USER'S GUIDE

CONTENTS

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 account, take web-based tests, access courses and books, and view detailed score reports for previously completed practice tests.
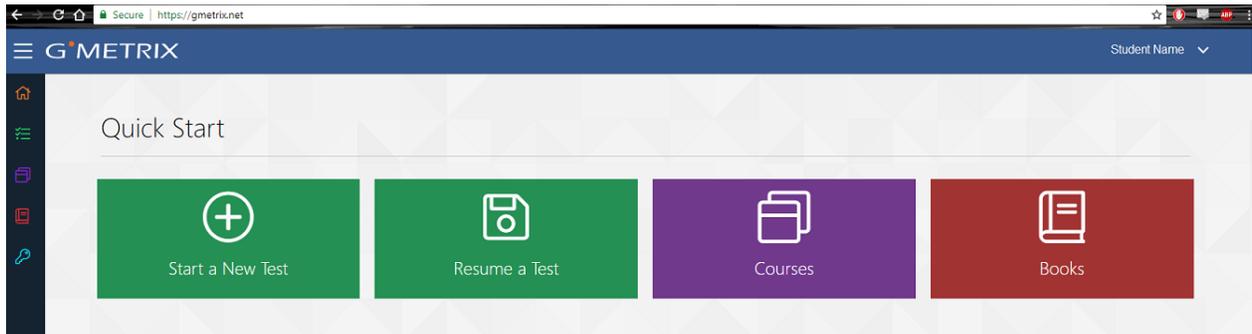
CREATING AN ACCOUNT

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 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.

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:
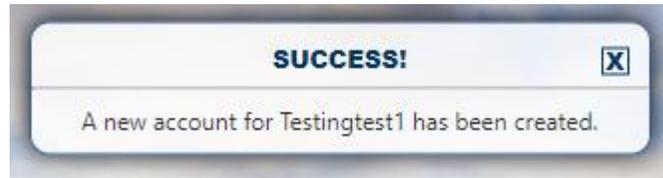
LOGGING IN TO THE STUDENT PORTAL

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:
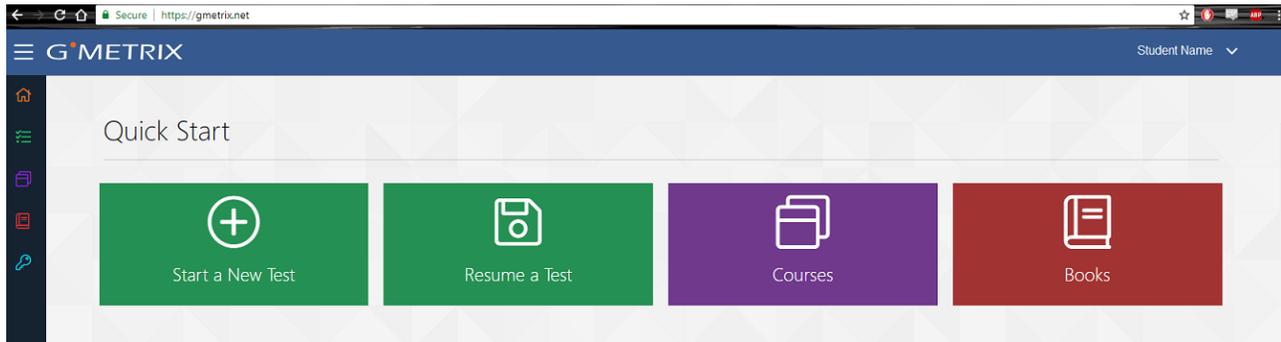
REDEEMING ACCESS CODES

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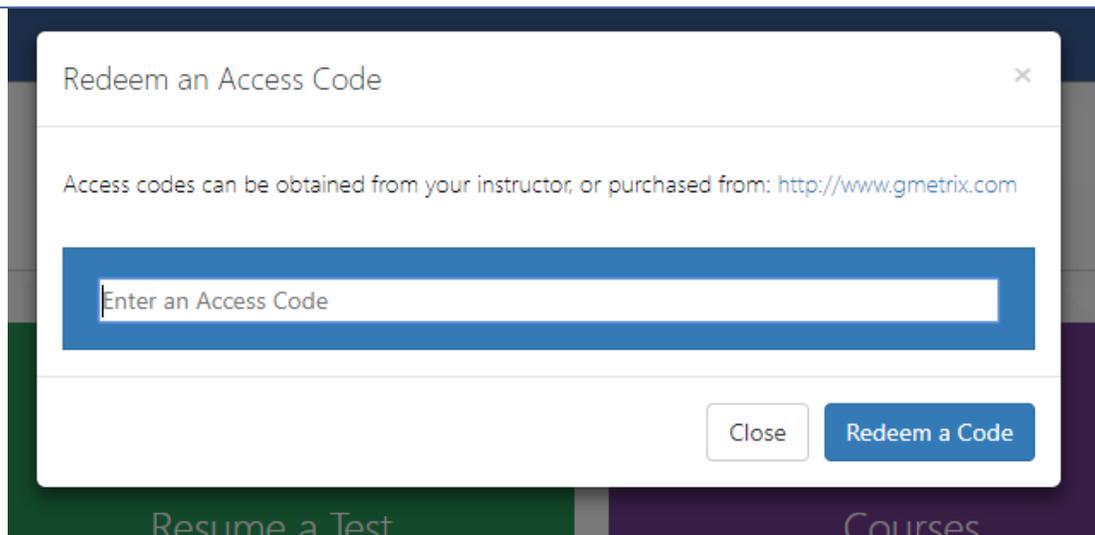
4. Once you have redeemed your code it will be saved to your account. You do not need to enter the Access Code again.

