

## OVERVIEW

There are 3 different software applications in this certification program. As a teacher, you will have to create 3 different accounts:

1. Jasperactive
2. GMetrix
3. Certiport/Compass

This guide will help you set-up your accounts and show you how to get started.

You will also find helpful tips, video links, and resource information. If you're using a home computer you can download the software and access all your programs.

### During COVID-19

There may be an opportunity to take a certification exam at home. Ask your teacher for the latest update.

March 20<sup>th</sup>, 2020

## Getting Started: Step-by-Step Overview

- 1 **Create your Jasperactive profile**
- 2 **Log into Jasperactive and see your courses**  
This is your **learning component** where you will work through exercises and learn the software application.
- 3 **Launch your Benchmark test**  
Taking your first exam at the beginning will determine the number of lessons you will need to complete in that application (like Word).
- 4 **Create your GMetrix student profile**  
In GMetrix, you will practice your skills in a **simulated testing** environment.
- 5 **Create your Compass/Certiport profile (Test Candidate)**  
All students will create their own personal account with Certiport. This account gives you access to take an official certification exam in Compass (the testing software).

### Quick Access

#### Jasperactive

**New User** Access Code

xxxxx-xxxx-xxxx

[Jasperactive Student Login](#)

#### GMetrix

**New Group** Access Code:

xxxx-CCIDemo-xxxxx

[GMetrix Student Login](#)

#### Certiport

**NO CODE**

[Certiport Web Registration](#)

# Certification Program for Students

## Create your Jasperactive profile

Using your Access Code, create your new user/student profile.

Watch the Getting Started with your Access Code [Video Tutorial](#)

1

**Create your student profile:**  
Enter this code into the New User box.

**Jasperactive Support:**  
Click support to find video tutorials, help guides, and to submit support tickets.

The screenshot shows the Jasperactive website interface. At the top, there is a red header bar with the Jasperactive logo. To the right of the logo, there are two main sections: 'New User' and 'Registered User'. The 'New User' section is highlighted with a yellow box and contains a text input field labeled 'Enter activation code' and an 'Activate' button. A red line with a dot points from the '1' instruction box to this 'New User' section. The 'Registered User' section contains fields for 'Email' and 'Password', a 'Log In' button, and links for 'Remember Me' and 'Forgot password?'. A red line with a dot points from the 'Jasperactive Support' instruction box to the 'Contact | Support' link in the top right corner. Below the header, there are two main content areas: 'Microsoft Office' and 'Digital Literacy'. The 'Microsoft Office' section includes a sub-header 'The world's first kinesthetic Microsoft Office learning and validation system.', the Microsoft Office Specialist logo, and two buttons: 'Academia' (Certify your students) and 'Corporations' (Train your employees). The 'Digital Literacy' section has a red background with a white play button icon and the text 'Already Purchased? Get Started'. At the bottom of the page, there is a dark grey footer bar with the Jasperactive logo, links for 'Disclaimer', 'Privacy Policy', and 'Terms of Service', social media icons for Facebook, Twitter, and LinkedIn, and a language dropdown menu set to 'English'.



**Jasperactive Desktop Icon:**  
If your school is providing you the computer and programs, you can click the J icon located on your desktop. This will take you to this website for logging in.

# Certification Program for Students

## Registration

With your unique registration and profile, you'll have access to all your courses and see your own progress reports.

Watch the Registration  
[Video Tutorial](#)

Registration

Connect Your Account

Speed up the registration process by connecting one of the following accounts. Log in with it later.

Activation Code: \*

S5965-D0DB-0320

Windows Office Facebook G+

Skip

**Click on skip:**  
You can add your social accounts later.

**Personal Information:**  
Enter your profile information.  
Please use your student  
provided email address.

Registration

Personal Information

Please fill in the following:

Gender: ☐ Male or ☐ Female

First Name: \*

Last Name: \*

Date of Birth:  (yyyy-mm-dd)

Language: \*  English

Country: \*  Choose an Option

State/Province/Region: \*  Choose an Option

City:

Zip/Postal Code:

Company/School Type: \*  High School

Company/School Name: \*

Time Zone: \*  (UTC-12:00) International

Email: \*

Confirm Email: \*

Password: \*

Confirm Password: \*

\* Mandatory Fields

\* By providing your email, you agree to receive communications from CCI Learning. You may unsubscribe at any time.

