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**dtiMetrics™**

# Student Guide



**dtiMetrics™**

*myBook™*

**CertBlaster®**

Telephone

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## **dtiMetrics™ Student Manual Release 1.3**

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## Introduction

This manual will guide you through the usage of both the test engine on your machine what we call the “dtiMetrics™ Client” as well as the record keeping site the “dtiMetrics™ Server” at [www.dtimetrics.com](http://www.dtimetrics.com).

### For fast access to testing

If the only thing you want to do right now is taking a test you will need to make sure to activate your test at [www.dtimetrics.com](http://www.dtimetrics.com) using the information on your voucher and then launch the dtiMetrics™ Client on your PC. For a fast way to do this, look under **dtiMetrics™ Quick Start** starting on the next page.

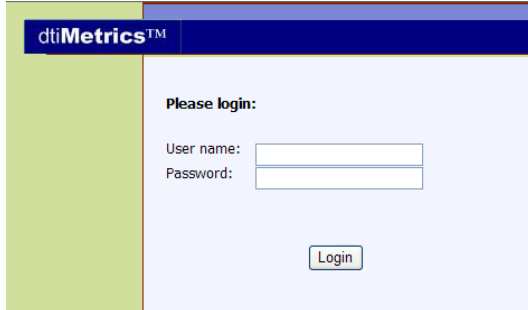
### The rewards of reading this manual

To use the dtiMetrics™ Assessment System more extensively we recommend you go through the rest of this short manual. The reward for doing so is that you will not only be able to monitor your scores and grades for each exam, but you will also find additional study resources. At the end of each test in the dtiMetrics™ Client you will find a Personal Study Plan (PSP) that you can either print or save on the PC. This plan is created based on your answers at the test and takes you back into the text book to the parts you need to study further. On the dtiMetrics™ Server you will also find an important tool. At [www.dtimetrics.com](http://www.dtimetrics.com) under your record you will see a Remediation Plan for each test you have taken. This plan is also based on your test results and this one also takes you back into the text book to the parts you need to study further. What the Remediation Plan has that the PSP does not, is the question text of each question you answered incorrectly. Assuming your instructor allows test retakes these tools are going to be invaluable in helping you excel at the tests.

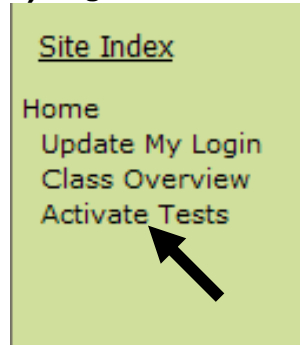
We hope you will find the dtiMetrics™ Assessment System helpful in your studies and we wish you the best success!

# dtiMetrics™ Quick Start

1) To activate test go to [www.dtiMetrics.com](http://www.dtiMetrics.com):



2) Login and click on Activate Tests:



3) Click Edit to enter you activation code:

	Class	Product	Activation Code
<a href="#">Edit</a>	Access 2007 for Beginners	Access 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Excel 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Excel 2007 Intermediate	
<a href="#">Edit</a>	MS Office 2007	Excel 2007 Advanced	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Intermediate	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Advanced	
<a href="#">Edit</a>	MS Office 2007	PowerPoint 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Outlook 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Outlook 2007 Intermediate	

1 2

To enter your activation code click on Edit.

4) Choose the exam cited on your voucher and enter Activation Code:

	Class	Product	Activation Code
<a href="#">Edit</a>	Access 2007 for Beginners	Access 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Excel 2007 Basic	
<a href="#">Cancel</a>	MS Office 2007	Excel 2007 Intermediate	01846547653 <a href="#">Submit</a>
<a href="#">Edit</a>	MS Office 2007	Excel 2007 Advanced	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Intermediate	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Advanced	
<a href="#">Edit</a>	MS Office 2007	PowerPoint 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Outlook 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Outlook 2007 Intermediate	

1 2

Enter your activation code in the Activate Code field and click on Submit. Note that if you code in an email or any other electronic format you can just cut and paste it into the field

5) Click on Submit and log out:

	Class	Product	Activation Code
<a href="#">Edit</a>	Access 2007 for Beginners	Access 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Excel 2007 Basic	
<a href="#">Cancel</a>	MS Office 2007	Excel 2007 Intermediate	01846547653 <a href="#">Submit</a>
<a href="#">Edit</a>	MS Office 2007	Excel 2007 Advanced	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Intermediate	
<a href="#">Edit</a>	MS Office 2007	Access 2007 Advanced	
<a href="#">Edit</a>	MS Office 2007	PowerPoint 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Outlook 2007 Basic	
<a href="#">Edit</a>	MS Office 2007	Outlook 2007 Intermediate	

1 2

Enter your activation code in the Activate Code field and click on Submit. Note that if you received your code in an email or any other electronic format you can just cut and paste it into the field above.