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.
2. Click on **your name** in the top-right corner of the window and select **My Account** from the dropdown menu.
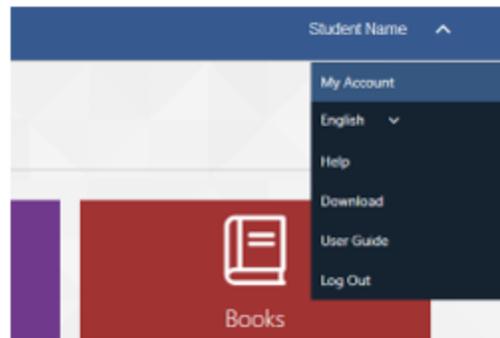
3. Click on the ✏ icon to edit your personal information, then click the 💾 icon to save your changes. To change your password, click on the **Change Password** link just above the Personal Info section. Please note that you cannot change your Username once your account has been created.

TESTS

TAKING A TEST

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

1. Log into www.gmetrix.net and click on the Take a Test tile.
2. Select a Category.
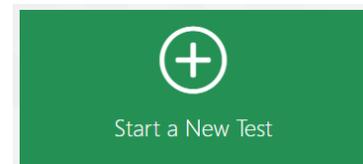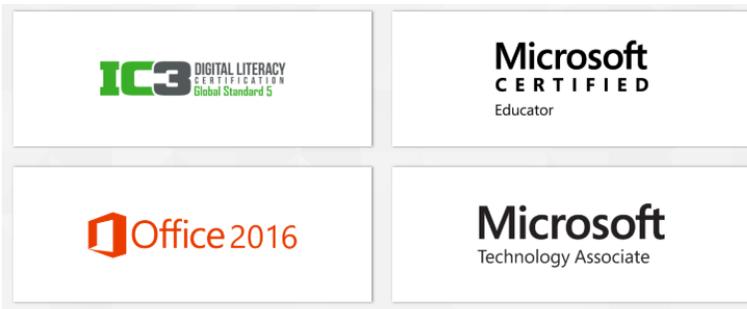
3. Select a Product.
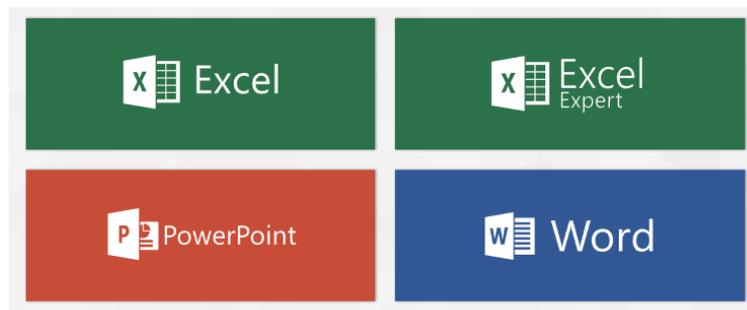
4. Then Then you will see the tests available for that Product, hover over the test you want, and select Training or Testing mode.

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

1. Log into www.gmetrix.net
2. Click on **Resume a Test** tile.
3. 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.
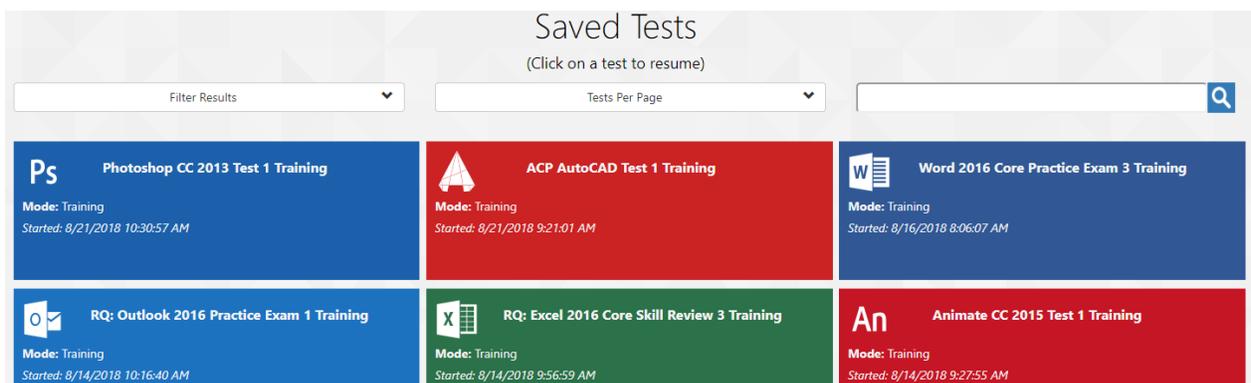
NOTE – You will also be able to see any saved Microsoft Office tests in this section. However, you will still need the GMetrix SMS software installed on your computer to resume these tests. Clicking Go next to MOS tests will cause the GMetrix SMS software to automatically launch and open your test.

