

Jasperactive™

MOS Online

Student setup guide for

- Free Outlook email
- Free Microsoft Account
- Jasperactive MOS online

Student Setup Guide

Getting Started with Jasperactive MOS online

Create your Microsoft Office FREE account

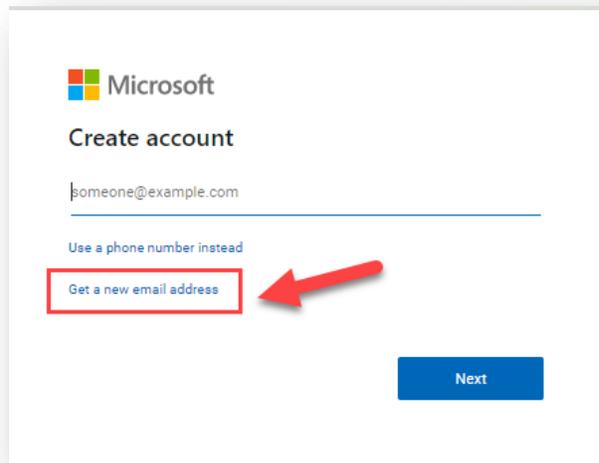
This is for quick access to Jasperactive MOS online.

We know you may have an Office 365 student account, however, we want to get the software to you faster than waiting for IT Department, so this is why you are creating a new email account, and a new Microsoft office account.

01

Create a free Outlook email:

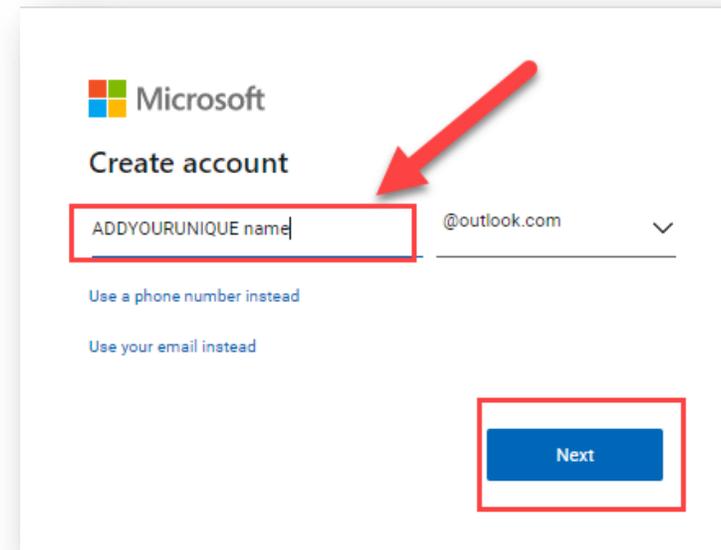
[Click here](#)



02

Add a unique name and click next

Don't forget to write it down!



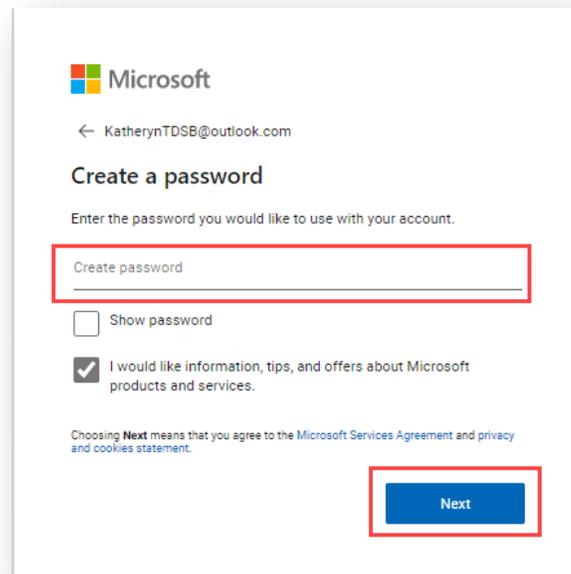
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03

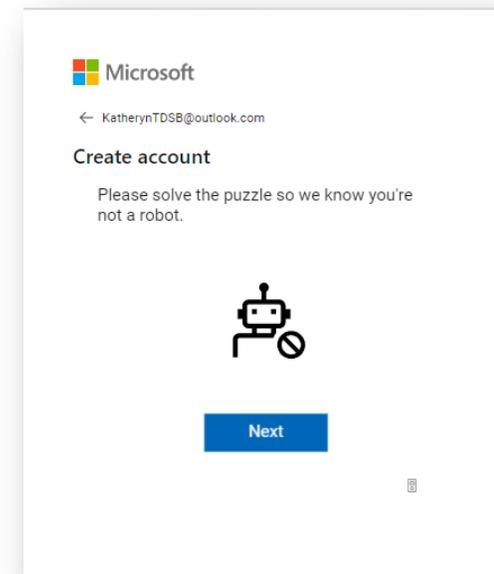
Enter in a password and click Next:
Don't forget to write it down



The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo and the email address 'KatherynTDSB@outlook.com'. The heading is 'Create a password'. Below it, the instruction reads 'Enter the password you would like to use with your account.' There is a text input field labeled 'Create password' which is highlighted with a red border. Below the input field are two checkboxes: 'Show password' (unchecked) and 'I would like information, tips, and offers about Microsoft products and services.' (checked). At the bottom, there is a blue 'Next' button, also highlighted with a red border. A small link at the bottom left states: 'Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.'

