Getting Started as a
Teacher

Overview

GMetrix is a performance-based assessment and test preparation tool that provides additional skill reinforcement prior to taking the certification exam. GMetrix builds familiarity and confidence for students within the testing environment by alleviating test anxiety and reinforcing the certification exam objectives. It includes full student reporting through an administrator portal, ensuring you can be confident when it's time for your students to certify.

GMetrix practice tests are customizable, allowing you to create an environment conducive to student-centered learning. GMetrix practice tests offer two different modes:

Training mode:
- Students work at their own pace as they receive feedback and step-by-step instructions for each question

Testing mode:
- Students experience what the certification exams will be like
- Timed practice tests present scenarios to perform just like the actual certification exam

Getting Started

Perform the following steps to offer GMetrix practice exams to your students.

If you are using GMetrix to prepare for the *Microsoft Office Specialist* Certification, please review the GMetrix MOS Practice Tests Quick Start Guide, and ensure that your Centre Administrator has installed the necessary software on lab computers.

Step 1: Log in to your Administrator account using the username and password provided to you.

Your centre will have been assigned *single-user*, *seat (up to 10 students)*, or *site (up to 500 students)* licenses.

Step 2: Watch the *Access Codes Tab Overview* (2:03-6:18) to use your license to create new access codes for your student-users.

Step 3: Browse the *Interactive Student Portal Guide,* and then take a practice exam to familiarize yourself with the GMetrix testing process.

If you are offering Microsoft Office Specialist Exams, you may browse the *GMetrix Software Interactive Guide* to familiarize yourself with software features.

Step 4: Instruct your students to

   a) register a student user account to log in to GMetrix

   b) click **Redeem New Access Codes** and complete the corresponding steps.

Step 5: Watch the *Students Tab Overview* (13:41-14:37) to learn how to search for students and reset passwords.

What's Next?

Step 6: Watch the *Custom Tests Tab Overview* (6:19-9:49) to learn how to make custom tests which cover less objectives.

Step 7: Watch the *Groups & Reports Tabs Overview* (10:44-) to learn how to create reporting groups and generate corresponding report.

Step 8: Browse the *Comprehensive User's Guide* to learn additional features.

If you need further assistance, please contact GMetrix Support.