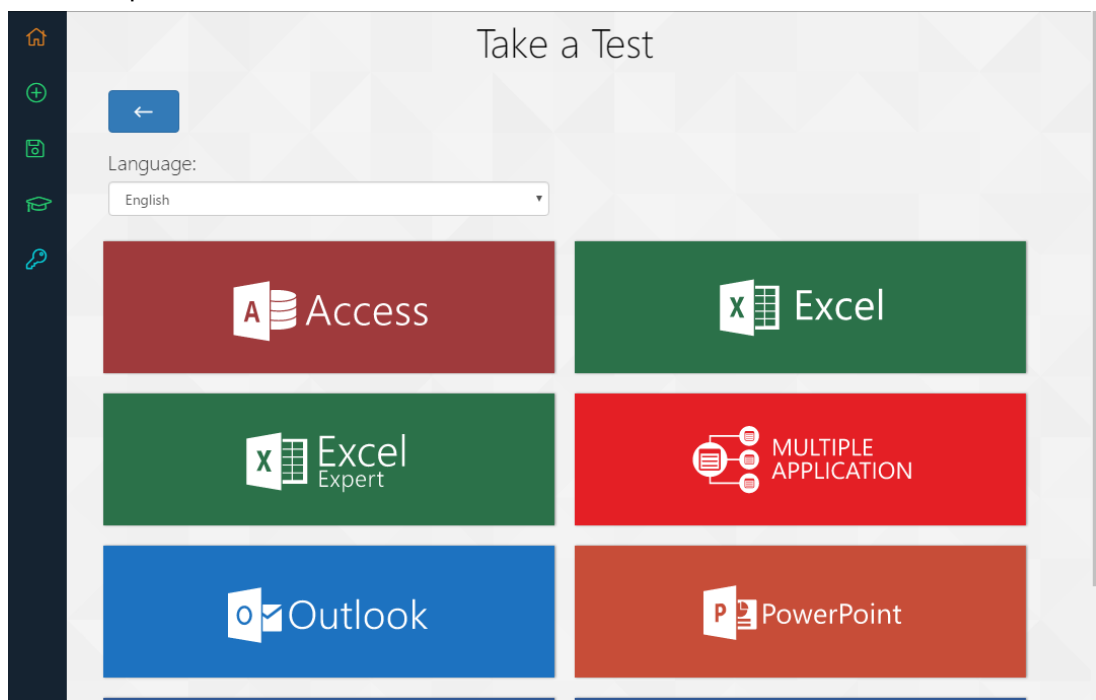
### STARTING A NEW TEST

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

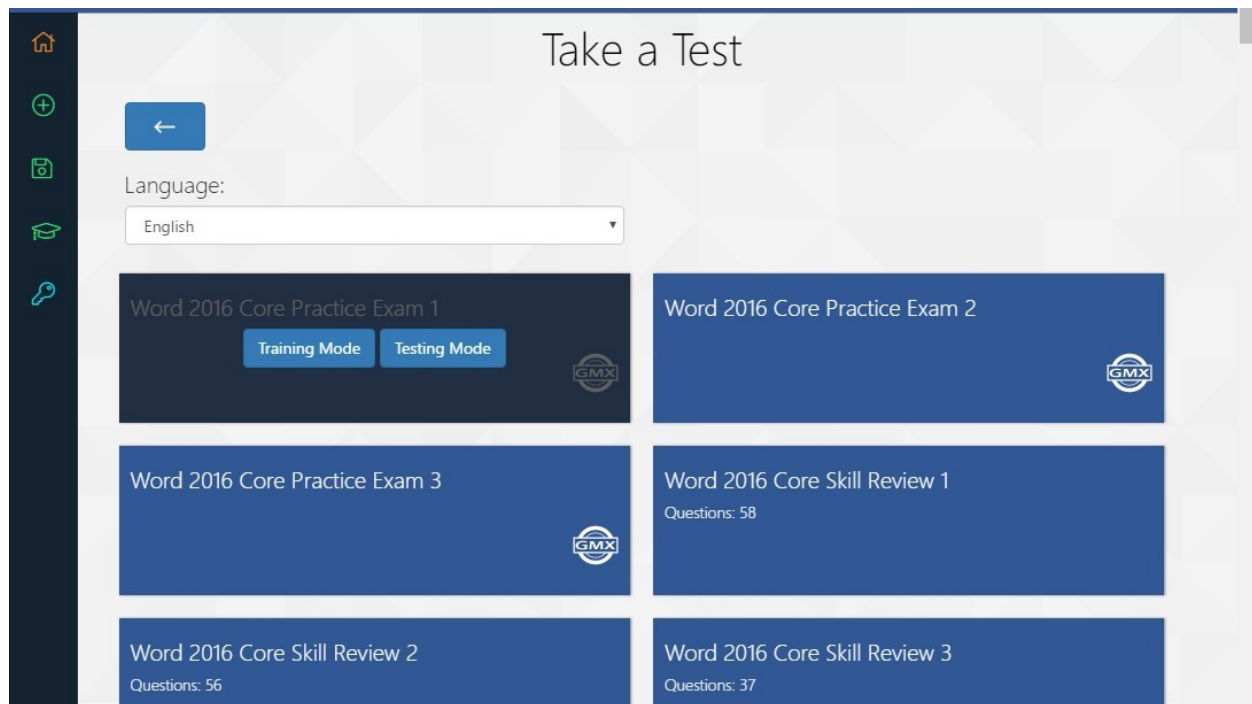
1. Select the **New Test** tile from the SMS Home Page. This will take you to a list of Categories that are available based on the Access Code(s) you have on your account. Select the category you wish to test in.