04

Solve the puzzle and click Next



The screenshot shows the Microsoft account creation interface at the CAPTCHA step. At the top is the Microsoft logo and the email address 'KatherynTDSB@outlook.com'. The heading is 'Create account'. Below it, the instruction reads 'Please solve the puzzle so we know you're not a robot.' In the center, there is a CAPTCHA puzzle featuring a robot icon with a 'no' symbol (a circle with a diagonal line) over it. Below the puzzle is a blue 'Next' button. A small icon of a mobile phone is visible in the bottom right corner.

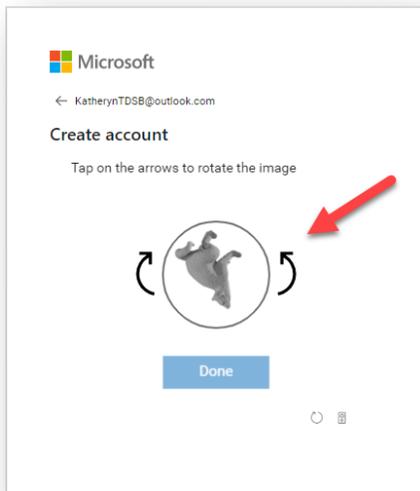
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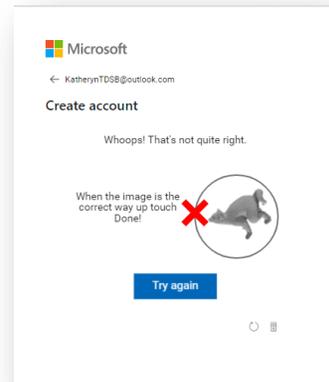
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05