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
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 ⌄ | 🔍 |

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

Student Name

Test Results
TPQI Level 1 - Part 2

Category:	**TPQI**	**Passed**
Product:	**Level 1**	
Access Code:	**04522-gmxthai-62573**	86.9%
Mode:	**Testing**	Questions: **20/23** Points: **869/1000**
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

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.**

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 purple Courses tile.
2. Select the **Start a New Course** button to view your available courses. Available courses are grouped together by Category. (e.g. MOS, Adobe, MTA, etc.)
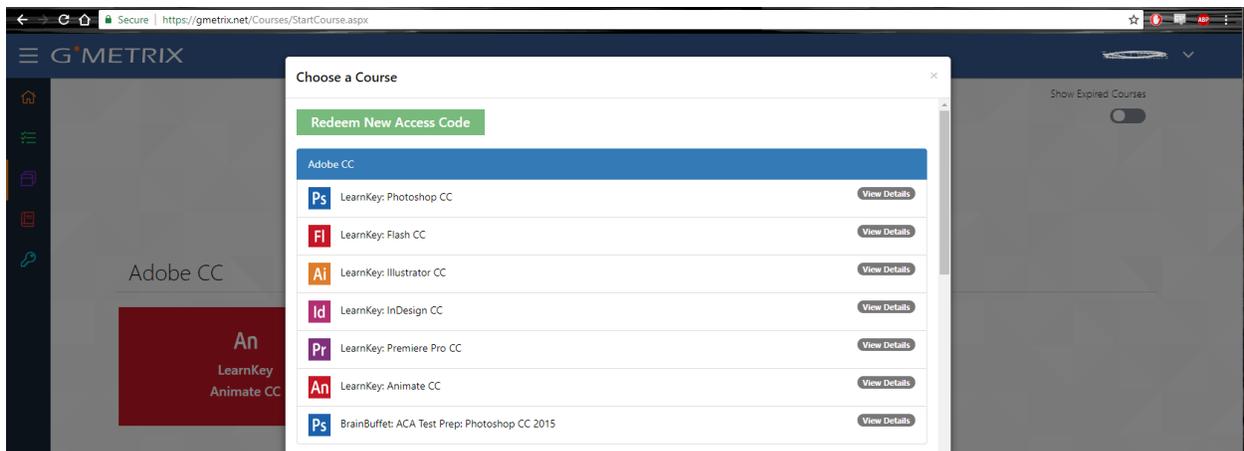
1. Click on the **Product Name** of the **Course** you would like to run through.

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.

▶ Session 1	100%
▶ Session 2	100%
▶ Session 3	100%
▶ Session 4	100%
▼ Session 5	75%

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.

| 📋 Course Outline | 📊 Activity Report | 📁 Course Resources | ℹ️ Course Description |

Activity Report

Test Scores   Training Time

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

BOOKS

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

1. Log into www.gmetrix.net and click on the red **Books** tile.
2. Click **Start a New Book**, enter your Access Code and click Redeem a Code.
3. Once you have Redeemed and Book Access Code the Start a new book button will look like this:
    Start a New Book ❶
4. Click Start a New Book again to see the book you redeemed, select it.
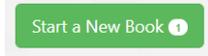
Enter an Access Code

Close   Redeem a Code

Choose an Unredeemed Book

QBEB-Demotest-98720-55298

Books Remaining: 1

Expires: August 21, 2019

QuickBooks Training & Certification Guide for CTE
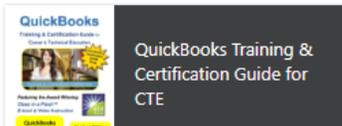
GMETRIX SMS

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 here! link on the login page.