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



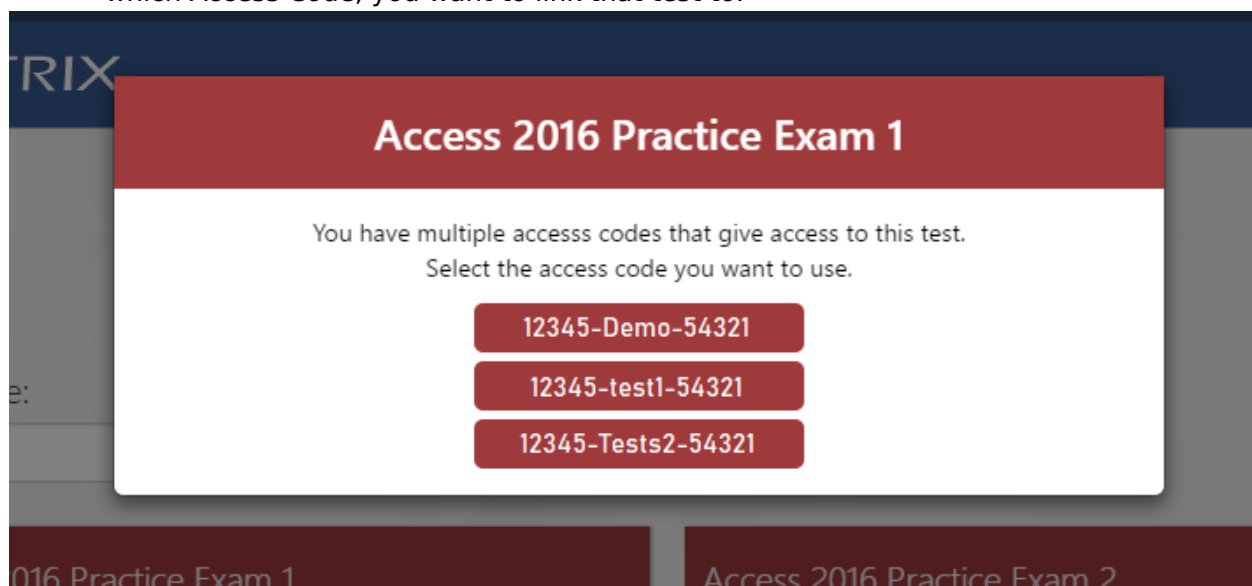
3. Hover your cursor over the Practice Test you wish to take, this is where you can select Training or Testing mode.



**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.

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



5. If this is the first time you are taking this test it will ask you if you would like to download and install the resources needed to take this test, click OK.