Your test is activated and you are half way there!

You are now leaving the Website and going back to the desktop on your PC:

6) On you computer, click Start:



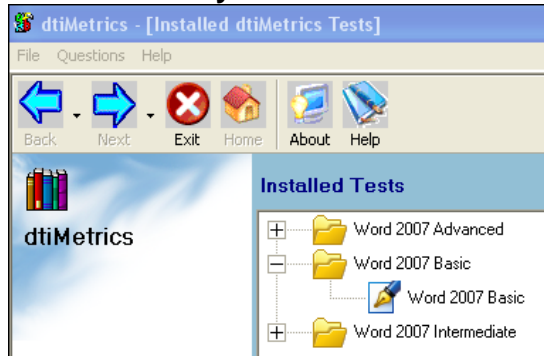
7) Select "All Programs":



8) Click on “Start dtiMetrics”. The entry may not be the last one on your list:



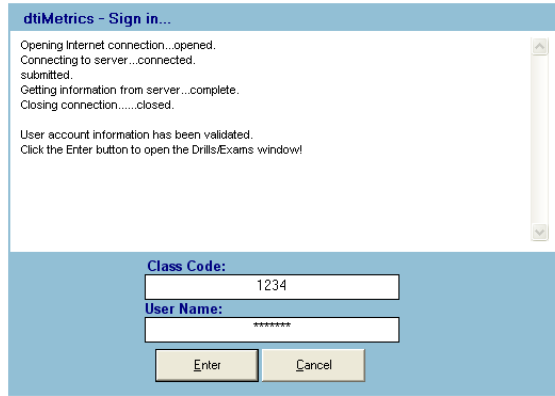
9) Click the folder you want and double click the Exam you want to sit for:



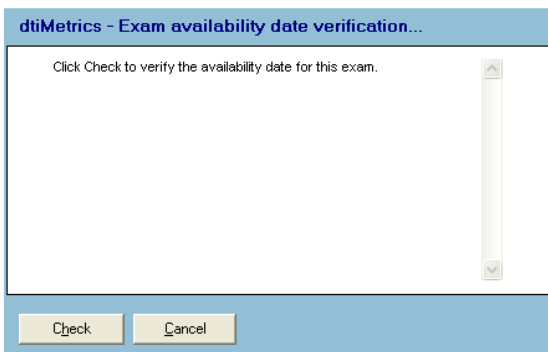
10) Enter Class Code and User name, then click on Submit:



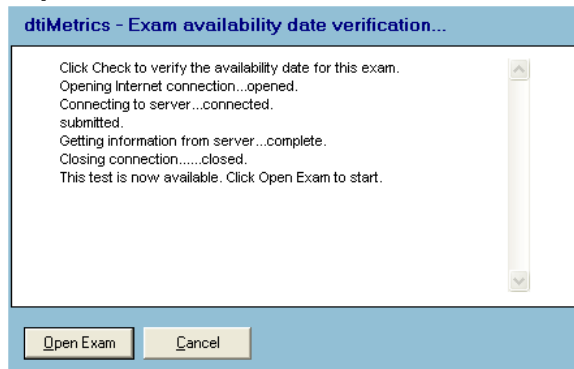
11) Notice that the Submit button has changed to Enter, click Enter:



12) Double click one of the Exams and, in the wizard, click Check:



13) Click Open Exam:



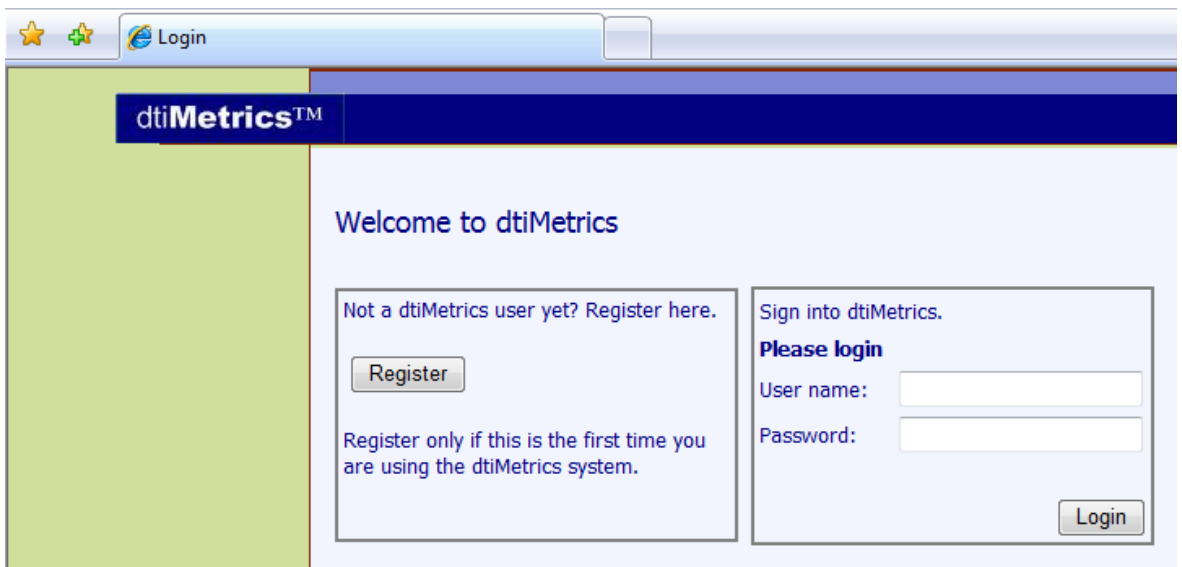
**Congratulations!**  
**YOU ARE IN!**

## Before you start

To activate your test(s) you will need to log in to the dtiMetrics.com site. To log in you will need a User name and a Password. If your instructor has created a User name and a Password for you, you will enter them under “Please login” (see graphic below). If your instructor is *not* creating a logon for you, then you can create one yourself: go to [www.dtiMetrics.com](http://www.dtiMetrics.com) and click “Register” and follow the instructions on the screen. Or see under the title “Self registration” on page 9 of this manual.

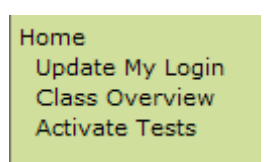
## Test Activation

In order to be allowed into the dtiMetrics tests you will need to activate your test(s) using the Activation Code that came with your text book. To activate your test(s) go to [www.dtimetrics.com](http://www.dtimetrics.com) and in the login screen, under “Please login” (if you already have a User name and Password) enter your User Name and Password then click Submit. If your school is not providing your User Name and Password then go to “Self registration” section that follows.



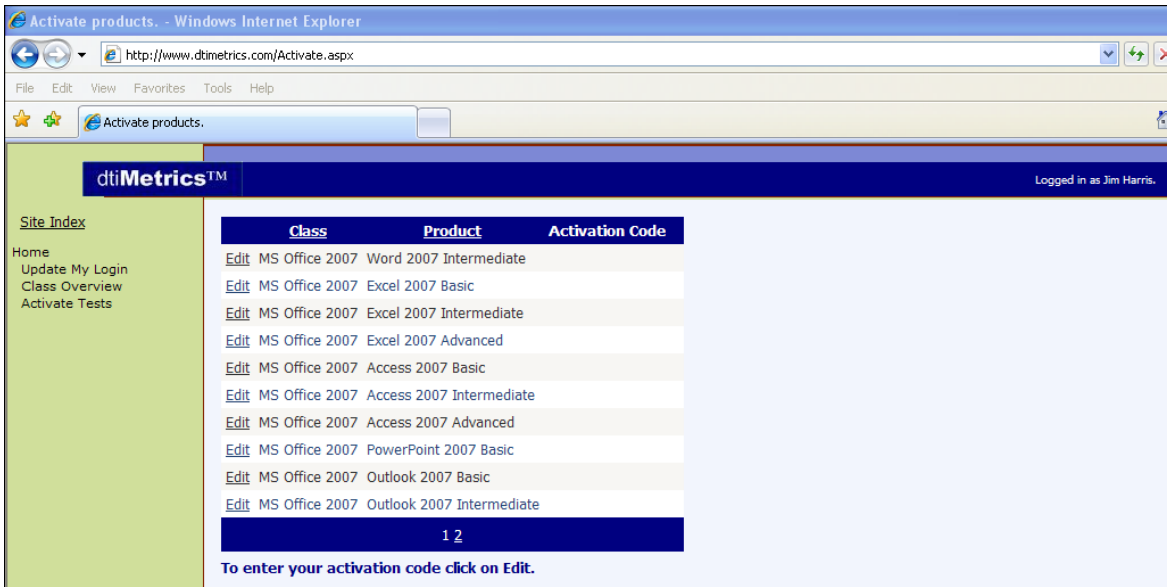
The screenshot shows a web browser window with the dtiMetrics login page. The browser's address bar shows "Login". The page has a blue header with the dtiMetrics logo. Below the header, it says "Welcome to dtiMetrics". There are two main sections: "Not a dtiMetrics user yet? Register here." with a "Register" button and a note "Register only if this is the first time you are using the dtiMetrics system."; and "Sign into dtiMetrics. Please login" with fields for "User name:" and "Password:" and a "Login" button.

Once logged in you will be at the student home page and you will see the left navigation pane that contains the three choices shown here. Click on the third choice “Activate Tests” and you will go to the test activation page. In the Activation page, see below you will select the test you wish to activate.

