LK LearnKey®

Best Practices – Student Getting Started Guide for **Professional Communication**

To access your LearnKey courseware, go to www.gmetrix.net

GMETRIX

Skills Management System

- If you have a GMetrix account, from a Chromebook, Windows, or Mac computer, sign in with your account.

- If you need a new GMetrix account, select Sign up here! or link your Clever, Microsoft, or Google account.

- To redeem a code, select the 🔑 key-shaped redeem button and enter the code provided by your instructor.

1. **Take Pre-Assessment**

2. **Watch Video Training**

3. **Review the Glossary** (Key terms and definitions)

4. **Student Workbook Activities** (Ask your instructor if you are required to complete them)

5. **Take the Post-Assessment** Determine knowledge gained (passing score = 80% or higher)

6. **Review Activity and Scores**

7. **Review and utilize Study Guide from the GMetrix Dashboard.**

Remote Learning Best Practices:

- When accessing LearnKey courseware from home, try minimizing additional wifi connections like gaming or streaming videos could cause course pages or videos to load slowly.
- If you are using an internet filter or firewall, be sure to add gmetrix.net and media-aws.onlineexpert.com to the list of trusted sites.