Click the arrows to rotate the picture
When it is the correct way up, click Done

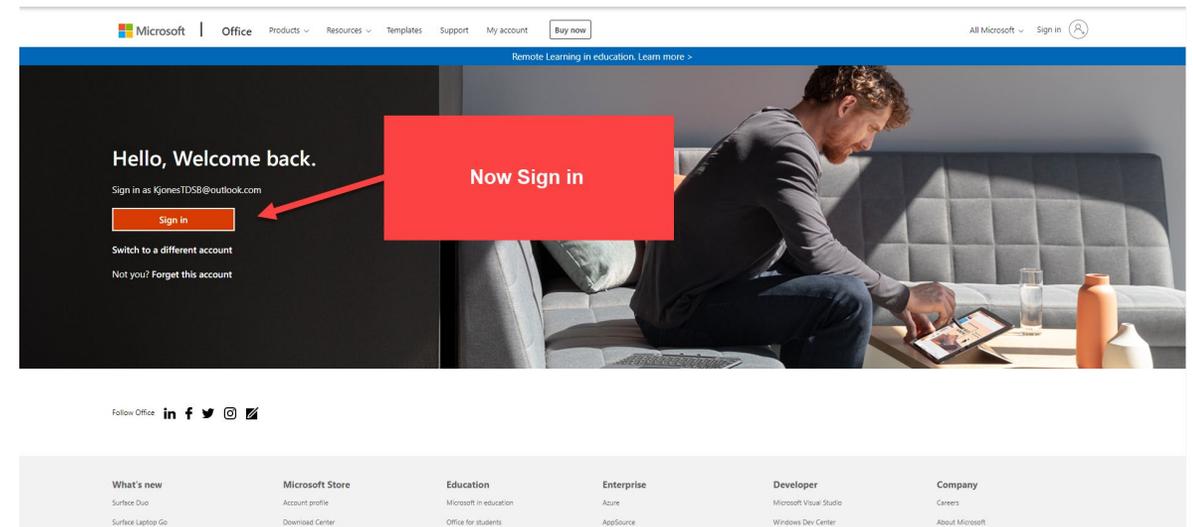


If you get it wrong, try again



06

Now Sign In



Student Setup Guide

Getting Started with Jasperactive MOS online

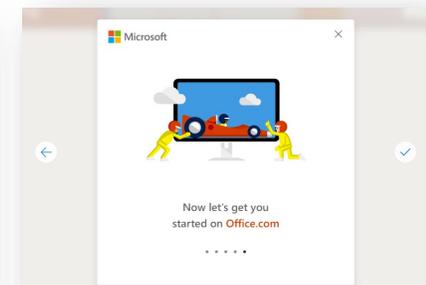
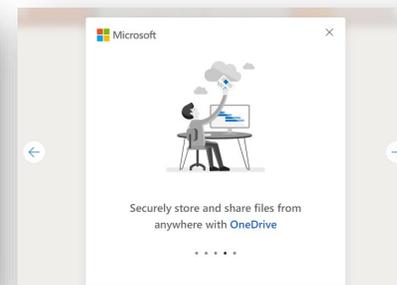
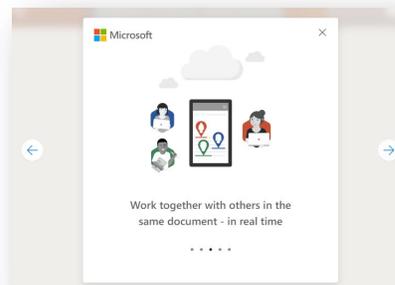
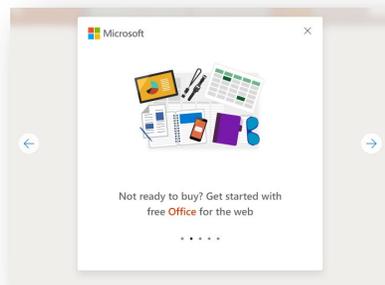
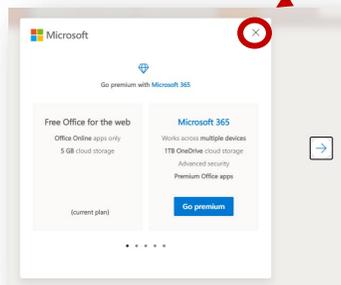
Create your Microsoft Office FREE account

This is for a **FREE** version. Bypass these screens to gain access to the free account.

NOTE

If you were automatically logged into the new account, they will show you some screens for purchasing/upgrading the office suite – **IGNORE this. Click through or click the x.** Both examples are shown below.

Click the x to avoid these 5 screens



Student Setup Guide

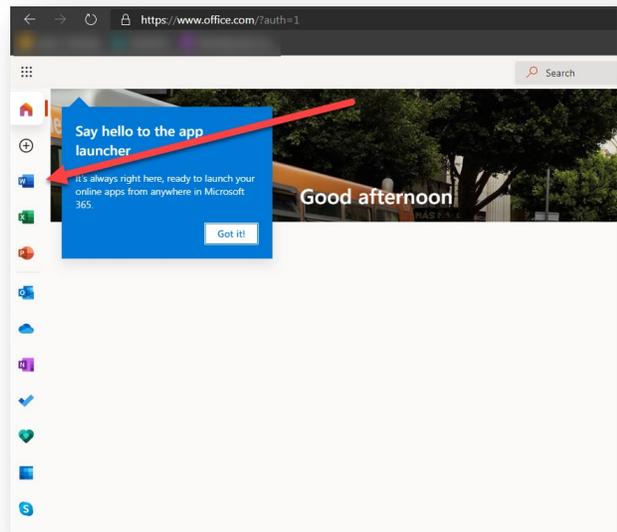
Getting Started with Jasperactive MOS online

Log into Office.com

With either your new free account or your 365 School account

09

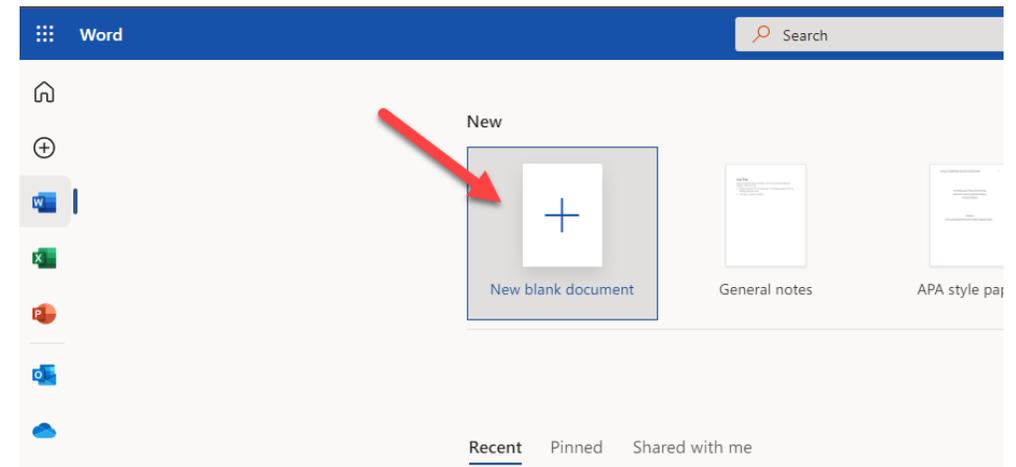
Now you're logged in
Click on the app icon, E.g. Word



10

Now open a new blank document.