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

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

3. Type your Username and Password into the Login popup and click **Sign in** to continue.
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.
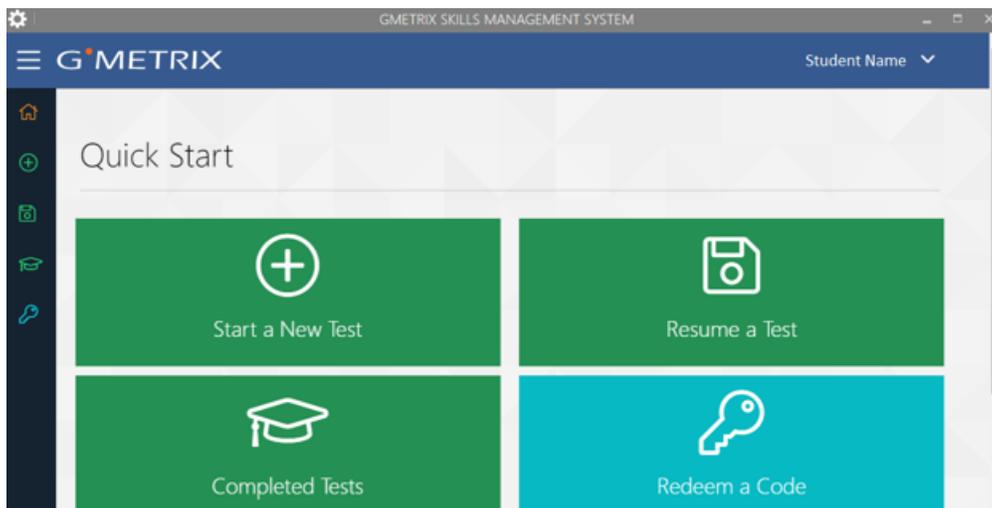
New Test – Select this tile to begin a new practice test.
Resume Test – Select this tile to resume a practice test from your list of unfinished saved tests.
Completed Tests – Select this tile to view completed tests and see a breakdown of each test score.
Redeem a Code – Select this tile to Redeem a new Access Code.

REDEEMING AN ACCESS CODE

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

1. Select the **Redeem a Code** tile from the SMS Home Page.
2. Type your access code (including the dashes) into the **Enter an Access Code** field.
3. Click the **Redeem a Code** button, or press enter to redeem the code. This will take you directly to the Take a Test page.
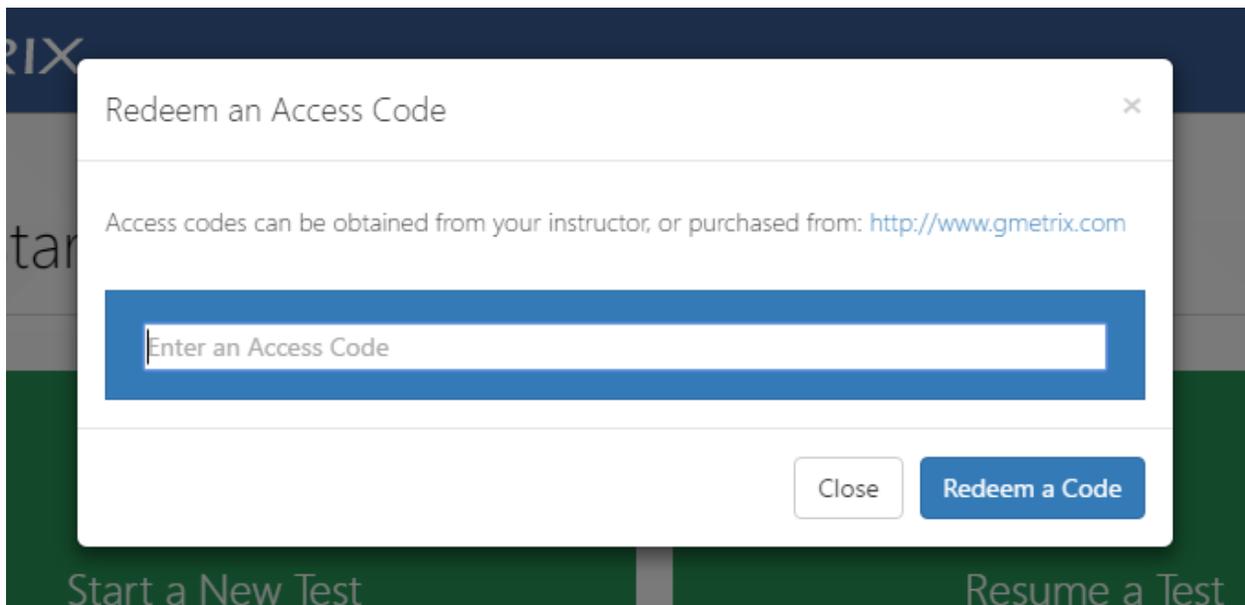
NOTE – Once you redeem an access code and begin a test it is saved to your GMetrix account. You do not need to redeem your code again in the future. Codes redeemed on the Online Student Portal will also appear on this page.

