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Metrix Navigation
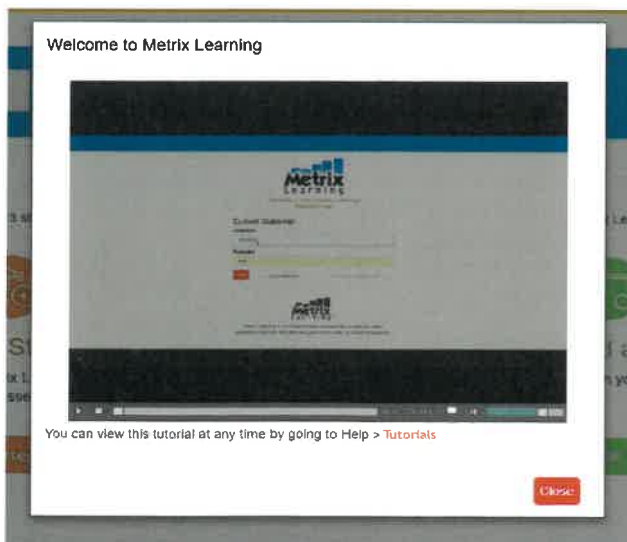### Getting Started tutorial

The Getting Started tutorial reviews the 3 key Metrix Learning features and is written out on the following pages of this Guide. It may also be viewed on YouTube: https://youtu.be/ml_EIgBtHH0

| Pathways | Catalog | Find a Job |

Find tutorial in Metrix:

The first time anyone logs in, the tutorial will appear in a pop-up window:

Tutorials are also located beneath the Help tab:

Welcome to Metrix Learning

You can view this tutorial at any time by going to Help > Tutorials

Close

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The Career Pathways Tool

Pathways	Catalog	Find a Job

Metrix Learning offers 3 key features. The first is the **Career Pathways tool.** This step allows you to target **any of 200 different occupations** and receive a recommended learning plan based on the skills required. You may also select the **Entry-Level Pathways** to work on developing soft skills. Here's how it works:

i.   You will initially be brought to a list of generic skills. Rate your proficiency in at least 25 of the skills, then click "Back to Pathways" to proceed.

My Pathways - Skill Rating

Please rate yourself on the following skills for the Business Analyst pathway

Back to Pathway

Skills Rating Definitions:
None - I have little to no experience with this skill
Beginner - I have some basic knowledge or have briefly worked on this skill
Intermediate - I have used this skill/have over 50 hours of training/feel comfortable using this skill
Advanced - I have over 80 hours of training/use this skill regularly in my job or day-to-day activities
Mastery - I have expertise in this skill/could teach this to others

Skill	Description	Required Score	My Skill Rating
▶ Academic Skills	Basic level of education including reading and writing, math, and critical thinking	· 80	Not Rated
▶ Administration	Basic knowledge of the process or activity of running a business or organization	85	Basic Knowledge (40-65)
▶ Business Analysis	Business Analysis	100	Not Rated
▶ Critical Thinking Essentials	Using logic, reasoning, and analysis to address problems	90	Mastery (90-100)

ii. This is the Career Pathways Tool. First, select a target industry, then a goal occupation.
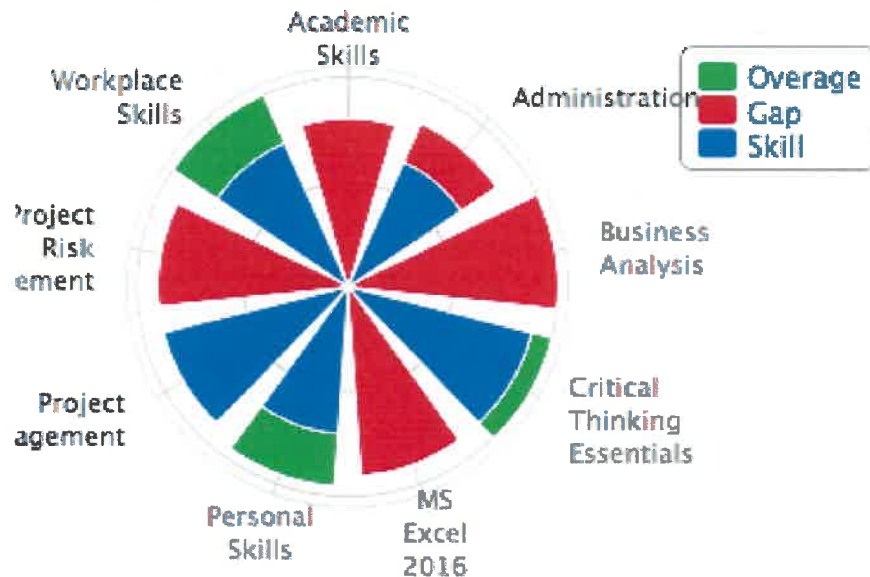
Pick an Industry and Pathway