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



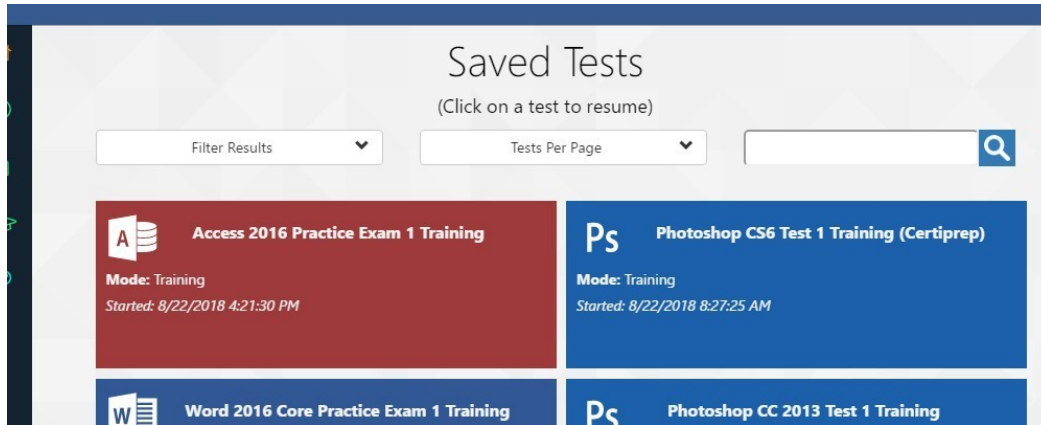
**NOTE - If you select a test that is not available in the SMS software you will be prompted to take the test in the Online Student Portal instead.**

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## 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.



**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.**

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## 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.**

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## 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 a Microsoft Excel spreadsheet titled "Time Card" with the following content:

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

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, then an overall score is assigned at the end.

## Office 2013 Format

The screenshot displays the Office 2013 Practice Exam interface. The top portion shows an Excel spreadsheet titled "FTSales.xlsx" with a data table for sales information. The bottom portion shows a task list for the "Sales Data Worksheet" and a detailed instruction box.

**FTSales.xlsx Worksheet**

	Q1	Q2	Q3	Q4	Total
Emerson Finch	5550	8999	6850	7895	29294
Emil Emlsson	9890	5000	12000	5478	33888
Mandrake Wilson	5650	5550	9890	9770	30860
Adrian Parmalee	4580	9690	9780	9550	33600
Patricia Marconi	4580	5650	9680	9650	29760
Victor French	9680	4580	8999	9230	32489
Liliana Limbertson	5960	4580	7800	9630	27970
Elroy Carter	3650	9680	5960	9510	28800
Hobie Huber	9780	5960	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 GfMetrixTemplates 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.

Note: You should save your progress frequently during the practice test. Using the Save button below will save a record of your test on the GfMetrix servers, but your document progress will be saved on your local computer. To resume the test from a different location, you will need to save a copy of your document manually.

**Tasks:**

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

## Office 2016 Format

The screenshot displays the Office 2016 Practice Exam interface. The top portion shows an Excel spreadsheet titled "SCUBAInventory.xlsx" with a task-based data table. The bottom portion shows a task list and a detailed instruction box.

**Accessory Rentals**

Item #	Type	Description	Inventory	Daily	Weekly
1	SCUBA	BCD	5	30	180
2	SCUBA	Nitrox tank, large	10	30	180
3	SCUBA	Octopus regulator, alternate air source	5	30	180
4	SCUBA	Full Wet Suit	5	50	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 Dred Daniel Carbon Large	5	60	240
10	Free Dive	Emergency kit (knife, O2 tank, flash light, etc)	12	10	60

**Tasks:**

1. Overview
2. Task 1
3. Task 2
4. Task 3
5. Task 4
6. Task 5
7. Help

**SCUBA**

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

**Buttons:** 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:** A 'Rename Worksheet' task is listed with the instruction 'Rename the tab, "Sales Data"'. Below this, there are checkboxes for 'Rename Worksheet', 'Change Tab Color', and 'Format Worksheets'.
- FTSales.xlsx Workbook:** A list of worksheets is shown: 'Sales Data Worksheet', 'Quarter Totals Worksheet', and 'Employee Record Worksheet'.

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

	Q1	Q2	Q3	Q4	Total
FusionTomo Inc.					
Software Sales					
1111 East Main Street, Gainesville, FL 32605					
TEL: 555-485-6252 FAX: 555-485-6556					
Sales Rep					
Emerson Finch	5550	8999	6850	7895	29294
Emil Emisson	9890	5000	12000	5478	33888
Mandrake Willson	5650	5550	5890	9770	30860
Adrian Parmalee	4380	9090	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
Hulene Huber	9780	5960	5650	9540	30910
Oscar Miller	7800	3650	4590	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.