

Click on Start, Programs, GMetrix SMS (or on the desktop if it is there) then click on “Register Here”, fill out your information then once done log in and use the access code based on your Period number. If it asks for institution number CAS is 90062072.

Access Codes:

MICROSOFT STUDENTS: 14439-KirkMOS-53391

ADOBE STUDENTS: 29147-KirkADOB-50400

Once you get logged in choose your access code from the drop down (it should be the only one there), hit Next. **FOR MICROSOFT:** choose your PRODUCT (Excel, PowerPoint, Word for Microsoft), From the drop down, click training, choose the training* from the second drop down, Click Next, Click Start...read directions, Click Next. --Once you are done with training do one of the “tests” and see what you do; if you get a high score let Mrs. Kirk know and she can sign you up to test. *For Microsoft- The trainings that say “**Core Project**” are project based and are the ones closest to the exams. The ones that says “Core Test” are question based tasks so it depends on your learning style which one you choose. I recommend starting with “Core Project 1 Training” no matter what product you are using.

FOR ADOBE: Go to the internet and go to gmetrix.net, use the log in you just created, type in your access code 29147-KirkADOB-50400 Choose the product you are interested in (choose the one that says CC) PhotoShop, Illustrator, or InDesign for Adobe. From the drop down, click training, choose the training* from the second drop down, Click Next, Click Start...read directions, Click Next. --Once you are done with training do one of the “tests” and see what you do; if you get a high score let Mrs. Kirk know and she can sign you up to test. *For Adobe- I recommend starting with “Test Training 1” then move on to the “test” no matter what product you are using.

If you need help on how to do a task click the question mark in the bottom right corner.

WHEN YOU GO TO EXIT- YOU MUST CLICK THE RED X IN THE BOTTOM RIGHT CORNER AND THEN CLICK “SAVE**” ...IF YOU DO NOT **CLICK SAVE** YOUR PROGRESS WILL BE LOST.**