

Day 1: Getting Your Students Prepared

Your students need to create student accounts in:

1. Jasperactive
2. GMetrix
3. Certiport

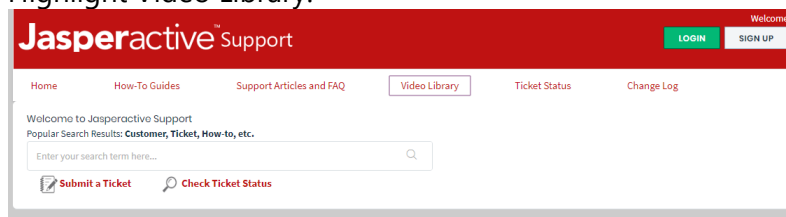
Jasperactive (JA)

A. Student Registration

- a. Post the JA Group Code you created for your class (group of students); they will use this code to create their student account.
- b. Send them to <https://jasperactive.com>
- c. Click on the Login (at the right-hand corner)
- d. In the New User section, enter the group code and complete registration.
- e. After registering they will be able to Sign in on the login page under "Registered User"

B. Support Page

- a. Direct student to support page: <https://support.jasperactive.com/support/home>
- b. Highlight Video Library:



- c. Highlight How to Guides

GMetrix

A. Student Registration

- a. Send students to <https://www.gmetrix.net>
- b. Click "Sign up here"
- c. Follow Registration Prompts
- d. Post/Provide Students with ACCESS CODE you created for this student group
- e. Once students are logged in, direct them to the REDEEM key (blue, left hand side)
- f. Enter Student Access code to unlock courses
- g. Then students can click on the course they choose to start with

Certiport/Compass

Students and teachers create personal Certiport Accounts which are then linked to the school account when taking an exam – the link happens by/when the proctor uses their credentials to unlock the exam.

A. Student Registration

- a. Ask your students to click on the Compass Icon located on their desktop (or alternatively, send them to the Certiport website to create a new account:
<https://certiport.pearsonvue.com/>)
- b. For webpage signup - click on Login/Register on the top right-hand corner of the page and then click on New User
For app signup – Click on “Create a new account” link
- c. Follow the prompts to creating a user account
****NOTE:** The name they put in is the one that will appear on their certificates. You can NOT change the name afterward (unless you call Certiport- which is difficult)
****This is a private account, get your students to write down their passwords as you will not have access to it****
- d. Here is a video guide for using Compass on Exam day: (start at 5:52m):
<https://recordings.join.me/WK7vL4Z3JUGuxgGajUtMFg>

B. Certiport Support

- a. Show your students the Certiport Support page:
<https://certiport.pearsonvue.com/Support/Support-for-test-candidates>

C. Exam Day

- a. Direct students to open Compass using the icon on the desktop
- b. Enter in their Certiport username and Password
- c. Select the correct exam
- d. Post Proctor username and password for students to enter (create a temporary password on YOUR Certiport account and then change it back after the exam or you can enter your credentials in manually for each computer.