

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.
XXXX-XXXX-XXXX

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 navigation bar with the Jasperactive logo and a 'New User' button highlighted with a yellow box. To the right of the 'New User' button is a 'Registered User' section with fields for 'Email' and 'Password', and a 'Log In' button. Below the navigation bar, there are two main content areas: 'Microsoft Office' and 'Digital Literacy'. The 'Microsoft Office' section includes the text 'The world's first kinesthetic Microsoft Office learning and validation system.' and 'Microsoft Office Specialist' logo. Below this, there are two columns: 'Academia' (Certify your students) and 'Corporations' (Train your employees). The 'Digital Literacy' section features a red box with a play button icon and the text 'Already Purchased? Get Started'. At the bottom of the page, there is a footer with the Jasperactive logo, links for 'Disclaimer', 'Privacy Policy', and 'Terms of Service', and social media icons for Facebook, Twitter, and LinkedIn.



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



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: *

Country: *

State/Province/Region: *

City:

Zip/Postal Code:

Company/School Type: *

Company/School Name: *

Time Zone: *

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 for a user named Chris Tucker. The top navigation bar includes the Jasperactive logo, a home icon, a download icon, a star icon, a document icon, a gear icon, a dropdown menu for 'Student', a 'Log Out' button, and a profile picture. Below the navigation bar, a welcome message reads 'Hello Chris Tucker! Welcome to Jasperactive.' The main content area is divided into two sections: 'Your Courses' and 'The Prescriptive Learning Pathway'. The 'Your Courses' section has a dropdown for 'Application Group' set to 'Microsoft Office 2019' and radio buttons for 'Active' (selected) and 'Expired'. It lists several courses with progress bars: Microsoft Word (12%), Microsoft Excel (0%), Microsoft PowerPoint (0%), Microsoft Word Expert (0%), Microsoft Excel Expert (0%), Microsoft Access (0%), and Microsoft Outlook (0%). A link 'Activate a New Course' is at the bottom. The 'The Prescriptive Learning Pathway' section shows a sequence of steps: Benchmark (1), Learn (2), Practice (3), Create (4), and Validate (5). The footer contains the Jasperactive logo, 'Powered by Microsoft Azure', links for 'Disclaimer', 'Privacy Policy', and 'Terms of Service', 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.

The screenshot shows the Jasperactive interface. At the top is a dark blue header with the Jasperactive logo, navigation icons, and user information for Chris Tucker (Student). Below the header is a course card for 'Microsoft Word Expert' with a progress bar showing 25% completion. The main content area is titled 'Let's Get Started' and contains a message: 'The benchmark test will analyze your current skills to build a custom lesson plan just for you.' A blue 'Launch Benchmark' button is prominently displayed.

Powered by
Microsoft Azure

Disclaimer Privacy Policy Terms of Service
© Jasper Learning Inc.

Language
English

Certification Program for Students

Unlocking your lessons

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

The screenshot displays the Microsoft Word interface within the Jasperactive application. The top ribbon is visible, showing tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, Help, Acrobat, and Search. The main working area contains a document titled 'Farm to Table Report' with a green flag icon and the text 'Farm to Table Academy of Natural Resources'. A small image of a garden is also visible. On the right side, the Jasperactive pane is open, showing a 'Benchmark' section with a timer and a list of tasks: '1. Customize the Quick Access Toolbar', '2. Display hidden ribbon tabs', '3. Use language options', '4. Find and replace formatting and styles', and '5. Insert and modify captions'. Below the tasks, there is a 'Resources' section with a list of word files: 'A Taste of Greece Menu.docx', 'Antonio's Menu.docx', 'FieldExperience.docx', and 'Tolano Culinary School Letter.docx'. The Jasperactive version number '1.1.9.1' is displayed at the bottom of the pane. A red box highlights the ribbon, the working area, and the Jasperactive pane.

