

# GMetrix SMS

Student Access



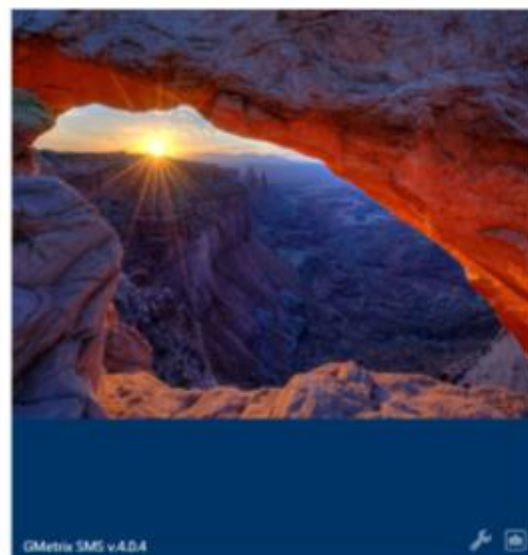
# Practice Test: Login

1. To access the practice tests, your students would click on the Gmetrix SMS icon that was installed by your IT Staff. When the practice test software is launched the following login screen will appear.
2. If this is the first time accessing, student will need to register at Gmetrix. Click on “Sign up Now”.
3. **Once they have completed the registration, close out the web site and click again on the Gmetrix icon.**

**Tip:** Be consistent with the naming convention (example: 1<sup>st</sup> initial first name, last name and birthday. Password can be the same for all students. (recommend not to use e-mail addresses – create unique and consistent format on usernames)

**Tip:** The username & password is recommended to be the same as when the student registers at Certiport when they are ready to take the exam.

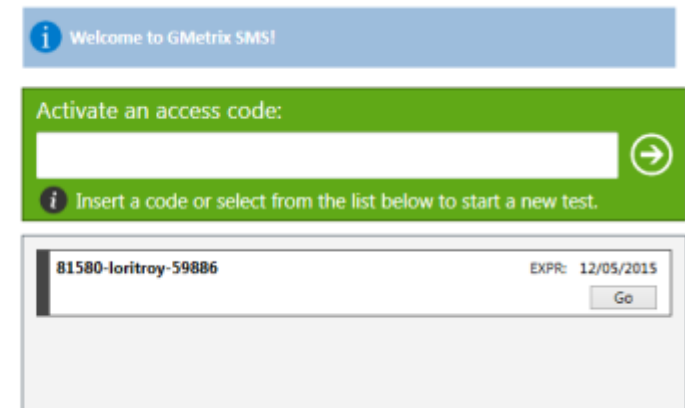
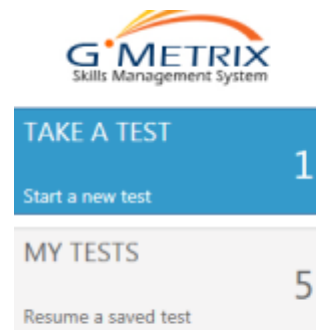
**Tip:** There is bulk registration that can be performed by the teacher (please refer to the supplemental slides at the end of the PP)



**Note:** The username is case sensitive.

## PT – Access Code Validation

1. After the student has successfully logged in to the practice test system, they will be asked to enter in an Access Code. This is the access code you created.
2. First time users will need to type in the access code in the green box.
3. Returning users, will click “Take a Test” and the access code they previously entered in will appear below the green box. They would click “go” next to the access code.
4. On subsequent logins to the system the student will also have the option of resuming the core tests that were saved before completion by clicking on “My Tests”
5. To resume saved 2013 Projects, the student will need to go to the folder to where it was saved



# PT – Choose an Application

- After entering a valid Access Code, the student can choose which application test they would like to take. The list of available applications will depend on the which boxes were check when the access code was created.
- They would then choose Training Mode (offers step by step instructions by accessing the “help” button) or Testing Mode (help disabled and timed)
- There are several preset tests available number of pre-set practice tests depending on application. The testing mode and training mode for a particular core is the same question pool.
- Recommend a passing score of 85% (850) or better in testing mode on all core practice tests before moving on to the Certification exam.
- Office 2013 also has project -based practice tests. We recommend the student review both core practice tests and the projects for Office 2013

