ADMINISTRATOR’S GUIDE
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GMETRIX V6.0 SYSTEM REQUIREMENTS

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

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

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 students’ results, and create custom tests.

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

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

CREATING ACCESS CODES

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

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

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

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. # of Students: This sets the number of students who can redeem the access code.
   c. Type of Code: The Single User option creates a number of unique access codes equal to the number of students. The Multiple User option creates one single code that can be used by multiple students.
d. **Expiration**: This determines how many days the code will last before it expires and how many times the code can be used.

e. **Tests/Courses/Books**: This determines what content is available to students.

f. **Tests Per Code**: This sets the number of times each student can start a new test.

g. **Allow Review**: This allows students to review questions marked incorrect while in Testing mode. This will not change their score.

h. **Allow Study Guides**: This unlocks the GMetrix Study Guides if they are available for the selected products.

4. Once that information has been filled in, select which Products you want the Access Code to grant access to and whether you want to grant access to the training mode, testing mode, or both.
5. Once you are finished, click **Confirm** to confirm your options. On the next page, click **Create** to create your new access code(s).
NOTE – Each code or set of codes is part of what is called a Transaction. Each time you run through the Access Code creation wizard, a new Transaction is created. Keep in mind that multiple Transactions can have the same Identifier, so think carefully about the Identifier(s) you choose to avoid confusion in the future.

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

VIEWING AND EDITING ACCESS CODES
You can view and edit your existing access codes by following these steps:

1. Log in to the Administrator Panel and click on Access Codes. If you are an Administrator for more than one Organization, select the Organization you want to search.
2. Select the Transaction you wish to view by searching for the Identifier.
3. Click on the Detail icon to the right of the desired Transaction.
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 in organizing your students and can be utilized in other GMetrix features like creating reports, looking up student test scores, and assigning custom tests (these features will be discussed later in this guide). There are two different types of groups available for you to create.

**Code Groups** – Students are placed into these groups based on the access code(s) they have redeemed. One or more access codes can be assigned to the group, and then any students who redeem or have already redeemed any of the associated codes will automatically be added to the group. Code groups are particularly useful for organizations using SITE licenses because you can create a separate access code for each group of students you wish to track and then associate that code with its own code group. For example, if Mrs. Henson teaches three class periods covering Microsoft Office, she could create a different multiple user code for each class (e.g. 12345-HensonP1-99999, 12345-HensonP2-99999, 12345-HensonP3-99999), and then she could assign each of those codes to its own code group. That way, when students from that class redeem their access code, they will be automatically added to the group. She can then run reports on each individual class using the Code Group filter in Reporting.

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

**CODE GROUPS**

1. Log in to the Administrator Panel and click on **Groups**, then select **Code Group** from the dropdown menu. If you are an Administrator for more than one Organization, select the Organization you want to use.

2. From this page, you can view, edit, and delete existing Code Groups. To create a new group, click **Create Code Group**.
3. Choose whether to migrate an old group or create a new group.

   a. **Migrate an Old Group**: This option allows you to import a group that was created on your account before Code Groups existed. This option is generally reserved for older testing centers.

   b. **Create New Group**: This option creates a new group based on your available access codes. The rest of this section will focus on this option.

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

1. Log in to the Administrator Panel and click Groups, then select Student Groups from the dropdown panel. If you are an Administrator for more than one Organization, select the Organization you want to use.

2. From this page, you can view, edit, and delete existing Student Groups. You can also make a Student Group inactive, which means it will still exist but will not show up in Test Tracking. To create a new group, select Create New Group.

3. Enter a Group Name and Description, and then select the students you want in the group from the list below by clicking the checkbox next to their names. Note that in the Filter Student List box, you can search by both the student’s name and their username.
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 several comprehensive reports about your students’ usage statistics and testing results. You can access report creation by clicking the Reports dropdown menu in the Administrator Panel and selecting Create. Reports options are divided into three sections: Test Reports, Course Reports, and Book Usage.
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.

