



USER'S GUIDE

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ONLINE STUDENT PORTAL

INTRODUCTION TO THE STUDENT PORTAL

The Online Student Portal is available to all GMetrix users at www.gmetrix.net. From this web page you can manage your account, take web-based tests, access courses and e-books, and view detailed score reports for previously completed practice tests.

CREATING AN ACCOUNT

To access the Student Portal or use the GMetrix SMS software you will need to first create a GMetrix account. Your instructor/employer may provide you with account information. If so, you can skip this step.

1. Go to www.gmetrix.net and click on Sign Up Now.
2. Fill out the registration form. We recommend that you use your email address as your User ID as well. User IDs are unique, and cannot be used by multiple people.
3. Click Next twice. You should receive a message saying that your account has been successfully created. If you don't, it means that there was something wrong with your account information and you will need to try again. Once your account has been created, you can use your credentials to log in to either the Student Portal or the GMetrix SMS software.

User Registration

Create your personal account
Please insure that the contact information provided is correct.
Note: Your personal information will be kept confidential.

* Required information.

Personal Info

Country:	<input type="text" value="United States of America"/>	*
State / Province:	<input type="text" value="Alabama"/>	*
City:	<input type="text"/>	*
Zip / Postal Code:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Student Number: (Optional - Enter if required by Instructor)	<input type="text"/>	

Account Information

Email address:	<input type="text"/>	
Username:	<input type="text"/>	*
Password:	<input type="text"/>	*
Confirm Password:	<input type="text"/>	*

Secret Question

Secret Question:	<input type="text"/>	*
Secret Answer:	<input type="text"/>	*

Back

Confirm

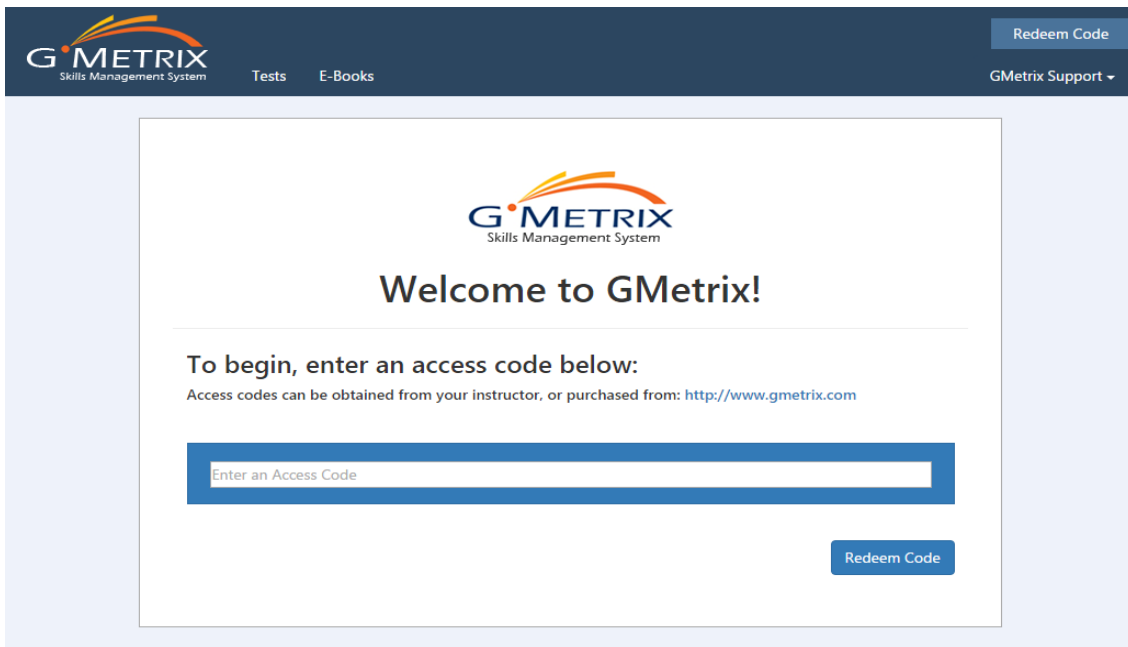
LOGGING IN TO THE STUDENT PORTAL

To log into the GMetrix Student Portal:

1. Go to www.gmetrix.net in your web browser.
2. Input your username and password.
3. Click Sign In.



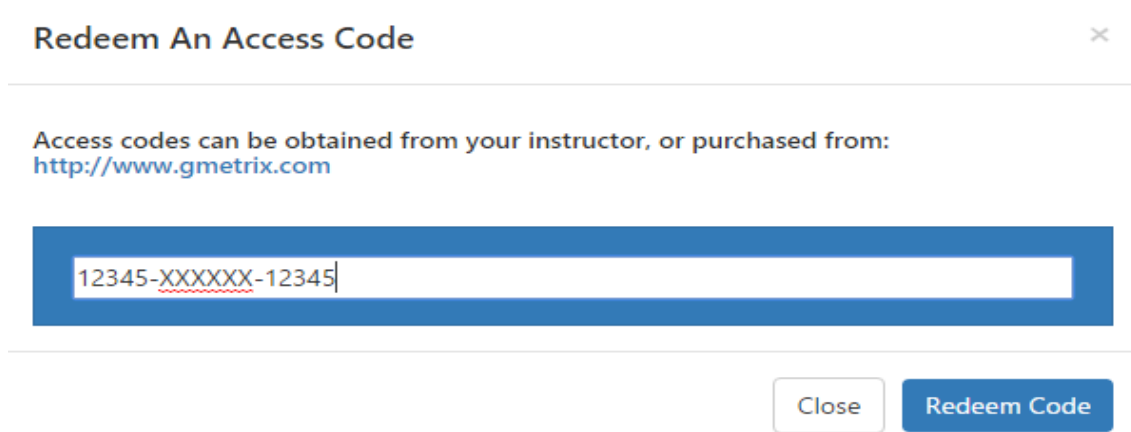
The first time you log in to the student portal, you will see the following screen:



REDEEMING ACCESS CODES

Before you can take a test or access a course you will need to redeem an Access Code. If you were not provided with an Access Code by your instructor/institution you may need to purchase one from a GMetrix reseller or from www.gmetrix.com.

1. Log in to www.gmetrix.net (If it is your first time logging in you can enter your access code into the Enter an Access Code field that appears).
2. Click the Redeem Code in the top-right corner of the window.
3. Enter your access code into the field and click Redeem Code.



Redeem An Access Code ×

Access codes can be obtained from your instructor, or purchased from:
<http://www.gmetrix.com>

12345-XXXXXX-12345

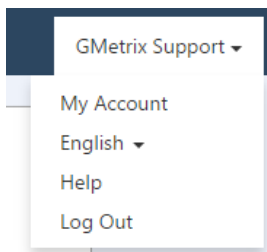
Close Redeem Code



4. Once you have redeemed your code it will be saved to your account. You do not need to enter the Access Code again.

CHANGING PERSONAL INFORMATION

If you need to change any of the personal information for your GMetrix account you can do so from within the Student Portal.

1. Log into www.gmetrix.net.
2. Click on your name in the top-right corner of the window and select My Account from the dropdown menu.



3. Click on the  icon to edit your personal information, then click the  icon to save your changes. To change your password, click on the Change Password link just above the Personal Info section. Please note that you cannot change your Username once your account has been created.

TESTS

TAKING A TEST

The Student Portal is used to take tests for Adobe products, MTA, IC3, and Autodesk 2014. For information about taking Microsoft Office or In-App Autodesk tests please consult the **GMetrix SMS** section of this guide.

1. Log into www.gmetrix.net and click on the Tests tab at the top of the window.
2. Click on the Take A Test tab.
3. Click the Go button next to your desired access code. Note that you can have multiple access codes redeemed on your account, so you may need to keep track of which access code is associated with what tests.