If in Excel, a new spreadsheet,
if in PowerPoint, a new presentation



Student Setup Guide

Getting Started with Jasperactive MOS online

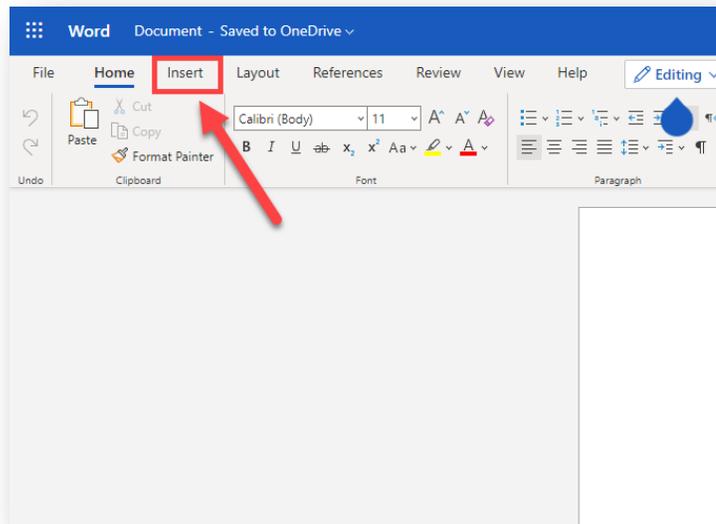
Adding Jasperactive MOS online to the Ribbon

This is how you access your course

11

Now click Insert

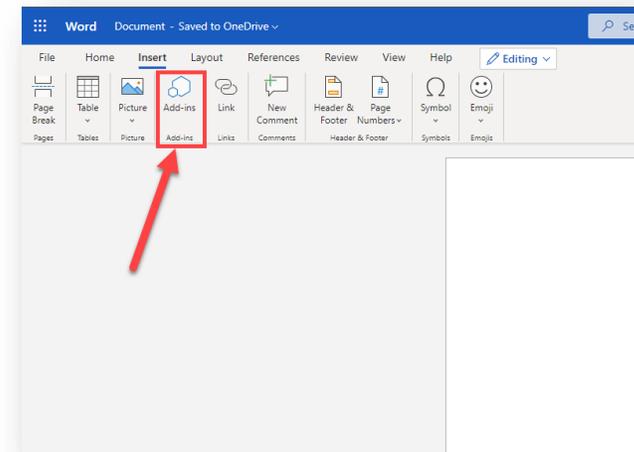
We will first add Jasperactive to the Ribbon



12

Now click “Add-ins”.

