GMetrix SMS

Student Access

**G·METRIX**
Skills Management System

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: 1st 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.
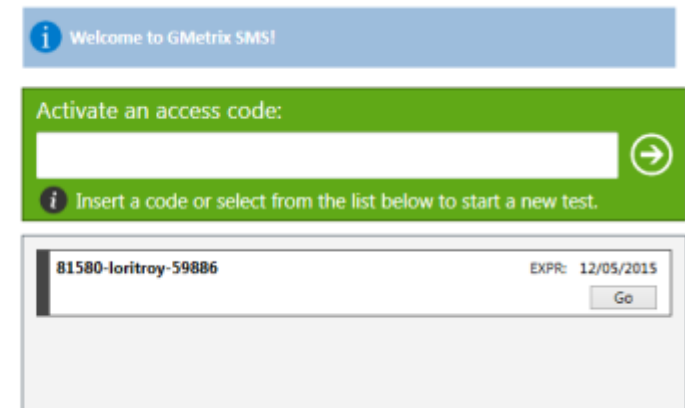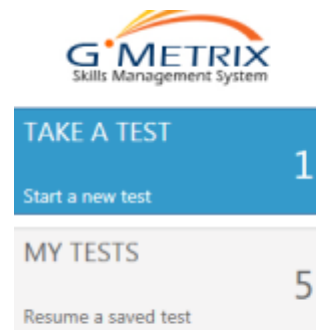
Tip: There is bulk registration that can be performed by the teacher (please refer to the supplemental slides at the end of the PP)
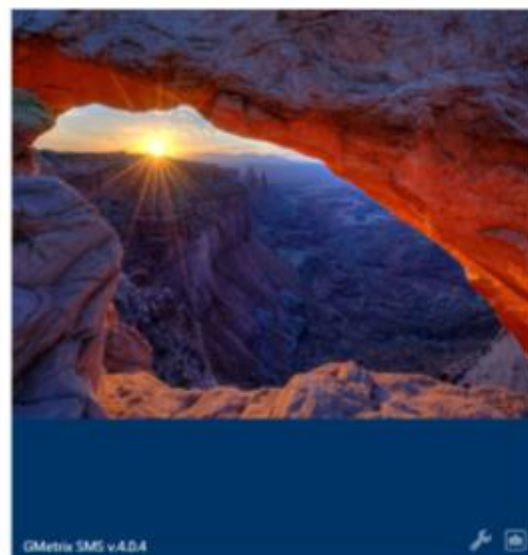
Note: The username is case sensitive.

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

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TAKE A TEST 1
Start a new test

MY TESTS 5
Resume a saved test

Welcome to GMetrix SMS!

Activate an access code:

Insert a code or select from the list below to start a new test.

81580-loritroy-59886   EXPR: 12/05/2015
Go

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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