TAKE A TEST **9** SAVED TESTS **172** COMPLETED **106**

ACCESS CODES (Enter a code or select from the list below to start a new test)

Redeem New Access Code

#	Access Codes	Expiration Date	Go
1	12345-XXXXX-12345	11/5/2016	Go
2	99999-ABCDE-77777	11/4/2016	Go

4. Fill out the Wizard. Select your language, product, mode, and test. Click Next. The test will launch.

GMetrix SMS

Take a Practice Test

Language: English (United States) ▼

Product: Choose One... ▼

Mode: Choose One... ▼

Practice Test: Choose One... ▼

Back Next

NOTE – If your test does not launch please ensure that JavaScript is not being blocked or try loading your test in a different web browser. IC3 GS4 tests must be taken in Google Chrome.

SAVED TESTS

You can view your progress and resume your saved tests from the Student Portal

1. Log into www.gmetrix.net and click on the Tests tab at the top of the window.
2. Click on the Saved Tests tab.
3. For Completed tests, click Completed.
4. Find your desired test on the list. The progress bar indicates what percentage of questions you have answered on the test. Click the Go button to resume your saved test.

TAKE A TEST **9** SAVED TESTS **174** COMPLETED **106**

SAVED TESTS (Click GO to resume)

Select tests per page:

#	Test	Date	Mode	Progress	Go
141	IC3 GS4 Key Applications Test 3 Training (Certiprep)	9/18/2015 2:25:56 PM	Training	<div style="width: 3%;"><div style="width: 3%;"></div></div> 3%	Go
142	IC3 GS4 Key Applications Test 1 Testing (Certiprep)	9/18/2015 2:11:10 PM	Testing	<div style="width: 3%;"><div style="width: 3%;"></div></div> 3%	Go
143	IC3 GS4 Key Applications Test 2 Testing (Certiprep)	9/18/2015 2:10:38 PM	Testing	<div style="width: 11%;"><div style="width: 11%;"></div></div> 11%	Go

NOTE – You will also be able to see any saved Microsoft Office tests in this section. However, you will still need the GMetrix SMS software installed on your computer to resume these tests. Clicking Go next to MOS tests will cause the GMetrix SMS software to automatically launch and open your test.

COMPLETED TESTS

You can view a list of your completed test scores in the Student Portal. Additionally, you can view comprehensive result information about specific completed tests.

1. Log into www.gmetrix.net and click on the Tests tab at the top of the window.
2. Click on the Completed Tests tab.
3. Locate your desired test on the list to view your score as well as the date and time the test was submitted.

TAKE A TEST **9**SAVED TESTS **174**COMPLETED **106****COMPLETED** (Click on a test to view details)Select tests per page: 

#	Test	Date	Mode	Score	Go
1	Word 2010 Core Test 1 Training	11/25/2015 4:44:17 PM	Training	7.8%	Go
2	Word 2010 Core Test 1 Training	11/25/2015 4:38:21 PM	Training	7.8%	Go
3	Office 2010 365 Test 1 Training	11/25/2015 4:29:27 PM	Training	10%	Go

4. Click the Go button next to your desired test to view a detailed score report. The Result page will show you a percentage score, your pass/fail status, and which specific questions/objectives you passed or failed.

Test Results

Student Name

Word 2010 Core Test 1 Training

[← Go back to Tests](#)

Category: Microsoft Office 2010

Product: Word

Access Code: 12345-XXXX-12345

Mode: Training


Alloted Time: 50 min 0 secs

Time Spent: 0 min 1 secs


Failed

7.8%

[Review Missed Questions](#)

[Print](#) 

Questions: 5/64 Points: 78/1000



● Correct ● Incorrect

Question Objective

#	Question Name	Score	Out of
1	DISPLAY LINE NUMBERS - INSERT PAGE NUMBERS	0	2
2	ADD A PAGE BACKGROUND - DEMOTE BULLET - ENCRYPT DOCUMENT	0	3
3	ADD A COMMENT - OUTLINE VIEW	0	2
4	CREATE PDF/XPS - SAVE DOCUMENT	0	1
5	INSERT WATERMARK - INSERT HEADER	0	2

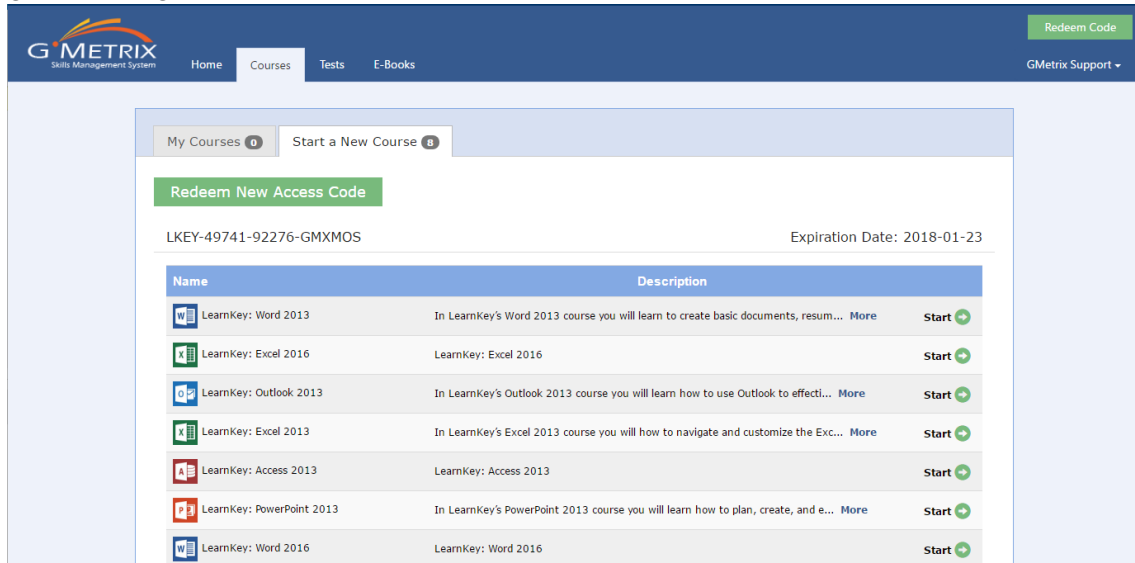
5. You can also click the Review Missed Questions button to launch a custom test consisting of only the questions you missed on the test. Please note that this feature is not available for Microsoft Office 2013 Project Tests or Microsoft Office 2016 Multi-Project Tests.

COURSES

STARTING A NEW COURSE

Just like with practice tests, you must first redeem an access code before you can access a course. Course access codes are redeemed the same way practice test codes are, so please review the Redeeming Access Codes section of the guide for more information.

1. Log into www.gmetrix.net and select the Courses tab at the top of the window.
2. Select the Start a New Course tab to view your available courses. Available courses are grouped together by the access code that was redeemed.



The screenshot shows the G Metrix Skills Management System interface. At the top, there is a navigation bar with 'Home', 'Courses', 'Tests', and 'E-Books' tabs. A 'Redeem Code' button is visible in the top right corner. The main content area is titled 'Start a New Course' and features a 'Redeem New Access Code' button. Below this, the access code 'LKEY-49741-92276-GMXMOS' and the expiration date '2018-01-23' are displayed. A table lists available courses with columns for Name, Description, and Start button.