Submit

**Submit your profile:**  
Don't forget to click on the  
Submit button to create your  
new profile!

# Certification Program for Students

## Select your course

On your Dashboard page you will see all your courses.

Watch selecting your courses  
[Video Tutorial](#)

### Jasperactive Installer:

Click on the J icon to install the latest version of Jasperactive on your computer.

### Manage profile settings:

Change your password, change your pic, or update your personal info, click on the Avator image.

### Select your Microsoft year:

You need to work in the same application that is installed on your computer. Don't know, instruction [here](#).

2

### View Active Courses:

Click on Active courses. This is also where you can see your previous courses. To activate these old courses Click [HERE](#) to get instructions.

### Open a Microsoft Course :

Click on the course your teacher has activated for you.

You can only log into one application at a time.

The screenshot shows the Jasperactive dashboard interface. At the top is a red navigation bar with the Jasperactive logo, navigation icons (Home, Courses, Profile, Settings, Help), and a user profile section for Chris Tucker (Student) with a Log Out button. Below the navigation bar is a welcome message: "Hello Chris Tucker! Welcome to Jasperactive." The main content area is divided into two sections. The left section, titled "Your Courses", shows a dropdown for "Application Group" set to "Microsoft Office 2019" and radio buttons for "Active" (selected) and "Expired". Below this is a list of courses: Microsoft Word (12% complete), Microsoft Excel (9%), Microsoft PowerPoint (9%), Microsoft Word Expert (9%), Microsoft Excel Expert (9%), Microsoft Access (9%), and Microsoft Outlook (9%). Each course has a progress bar. At the bottom of this list is a link "Activate a New Course". The right section, titled "The Prescriptive Learning Pathway", shows a sequence of five steps: 1. Benchmark, 2. Learn, 3. Practice, 4. Create, and 5. Validate. The bottom of the dashboard features a footer with the Jasperactive logo, links for Disclaimer, Privacy Policy, and Terms of Service, copyright information for Jasper Learning Inc., social media icons for Facebook, Twitter, and Instagram, and a Language dropdown menu set to English.

### Follow Jasperactive!

You can find the latest news and events here! Watch for our news on the [Microsoft Office Specialist World Championship!](#)

### Language Options

You can switch to Spanish using the language option. More languages will be out coming soon!

# Certification Program for Students

## Launching the Benchmark

After completing the benchmark exam Jasperactive will determine the lessons you need to work on.

Watch the Launching  
Benchmark  
[Video Tutorial](#)

### Header colour:

Each course is represented by the colour banner at the top of the screen. Word is blue, Excel is green etc!

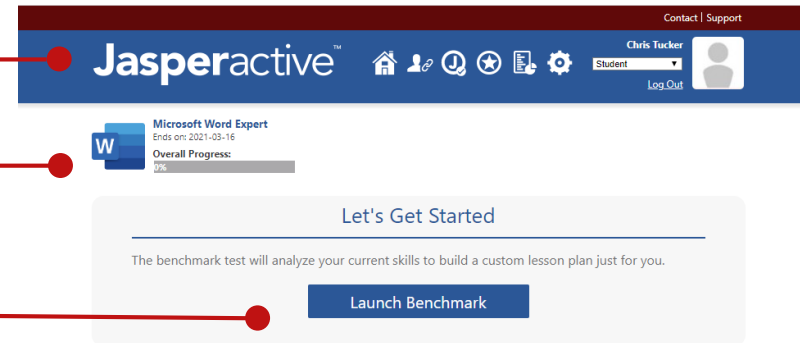
### View your progress:

You can see how far you you've progressed in the course.

3

### Launch Benchmark:

Don't worry, this test will assess how much you know and then build a tailored lesson plan for you. Plus, this test is only 50 minutes long! If you need special accommodations for time, talk to your teacher as they can assist you.



# Certification Program for Students

## Unlocking your lessons

The Benchmark test looks exactly the same as the lesson view. The red area below show you the main work spaces.