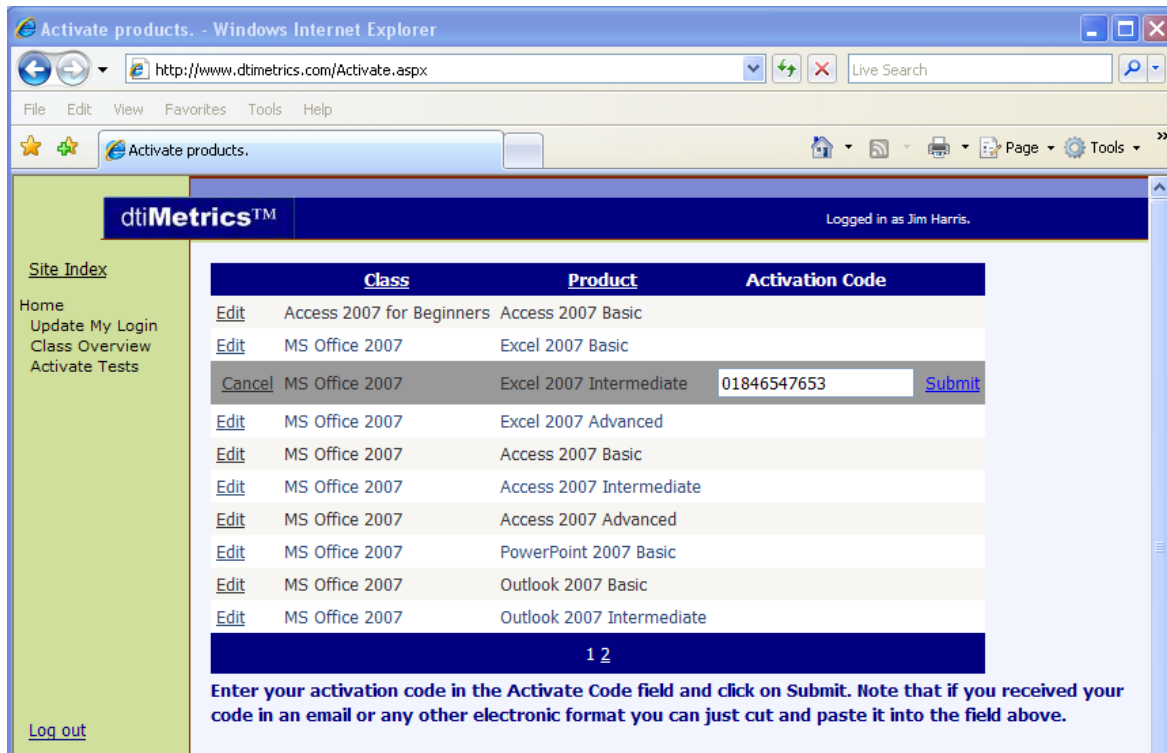


**NOTE:** The page below shows an example of a student having 10 different sets of tests available. Your page may have just one single test and thus just a one line entry and/or different test(s).

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To enter your activation code click on Edit in the first column and an activation field will be visible under the column heading "Activation Code". In that field enter your sixteen digit code as shown below: In this example the student is entering the activation code for *MS Office Excel 2007 Intermediate* tests. Note that the activation code on your voucher can only be used for the test named on that voucher. Each test series has a different activation code. Once the sixteen digit code is entered correctly click on Submit (to the right of the Activation Code).



## Self registration

If your school is not providing your User Name and Password then you will need to register yourself on the system. This is a very quick and easy procedure that you only do once. Go to [www.dtimetrics.com](http://www.dtimetrics.com) and in the login screen click the “Register” button:



Welcome to dtiMetrics

Not a dtiMetrics user yet? Register here.

Register only if this is the first time you are using the dtiMetrics system.