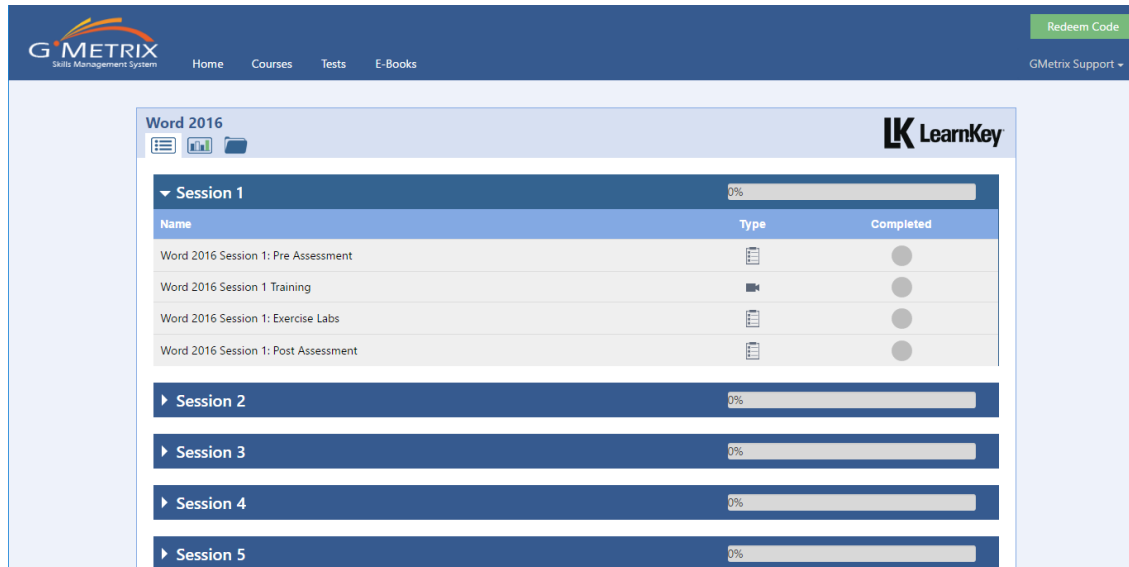
Name	Description	Start
LearnKey: Word 2013	In LearnKey's Word 2013 course you will learn to create basic documents, resum... More	Start
LearnKey: Excel 2016	LearnKey: Excel 2016	Start
LearnKey: Outlook 2013	In LearnKey's Outlook 2013 course you will learn how to use Outlook to effecti... More	Start
LearnKey: Excel 2013	In LearnKey's Excel 2013 course you will how to navigate and customize the Exc... More	Start
LearnKey: Access 2013	LearnKey: Access 2013	Start
LearnKey: PowerPoint 2013	In LearnKey's PowerPoint 2013 course you will learn how to plan, create, and e... More	Start
LearnKey: Word 2016	LearnKey: Word 2016	Start

3. Click the Start button to the right of your desired course to begin.

NOTE – This step is only required the first time you start a course. Once a course has been started it will be available in the My Courses section of the Courses tab.

TAKING A COURSE

Courses are divided into multiple sessions, each covering different aspects of the given applications. The sessions themselves contain several types of exercises.



The screenshot shows the 'Word 2016' course page in the G-METRIX Skills Management System. The page features a navigation bar with 'Home', 'Courses', 'Tests', and 'E-Books' links, along with a 'Redeem Code' button and 'G-Metrix Support' link. The course title 'Word 2016' is displayed at the top left, and the 'LearnKey' logo is at the top right. Below the title, there are icons for a list, a document, and a folder. The main content area shows a progress bar for 'Session 1' at 0%. Below this is a table with the following data:

Name	Type	Completed
Word 2016 Session 1: Pre Assessment	Assessment	0%
Word 2016 Session 1 Training	Video	0%
Word 2016 Session 1: Exercise Labs	Exercise Lab	0%
Word 2016 Session 1: Post Assessment	Assessment	0%

Below the table, there are progress bars for 'Session 2', 'Session 3', 'Session 4', and 'Session 5', all showing 0% completion.


Assessments – Assessments are tests consisting of multiple-choice, true/false, and drag-and-drop questions designed to assess your knowledge of the concepts covered in each session. A passing score on every Post Assessment is required for the course to be considered complete.

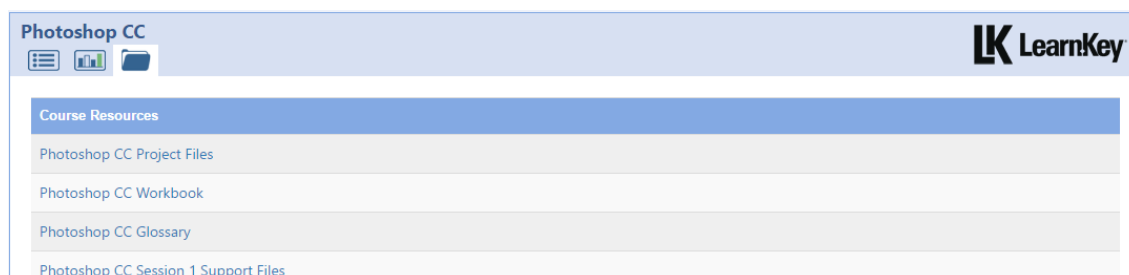
Training Videos – Most course sessions contain training videos which cover the application in-depth. Each video in the session must be watched to the end for the training to be considered complete.

Exercise Labs – Exercise labs walk you through various tasks in the application to help familiarize you with the processes and application interface. Depending on the course, these exercises may be simulations or use the live application.

NOTE – G-Metrix SMS is required for all Exercise Labs that use the live application.

COURSE RESOURCES


Some courses have additional resources available for exercises outside the normal Exercise Labs, such as documents you can use to follow along with the Training Videos. These resources can be found by clicking on the  icon at the top of the course page.





The screenshot shows the 'Photoshop CC' course page in the G-METRIX Skills Management System. The page features a navigation bar with 'Home', 'Courses', 'Tests', and 'E-Books' links, along with a 'Redeem Code' button and 'G-Metrix Support' link. The course title 'Photoshop CC' is displayed at the top left, and the 'LearnKey' logo is at the top right. Below the title, there are icons for a list, a document, and a folder. The main content area shows a 'Course Resources' section with a list of resources:

- Photoshop CC Project Files
- Photoshop CC Workbook
- Photoshop CC Glossary
- Photoshop CC Session 1 Support Files









COMPLETING A COURSE

Each session in a course displays a progress bar which shows how much of a session has been completed. In addition, each part of the session will display a  icon when it has been completed.





Excel 2013 

▼ **Session 1** 100%

Name	Type	Completed
Excel 2013 Session 1 Pre-Assessment		
Excel 2013 Session 1 Training		
Excel 2013 Session 1 Exercise Labs		
Excel 2013 Session 1 Post-Assessment		

▶ **Session 2** 100%

You can view more detailed information about your course progress by clicking the  icon at the top of the page. Here you will be able to view a summary of completed assessments as well as view the amount of time spent on assessments, exercise labs, and training videos.

CompTIA Linux Part 1 

Activity Report

Test Scores Training Time

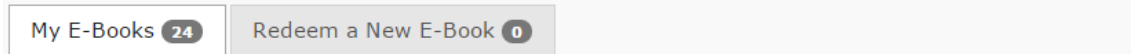
Name	Date Finished	Score	Percentage	Time Spent
Linux Part 1 (LX0-103) Session 1 Pre Assessment	06/27/2016	18 / 31	58%	39:40 minutes
Linux Part 1 (LX0-103) Session 1 Post Assessment	06/27/2016	15 / 46	32.6%	35:06 minutes
Linux Part 1 (LX0-103) Session 2 Pre Assessment	06/27/2016	8 / 29	27.5%	14:03 minutes
Linux Part 1 (LX0-103) Session 2 Post Assessment	06/27/2016	19 / 45	42.2%	25:08 minutes
Linux Part 1 (LX0-103) Session 3 Pre Assessment	06/27/2016	7 / 30	23.3%	11:00 minutes
Linux Part 1 (LX0-103) Session 3 Post Assessment	06/27/2016	19 / 49	38.7%	07:03 minutes







E-BOOKS

E-BOOKS

Some coursework publishers offer e-book codes that are compatible with the GMetrix Student Portal. E-book codes are redeemed the same way you redeem an Access Code.

