

1) Log into Metrix Learning and click on “Select Industry Path”

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License Expires:

My Progress [View My Plan](#)

In Progress	Course Completions	Training Hours
8	10	5

Upcoming Courses

- Medical Office Personnel Skills
- Basic Business Math: Using Whole Numbers and Decimals
- Basic Business Math: Percentages and Ratios

Update Your Skills

- Career Pathways
- Search Catalog
- Catalog Skills Tracks

Jobs

- Featured Jobs Portal
- Search

2) Upon initially accessing the Career Pathways Tool, you will be presented with a 50 question self-assessment. Please rate your knowledge level for all skills on a scale of “None” to “Mastery” via the drop-down boxes.

My Pathways - Skill Rating

Please rate yourself on the following skills for the Administrative Assistant pathway

[Back to Pathway](#)

Skill	Description	Required Score	My Skill Rating
Academic Skills	Basic level of education including reading and writing, math, and critical thinking	65	Basic Knowledge (40-65)
Accounting	Knowledge concerned primarily with recording transactions, keeping financial records, measuring, classifying, verifying, summarizing, and communicating financial information.	70	Not Rated
Clerical	Clerical	95	Not Rated
Cultural Sensitivity	Understanding and being mindful of differences and similarities of people's ethnic, cultural, and family background	80	Not Rated
Customer Interaction	Demonstrating confidence, competence, and professionalism when interacting with customers	80	Advanced Knowledge (75-90)
Customer Service	Initiative to build a customer base and customer loyalty through customer interactions and support	100	Basic Knowledge (40-65)
MS Excel 2013	Being able to use MS Excel 2013 to create workbooks, spreadsheets, and use formulas and functions to manipulate data	75	Intermediate Knowledge (65-75)
MS Excel 2016	Being able to use MS Excel 2016 to create workbooks, spreadsheets, and use formulas and functions to manipulate data	75	Not Rated
MS PowerPoint 2013	Being able to use MS PowerPoint 2013 to create slideshows, presentations, and use formulas and functions to manipulate data	75	Not Rated

- 3) After completing the self-assessment, please choose an “Industry Path” and “Occupation” from the “Pathway Selection” drop-down boxes. The “Skill Progress” chart below will populate based on the job’s requirements and the knowledge levels you indicated on your self-assessment.

Pathway Selection

SELECT Industry Path: Business (Administrative/Management)

SELECT Occupation: Administrative Assistant

Skills Progress [VIEW REPORT](#)

[Rate Skills](#)

Skill Level	Passed / Required
Foundation	1 / 3
Industry	0 / 4
Sector	1 / 1
Occupation	0 / 1

- 4) Scrolling down the page to “Courses / Resources”, click on a skill category box to view the courses that have been automatically recommended to remediate any skill gaps. Click “Add to Plan” to add a course to the “My Plan” section of the platform. As you complete and pass courses, the red sections of the “Skills Progress” chart will change to blue and green as warrants.

Pathway Summary

92 courses remaining 75 estimated hours remaining
 75 hours per week to meet goal completion date: 05/26/18 [Set Goal Date](#)

Courses / Resources

Qualification	Your Ability	Status
Academic Skills Advanced (65)	Advanced (65)	Meets Skill
Personal Skills Advanced (75)	Advanced (65)	Skill Gap (10)

PERSONAL SKILLS Requirement: 75 User: 65

Asset	Type	Score	Action
Be a Better Listener	LOID		Add to Plan
Emotional Intelligence: Owning Your Emotions	LOID		Add to Plan
Establishing Self-confidence for Life	LOID		Add to Plan
The Art and Science of Communication	LOID		Add to Plan
Time Management: Ready, Set...FOCUS!	LOID		Add to Plan

Workplace Skills
Advanced (70) Advanced (75) Exceeds Skill

- 5) Click on “My Plan” at the top of the page. From this page you will launch your assigned courses. Click the “↑” to launch the chosen course.

My Plan Need Help?

My Activities My Report My Pathways

Filter Keyword Status Not Started Started Completed Go

Assigned Track	Track Order	Type	Courses	Status	Complete	Action
			Call Center Telephone Etiquette	● Passed	02/26/18	
			Be a Better Listener	● Not-Started		
			Medical Office Personnel Skills	● Started		
			Basic Business Math: Using Whole Numbers and Decimals	● Not-Started		
			Basic Business Math: Percentages and Ratios	● Started		
			Business Grammar: Working with Words	● Started		
			Getting the Details Right: Spelling Basics	● Not-Started		
			HIPAA - Clinical Staff	● Started		
			HIPAA - Privacy Essentials	● Started		
			HIPAA - Privacy Rule for Business Associates	● Not-Started		
			HIPAA - Privacy Rule for Covered Entities	● Started		

- 6) The course will launch in a new browser window. Courses come with both a pre-test and post-test (to measure skills gain). Users must score an 80% or higher on the test to pass the course. Click “Table of Contents” to view the course sections and length.