Industry Path:
Business (Administrative/Management)

Occupation:
Business Analyst

pathway

iii. Based on the answers you submitted in the self-assessment, a wheel will populate identifying the skills associated with your goal occupation, and how you've rated yourself. **Blue and green** indicate that you either **meet or exceed the skill requirement**, while **red indicates a skill gap**. If you notice any blank skill areas, this means that you had not initially rated yourself in the skill. You can do so at any time by clicking on the "Rate Skills" button.

iv. Skills are categorized at 4 progressive levels: Foundation> Industry> Sector> and Occupation. As you take training to remediate your skill gaps, your progress will be updated in the table on the right. Scroll down the Metrix page to review the recommended learning plan.

Courses / Resources

Foundation	Academic Skills	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap
	Workplace Skills	Qualificiation	Mastery	Your Ability	Beginner	Status 🟢	Exceeds Skill
	Personal Skills	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap
Industry	Business Laws and Regulations	Qualificiation	Mastery	Your Ability	Beginner	Status 🔵	Meets Skill
	Cultural Sensitivity	Qualificiation	Mastery	Your Ability	Beginner	Status 🔵	Meets Skill
	Management	Qualificiation	Mastery	Your Ability	Beginner	Status 🟢	Exceeds Skill
Sector	Human Resources	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap
	Administration	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap
Occupation	Compensation and Benefits	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap
	Compliance - HR	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap
	Organizational Development	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap
	Staffing/Personnel	Qualificiation	Mastery	Your Ability	Beginner	Status 🔴	Skill Gap

v. Skills are listed in progressive order, and their colors correspond to their skill level. Click on the skill title to see all associated courses. When you're ready to begin, click on the "Add to Plan" link to the right of the course. Once the course has been added, you can launch the course directly from the Career Pathways Tool by clicking "Launch".

	Qualification		Your Ability	Status	
• Academic Skills	Mastery (80)		Beginner (0)	●	Skill Gap (80)

ACADEMIC SKILLS Requirement: 80 User: 0

Asset	Type	Score	Action
► Abbreviating, Capitalizing, and Using Numbers	LOID	0	Launch
► Creating Well-constructed Sentences	LOID		Add to Plan
► Getting the Details Right: Spelling Basics	LOID		Add to Plan
► Using Punctuation Marks	LOID		Add to Plan
► Using the Parts of Speech	LOID		Add to Plan

As you remediate your skill gaps, you'll notice your red areas updating to blue or green.

Catalog

The second Metrix feature will direct you to search the catalog. You can also access the catalog by clicking Catalog > Browse in the top navigation bar, or "Search" in the navigation bar. You may search for activities by keyword, filter between course providers, type of course (mobile ready), length of the course, or by content provider or language (English, Spanish, or Mandarin Chinese).

Filters

Search For ...	Go
Provider	⌄
Type	⌃

— Mobile Ready

Learning Object ID

Length	⌄
Language	⌄

Use the keyword box to enter a topic like Word 2019, then click Go to see the different resources Metrix has to offer. To learn more about a course, click on its title, and then add it to your My Plan.

Catalog Search

| Filters		Your search returned 65 results	
Word 2019	Go	Current Criteria: Term: Word 2019	
Provider	⌄	**Name**	**Provider**
Type	⌄	Word 2019 (Windows): Opening & Setting Up	SkillSoft
		Word 2019 (Windows): Editing documents	SkillSoft
Length	⌄	Word 2019 (Windows): Formatting Documents	SkillSoft
Language	⌄	Word 2019 (Windows): Using Find & Replace Tools	SkillSoft
		Word 2019: Illustrating Documents	SkillSoft
		Word 2019: Sharing & Collaborating on a Document	SkillSoft

Find A Job

The third Metrix feature provides a direct link to PA CareerLink, Pennsylvania's statewide job search tool.