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

1. Details Report
   An activity report for students who have started a selected course within a date range.
2. **Student Progress Report**

   A progress report that shows individual student progress with details. This report can be customized by date, student name, course name, etc.
TESTING CENTER
(Note: You may not see this section if you do not have the required permissions)

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

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

BOOK USAGE

1. General Product Report
   This report shows how many students have redeemed and opened a book associated with your account as well as the last time each book was viewed.
2. **Student Book Results**
   This report shows which students have viewed books, which books they have viewed, when they last viewed each book, and how many times they viewed it.

### Creating Custom Tests

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

1. Log in to the Administrator Panel and click on **Custom Tests**. If you are an Administrator for more than one Organization, select the Organization you wish to work on.
2. Click on **Create New Test**.
3. Insert your Test Information
   a. **Test Name**: The name of the test.
   b. **Language**: The language you want the test to be in.
   c. **Passing Score**: The lowest passing score for the test.
   d. **Mode**: An option that allows you to choose whether the test will be available in testing mode or training mode.
   e. Then click **Next**.

4. Selecting Category and Products
   a. **Category**: The type of software you wish to create the test for (e.g., Office 2013, Adobe CS6, etc.).
   b. **Products**: This allows you to choose one or more products within the category from which to pull your questions.
5. Select your desired test questions from the list below. If you are using more than one product for your test, you can navigate through them using the tabs at the top of the question list. When you are finished, click Next.
   a. **Select Random Questions**: This randomly assigns the desired number of questions from your list of selected questions (e.g., entering 10 will choose 10 random questions from the selected question list).
   b. **Time**: The is the amount of time allotted to students to complete this test.

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

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

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

1. Click on **Custom Tests** in the Administrator Panel or click **Assign Test** at the end of test creation.
2. Search for the test that needs to be associated with an access code.
3. Click the paper clip icon under the Assign column next to the desired test.
4. Select whether to assign the test to an access code or a student group. Click Next when finished.
   a. **Assign to Access Code:** This allows you to assign the test to any student using an access code with the selected Identifier.
   b. **Assign to Student Group:** This allows you to assign the test to any student in the selected Student Group. (Note: you must have already created a Student Group to use this option.)

SEARCHING FOR STUDENTS

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

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

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

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

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

INTRODUCTION TO THE STUDENT PORTAL

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

CREATING AN ACCOUNT

To access the Student Portal or use the 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 Username. Usernames must be unique and cannot be used by multiple people.
3. You do not have to enter a Student Number or email address. The information you need to fill out depends on who is providing GMetrix to you.

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

LOGGING IN TO THE STUDENT PORTAL

To log in to the GMetrix Student Portal:

1. Go to www.gmetrix.net 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:

![G-Metrix Sign In Screen](image)

![G-Metrix Quick Start](image)
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. (Note: You must include the hyphens in the access code. Also, if you are using copy/paste, be sure to delete any spaces that get copied over before or after the code.

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

CHANGING PERSONAL INFORMATION

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

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

**TESTS**

**TAKING A TEST**

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

1. Log in to www.gmetrix.net and click on the Start a New Test tile.
2. Select a Category.

   ![IC3 Certified]  ![Microsoft Certified Educator]  ![Office 2016]  ![Microsoft Technology Associate]

3. Select a Product.

   ![Excel]  ![Excel Expert]  ![PowerPoint]  ![Word]

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


   *Questions: 30*
NOTE – If your test does not launch, please ensure that JavaScript is not being blocked or try loading your test in a different browser.

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

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

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

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

1. Log in to www.gmetrix.net and click located on the left navigation bar.
2. Click on **Completed Tests**.

![Completed Tests](image)

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 Results page will show you a percentage score, your pass/fail status, and which specific questions/objectives you passed or failed.

![Test Results](image)

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 (Core Practice Exams).
COURSES

STARTING A NEW COURSE

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

1. Log in to www.gmetrix.net and select the purple Courses tile.
2. Select the Start a New Course button to view your available courses. Available courses are grouped together by Category (e.g., MOS, Adobe, MTA, etc.).
3. Click the Start button to the right of your desired course to begin.

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

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

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

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

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

NOTE – GMetric SMS is required for all Exercise Labs that use live applications.
COURSE RESOURCES

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

COMPLETING A COURSE

Each session in a course displays a progress bar which shows how much of a session has been completed.
You can view more detailed information about your course progress by clicking the icon at the top of the page. Here you will be able to view a summary of completed assessments and the amount of time spent on assessments, exercise labs, and training videos.