1. Log into www.gmetrix.net and click on the E-Books tab at the top of the window.
2. Select the My E-Books tab. Here you can view any e-books you have redeemed as well as the e-book's expiration date.
3. Select the HTML5 or Silverlight icon next to your desired e-book to open it in your browser.



#	Title	Expiration Date	HTML5	Silverlight
1	Windows Server Administration Fundamentals	10/28/2016		
2	Security Fundamentals	10/28/2016		
3	Networking Fundamentals	10/28/2016		

LOGGING IN

To log into GMetrix SMS, you must have a valid GMetrix account. You can use the same account you created at www.gmetrix.net, or if you don't have an account yet you can create one by clicking the [Sign Up](#) link on the login page.

NOTE – You may be provided with a GMetrix account Username and Password by your Instructor or Employer.

1. Open GMetrix SMS v5 from your start menu or desktop.
2. You should automatically see the Login popup shown in the screenshot below. If you don't, click on **Not Signed In** at the top of the window to open it.

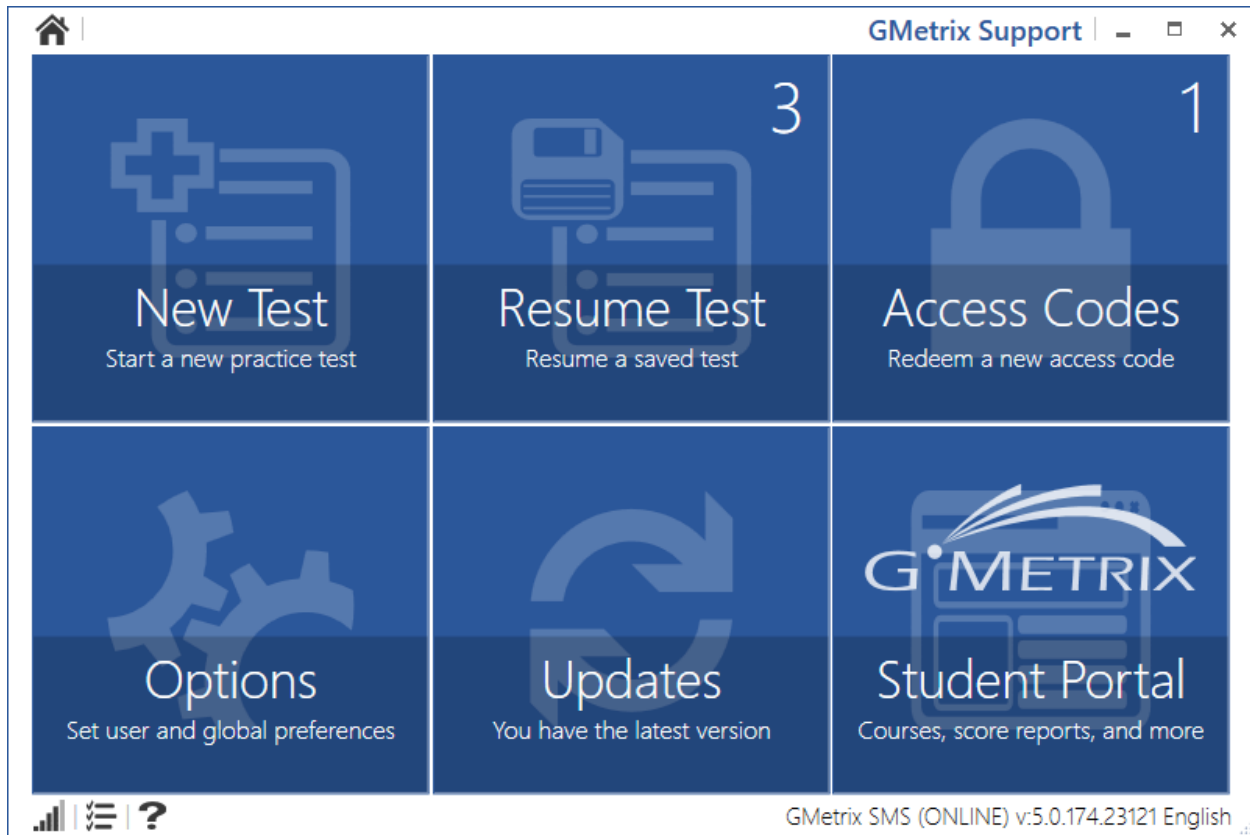


3. Type your Username and Password into the Login popup and click **Sign in** to continue.

NOTE – You can sign out of your GMetrix account by clicking on your name in the top-right corner of the window, or by simply closing the software.

NAVIGATING THE HOME PAGE

The GMetrix SMS Home Page consists of six large tiles which are used to navigate the software.



New Test – Select this tile to begin a new practice test.

Resume Test – Select this tile to resume a practice test from your list of unfinished saved tests.

Access Codes – Select this tile to redeem a new access code, as well as to view the status of any codes you have already redeemed.

Options – Select this tile to set applications preferences, including save directories, theme colors, language, proxy settings, and more.

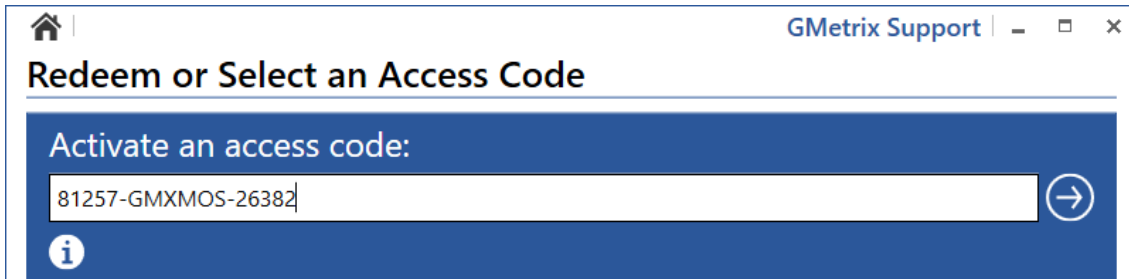
Updates – This tile will inform you when new updates to the software are available. Select the tile to install any available updates

Student Portal – Select this tile to open the Online Student Portal. You will automatically signed in to the currently active GMetrix account. From here you can access courses, e-books, view completed test scores, and any other features covered in the Online Student Panel portion of this guide.

REDEEMING AN ACCESS CODE

If this is your first time logging in to the GMetrix SMS software, or if you have been provided with a new access code, you will need to redeem your access code before you can take any practice tests.

1. Select the **Access Codes** tile from the SMS Home Page.
2. Type your access code (including the dashes) into the **Activate an access code** field.
3. Click the Arrow or press Enter. Redeeming the code will automatically take you to the New Test page.