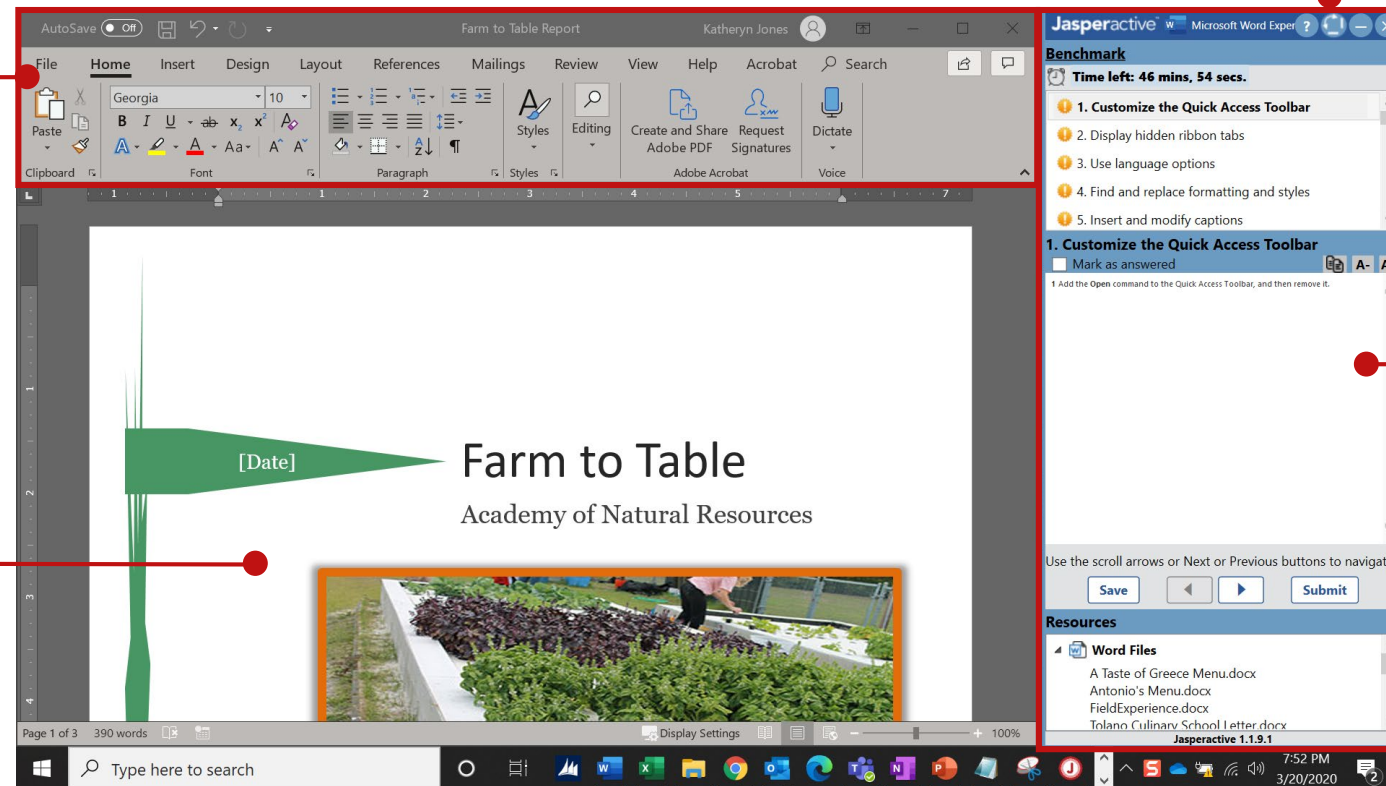
Watch how to navigate  
[Video Tutorial](#)

### Ribbon:

All the application functions are accessible through the Ribbon. As you can see, the application is live!

### Working area:

The application opens up real documents! All the functionality is available. Jasperactive will log each key stroke to see if you know how to do the task!



### Toggle:

The Jasperactive pane can be displayed vertically or horizontally. Use this button to switch back and forth between views.

### Jasperactive Pane:

This area is will tell you which tasks to complete.

