GMetrix Setup

Creating access codes

- Log onto your GMetrix admin account at www.gmetrix.net/manage
- View the Access codes option under the arches picture, and click "create"
- Find the program you wish to create codes for and click the green + symbol on the far right.
- Follow the promptings to create the codes.

If you would like to watch a video on this entire process, please click on this link.
https://vimeo.com/451567362

Redeeming Access Codes

For programs that use software (MOS, ACA, ACU) you will need to install the Gmetrix SMS7 software at http://support.gmetrix.net/download. Once installed, you can sign in and redeem the access code.

Editing codes

If you would ever like to go back and edit the codes to add or remove specific practices tests as options, you can login to GMetrix.net/manage, click on the "View" option under Access Codes, find your code/identifier, and click the edit option on the far right. You can always go back to include different features or custom tests. Once you have selected what you would like to add/remove, click confirm at the bottom. *Please note you cannot change the number of students/seats available once the codes are created.*

Adding an Administrator to GMetrix:

-Login to gmetrix.net/manage
-hover your mouse over the icons on the far-left side of the screen and choose the top option that says user accounts
-click "Add Administrator" and put in the admins email, first/last name/ and create a generic password.
-click save at the bottom and confirm on the next page.

Please note if the admin already has an account, you will just choose the add existing user option in which you do not choose a new password for them

Importing students/candidates into GMetrix

Students can create a GMetrix account by going to GMetrix.net and clicking the "Sign up here" option. There is also an option to create the accounts for your students. Click on this link and sign in to view the instructions and page to do this.

Developing and managing groups/classes

Classes are typically managed by the access codes you create. Once you have created your own access codes, you can view results or look up student progress by the access codes that you have created. You can also create a group that allows you to manage/organize students to ret y port on their results as a whole group. Click here to reach the instructions and page to do this.

Creating custom tests, what items to select, assigning these custom tests

Creating a custom test will allow you to specifically choose topics or sections of a practice test that our students need more practice on. This allows you to tailor your practice tests to better fit the needs of your students. Click here to start creating your own custom tests. Once you have created your custom test, you can create your codes and add it as an option or edit existing codes so they also include it. See Edit section below for more details on how to include this in existing codes.

Reports

On the left side of the screen is a reports option with a 'folder' icon. You can click on this to generate different types of reports to check on your students' progress. Test tracking allows you to search test results and progress for a specific student by filtering the details options or entering a specific access code. This report will tell you the progress, time used, date finished, and how they did in different parts of the test (click details on the right side to see this option)

We also recommend creating a report by clicking "create" and "general product report" to see the pass/fail rate, number of tests taken, and percentage of the total students represented. You can use the "student test results" option if you created a group and would just like a group report. The objective breakdown report will allow you to look at how students did in specific categories of the practice tests as well.