This will bring you to the Microsoft Store

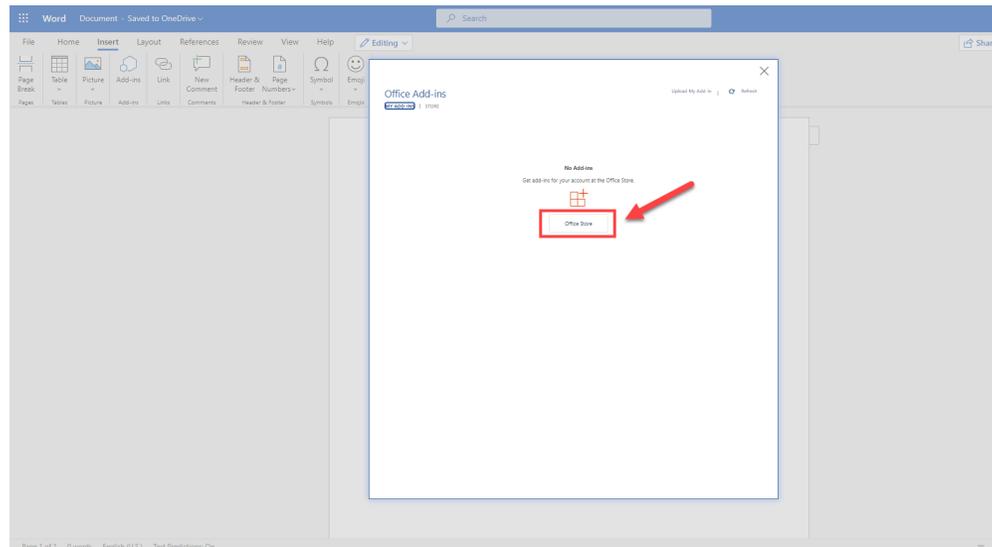


Adding Jasperactive MOS online to the Ribbon

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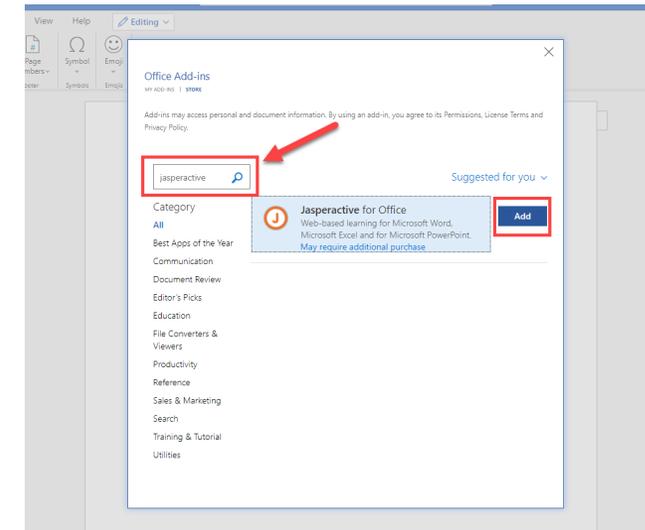
11

Now click the Office Store button
This will open all options. We need to search
for Jasperactive



12

Now Type in the search field, Jasperactive,
Click the search icon.
When the Jasperactive appears, click Add

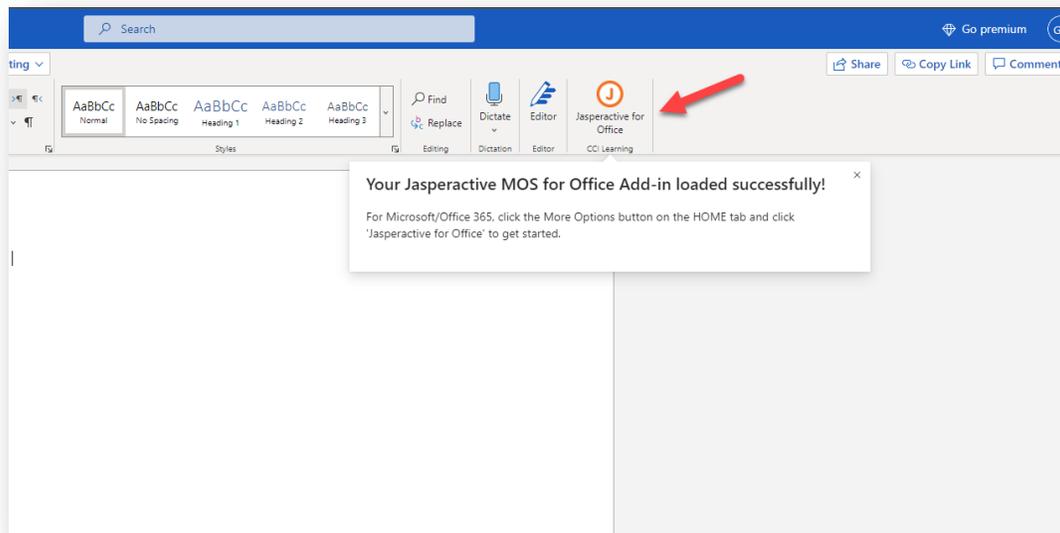


Adding Jasperactive MOS online to the Ribbon

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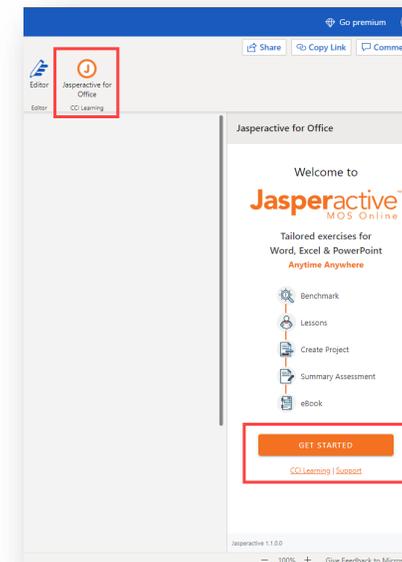
13