Type in a goal occupation or skill to find local demand. Then, click on Search Jobs to search.
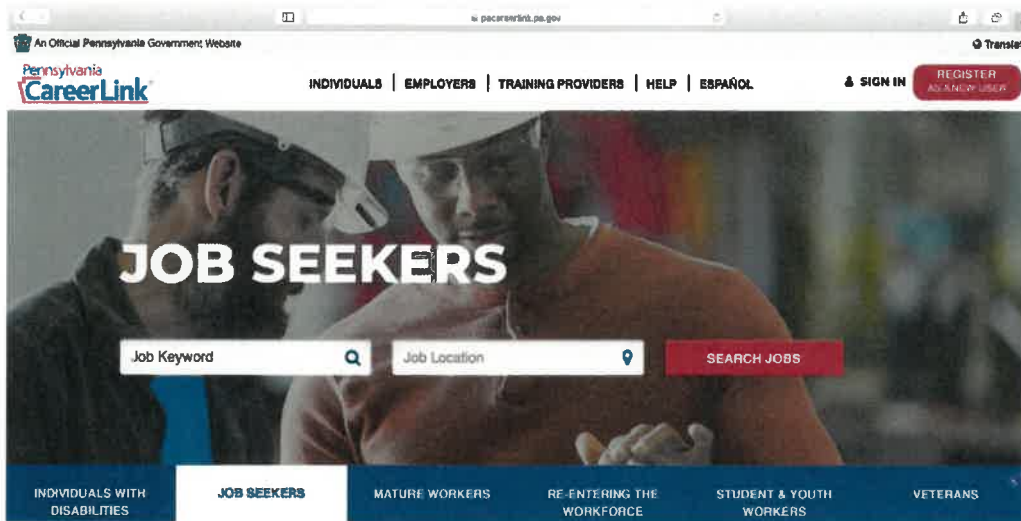
EXTRAS

Skill Tracks

Skill tracks are bundled groups of courses that focus on a specific skill. The Skill Tracks page in Metrix organizes skills into categories and allows customers to add an entire course bundle to their learning plan in one step. You can choose from over 300 skills to work on. Completion of an entire skill track results in a digital badge, which can be used to boost your resume and professional profiles, like LinkedIn.

To add a skill track, click the "Add to my plan" link located on top of the track.

Certification tracks

The last way to browse for courses is by certification track, option 2 beneath the Catalog menu.

Plan | Catalog ▼ | Career ▼ | Search

Browse
Industry Certifications
= **pathwaysc** Skill Tracks
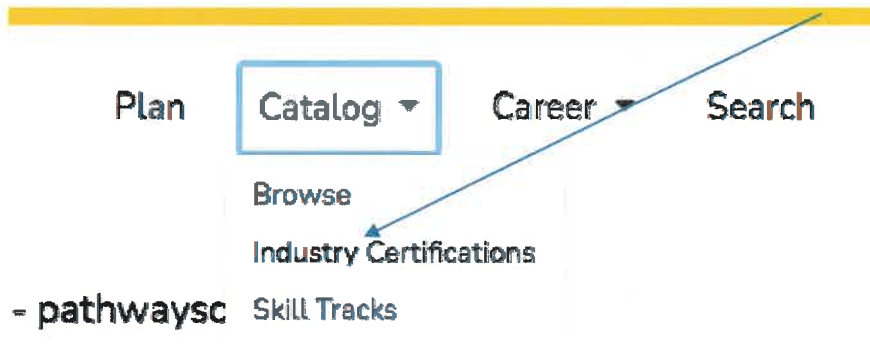
Divided into 3 categories, Business, Desktop, & IT, the certification tracks can help you prepare for over 100 industry recognized certifications including Microsoft Office Specialist, Project Management Professional, and CompTIA.

Completing a certification track does **not** mean that you are certified. However, certification tracks are intended to provide all-inclusive training to help an individual fully prepare for the real exam.