Skillsoft Course Player - Google Chrome

https://library.skillport.com/courseware/Content/ria/RIA_V3_1_1123/index_tablet.html?lang=en&AIACC_URL=http://%3A%2F%2Fpvsp80odbea.skillport.com/%3...

Menu Course Overview Exit

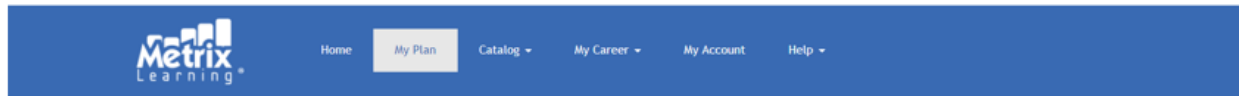
- Be a Better Listener
 By WLL Interactive
 15 Minutes
- Completion Status
- Table of Contents
- Course Test
- Resources
- About
- General Settings
- Take the Tour
- Help

Be a Better Listener
Presented by Skillsoft in association with WLL Interactive

00:00 00:00

◀ Back 1 of 1 Next ▶

- 7) **OPTIONAL:** If you choose to complete a sample course, a certificate of completion can be printed after successfully passing the post-test. Click on the “PDF” icon next to a completed course to view / print the certificate.



My Plan Need Help?

My Activities My Report My Pathways

Filter Status Not Started Started Completed

Assigned Track	Track Order	Type	Courses	Status	Complete	Action
			Call Center Telephone Etiquette	● Passed	02	CLICK
			Be a Better Listener	● Not-Started		
			Medical Office Personnel Skills	● Started		
			Basic Business Math: Using Whole Numbers and Decimals	● Not-Started		
			Basic Business Math: Percentages and Ratios	● Started		
			Business Grammar: Working with Words	● Started		
			Getting the Details Right: Spelling Basics	● Not-Started		
			HIPAA - Clinical Staff	● Started		
			HIPAA Privacy Essentials	● Started		
			HIPAA - Privacy Rule for Business Associates	● Not-Started		
			HIPAA - Privacy Rule for Covered Entities	● Started		



- 8) To search the Metrix Learning Catalog, click “Catalog” at the top of the page, and then click “Search” from the drop-down. Enter keyword and click “Go” to view alphabetical listing of available courses.

Catalog - Alphabetical Listing Need Help?

You can search the catalog by typing a keyword into the search box and hitting "Go". You can also filter your results by provider or language. For example if you are looking for Microsoft Word try "Word 2007" or "Word 2010".

View Certification Tracks View Skill Tracks

Showing 1 to 25 of 45 record(s)

Filter: All excel 2016 **Go** All A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Lang.: English [reset]

My Plan	Name	Mobile Ready	Type	Action
	Getting Started with Project 2016		Green circle	+
	Mentoring 77-727 Excel 2016: Core Data Analysis, Manipulation, and Presentation	Mobile icon	Green circle	+
	Microsoft - Microsoft Office - Excel 2016 (77-727)		Red circle	+
	Microsoft Excel 2016 - Normal User		Yellow circle	+
	Microsoft Excel 2016 - Power User		Yellow circle	+
	Microsoft Excel 2016 - Whole Test		Yellow circle	+

- 9) Metrix offers training for over 130 Industry Recognized Certifications. To view those offered, click on “Catalog” at the top of the page and select “Industry Certifications” from the drop-down.

Catalog - Industry Certification Tracks Search the Catalog View Skill Tracks

Industry Certification Tracks are designed to prepare you for a certification credential. Each track lists the courses in the order that you should take them. Certification Tracks can range in the amount of courses and total training hours involved. You will not become certified solely through taking these courses. In order to gain an industry certification, you must take an exam at a proctored testing center. Any exam fees are not included with your Metrix license.

Please note that many exams have pre-requisites or educational requirements. In addition, many certifications require that you take and pass more than one exam. For further information about what your exam requires, you will want to visit the exam vendor's website, which will provide comprehensive information and support.

- CompTIA (includes A+, Network+, Security+)
- Cisco (includes CCNA, CCENT)
- Microsoft (includes MCTS, MCITP)
- Oracle
- ASQ (includes Six Sigma Green Belt, Black Belt)
- Human Resources Certification Institute (PHR, SPHR)
- Project Management Institute (PMP, CAPM)

Many of the Industry Certification tracks come with TestPrep and Mentoring. TestPrep is a feature that will help you see if you're prepared for the certification exam. In order to pass the TestPrep, you must take and pass the activity in Certification Mode.

Mentoring is 24/7 access to a Skillssoft representative who is knowledgeable about the certification content. If you are training for a certification exam, the Mentoring will not give you a score and is not required to access.

Business Certifications (13)
Desktop Certifications (17)
IT Certifications (113)
(ISC)2 (4)