You can now see the Jasperactive Icon on the Ribbon



14

Click on the icon to open Jasperactive and Click the Get Started button

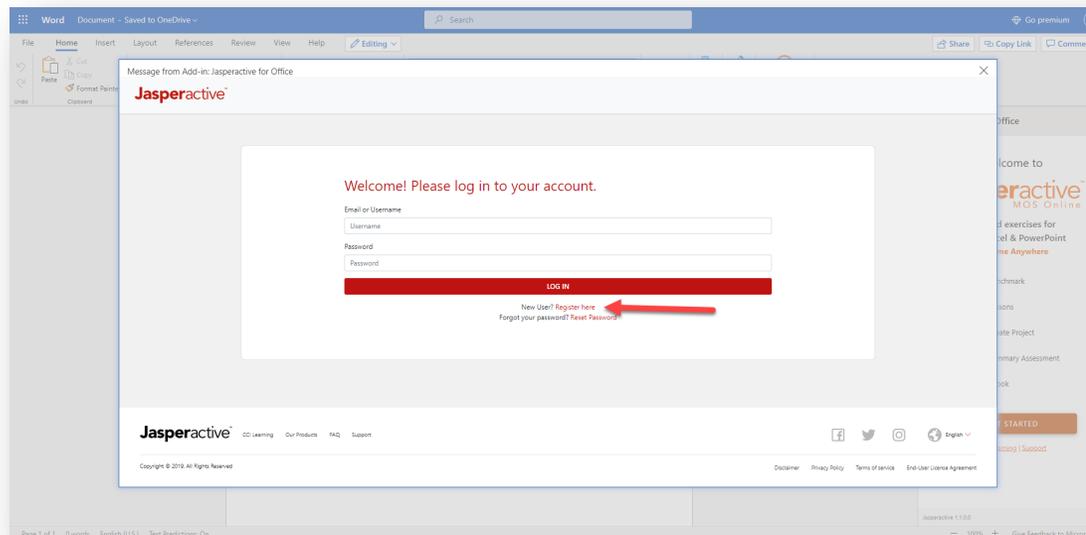


Creating your Jasperactive account and logging in

You will need your **Group Key** code from your teacher

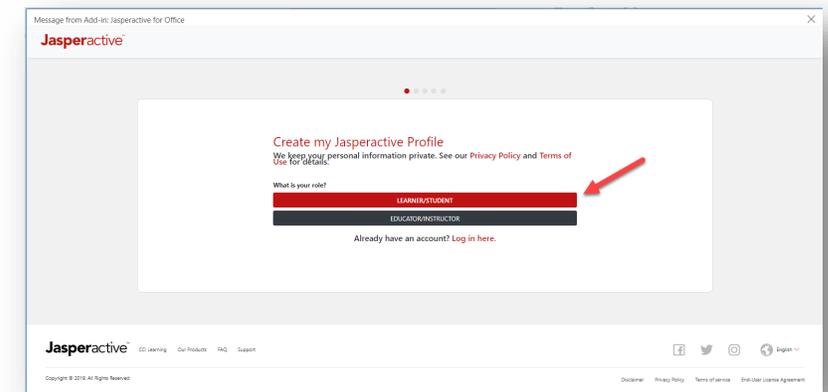
15

If you have a Jasperactive account, login using your Username and Password. If not click **Register Here**.



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Select **Learner/Student**

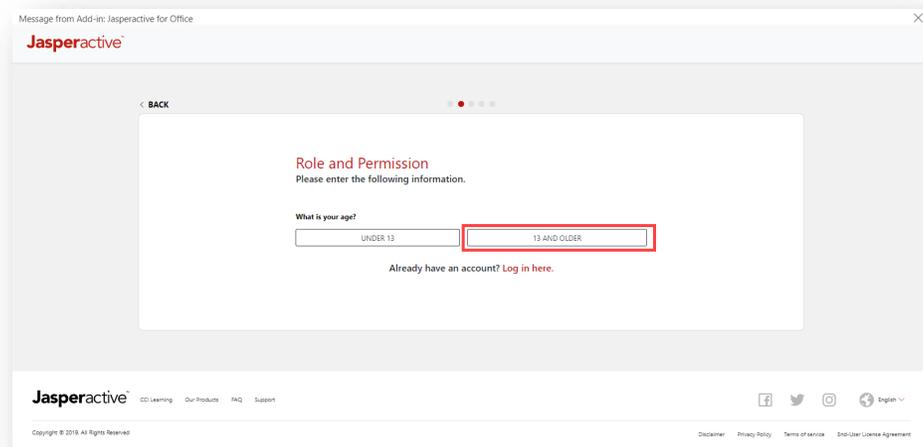


Creating your Jasperactive account and logging in

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Select your age category, ie **13 and Over**



Message from Add-in: Jasperactive for Office

Jasperactive

< BACK

Role and Permission
Please enter the following information.

What is your age?

