

Getting Started as a Centre Administrator



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 reporting capabilities through an administrator portal, ensuring teachers can be confident when it's time for students to certify.

Getting Started

If you are using GMetrix to prepare for the *Microsoft Office Specialist* Certification, please review the [GMetrix MOS Practice Tests Quick Start Guide](#) to install necessary software on lab computers. You may ignore the *Starting a Test*, and *Accessing E-Book Resources* sections, as these are intended for teachers.

If you must offer practice tests offline, please review the [GMetrix Offline Guide](#) before installing software.

Perform the following steps to add teachers as additional GMetrix administrators.

Both Centre Administrators and Teachers use Administrator-level accounts for GMetrix.

- Step 1:** Using the access credentials from your fulfillment email, [log in](#) to your administrator account.
- Step 2:** Watch the [Orders Tab Overview](#) (9:49-10:44) to learn about managing and requesting new inventory.
- Step 3:** Watch the [User Accounts Tab Overview](#) (0:51-2:04) to add all teachers as additional administrators and provide them with their temporary passwords.

You may prevent your teachers from accessing the *Orders* tab by deselecting the orders check-box during the account creation process.

- Step 4:** Share the [GMetrix Teacher Getting Started Guide](#) link with your teachers so that they may offer GMetrix practice exams to their students.

What's Next?

After you have completed these steps, your classroom computers will be configured properly to use GMetrix. Visit the [GMetrix Tutorials Page](#) for information regarding changing folder directory locations and troubleshooting.

If you need further assistance, please contact [GMetrix Support](#).