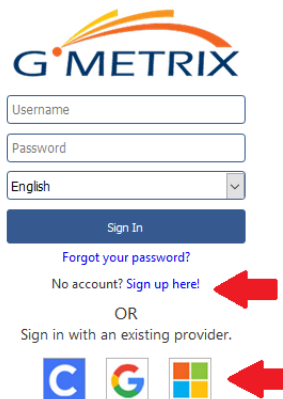



To access your LearnKey courseware, go to www.gmetrix.net



The image shows the G Metrix login interface. It includes a 'Username' field, a 'Password' field, and a language dropdown menu set to 'English'. Below these is a 'Sign In' button. There are links for 'Forgot your password?' and 'No account? Sign up here!'. Below that, it says 'OR Sign in with an existing provider.' and shows icons for Clever, Google, and Microsoft. Red arrows point to the 'Sign up here!' link and the Clever icon.

- If you have a G Metrix account, from a Chromebook, Windows, or Mac computer login with your account.
- If you need a new G Metrix 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. Activity Report**



The screenshot shows the courseware interface for 'Professional Communication'. The left sidebar contains a table of contents with red circles 1 through 5 highlighting specific items. The main area shows 'Lesson 1 - Analyze the Effect of the Audience on a Message' with a video player. The video player has a red circle 2 on the title bar and a red circle 4 on the 'Reference Material' button. The video content shows a woman in a red blazer sitting at a desk with a computer. Text overlays on the video include 'Sent does not mean received' and 'Plan for Effective Communication'. The bottom of the video player has a red circle 5 on the 'Audience Demographics' label. On the right side, there is a navigation menu with a red circle 6 on the 'View Activity Report' button and a red circle 2 on the 'Audience Demographics' item.

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.