Practice test selection

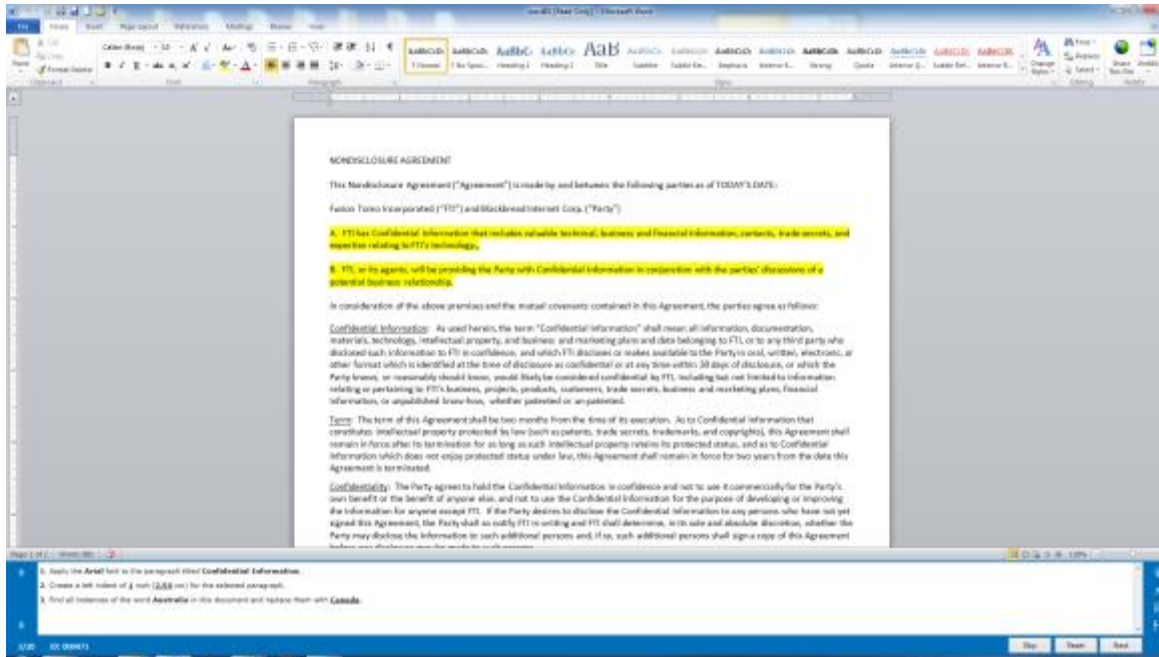
APPLICATION  
Microsoft Office 2013 > Word

MODE  
 Training  Testing

QUESTION POOL  
Select one  
Word 2013 Core Test 1 Testing  
Word 2013 Core Test 2 Testing  
Word 2013 Core Test 3 Testing  
Word 2013 Core Project 1 Testing  
Word 2013 Core Project 2 Testing  
Word 2013 Core Project 3 Testing  
MOAC Word 2013 Chapter 1-3

Back Next

# Training Mode versus Testing Mode



Help "show me how"

View list of questions

Save the test

Skip

Reset

Next

Tag question for later

1. There are two modes for each Microsoft Office application, "testing mode" and "training mode".
2. The practice exam will begin with instructions then the exam will begin.
3. In "training mode", the system provides the student with instant feedback after each question is completed, detailing if they have correctly answered each task of the question's objective.
4. The student then has the opportunity to "try again with help". The question will be repeated with specific instructions for how to answer the question correctly.
5. The student can also "Reset" the question or continue to the "Next Question."
6. In "testing mode" : the "show me how" is disabled as well as the feedback. It is timed and similar to the exam experience.

# Office 2013 – Projects

In training mode for the project-based tests you can also ask for help

When you click light bulb icon next to the task, it will show step-by-step instructions on how to complete the task.

The screenshot shows the Microsoft Excel 2013 interface. The main window displays a spreadsheet titled "IceCream.xlsx" with a table of sales data. The table has columns for "Sales by Flavor 2012 (by quart)", "Flavors", "Q1", "Q2", "Q3", "Q4", and "Total". The data rows list various ice cream flavors and their sales figures for each quarter.

At the bottom of the screen, the "Instructions" pane is open, showing a list of tasks. The first task is "1. Rename Worksheet". A light bulb icon is visible next to this task. A red arrow points from the light bulb icon to the instructions for this task, which are displayed in a separate box:

- 1. Rename Worksheet
  - Rename an existing worksheet
    - IceCream
      - Rename the tab, Sales

# Online Student Account: gmetrix.net

Students can track their tests at any time by logging in to their account at [gmetrix.net](http://gmetrix.net)

This will allow them to view their own reports and review areas of weakness for further studies

**G\*METRIX**  
Skills Management System

## Student Panel

### G\*Metrix SMS

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

G\*Metrix SMS serves as a platform for both web-based and concurrent practice tests.