Business Certifications (14) ⌄

Add To My Plan

Desktop Certifications (21) ⌃

PowerPoint 2019 (Windows): Getting Started

PowerPoint 2019 (Windows): Creating Presentations

Microsoft Office (21) ⌄

PowerPoint 2019 (Windows): Saving Presentations

PowerPoint 2019 (Windows): Inserting & Manipulating Text

IT Certifications (131) ⌄

PowerPoint 2019 (Windows): Formatting Presentations

PowerPoint 2019 (Windows): Enhancing Presentation Designs

PowerPoint 2019: Using Multimedia in Presentations

PowerPoint 2019: Organizing Presentations Assets

PowerPoint 2019: Adding Data to Presentations

My Plan

Once you're ready to begin courses, go to your "My Plan". The My Plan is where you track and manage the courses you've decided to take. Every course you add, whether through the career pathways tool, skill tracks, certification tracks, or the catalog, will be stored here.

My Plan

Filter by course status   Need Help?

Launch

| Activities | Report | Achievements | Pathways | ILT |

Keyword   ☑ Not Started   ☑ Started   ☑ Completed   Go

Bulk Actions   Apply

Courses	Type	Status	Complete
Anger Management Essentials: Understanding Anger	🖥	🟢 Passed	06/16/21
Launch Report Configure Remove Anger Management 1/2			
Anger Management Essentials: Managing and Controlling Anger	🖥	🟢 Passed	06/16/21
Audience and Purpose in Business Writing	🖥	🟢 Passed	06/16/21
Clarity and Conciseness in Business Writing	🖥	🟢 Passed	06/16/21
Editing and Proofreading Business Documents	🖥	🟢 Passed	06/16/21
CS0-002 - CompTIA Cybersecurity Analyst+: Threat Intelligence	🖥	Not-Started	

The track name next to a course lets you know if the course is included in a certification or skill track.

To start a course, click on the name of the course, or click launch. The course will then appear in a separate window. Once a course is launched, you will notice your Status update to **Started** with an orange bubble. A minimum score of **80%** is required to pass a course. **The system may require up to 24 hours to update your progress.** Once updated, your course status will reflect a Completion and you will have immediate access to your course certificate when you click on the PDF icon. To delete courses from your My Plan, click 'Remove'.

You can also filter your My Plan for Not Started, Started, and Completed courses by clicking on their corresponding check boxes. The keyword search filter allows you to look up a specific course or assigned track

You can toggle between your My Plan and My Report pages using the navigation tabs above your My Plan.

My Report

| Activities | Report | Achievements | Pathways | ILT |

The report below displays your activity, and current progress with Metrix Learning.

Download Overall Activity Report | Download User Access Report

Keyword | ☑ **Not Started** | ☑ **Started** | ☑ **Completed** | Go

My Activities: 225 | Passed: 57 | Failed: 7 | Overall Time: 89:50:36

Showing: 1 to 25 of 163 record(s)

Filter: All | 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

Name	Assigned By	Type	Status		Score	Complete		
DOT Security for Shipment of Hazardous Materials	jzinszer	⊙	-	Not-Started		~		
Reacting to Co-workers Who Try Taking Advantage	jzinszer	⊙	●	Started	%	~	📄	⊕
Crafting Sales Strategies	jzinszer	⊙	●	Started	%	~	📄	⊕
Lean and Six Sigma	jzinszer	⊙	●	Started	%	~	📄	⊕
Leadership Essentials: Leading with Emotional Intelligence	jzinszer	⊙	●	Started	%	~	📄	⊕
Essential Skills for Professional Telephone Calls	jzinszer	⊙	●	Started	%	~	📄	⊕

"My Report" will display a summary of the courses and hours you've completed in Metrix, as well as details of your progress within each course. Your report can always be exported into an Excel spreadsheet when you click "Download Overall Activity Report" at the top of the page.

Achievements

My Plan   Need Help?

| Activities | Report | Achievements | Pathways | ILT |

Print All

Business Writing
View / Print

Anger Management
View / Print

Workplace Harassment
View / Print

The achievements page shows all badges earned for a specific account. Badges are earned from passing and completing each course in a Skill Track. Users can view or print their badges by clicking on 'View' or 'Print' under the badge name.

Pathways

Clicking on Pathways shows the selected pathway and progress.