Penn Manor High School
Getting Started: Comet Credential

Penn Manor has selected 46 courses in essential workplace skills to create the "Comet Credential." After you complete and pass all 46 courses, you will earn the Comet Credential Badge and get to participate in a special graduation ceremony. You can add this program to your resume to show companies that you have the work ethic, communication skills, and knowledge to be a great employee or intern! Follow these instructions to begin:
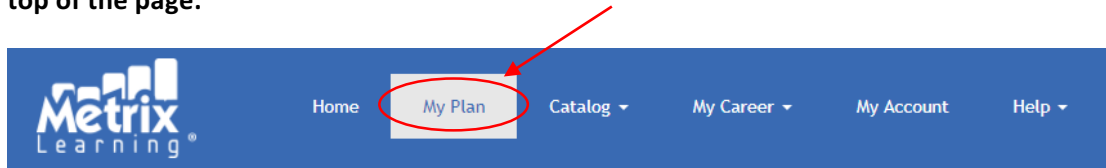
1. Go to the website below and login using your student email:
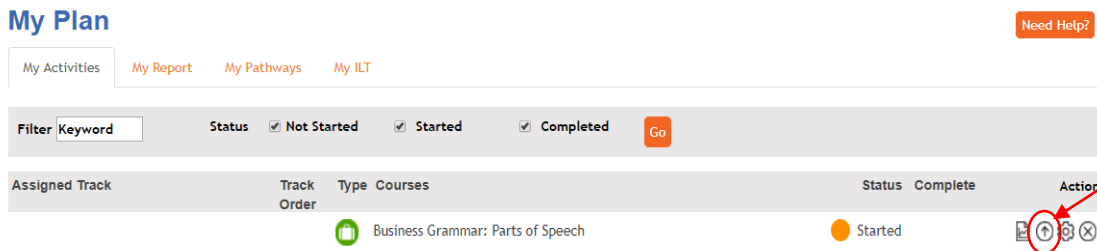
lancaster.metrixlearning.com
username**:** *your student e-mail address*
password: learn

2. A pop-up tutorial will appear when you log-in. You can ignore it and go straight to the <u>My Plan</u> tab at the top of the page:

3. The <u>My Plan</u> will show you every course you need to complete to earn the Comet Credential. Starting with the first course on the list, click the upward arrow icon beneath the <u>Action</u> column to start learning!

Important Notes

- The minimum passing test score is 80%
- **If you fail a course,** don't worry! Courses can be re-taken an unlimited number of times, until you reach the score you want.
- The course **pre-test** is optional. To skip it, click on the course "**Table of Contents"** and begin a chapter
- Courses will update to "Passed" status within **24 hours**, as below**.**
    - To load the **Completion Certificate,** click on the new PDF icon beneath the **Action** column

If you have any questions, please contact support@metrixlearning.com or 518-462-1780