GMetrix Guide

What is GMetrix?

GMetrix is a skills-based training application software that we use for Computer Applications. GMetrix is performance-based assessment, which allows teachers to properly assess each student's individual knowledge. GMetrix delivers industry-leading practice tests and test preparation tools to help students achieve MOS certification credentials, which can be acquired in the next level computer course, Advanced Computer Applications.

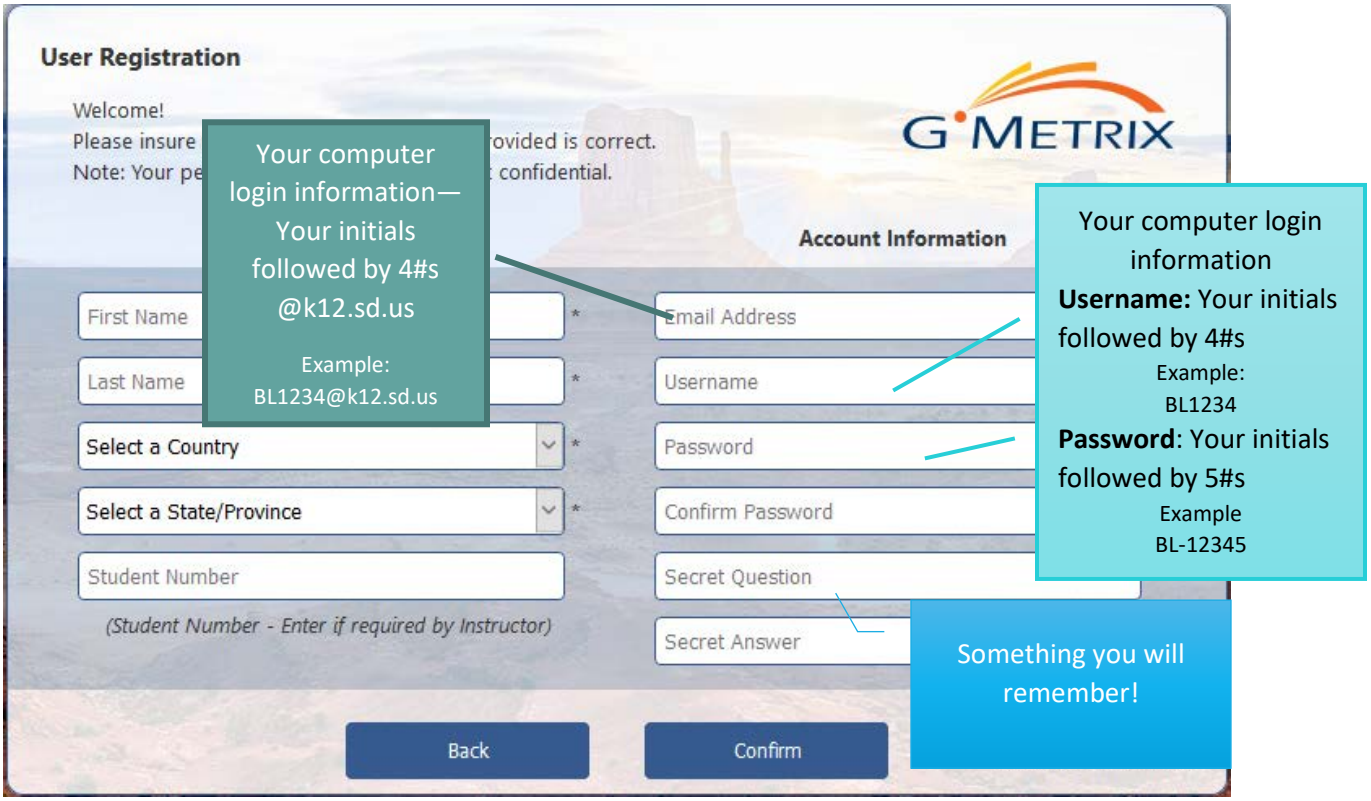
Why GMetrix practice tests?

- Assess students skills using performance-based assessments
- Enhance learning through self-paced practice questions (Training Mode)
- Build familiarity with the MOS Certification testing environment
- Increase confidence and prepare students to pass certification exams in the advance course

Create a Student Account in GMetrix

1. Signup online @ gmetrix.net
2. Click Sign Up Here! Then follow the steps

3. Step 1



4. Verify your information is correct then create your account!
5. Congrats! You are now ready to start training and learning through GMetrix.

How to Access GMetrix at Home?