# Certification Program for Students

## Using the Jasperactive Window

There are lots of features in this pane. Familiarize yourself with them before at the beginning of your Benchmark exam!

Watch how to use the Jasperactive pane  
[Video Tutorial](#)

### Timer:

Keep your eye on the clock during the benchmark exam!

### Finished that task:

Click in the square to show your task has been completed.

### COPY:

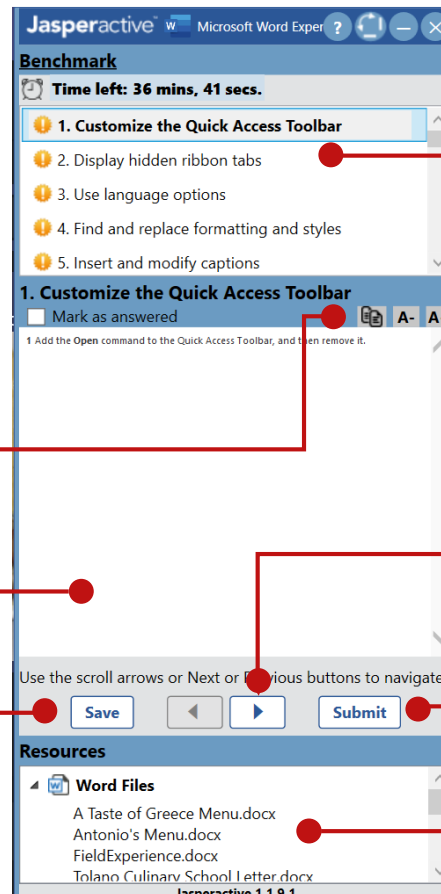
Click on this to copy the text, then click paste in the actual document.

### Instruction Pane:

Here is where you will find the instructions. In the Benchmark exam, the instructions are limited, but in a lesson you will be given explicit step-by-step instructions.

### Save:

To save your progress, you will need to manually save your work. Click save to see the instructions.



### Tasks:

Each task is listed. After finishing a task you can click on the next one or use the Next Button in the pane below.

### Text Size:

Click on the A+ to increase the text size or the A- to decrease the text size.

### Next Button:

Click here to move to the next task.

### Submit:

This will submit your **ENTIRE** exam for grading!

### Resources:

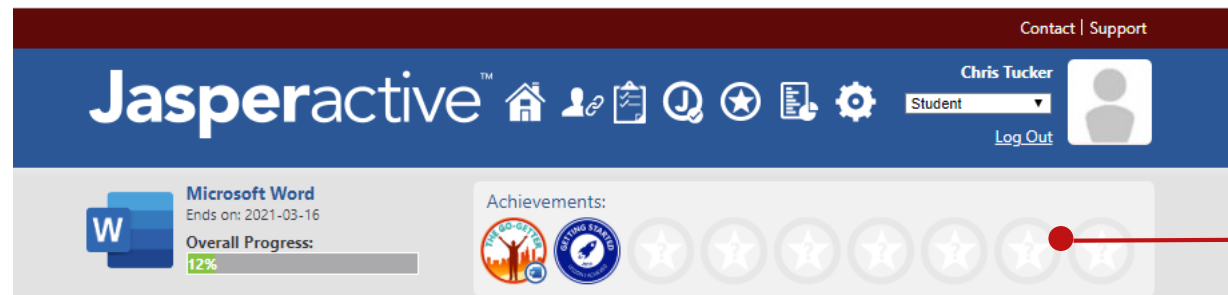
The files you need will be displayed here as well as in the Jasperactive Resources folder.

# Certification Program for Students

## Start Learning!

After completing the Benchmark exam and seeing your results, you are ready to use the Learn exercises and you can practice them till you get them 100%.