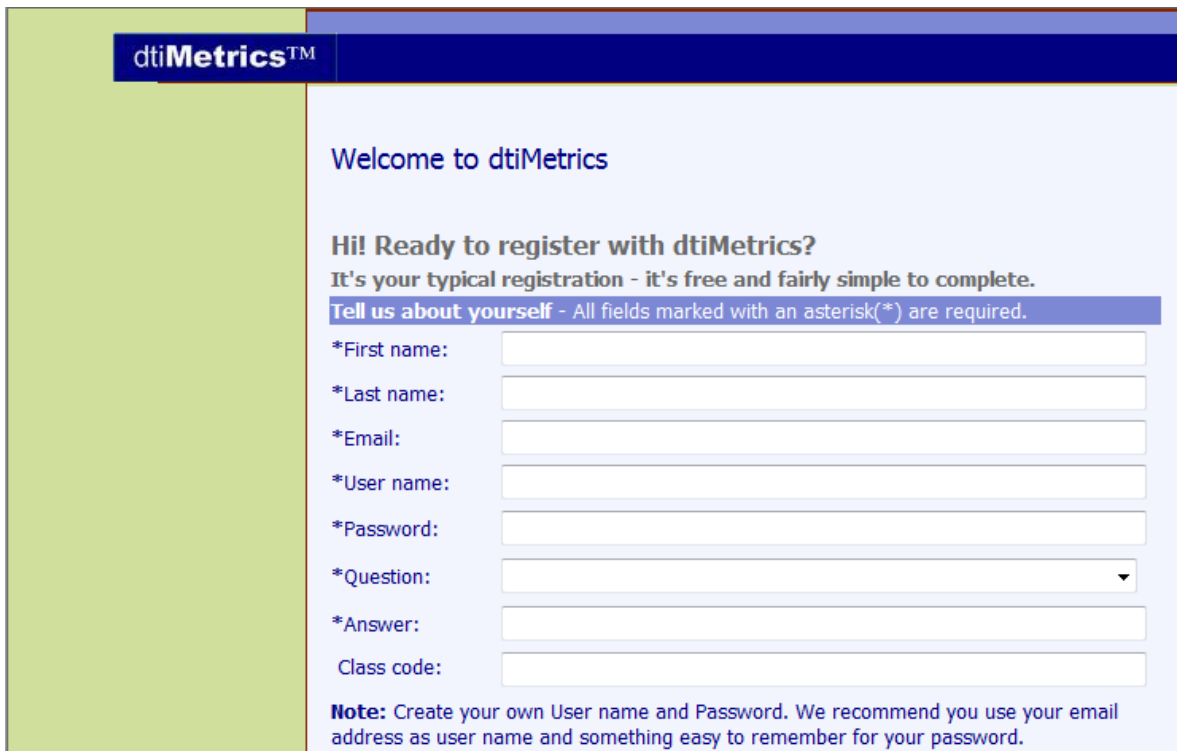
Sign into dtiMetrics.

**Please login**

User name:

Password:

You will now see the self registration screen (see below).



dtiMetrics™

Welcome to dtiMetrics

**Hi! Ready to register with dtiMetrics?**  
It's your typical registration - it's free and fairly simple to complete.

**Tell us about yourself** - All fields marked with an asterisk(\*) are required.

\*First name:

\*Last name:

\*Email:

\*User name:

\*Password:

\*Question:

\*Answer:

Class code:

**Note:** Create your own User name and Password. We recommend you use your email address as user name and something easy to remember for your password.

**Example:** A student named Mark Muller who wants to use his email address for both User Name and Password (he can change it later) and who's first car ever is a Ford, who's class code is MIS410c would register as follows:

dtiMetrics™

Welcome to dtiMetrics

Hi! Ready to register with dtiMetrics?  
It's your typical registration - it's free and fairly simple to complete.

**Tell us about yourself** - All fields marked with an asterisk(\*) are required.

\*First name:

\*Last name:

\*Email:

\*User name:

\*Password:

\*Question:

\*Answer:

Class code:

**Note:** Create your own User name and Password. We recommend you use your email address as user name and something easy to remember for your password.

Now, click on Submit and you will be prompted to login on the system:

dtiMetrics™ Please login.

Welcome to dtiMetrics

Hi! Ready to register with dtiMetrics?  
It's your typical registration - it's free and fairly simple to complete.

**Tell us about yourself** - All fields marked with an asterisk(\*) are required.

\*First name:

\*Last name:

\*Email:

\*User name:

\*Password:

\*Question:

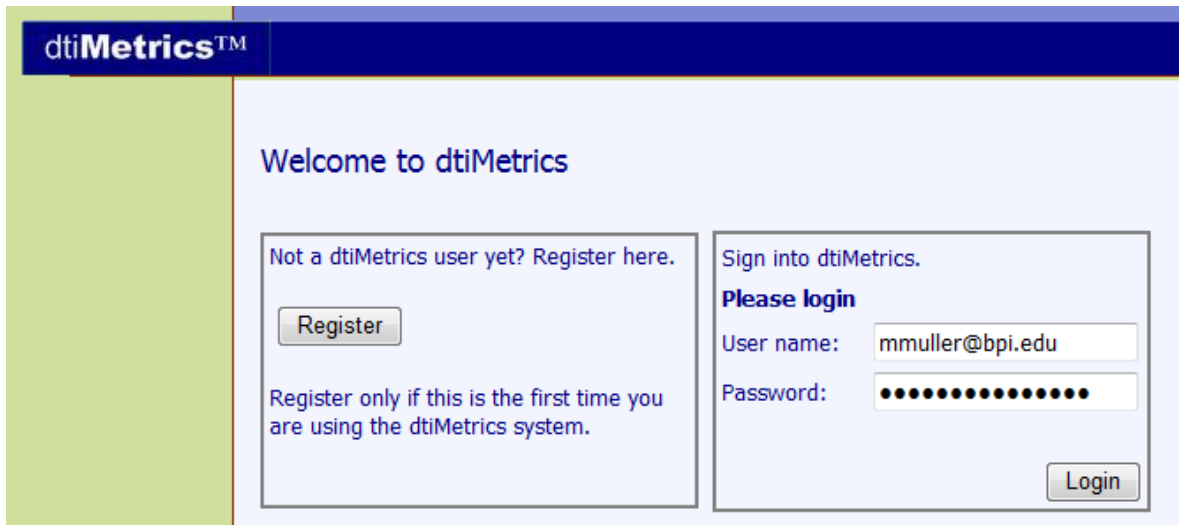
\*Answer:

Class code:

**Note:** Create your own User name and Password. We recommend you use your email address as user name and something easy to remember for your password.

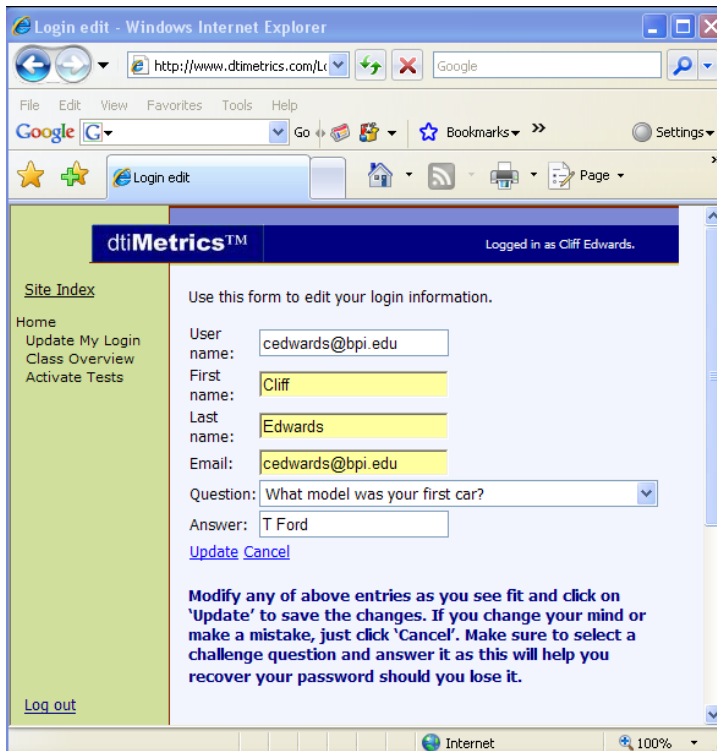
The user account 'mmuller@bpi.edu' was successfully created. You must login to start a session.

Click on “Return to login” and you will be taken back to the login page where you now enter your logon. In Mark’s example that would be mmuller@bpi.edu for both:



## Updating your login

By default the login given to you by your school is your email address for both the User



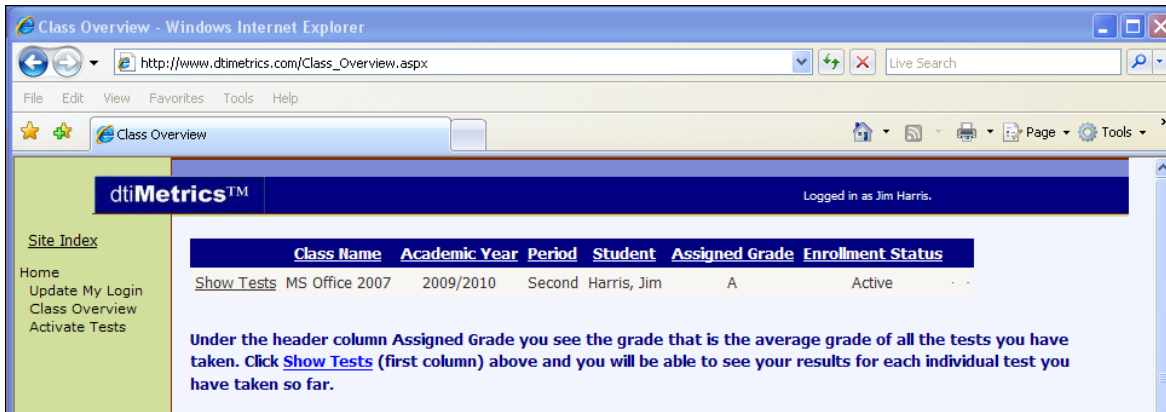
Name and the Password. For security reasons or just out of convenience you may want to personalize your username. To do that see the left green navigation pane and click on Update My Login and you will see a page similar to the one to the left.

To change your username or any of the entries just type over the existing information then click on Update to save the changes. If you change your mind or make a mistake, just click Cancel and start over.