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.
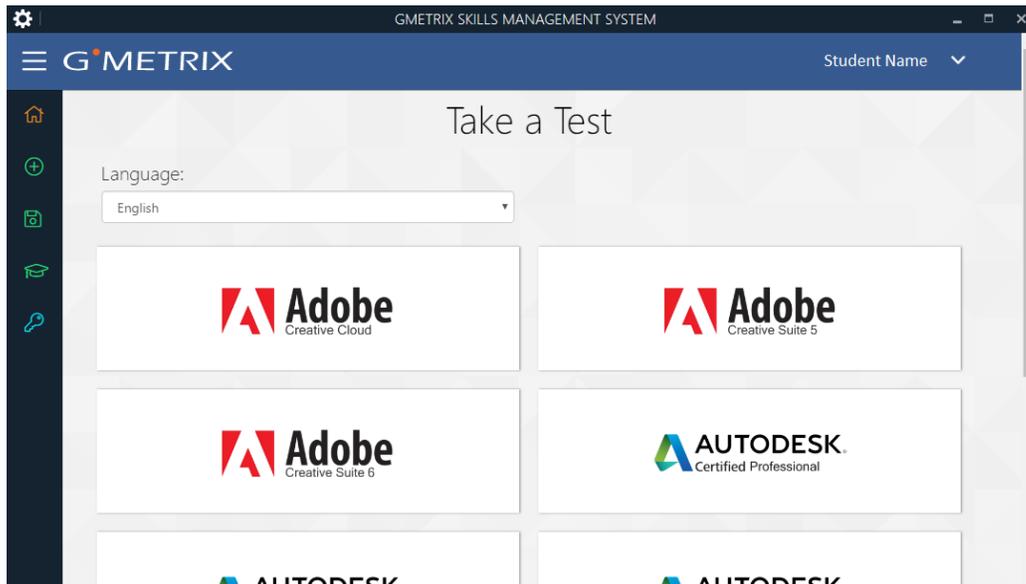
2. Next you will see the list of Products, after you select one you will see the tests available for that product.
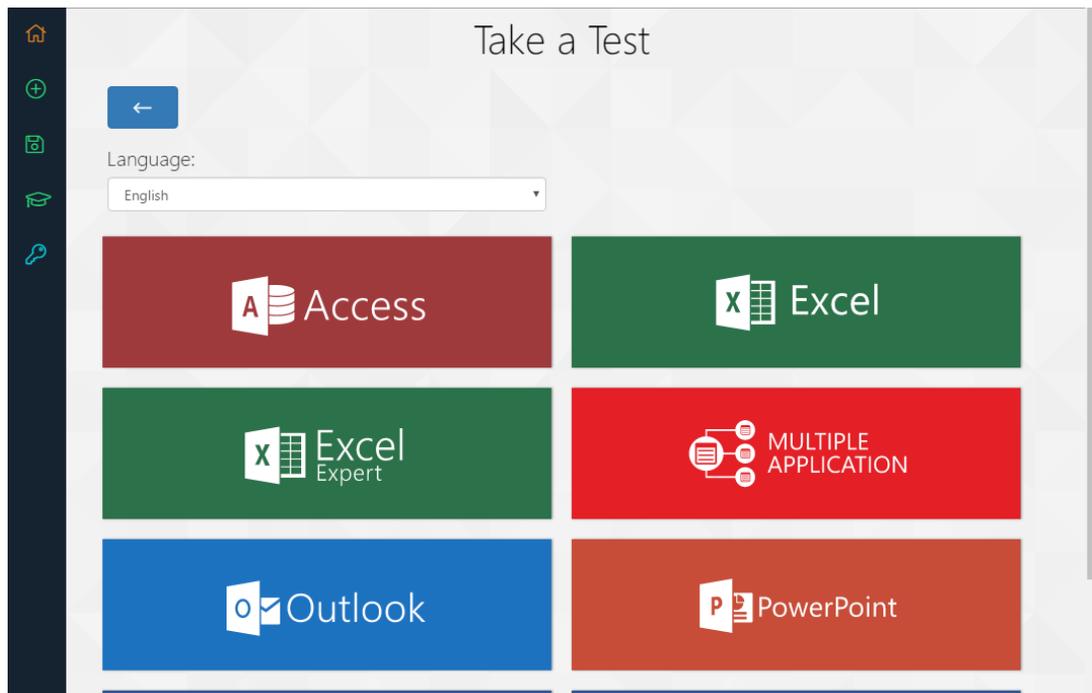
3. Hover your curser over the Practice Test you wish to take, this is where you can select Training or Testing mode.
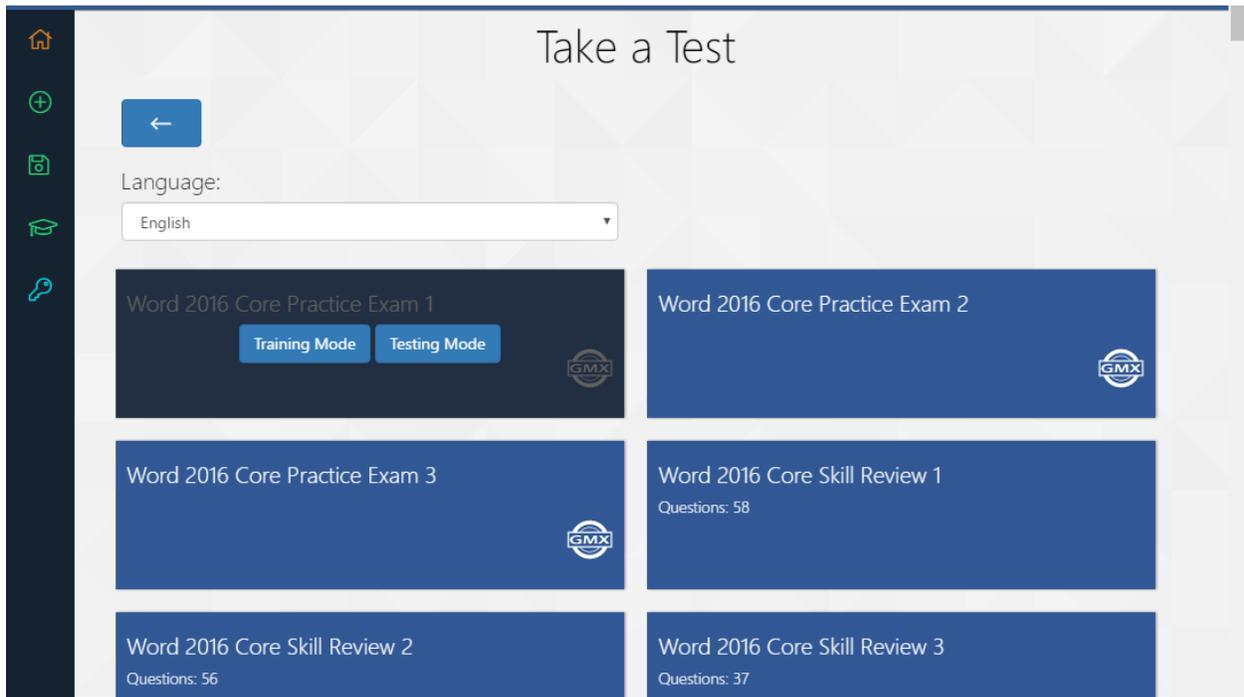
Training Mode – Test has no time limit, step-by-step help text is available for each question, questions may be retried for a higher score.