Watch how to use the course interface/pane  
[Video Tutorial](#)



### Badges:

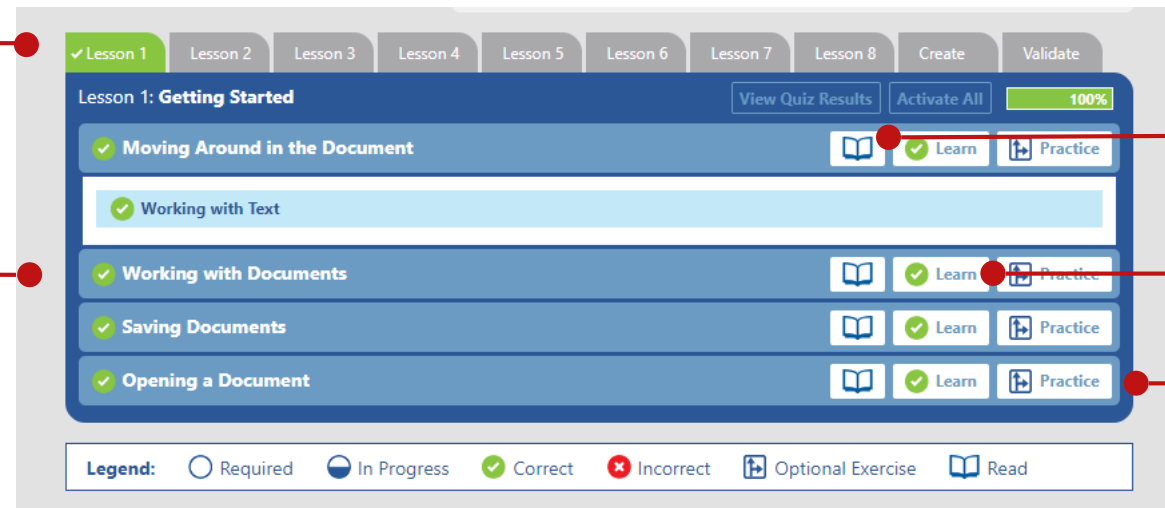
With each level progression, you can earn badges to showcase your learning and skills!

### Lessons:

There are 8 core lessons to complete. Each one starts with a quiz and then opens up the tasks and learning.

### Tasks:

Under each header there will be a series of sub tasks to complete. You need to complete all of them.



### E-Book:

Click the book icon for the full written description on this function.

### Learn:

This area will tell you which tasks to complete. Green check mark means you can move onto the next task

### Practice:

Use the practice feature to do your tasks again. You can use this as many times as you like! Try to get comfortable with tougher questions.



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This guide will help you set up your accounts and show you how to get started.

You will also find helpful tips for quick access to resource information. If you are using a computer at home, you can access all your programs from home.

### During COVID-19

There may be an opportunity to take a certification exam at home. Ask your teacher for the latest update.

March 20<sup>th</sup>, 2020

## GMetrix Set-Up

1

**Create your Jasperactive student profile:**

2

**Log into Jasperactive and see your courses**

This is your **learning component** where you will work through exercises and learn the software application.

3

**Launch your Benchmark Exam**

Taking your first exam at the beginning will determine the number of lessons you will need to complete in that application (like Word).

4

**Create your GMetrix student profile**

In GMetrix, you will practice your skills in a **simulated testing** environment.

5

**Create your Compass/Certiport profile (Test Candidate)**

All students create their own personal account with Certiport. This account gives you access to take an official certification exam in Compass (the testing software).

### Quick Access

**GMetrix Access Code:**  
**28963-CCIDemo-32754**

**Student Login Page**  
[GMetrix Student Login](#)

**Video Tutorial**  
[Get started](#)

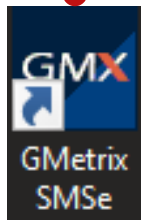
# Certification Program for Students

## Create your GMetrix Account

Create your student profile in GMetrix to gain access to your practice tests.

Want more information  
Watch a  
[Video Tutorial](#)

**Click on GMetrix Desktop Icon:**  
This will open up the GMetrix Sign in window.



4

**Sign up here:**  
Click the "Sign up here!" link to create your student profile.

The GMetrix Sign In window. It features the GMetrix logo and 'Skills Management System' text. There are input fields for 'Username', 'Password', and a language dropdown set to 'English'. A 'Sign In' button is below. Links for 'Forgot your password?' and 'No account? Sign up here!' are present. Below a separator line, it says 'Sign in with an existing provider.' with icons for C, G, and a Windows logo. At the bottom, there is a 'Go to Administrator Portal' link.