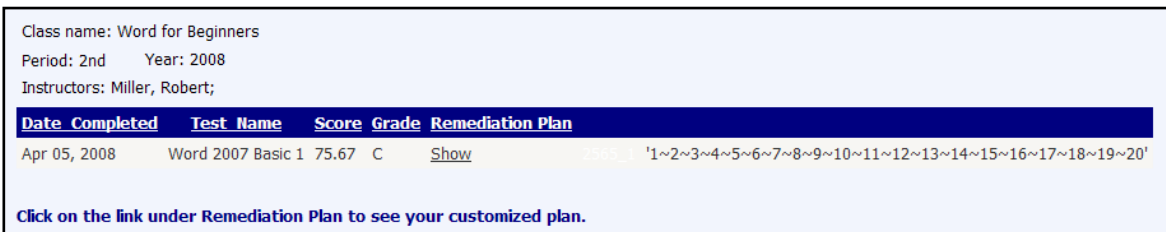
**NOTE:** Make sure to select a challenge question and submit an answer as this will allow you to recover your logon should you ever forget it.

## Reviewing your results

To see your class and test results click, in the left navigation pane, on Class Overview. Depending on how many classes you are enrolled in you may see more entries than below but you will see at least as much information as below (although maybe not the same test):



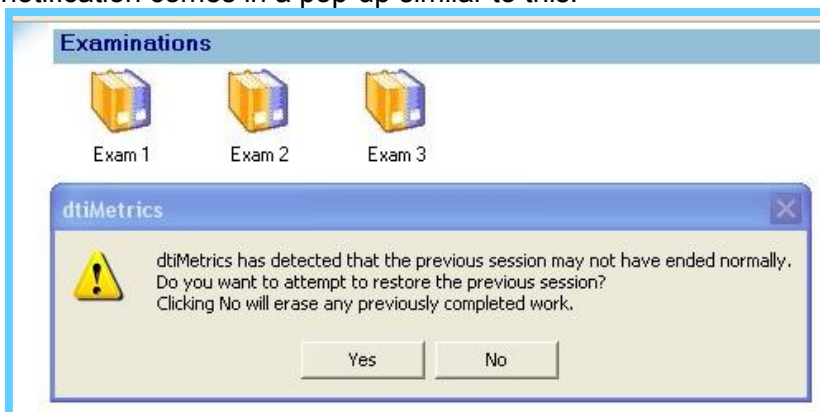
The grade you see under the header column Assigned Grade is the average grade of all the tests you have taken. To see the result(s) of individual tests click Show Tests (first column) and you will be able to see something resembling this:



You will here find the dates of your tests, your number score and corresponding letter grade. To see your remediation plan click on the link under the Remediation Plan header and you will see the questions you have missed as well as where in the text book to find the correct answers.

## Crash Recovery

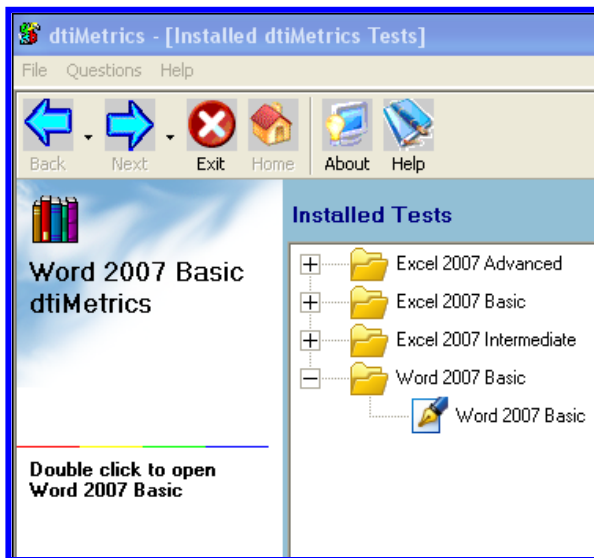
When logging in after a crash and re-launching the crashed exam, you are notified that a terminated exam has been found and the exam can be resumed at the point of crash. The notification comes in a pop-up similar to this:



At the prompt you should answer “Yes” in order to resume the Exam at the point of crash i.e. at the last unanswered question before the crash occurred.

## Test Sign-in

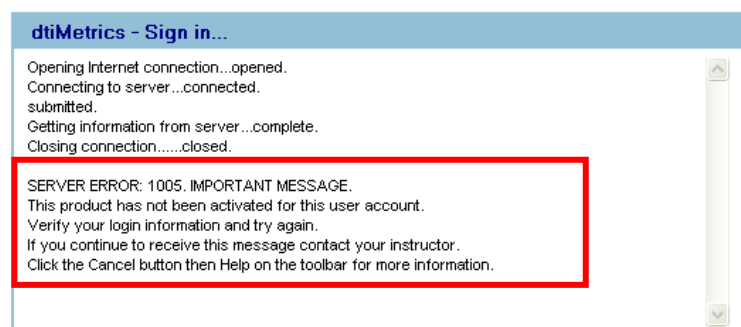
To take a test in dtiMetrics you will need a correct Class Code as well as your student User Name (make sure you have already activated the test if not see above under Test Activation). If you were just given your User Name it could be your email address, unless you already went into the system and personalized it (see above under “Updating your login”). Whatever the case may be, if in doubt, check with your instructor.