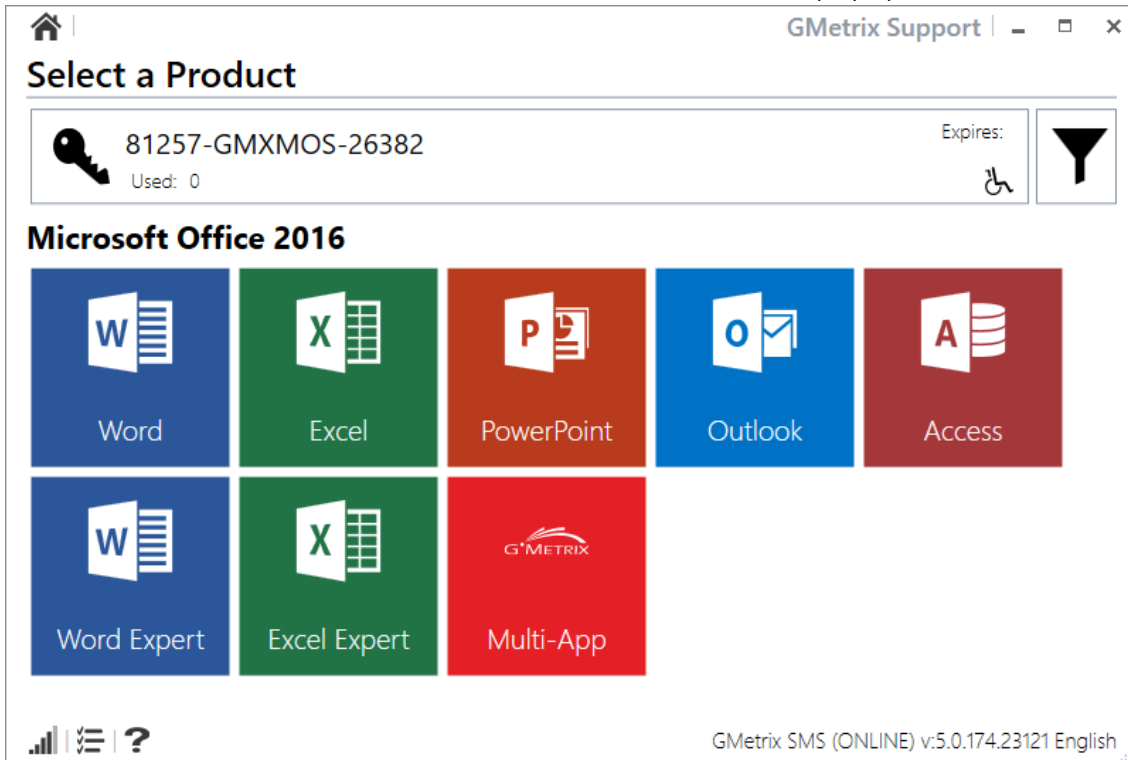
NOTE – Once you redeem an access code and begin a test it is saved to your GMetrix account. You do not need to redeem your code again in the future. Codes redeemed on the Online Student Portal will also appear on this page.


TAKING A TEST

STARTING A NEW TEST

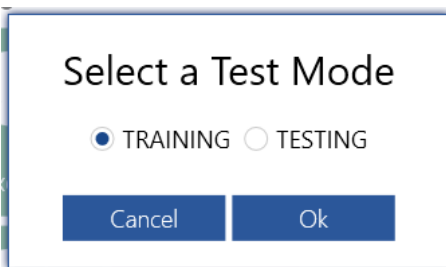
Once you have redeemed a valid access code you are ready to begin testing.

1. Select the **New Test** tile from the SMS Home Page.
2. The software will automatically select the first available redeemed access code for you. If you wish to change to a different code, click on the Access Code box just under the **Select a Product** header and select the desired code from the popup window.



3. Select your desired product. Application files are divided into categories (such as Microsoft Office 2010/2013/2016, Autodesk Certified User/Professional, Adobe CS5/CS6/CC, etc.) If your code has access to multiple categories, you can filter them by clicking on the  icon to the right of the Access Code box.

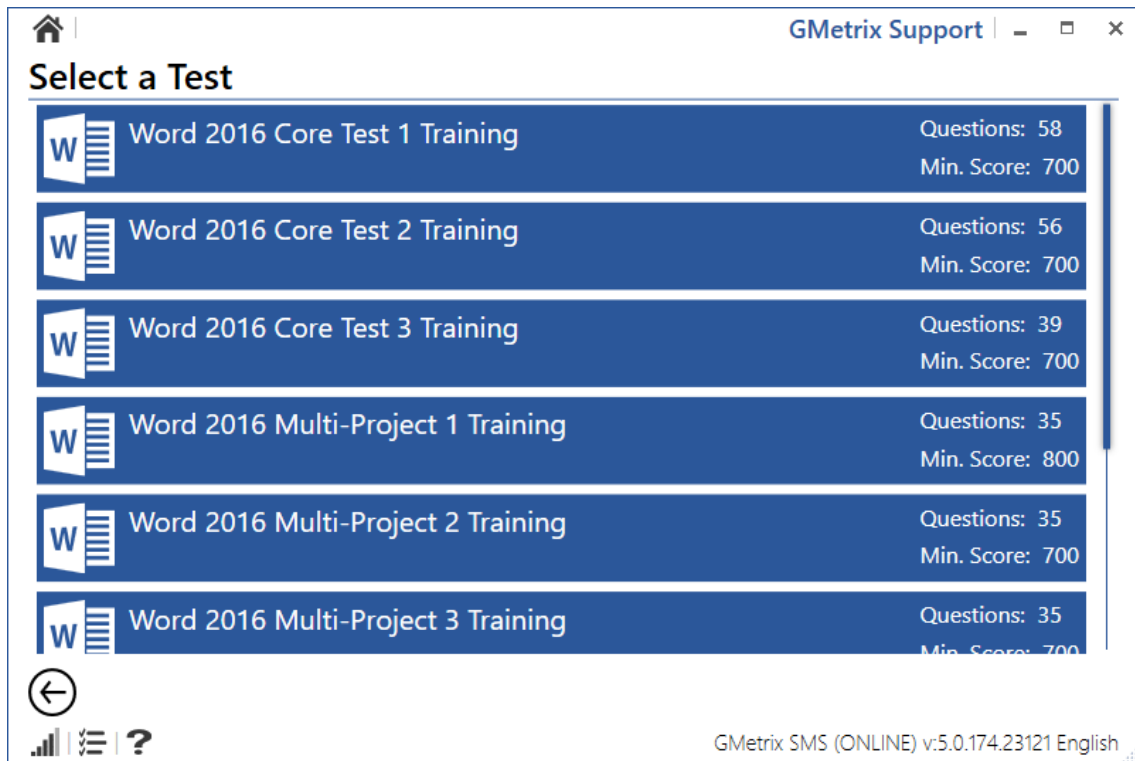
4. Once you have selected a product you will need to select a Test Mode



Training Mode – Test has no time limit, step-by-step help text is available for each question, questions may be retried for a higher score.

Testing Mode – Conditions match those of the official exam, including the time limit. Help text will not be displayed and questions may not be retried. Score will not be displayed until the test has been submitted.