**User Name:**  
Use your student email address as your username. It is unique to you and easy to remember.

The GMetrix User Registration window. It has a 'User Registration' header with a welcome message and a confidentiality note. The form is divided into 'Personal Info' and 'Account Information' sections. Personal Info includes fields for First Name, Last Name, Country, State/Province, and Student Number. Account Information includes Email Address, Username, Password, Confirm Password, a favorite actor dropdown, and a Secret Answer. A checkbox for 'I accept the terms of the GMetrix License Agreement' is at the bottom. 'Back' and 'Confirm' buttons are at the bottom right. A footnote indicates '\* Required Information'.

**Password:**  
Don't forget your password!

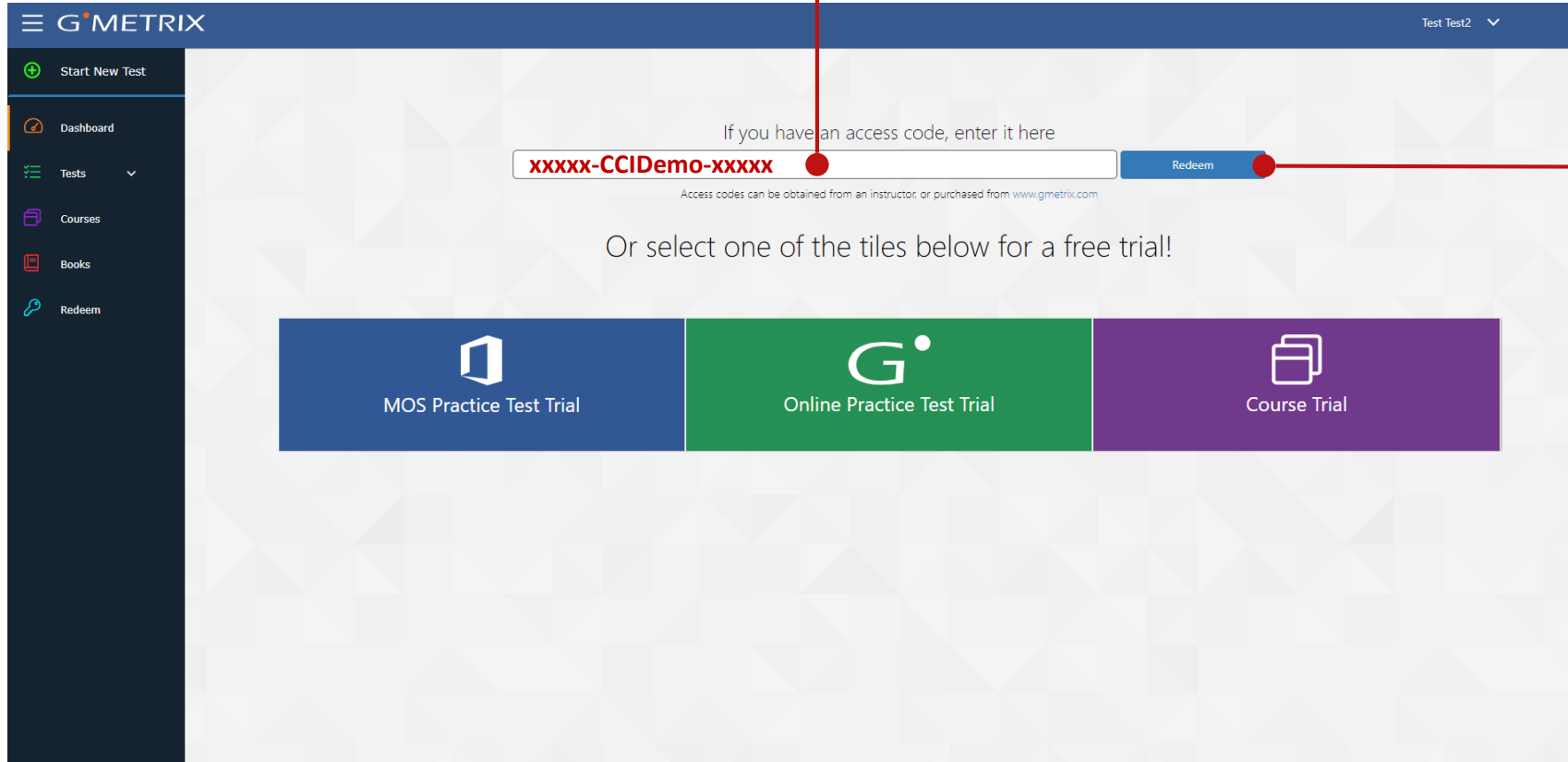
**Accept the Terms:**  
Don't forget to click this box.