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.
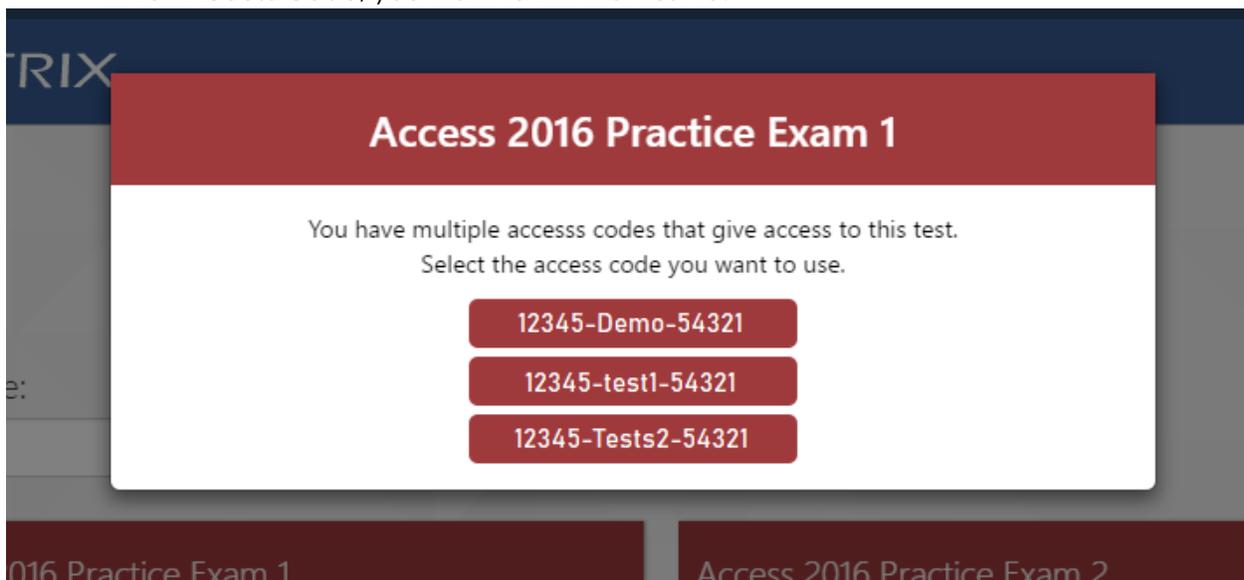
5. If this is the first time you are taking this test it will ask you if you would like to download and install the resources needed to take this test, click OK.
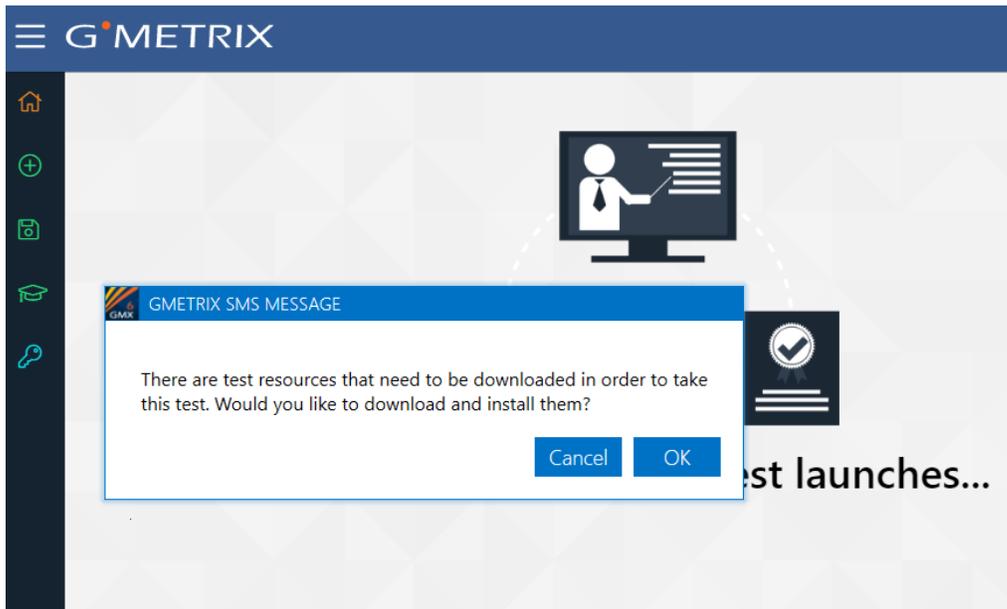
6. Wait until the progress bar reaches 100%, then click OK. From here the Practice Test you selected will load.
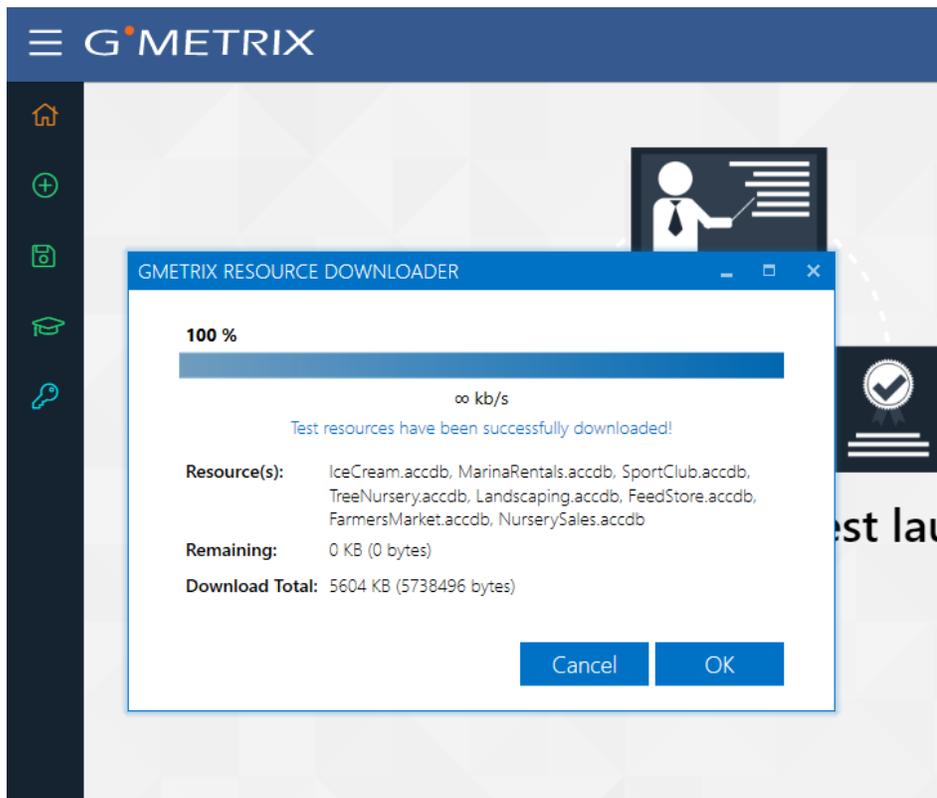
NOTE – If you select a test that is not available in the SMS software you will be prompted to take the test in the Online Student Portal instead.