1. Open up the Internet and proceed to gmetrix.net
    a. GMetrix can be ran on a PC (Window) or MAC computer as long as Microsoft Office 2016 is installed. If you do not have MS Office 2016 installed on your machine, please see the class website instructions (https://bc065.k12.sd.us/Accessing%20Office%20at%20Home.pdf) to download and install the correct version of MS Office.
    b. Click here for other system requirements of GMetrix, if needed.
2. Click the download icon at the bottom of the login screen.

3. Click the

button about half way down the page and in the center. Follow the steps in order to download the GMetrix application.
4. Once the application has been downloaded and installed, you will see a desktop shortcut just as you do in class.

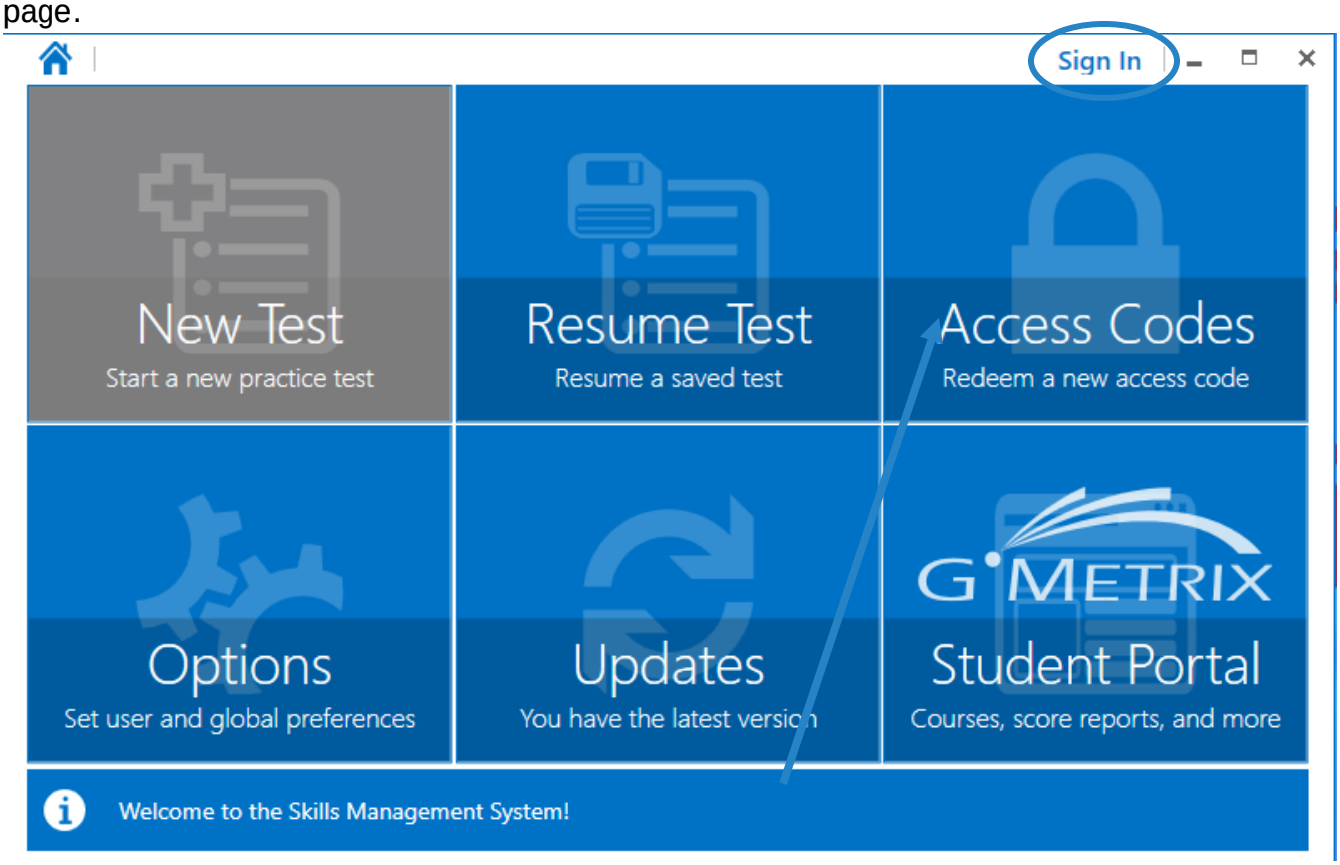
5. Sign in to your account using the credentials you created and voilà you can access your saved trainings or start a new test/training. *(Make sure you have the access code given during class.)*

If you do not see the correct access code, email your instructor to receive the code.

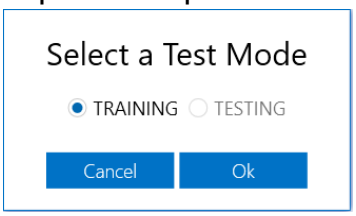
How to Access GMetrix at School?