# Certification Program for Students

## Unlock your Practice Tests

To unlock your practice tests, enter in your GMetrix access code provided below.

**Enter in Your Access Code:**  
**xxxxx-CCIDemo-xxxxx**



The screenshot shows the GMetrix dashboard interface. On the left is a dark blue sidebar with navigation links: 'Start New Test' (with a plus icon), 'Dashboard' (with a home icon), 'Tests' (with a list icon), 'Courses' (with a folder icon), 'Books' (with a book icon), and 'Redeem' (with a key icon). The main content area has a light gray background with a geometric pattern. At the top of the main area is a dark blue header with the 'G METRIX' logo on the left and 'Test Test2' with a dropdown arrow on the right. Below the header, there is a text prompt 'If you have an access code, enter it here' above a text input field containing 'xxxxx-CCIDemo-xxxxx'. To the right of the input field is a blue 'Redeem' button. Below the input field is a small note: 'Access codes can be obtained from an instructor, or purchased from [www.gmetrix.com](http://www.gmetrix.com)'. Further down, there is a text prompt 'Or select one of the tiles below for a free trial!' above three colored tiles: a blue tile for 'MOS Practice Test Trial' with a cube icon, a green tile for 'Online Practice Test Trial' with the 'G' logo, and a purple tile for 'Course Trial' with a document icon. A red line connects the 'xxxxx-CCIDemo-xxxxx' code from the top callout to the input field, and another red line connects the 'Redeem' button to the 'Redeem:' callout on the right.

**Redeem:**  
This will unlock the practice tests and open the window to start your tests. You are now linked to your student group and your teacher. Please follow their instructions for when to start the tests.

# Certification Program for Students

## Navigating your Student Dashboard

GMetrix offers a simple navigation menu.

### Start New Test:

Anytime you want to start a new test click on "Start New Test".

### Tests:

By click on the word "Tests" the dropdown menu will appear.

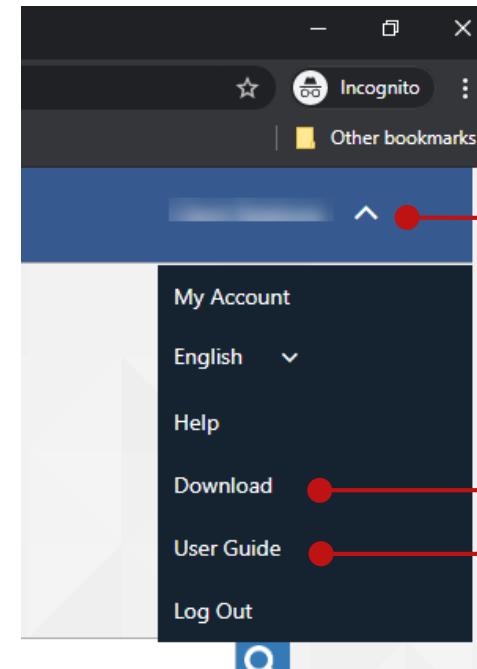
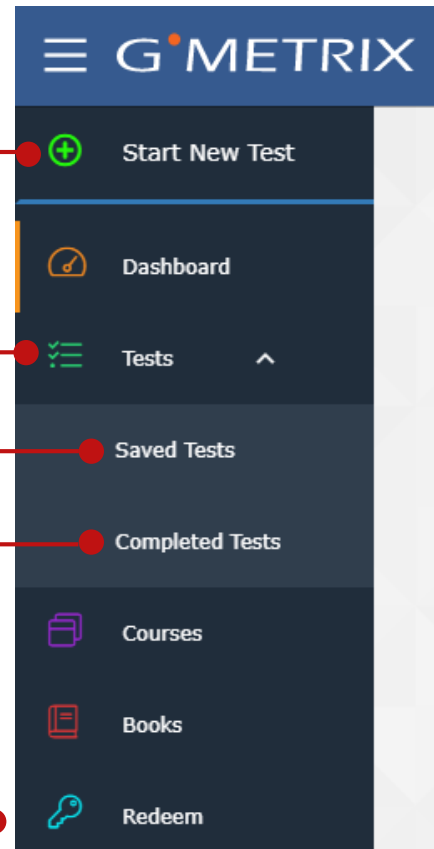
Clicking on "Saved Tests" will allow you start a test that you have already saved.