5. Select a test from the list of available test pools.



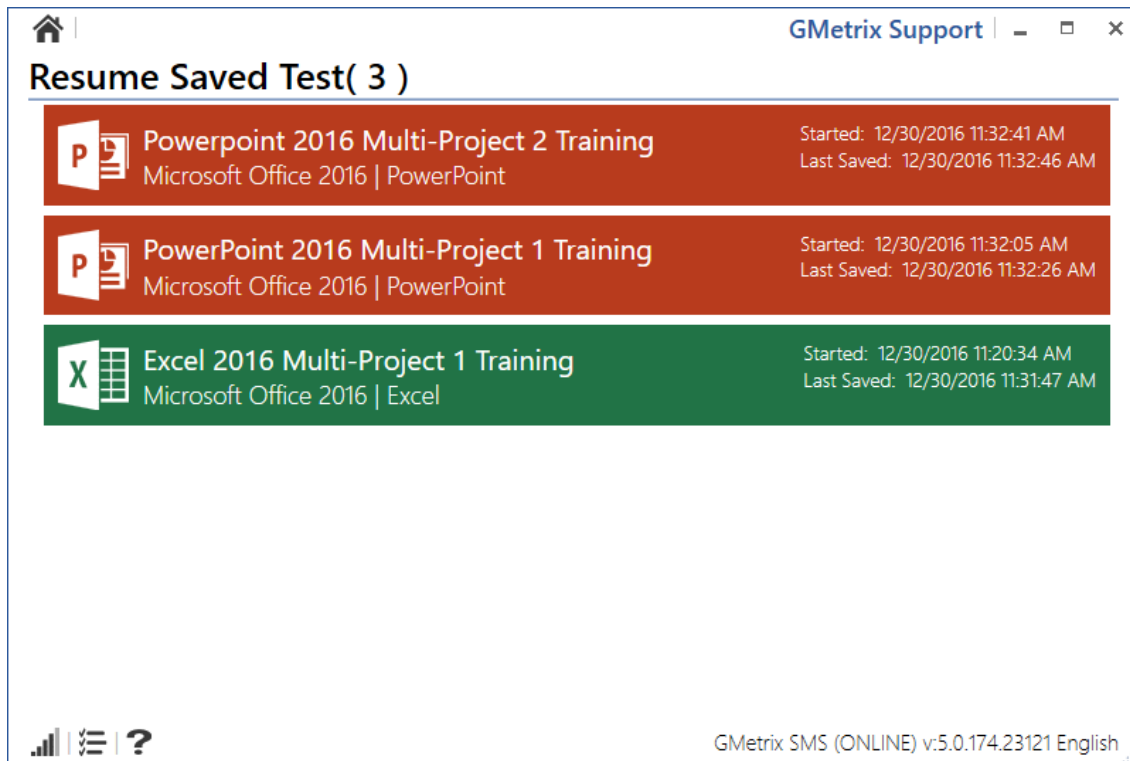
6. Confirm that the practice test information is correct. You can then click the **Instructions** button to view detailed instructions about the testing interface, or you can click the **Start Test** button to begin the test immediately.

NOTE – If you select a test that is not available in the SMS software you will be prompted to take the test in the Online Student Portal instead.

RESUMING A SAVED TEST

If you have previously saved but not submitted a test you can resume it by following these steps.

1. Select the **Resume Test** file from the SMS Home Page.
2. Select your desired test from the list.



The screenshot displays a web application window titled "GMetrix Support". The main heading is "Resume Saved Test(3)". Below this, there are three test entries, each with a colored header bar and a white content area. The first two entries are for PowerPoint training, and the third is for Excel training. Each entry includes the test name, the application used (Microsoft Office 2016), and the start and last saved times.


Test Name	Application	Started	Last Saved
Powerpoint 2016 Multi-Project 2 Training	Microsoft Office 2016 PowerPoint	12/30/2016 11:32:41 AM	12/30/2016 11:32:46 AM
PowerPoint 2016 Multi-Project 1 Training	Microsoft Office 2016 PowerPoint	12/30/2016 11:32:05 AM	12/30/2016 11:32:26 AM
Excel 2016 Multi-Project 1 Training	Microsoft Office 2016 Excel	12/30/2016 11:20:34 AM	12/30/2016 11:31:47 AM

At the bottom of the window, there are system icons (signal strength, Wi-Fi, battery) and a version string: "GMetrix SMS (ONLINE) v:5.0.174.23121 English".

3. Confirm that the practice test information is correct. Then click the **Instructions** button to view detailed instructions about the testing interface, or click the **Start Test** button to begin the test immediately.

NOTE – Practice tests can be saved and resumed a maximum of 15 times. After that you will be required to grade and submit your test.

TRAINING MODE HELP TEXT

All GMetrix practice tests are available in both Training Mode and Testing Mode. When taken in training mode you will be given the option to view step-by-step instructions for completing a given task. Help text can be accessed by clicking on the  lightbulb icon in any test type.

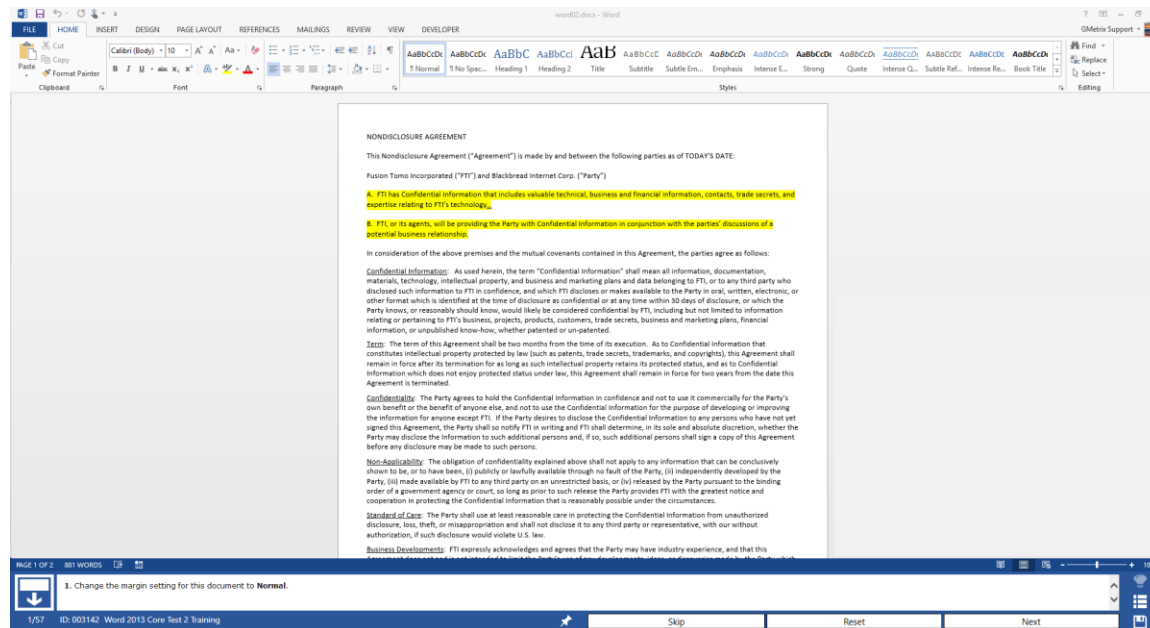
NOTE – This also applies for most, but not all, tests taken through the Online Student Panel. Some older practice tests, particularly ones that include (Certiprep) in the title, may use a different method to display help text.

NAVIGATING THE TESTING ENVIRONMENT

There are several types of practice tests available in the GMetrix SMS software. This guide will briefly cover the different types of tests available. In-depth instructions for the different test types are available by clicking the **Instructions** button on the Confirm Practice Test page before each test.

Concept Reviews

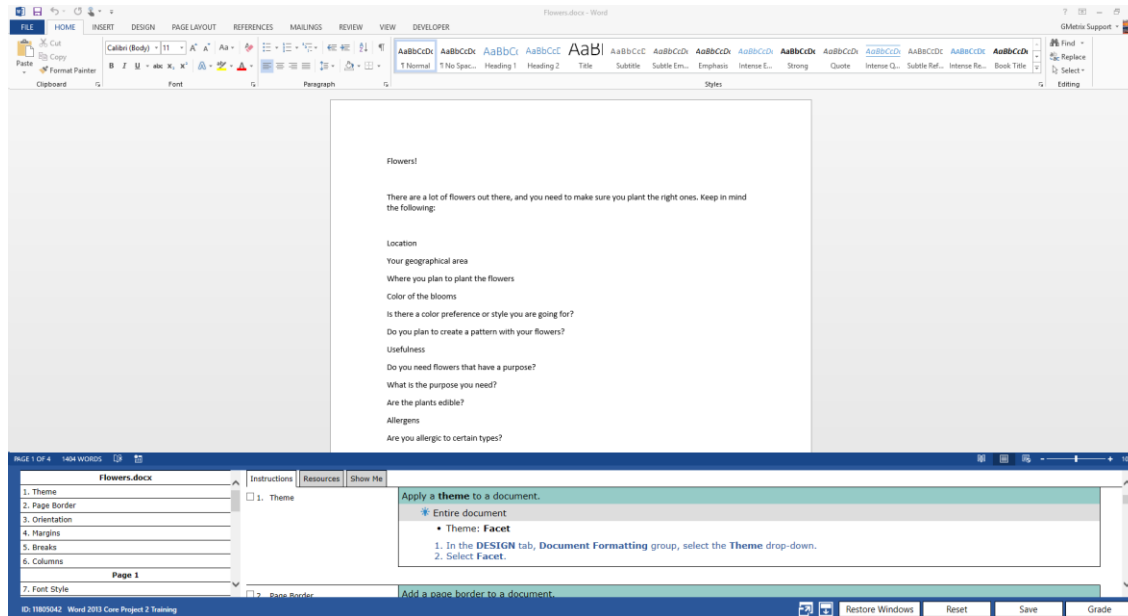
Available for: Microsoft Office 2010, 2013, and 2016