### Activity Report

<table>
<thead>
<tr>
<th>Test Scores</th>
<th>Training Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date Completed</td>
</tr>
<tr>
<td><em>MCA Introduction to Programming using JavaScript 6-802 Session 1: Lab 1</em></td>
<td>12/12/2017</td>
</tr>
<tr>
<td><em>MCA Introduction to Programming using JavaScript 6-802 Session 1: Lab 2</em></td>
<td>12/12/2017</td>
</tr>
<tr>
<td><em>MCA Introduction to Programming using JavaScript 6-802 Session 1: Lab 3</em></td>
<td>12/12/2017</td>
</tr>
<tr>
<td><em>MCA Introduction to Programming using JavaScript 6-802 Session 2: Lab 1</em></td>
<td>12/12/2017</td>
</tr>
<tr>
<td><em>MCA Introduction to Programming using JavaScript 6-802 Session 2: Lab 2</em></td>
<td>12/12/2017</td>
</tr>
</tbody>
</table>

**BOOKS**

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

1. Log in to [www.gmetrix.net](http://www.gmetrix.net) and click on the red *Books* tile.
2. Click *Start a New Book*, enter your Access Code, and click Redeem a Code.
3. Once you have Redeemed a Book Access Code, the Start a New Book button will look like this:
4. Click *Start a New eBook* again to see the book you redeemed. Click to select it.
To log in to GMetrix SMS, you must have a valid GMetrix account. You can use the same account you created at www.gmetrix.net, or if you don’t have an account yet, you can create one by clicking the Sign Up here! link on the login page.

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

1. Open GMetrix SMS v6 from your start menu or desktop.
2. You should automatically see the Login popup shown in the screenshot below.
3. Type your Username and Password into the Login popup and click Sign in to continue.

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

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

New Test – Select this tile to begin a new practice test.
Resume Test – Select this tile to resume a practice test from your list of unfinished saved tests.
Completed Tests – Select this tile to view completed tests and see a breakdown of each test score.
Redeem a Code – Select this tile to Redeem a new Access Code.
Recent Activity – This section will show the most recent test you have worked on.

REDEEMING AN ACCESS CODE

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

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

TAKING A TEST

STARTING A NEW TEST

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

1. Select the New Test tile from the SMS Home Page. This will take you to a list of Categories that are available based on the Access Code(s) you have on your account. Select the category you wish to test in.
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 – This testing mode has no time limit. It offers step-by-step help text for each question, and questions answered incorrectly may be retried for a higher score.

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

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

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

Skill Review tests are a series of individual tasks that cover the various concepts and objectives required by the official certification exam. The format of these tests is most similar to the Office 2010 official exam. However, they are still available for Office 2013 and 2016 as an option for assessing your competency at a conceptual level, one task at a time.
Practice Exams
Practice Exams are built to follow the format of the official exam. In the Office 2013 Practice Exams, you are given a single project document and a series of tasks to complete within that document. It is important to note that some tasks may rely on previous tasks having been completed successfully.

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

Office 2013 Format

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 completed the in-app task, you will be asked to determine a specific value and type it into the Answer field. These tests may also include some multiple choice and general knowledge questions.

**SMS OPTIONS MENU**

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

**PROXY**

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

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

**Authentication** – If your proxy server requires user authentication information, you must also enter that information here.
CHECKS
You can use this tab to check the status of the GMetrix SMS software and the installation status of required applications.

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

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

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

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

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

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

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

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

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

DIRECTORY

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

Saved Projects Directory – Use this field to set a custom directory for the Saved Projects folder. You can manually type a folder location or click the icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (C:\Users\USERNAME\AppData\Roaming\GMetrix).
Save Projects to Cloud – Enable this setting to save Project files generated by Project Tests and Multi-Project tests to the GMetrix servers rather than to the Saved Projects folder. This allows you to save and resume your practice test on a computer other than the one it was started on. You will still have the option to save locally to the Saved Projects folder if this option is enabled.

**SYSTEM SETTINGS**

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

**DIRECTORY**

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

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

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

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

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

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

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

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

**OTHER**

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

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

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