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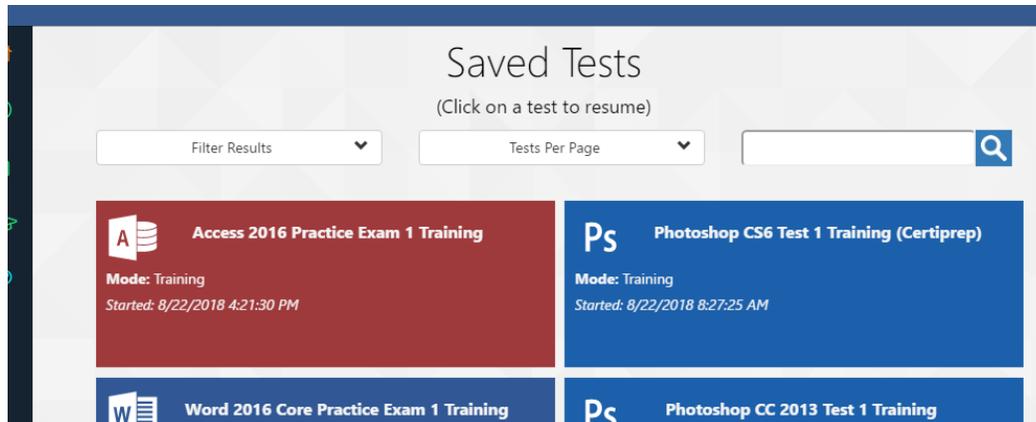
NOTE – Practice tests can be saved and resumed a maximum of 15 times. After that you will be required to grade and submit your test.