Concept review tests are a series of individual tasks that cover the various concepts and objectives required by the official certification exam. The format of these tests is most similar to the Office 2010 official exam. However, they are still available for Office 2013 and 2016 as an option for assessing your competency at a conceptual level, one task at a time.

Project Tests

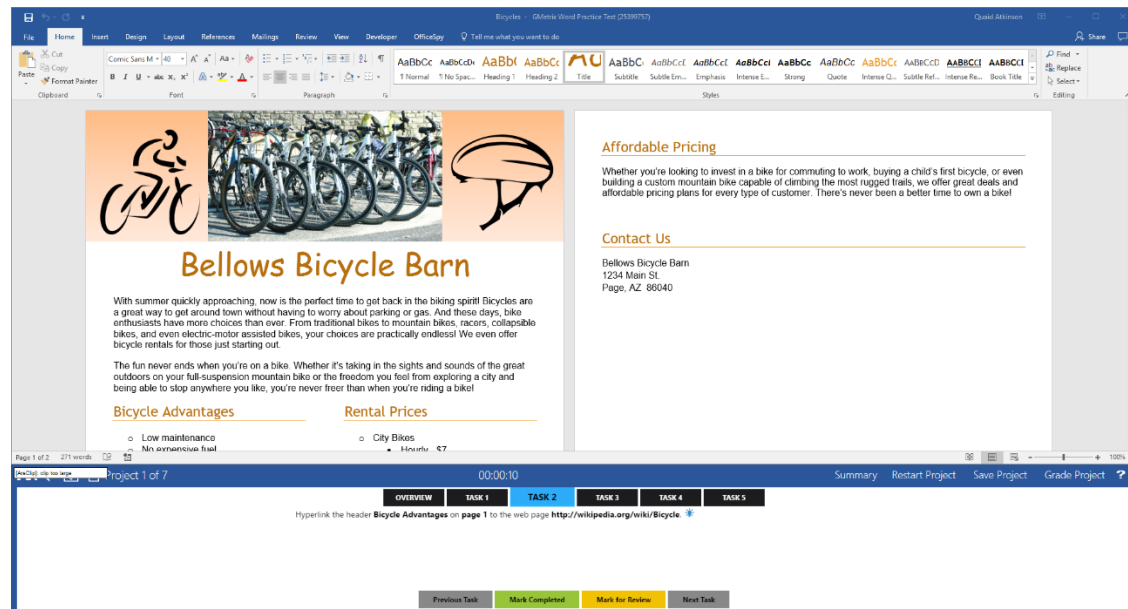
Available for : Microsoft Office 2013



Project exams follow the format of the Office 2013 official exam. In these tests you are given a single project document and a series of tasks to complete within that document. It is important to note that some tasks may rely on previous tasks having been completed successfully.

Multi-Project Tests

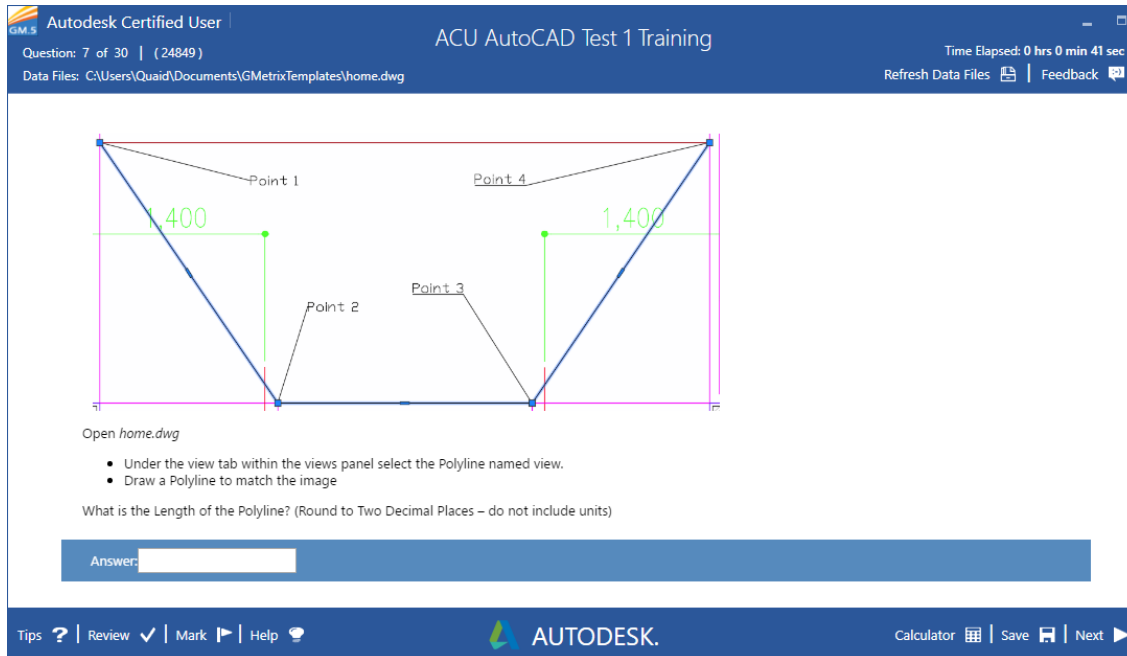
Available for : Microsoft Office 2016



Multi-Project exams follow the format of the Office 2016 official exam. In these tests, you will be given several project documents to work on with four to seven tasks each. These tasks are independent of each other and can be completed in any order. Each project document is graded individually, then an overall score is assigned at the end.

Autodesk LITA (Live in the App) Tests

Available for : Autodesk 2016 and 2017 applications



The screenshot shows the Autodesk LITA test interface. At the top, it displays "Autodesk Certified User" and "ACU AutoCAD Test 1 Training". The question number is "Question: 7 of 30 | (24849)" and the time elapsed is "Time Elapsed: 0 hrs 0 min 41 sec". The data file path is "C:\Users\Quaid\Documents\GMetricTemplates\home.dwg".

The main content area shows a geometry problem. It features a diagram with a blue polyline and four points labeled "Point 1", "Point 2", "Point 3", and "Point 4". Point 1 is at the top left, Point 2 is at the bottom left, Point 3 is at the bottom right, and Point 4 is at the top right. A horizontal green dimension line between Point 1 and Point 2 is labeled "1,400". A similar horizontal green dimension line between Point 4 and Point 3 is also labeled "1,400".

Below the diagram, the text reads: "Open home.dwg".