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Training Mode versus Testing Mode
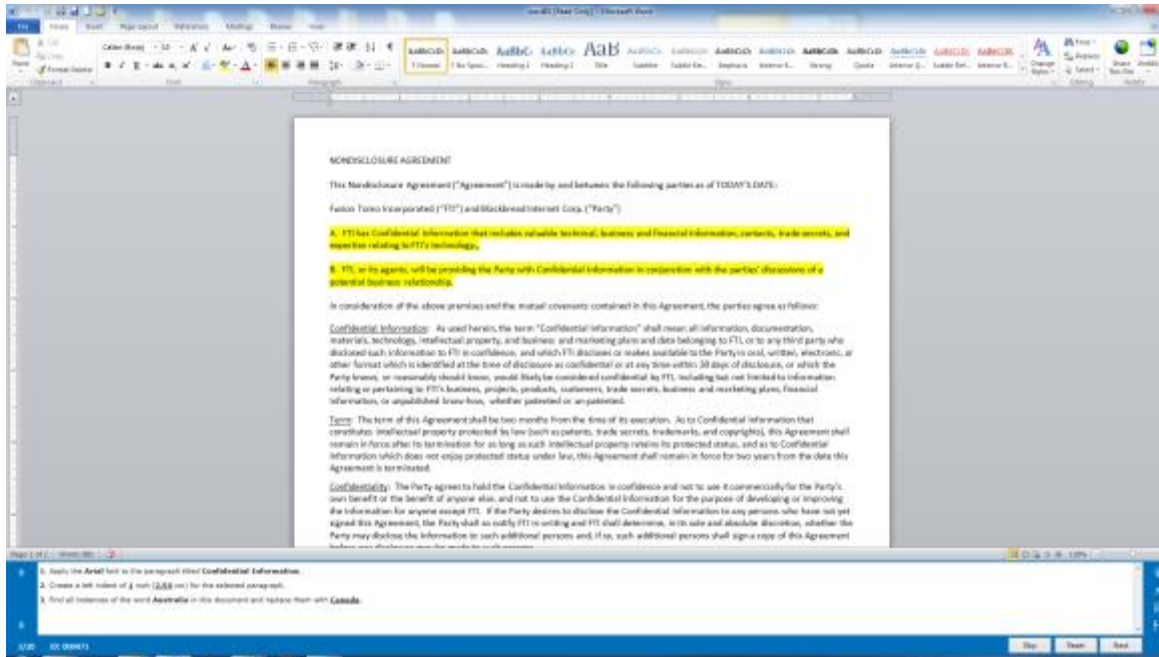
Help "show me how"

View list of questions

Save the test

Skip   Reset   Next

Tag question for later

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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.

Online Student Account: gmetrix.net

Students can track their tests at any time by logging in to their account at gmetrix.net

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

Student Panel - Reporting

- Go to 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)

Student Reporting

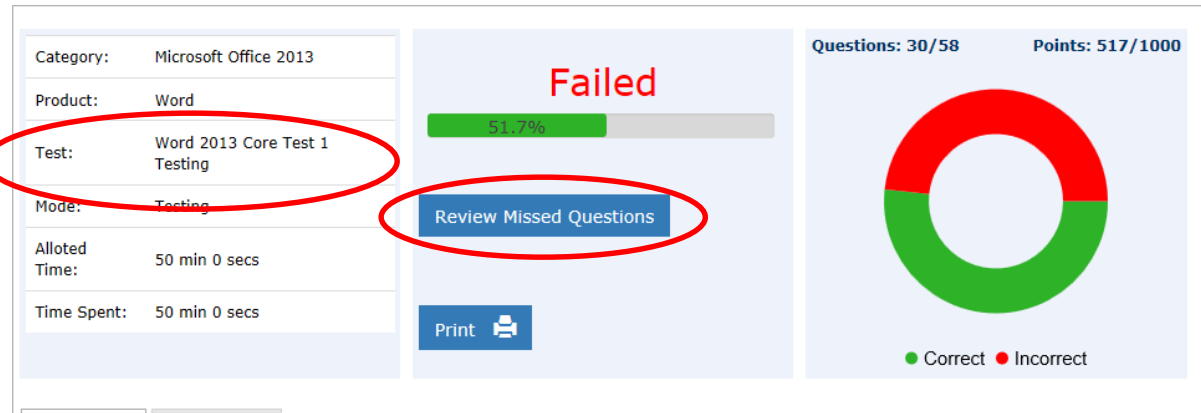View the report by Question or by Objective/Skill set

Test Results

Lori Troy

Word 2013 Core Test 1 Testing

← Go back to Tests

Category:	Microsoft Office 2013
Product:	Word
Test:	Word 2013 Core Test 1 Testing
Mode:	Testing
Alloted Time:	50 min 0 secs
Time Spent:	50 min 0 secs

Failed

51.7%

Review Missed Questions

Print 🖨

Questions: 30/58   Points: 517/1000

● Correct ● Incorrect

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%

	Score	Out of

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

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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