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.

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

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

Office 2016 Format

Project Review

Available for: Microsoft Office 2016

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

Autodesk LITA (Live in the App) Tests

**Available for:** Autodesk 2016, 2017, and 2018 applications

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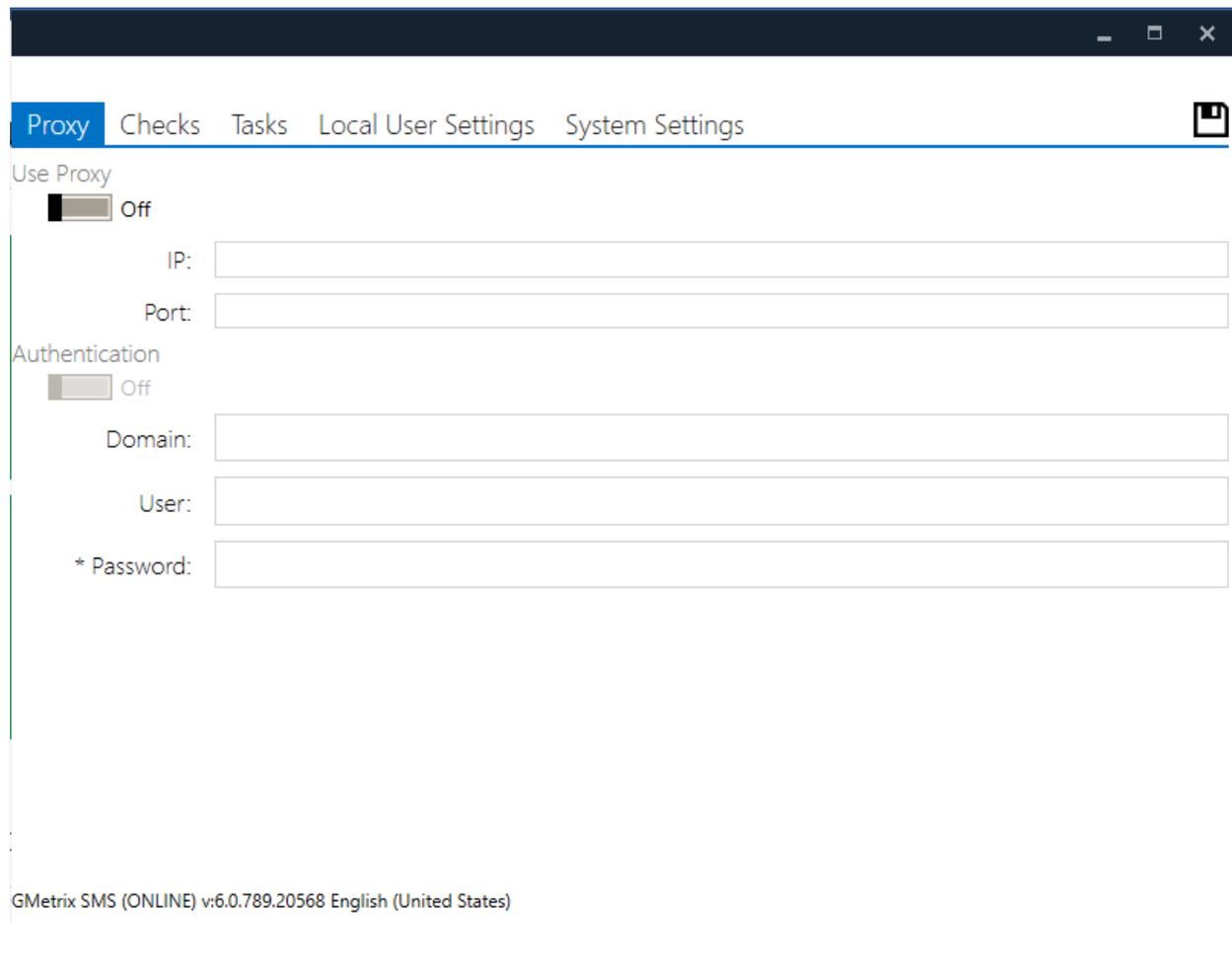
PROXY

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.

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.