



To access your LearnKey courseware, go to [www.gmetrix.net](http://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 fields is a 'Sign In' button. Underneath the 'Sign In' button are links for 'Forgot your password?' and 'No account? Sign up here!'. Below these links is an 'OR' separator and the text 'Sign in with an existing provider.' followed by three social login icons: 'C' (Clever), 'G' (Google), and a Windows logo. Two red arrows point to the 'Sign up here!' link and the social login icons.

- 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

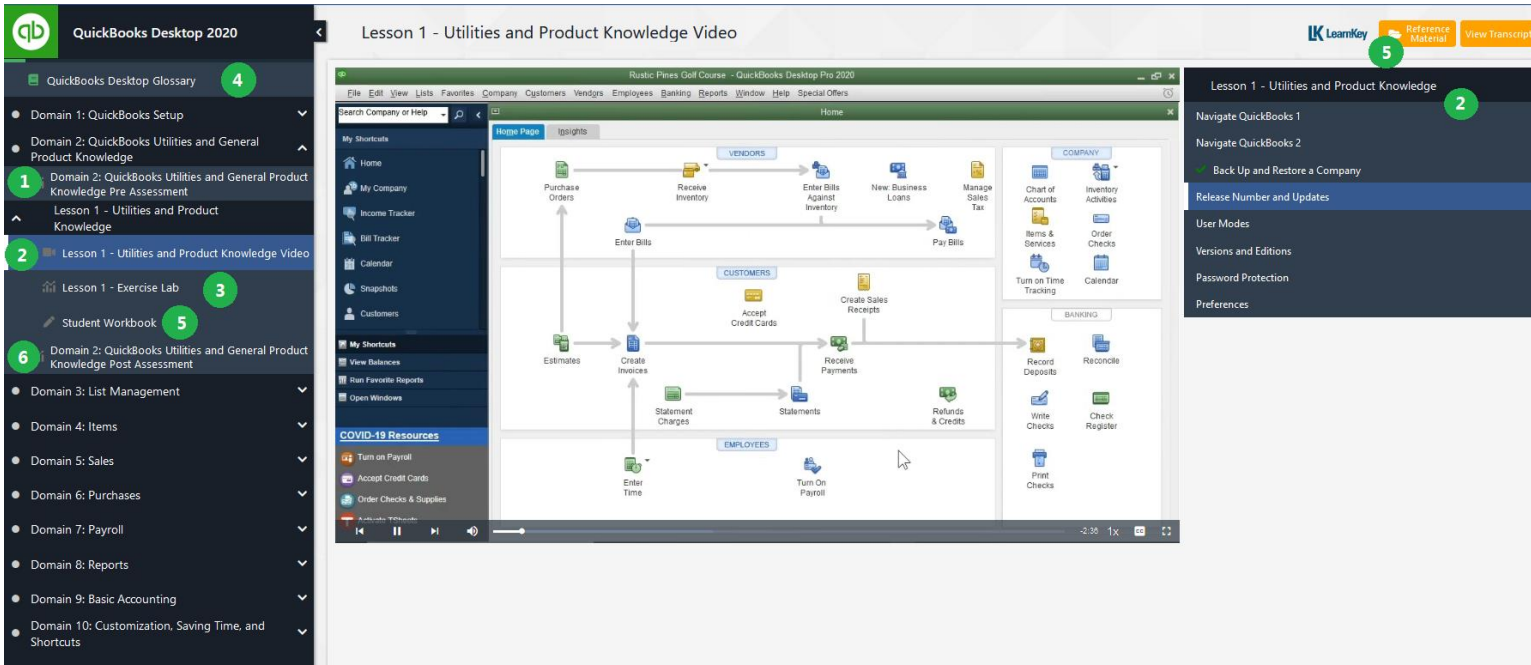
3. **Exercise Labs** (Follow the on-screen instructions to use the labs that are available for your e-learning device)

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

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

### 6. Take the Post-Assessment

Determine knowledge gained (passing score = 80% or higher)



The screenshot shows the QuickBooks Desktop 2020 interface. On the left is a navigation pane with a table of contents. The main window displays a video titled 'Lesson 1 - Utilities and Product Knowledge Video'. On the right is a sidebar with a table of contents for the video. The video content shows a flowchart of QuickBooks processes: Vendors (Purchase Orders, Receive Inventory, Enter Bills Against Inventory, New Business Loans, Manage Sales Tax, Pay Bills), Customers (Purchase Orders, Enter Bills, Accept Credit Cards, Create Sales Receipts, Receive Payments, Refunds & Credits), and Employees (Enter Time, Turn On Payroll). The navigation pane on the left has a table of contents with numbered items 1 through 6. The video player has a play button and a progress bar. The sidebar on the right has a table of contents with numbered items 1 through 5.

Item	Description
4	QuickBooks Desktop Glossary
1	Domain 1: QuickBooks Setup
2	Domain 2: QuickBooks Utilities and General Product Knowledge
3	Domain 2: QuickBooks Utilities and General Product Knowledge Pre Assessment
5	Lesson 1 - Utilities and Product Knowledge Video
6	Lesson 1 - Utilities and Product Knowledge Post Assessment
	Domain 3: List Management
	Domain 4: Items
	Domain 5: Sales
	Domain 6: Purchases
	Domain 7: Payroll
	Domain 8: Reports
	Domain 9: Basic Accounting
	Domain 10: Customization, Saving Time, and Shortcuts

Item	Description
2	Lesson 1 - Utilities and Product Knowledge
	Navigate QuickBooks 1
	Navigate QuickBooks 2
	Back Up and Restore a Company
	Release Number and Updates
	User Modes
	Versions and Editions
	Password Protection
	Preferences

### 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.