1. While at school, you will launch GMetrix from the desktop.

2. Sign into your account using your credentials. You created your account on the previous page.



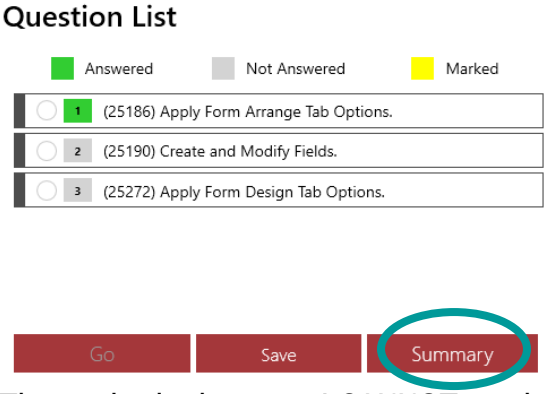
3. Once logged in click on the **Access Codes** box and enter in the access code provided by your instructor.
4. Once the Access Code is redeemed, you will be able to launch the training or test. This is dependent upon the Access Code given.



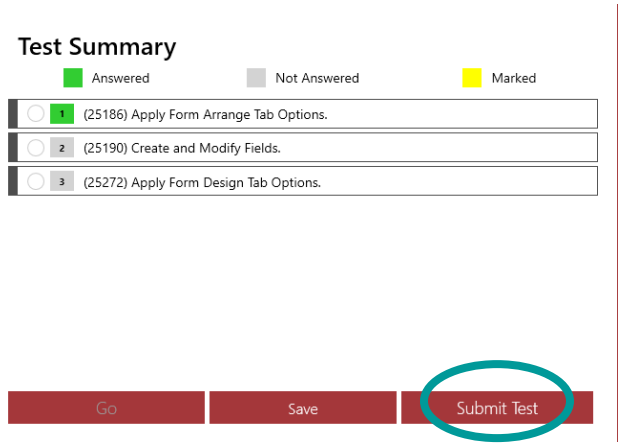
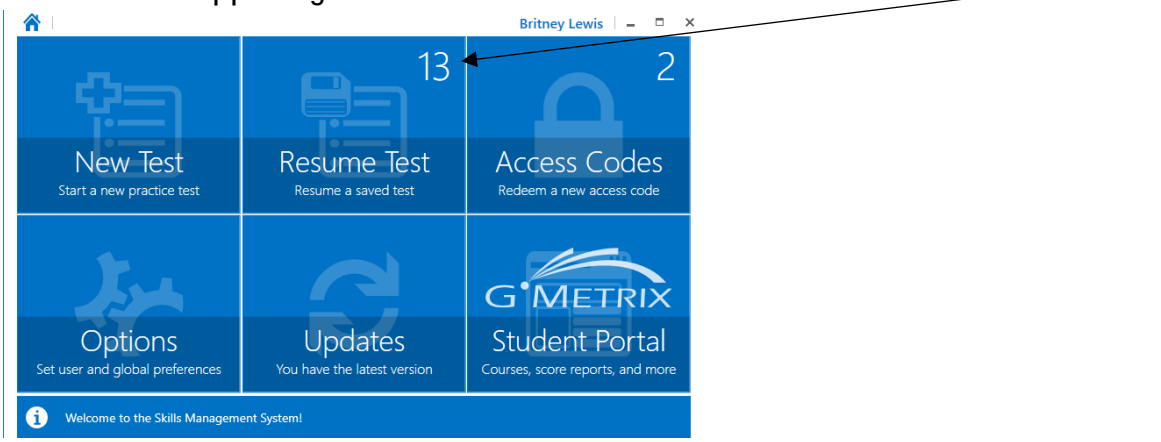
5. Begin walking through the objectives.
6. **Trainings are not timed and can be retaken multiple times before the day of the test.**
7. **Tests have a timed limit usually between 40 and 45 minutes**. This is to simulate the MOS certification exam time limits, you will see during the advanced course's certification process.

8. Submitting your test/training for a grade.
   - **TESTS**: Once the student reaches the allotted time, the test will automatically submit. If a student completes all of the objectives before the time runs out then they will have to submit the test through the exam summary.
     See the Manually submit instructions below.
   - **TRAININGS**: Trainings are not timed and will have to be manually submitted.
     ✓ To **manually submit** a test, click on the navigate icon.

     ✓ Then click the summary button



     ✓ Then submit the test. I CANNOT grade tests or trainings if they are not submitted!!



9. You will know when the test or training has been submitted when the **Resume Test** box has a zero in the upper right corner