Clicking on "Completed Tests" will show you your progress.

### Redeem Key:

If your teacher gives you a new access code, you need to click on this key to enter it in.

For example: if you are in two different classes and each teacher gives you an access code for their course, you would redeem the second access code with this "Redeem" blue key.



### YOUR NAME Right hand corner:

Clicking on your name in the right hand corner of the screen will open up this profile menu.

### Download:

To work at home on Microsoft Office applications, you need to download the software. Click on download here.

### User Guide:

A ebook User Guide is accessible any time by clicking here. You can also download your own pdf copy.

Want more information?  
Watch a  
[Video Tutorial](#)

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March 20<sup>th</sup>, 2020

## Compass Set-up

1

**Create your Jasperactive student profile:**

2

**Log into Jasperactive and see your courses**

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**Launch your Benchmark Exam**

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4

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**Create your Compass/Certiport profile (Test Candidate)**

All students create their own personal account with Certiport. This account gives you access to take an official certification exam in Compass (the testing software).

## Quick Access

**NO Access Code is needed**

### Alternative Registration

*If Compass is not downloaded you can register online for your home computer*

[Certiport Web Registration](#)

### Video Tutorial

[Get started](#)

[Downloading Compass](#)

[Launching an Exam](#)

# Certification Program for Students

## Creating your Certiport/Compass Student Profile



This Certiport account will be your login information for both the Certiport website account and for accessing the Compass Testing Software

**Testing Center Name (your institution):**  
Make sure your software is linked to your district testing center!

CCI Learning Solutions Inc. (90001083)

5

**Create an account now:**  
Start here by clicking "create an account now." This will launch the registration page.

**HEY!** Use your student email address as your username.

Welcome  
Log in to take your exam  
(\* indicates a required field)

Username \*

Password \*

Login

Forgot your username or password? [I Cannot Access My Account](#)

Don't have an account? [Create an account now.](#)

Test Candidate Support [Test Candidate Support](#)

Exam Tutorials [Exam Tutorials](#)

**Username & Password:**

After you finish creating your personal account, you'll be prompted to use that new username and password to log into Compass.

**Exam Tutorials:**


This will take you to the Certiport website. You can follow the links to the exam tutorials to see a pdf of the exam instructions. The instructions will also be provided at the start of all your exams, prior to the timer starting.

# Certification Program for Students

## User Registration for Certiport/Compass



Complete the following registration with Certiport.



### User Registration

► **Welcome to Certiport**

Account Setup

Personal Information

Profile

Summary

Preferred language: English ▼


Country/Region: \* <-Select-> ▼

Welcome to Certiport User Registration. This is the first step to accessing globally recognized certification exams and unlocking the many resources available to you.

**CANDIDATE AGREEMENT**

By accessing this website and checking the box below you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Certiport, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of [Pearson VUE's Privacy Policy and Cookies Policy](#) including the collection of your data and Certiport's [Terms of Service](#), in conjunction with your acceptance of the policies and procedures as established by the Test Sponsor and our obligations to provide you process your test results.

☐ I Agree \* [Certiport Privacy Statement](#)



Enter the characters shown on the above image: \*

To avoid creating duplicate user accounts, you can verify that you have not previously registered with Certiport by using the [Login Assistant](#).

(\* indicates a required field)

Next ► Cancel

### 5 Sections to fill in:

The side menu will show you an orange arrow to indicate which section you are working on.

### Next:

After filling everything in, move to the next screen by clicking the "next" button.

### Quick Registration Guide:

For full directions on the registration process, click on [Certiport's guide](#).