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:

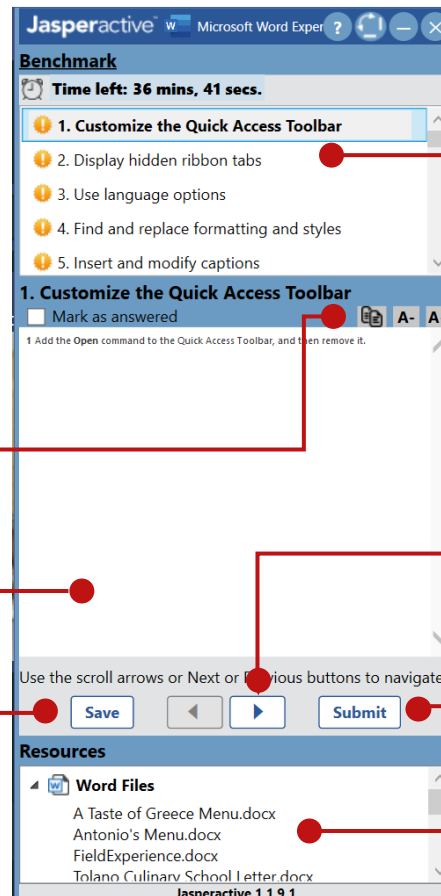
Click on this to copy the text, then click paste in the actual document.

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:

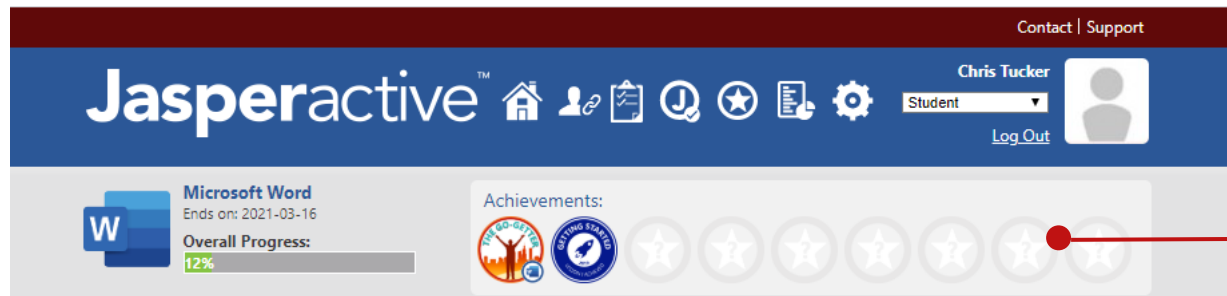
The files you need will be displayed here as well as in the Jasperactive Resources folder.

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%.

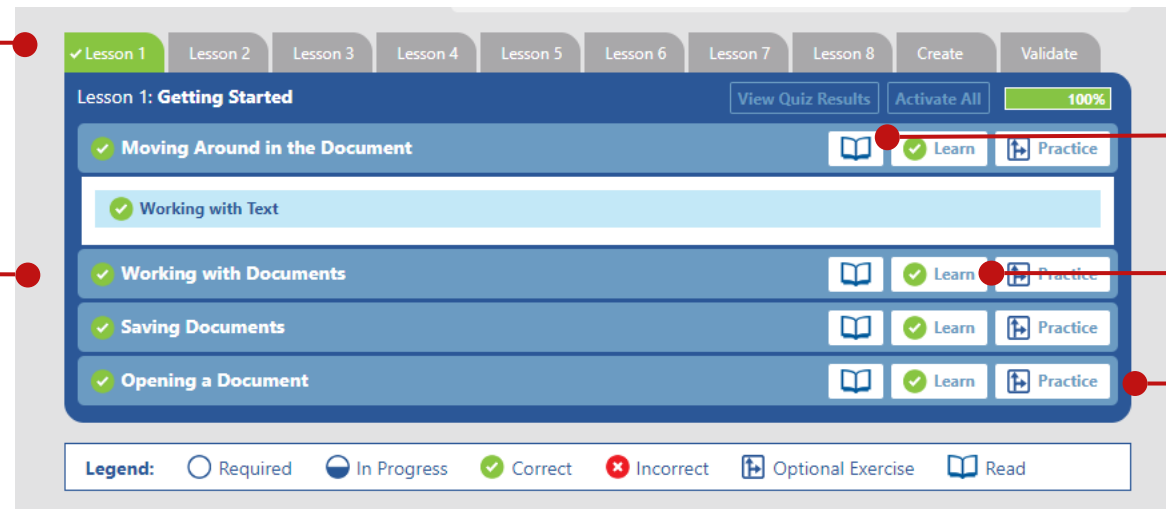
Watch how to use the course interface/pane
[Video Tutorial](#)



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.