[Register An Account](#)

[Download G\\*Metrix SMS](#)

[Need Help? Click Here For Video Tutorial](#)

### Student Login

en-US

User ID:

Password:

[Forgot your password?](#)

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

[Go to Administrator Login](#)

# Student Panel - Reporting


- Go to [gmetrix.net](http://gmetrix.net)
- Log in to your student panel
- Click on Completed Tests
- To view a report on a practice test click the go button (far right)

TAKE A TEST **1**

SAVED TESTS **18**

COMPLETED **12**

## COMPLETED (Click on a test to view details)

Select tests per page:  



#	Test	Date	Mode	Score	Go
1	Word 2013 Core Test 1 Testing	10/6/2015 3:05:01 PM	Testing	<div style="width: 51.7%;"><div style="background-color: green; width: 51.7%;"></div></div> 51.7%	<a href="#">Go</a>
2	Excel 2013 Core Project 3 Training	4/15/2015 5:07:34 PM	Training	<div style="width: 72.5%;"><div style="background-color: green; width: 72.5%;"></div></div> 72.5%	<a href="#">Go</a>
3	Excel 2013 Core Test 1 Training	4/15/2015 1:54:26 PM	Training	<div style="width: 74.6%;"><div style="background-color: green; width: 74.6%;"></div></div> 74.6%	<a href="#">Go</a>



# Student Reporting

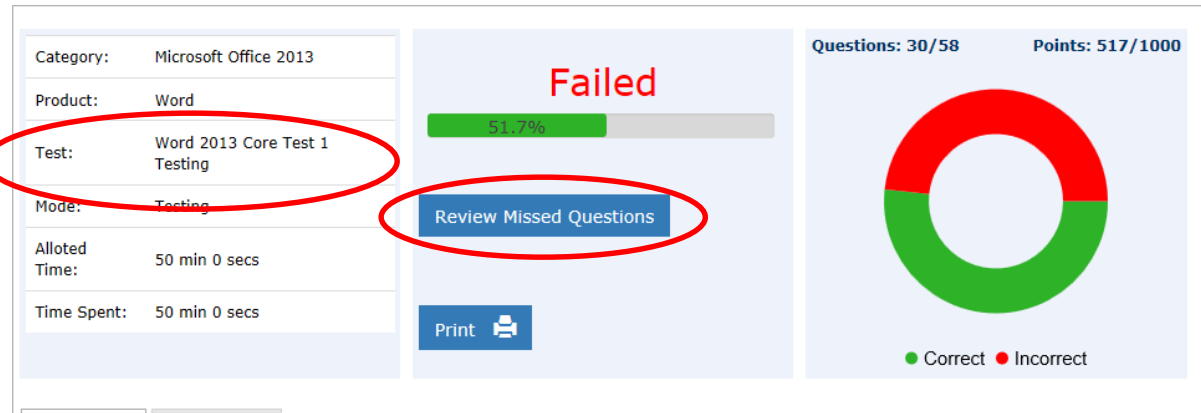
View the report by  
Question or by  
Objective/Skill set

## Test Results

Lori Troy

Word 2013 Core Test 1 Testing

[← Go back to Tests](#)



Question Objective

Create and Manage Worksheets and Workbooks		
#	Skill Sets	%
1	Configure Worksheets and Workbooks to Print or Save	100%
2	Create Worksheets and Workbooks	50%
3	Customize Options and Views for Worksheets and Workbooks	100%
4	Format Worksheets and Workbooks	100%
5	Navigate through Worksheets and Workbooks	66.7%
Create Cells and Ranges		
#	Skill Sets	%
1	Format Cells and Ranges	100%
2	Insert Data in Cells and Ranges	50%
3	Order and Group Cells and Ranges	100%

If a student took the exam in testing mode

- Student clicks “Review Missed Questions”
- Custom test will be created just on questions that were missed and in training mode
- Available only for the Core tests

# Student Custom Exam

When a student logs in to Gmetrix software they would click on “My Tests” The practice test with a RQ: in front of it is the custom test that was just created

The screenshot shows the Gmetrix Skills Management System interface. The user is logged in as 'LORI TROY'. The interface includes a 'TAKE A TEST' button (1) and a 'MY TESTS' button (7). The 'MY TESTS' section displays a list of tests with a 'Go' button for each. The first test, 'RQ: Word 2013 Core Test 1 Testing', is circled in red. The list of tests is as follows:

Test Name	Subject	Date/Time	Action
<b>RQ: Word 2013 Core Test 1 Testing</b>	Microsoft Office 2013   Word	Oct 06, 2015 15:05:01	Go
Access 2010 Test 2 Training	Microsoft Office 2010   Access	May 31, 2015 12:28:01	Go
Word 2013 Core Project 3 Training	Microsoft Office 2013   Word	Sep 04, 2015 17:35:23	Go
Access 2013 Test 1 Training	Microsoft Office 2013   Access	May 31, 2015 12:57:26	Go
Access 2010 Test 1 Training	Microsoft Office 2010   Access	May 31, 2015 12:19:49	Go
RQ: Excel 2013 Core Test 1 Training	Microsoft Office 2013   Excel	Apr 15, 2015 13:54:26	Go
Excel 2013 Core Test 1 Training	Microsoft Office 2013   Excel	Apr 14, 2015 20:22:34	Go

The interface also shows the version 'v.4.1.1 English' and a 'Help' link.