To launch a test, launch dtiMetrics™ and in the home screen (seen here to the left) double click on the topic you need to take test on.

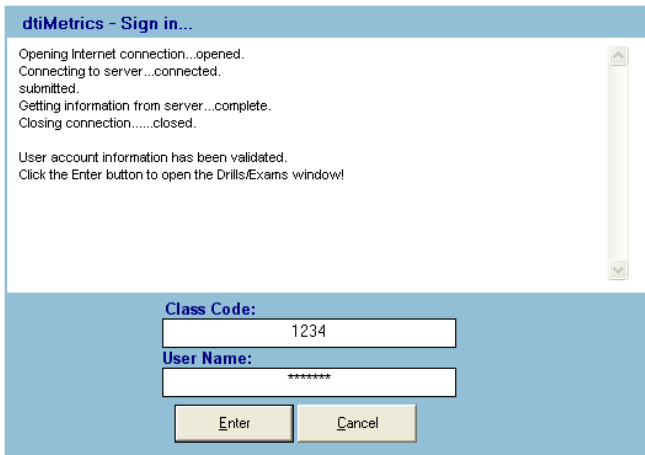


The Sign in wizard will launch and you will be prompted to enter your Class Code and User Name. Once you have entered and verified them, click on Submit.

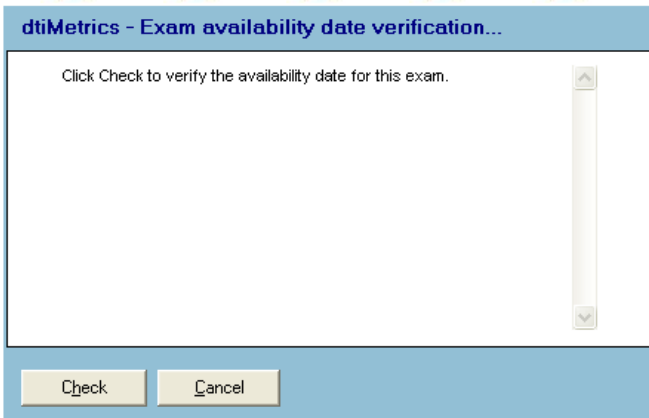


If after clicking submit you get the error message shown to the left in the red rectangle, chances are that you either made a typing error on the Class Code or User Name. Double check them again, make any necessary changes and again click Submit.

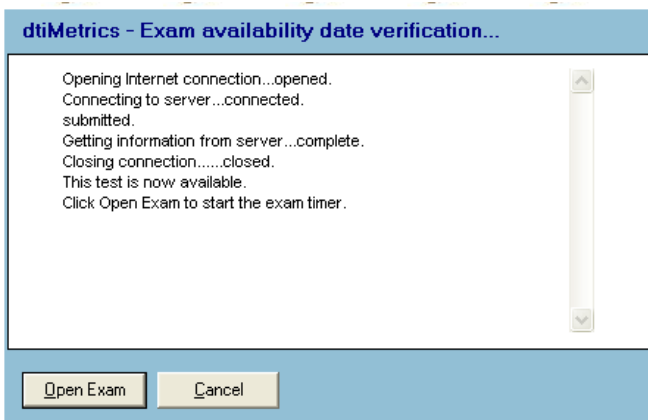
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With a correct logon you should obtain this screen. Click Enter and dtiMetrics™ will verify that you are in fact scheduled for this exam and then let you proceed. Now you are in the dtiMetrics client home screen where you select exams. Select the exam you want to sit for by double clicking the relevant books icon:



The system will now verify that the instructor has scheduled you for this exam. Click on Check. Assuming you are scheduled to take the exam now, you will see below wizard. Notice that the Check button is now an Open Exam button.



Click the Open Exam button to start your test.

**NOTE:** Clicking the Open Exam button will launch your exam timer so make sure you are ready to take the test before clicking it.

## **APPENDIX A: System requirements**

### **Hardware:**

Intel Pentium 600 MHz or greater  
Video Card Resolution of 800x600  
Minimum of 64 MB RAM recommended  
Connection speed of 56 kbps or faster  
50 Mb of available hard drive space

### **Settings and Software:**

Operating system: XP or Vista  
Browser versions: IE 4.01 including SP2 or higher – Netscape Communicator 4.7 or higher  
Minimum Screen resolution of 800x600  
Valid email address  
Internet Connection