UNDER 13 13 AND OLDER

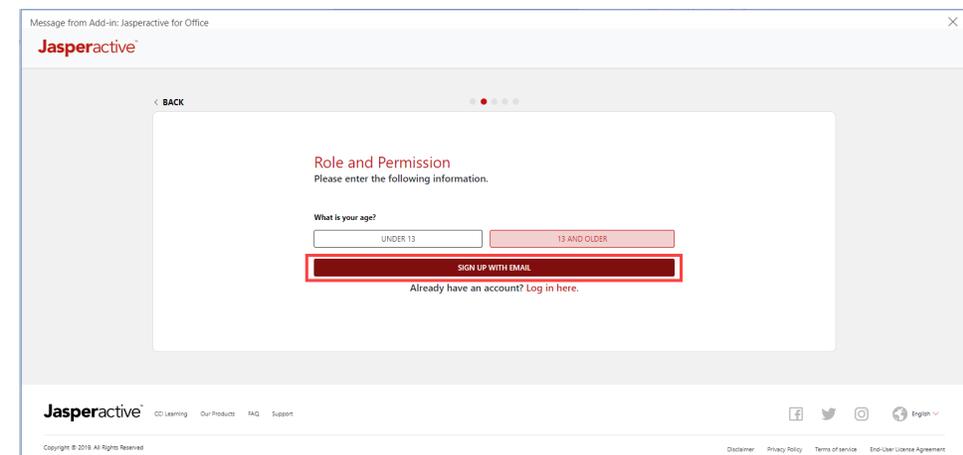
Already have an account? [Log in here.](#)

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Click **Sign up with Email**



Message from Add-in: Jasperactive for Office

Jasperactive

< BACK

Role and Permission
Please enter the following information.

What is your age?

UNDER 13 13 AND OLDER

SIGN UP WITH EMAIL

Already have an account? [Log in here.](#)

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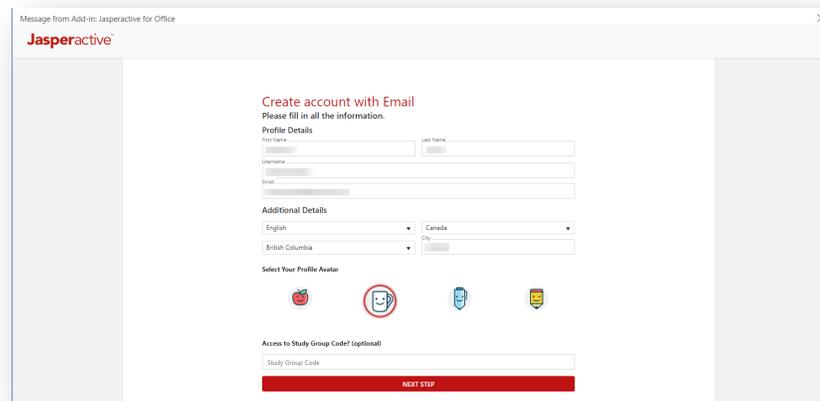
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Creating your Jasperactive account and logging in

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Fill in the Profile details, Additional Details, And select your Profile Avatar, then click **Next Step**



Message from Add-in: Jasperactive for Office

Jasperactive

Create account with Email
Please fill in all the information.

Profile Details
First Name: Last Name:
Username:
Email:

Additional Details
English Canada
British Columbia

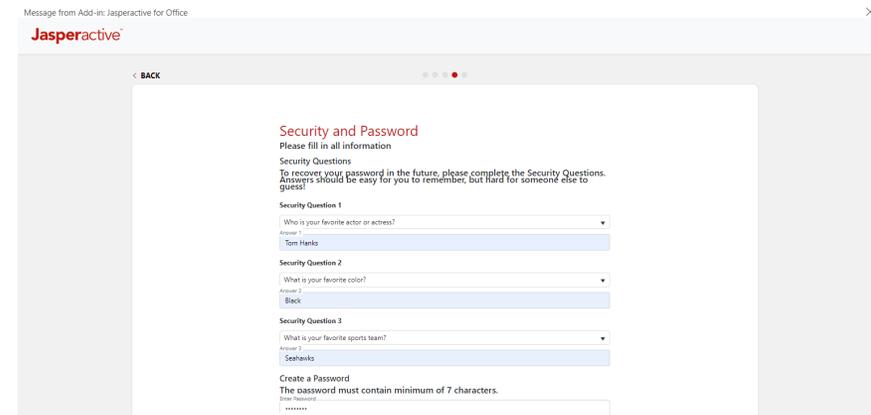
Select Your Profile Avatar

Access to Study Group Code? (optional)
Study Group Code:

NEXT STEP

20

Fill in the Security questions and create a password. Click **Next Step**
Your password must contain 7 characters.
(You could use the same password for you email to make it easier to remember.)



Message from Add-in: Jasperactive for Office

Jasperactive

Security and Password
Please fill in all information

Security Questions
To recover your password in the future, please complete the Security Questions. Answers should be easy for you to remember, but hard for someone else to guess!