- Under the view tab within the views panel select the Polyline named view.
- Draw a Polyline to match the image

What is the Length of the Polyline? (Round to Two Decimal Places – do not include units)

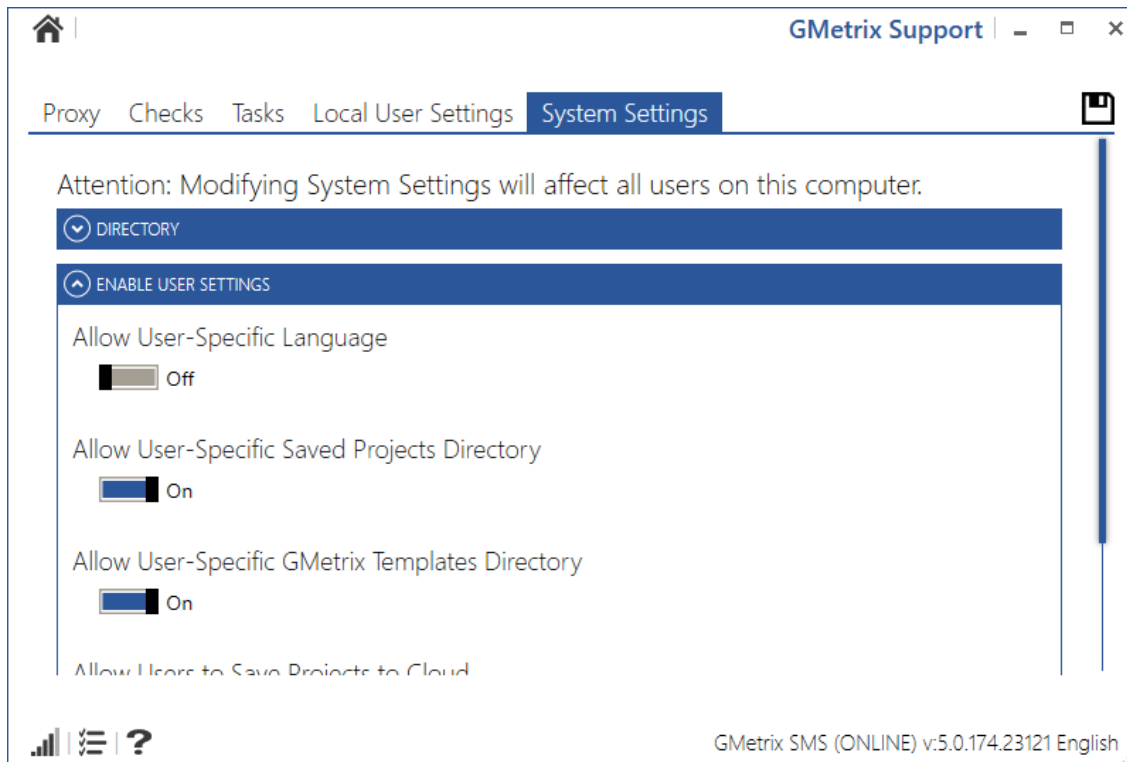
Answer:

At the bottom of the interface, there are navigation buttons: "Tips", "Review", "Mark", and "Help". The Autodesk logo is also present, along with "Calculator", "Save", and "Next" buttons.

Autodesk LITA tests follow the format of the Autodesk Certified User and Autodesk Certified Professional LITA exams. In these tests, you will be given a task to complete in the live Autodesk app using the specified sample document. Screenshots are provided for most questions as a reference. Once you have complete the in-app task you will be asked to determine a specific value and type it into the Answer field. These tests may also include some multiple choice and general knowledge questions.

SMS OPTIONS MENU

There are a number of options and settings available in the Options file of GMetrix SMS. This section of the guide will cover the purpose of each of the options tabs and tasks.



PROXY

If your network is using a Proxy Server, you will need to configure your proxy settings in the Proxy tab of the Options menu.

Use Proxy – You must enter the IP Address and Port number of your proxy server into this section for the GMetrix SMS software to function properly.

Authentication – If your proxy server requires user authentication information you must also enter that information here.

CHECKS

You can use this tab to check the status of the GMetrix SMS software and installation status of required applications

Microsoft Office 2010/2013/2016 – These sections will show you which Office applications GMetrix SMS recognizes as being installed. Please note that having multiple versions of Office installed can result in faulty checks and may require a repair of Office itself.

Other Checks – The checks in this section show the status of various system checks, including whether GMetrix SMS can connect to the GMetrix servers and the installation status of FlashPlayer and Microsoft .NET Framework 4.5 or later.

TASKS

Tasks are performed by clicking the **Execute** button to the right of the task name.

Reset Outlook Profile – Deletes and restores the GMetrix Outlook profile. This task should be executed if the GMetrix Outlook profile will not load properly or if you are receiving an Outlook error message saying that a feature has been disabled by your system administrator.

Delete GMetrix Templates Folder – Deletes the GMetrix Templates folder from your Documents folder (or custom directory). This task should be executed if the GMetrix Templates folder does not properly delete itself after saving or submitting a practice test.

Delete Test Resource Archive – Deletes all GMetrix sample documents from the computer. This task should be executed if you are receiving error messages about documents being corrupt or otherwise not loading properly when taking a test. Note that if you execute this task you will need to re-download all required sample documents the next time you start a test, including those you may have opted to install while installing the SMS software.


Delete Cache – Deletes the SMS Browser cache. This task should be executed if the test runner is opening correctly but questions are not loading properly.


Log And Save System Check Information – Creates a system check file and prompts you to select a save location. You may be asked to execute this task by a GMetrix Support representative to help troubleshoot an issue.

LOCAL USER SETTINGS

Settings in this tab will affect only the current Windows user.

DIRECTORY

GMetrix Templates Directory – Use this field to set a custom directory for the GMetrix Templates folder. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (C:\Users\USERNAME\Documents).

Saved Projects Directory – Use this field to set a custom directory for the Saved Projects folder. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (C:\Users\USERNAME\AppData\Roaming\GMetrix).

Save Projects to Cloud – Enable this setting to save Project files generated by Project Tests and Multi-Project tests to the GMetrix servers rather than to the Saved Projects folder. This allows you to save and resume your practice test on a computer other than the one it was started on. You will still have the option to save locally to the Saved Projects folder.

THEME

Theme – Select a base theme for the SMS software. BaseLight will display the software primarily in white while BaseDark will display primarily in black.

Color – Select an accent color for the software from a list of available colors.


OTHER


Language – Select the language used for practice tests and the SMS interface.

SYSTEM SETTINGS

The settings in this tab will affect all users on the current computer. Note that custom **Local User Settings** take precedence over **System Settings** unless otherwise noted.

DIRECTORY

GMetrix Templates Directory – Use this field to set a custom directory for the GMetrix Templates folder for all users. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (%USERNAME%\Documents).

Saved Projects Directory – Use this field to set a custom directory for the Saved Projects folder for all users. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (%AppData%\GMetrix).

NOTE – All users must have permission access the folder for the software to work properly.

ENABLE USER SETTINGS – Settings in this section allow you to grant or deny permission for settings in the Local User Settings tab.

Allow User-Specific Language – Allows users to select a language different from the system language.

Allow User-Specific Saved Projects Directory – Allows users to set a Saved Projects directory different from the default or system directory.

Allow User-Specific GMetrix Templates Directory – Allows users to set a GMetrix Templates directory different from the default or system directory.

Allow Users to Save Projects to Cloud – Allows users to enable the Save Projects to Cloud option.

OTHER

Web Request Timeout – Allows you to manually set the amount of time allowed before web requests time out. You can increase this value if you are on a network with slow internet speed and you are having trouble loading questions or signing in to the software.

Force All Users to Save Projects to Cloud – This will enable the Save Projects to Cloud option for all users and force them to save to the GMetrix server instead of giving the option to save locally when saving a Project or Multi-Project test.

Enable GMetrix Diagnostics – Enabling this option will let the SMS software send diagnostic information to GMetrix developers to help resolve common issues and implement stability changes to future versions of the software.