Security Question 1
Who is your favorite actor or actress?
Answer 1: Tom Hanks

Security Question 2
What is your favorite color?
Answer 2: Black

Security Question 3
What is your favorite sports team?
Answer 3: Seahawks

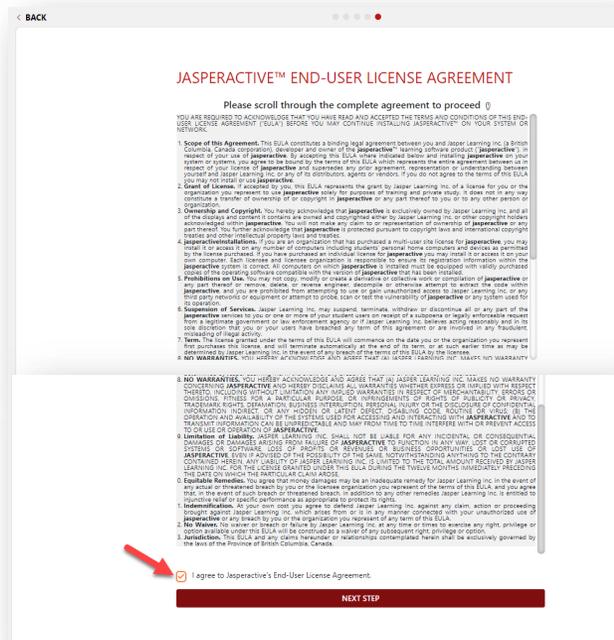
Create a Password
The password must contain minimum of 7 characters.
First Password:
Confirm Password:

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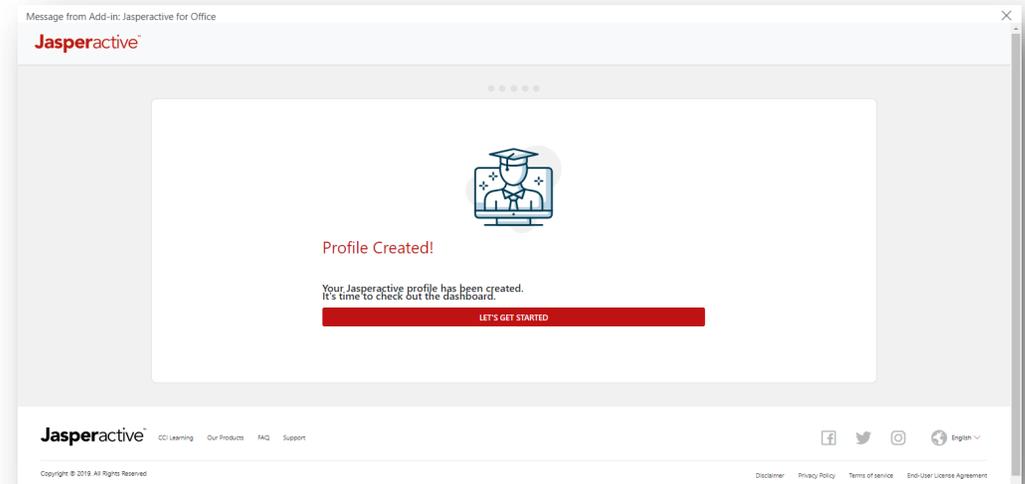
21

Next **Agree** to the User Agreement and click **Next Step**



22

Your profile is created!
Click the red button, **Let's Get Started**

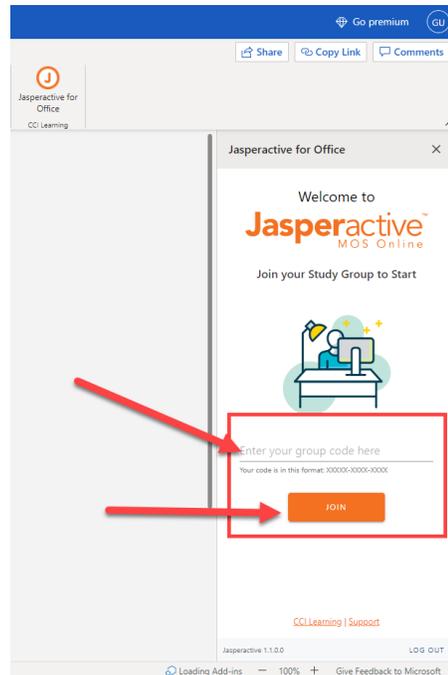


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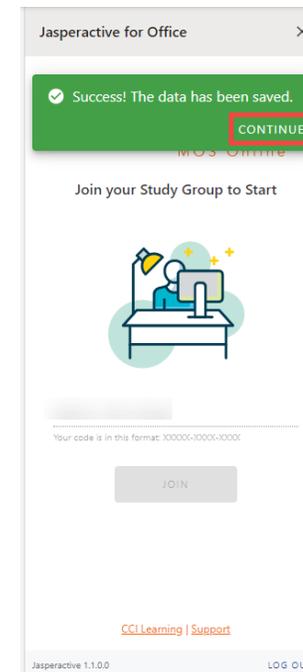
23

Now enter in the **Group Key**
Click **Join**



24

Success! Click **Continue**



Creating your Jasperactive account and logging in

You will need your **Group Key** code from your teacher

23

You are ready to start your
Benchmark Assessment

