

Certification Program for Students



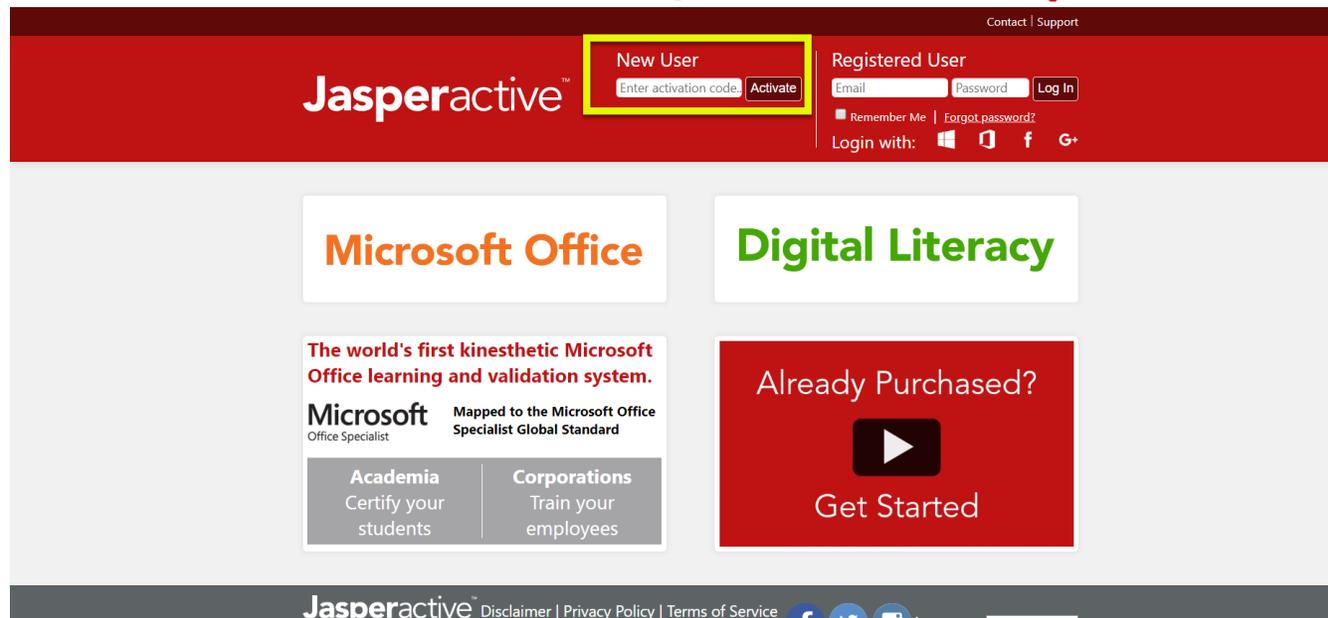
Create your Jasperactive profile

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.



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.

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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!

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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.



Hello **Chris Tucker!** Welcome to Jasperactive.

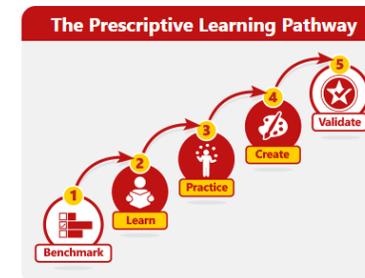
Your Courses

Application Group: **Microsoft Office 2019**

Active Expired

Microsoft Word	Ends on: 2021-03-16	12%
Microsoft Excel	Ends on: 2021-03-16	0%
Microsoft PowerPoint	Ends on: 2021-03-16	0%
Microsoft Word Expert	Ends on: 2021-03-16	0%
Microsoft Excel Expert	Ends on: 2021-03-16	0%
Microsoft Access	Ends on: 2021-03-16	0%
Microsoft Outlook	Ends on: 2021-03-16	0%

[Activate a New Course](#)



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!

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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 at 25%. The main content area is titled 'Let's Get Started' and contains the text 'The benchmark test will analyze your current skills to build a custom lesson plan just for you.' and a 'Launch Benchmark' button. The footer includes the Jasperactive logo, 'Powered by Microsoft Azure', and links for Disclaimer, Privacy Policy, and Terms of Service, along with social media icons and a language dropdown set to English.

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Unlocking your lessons

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

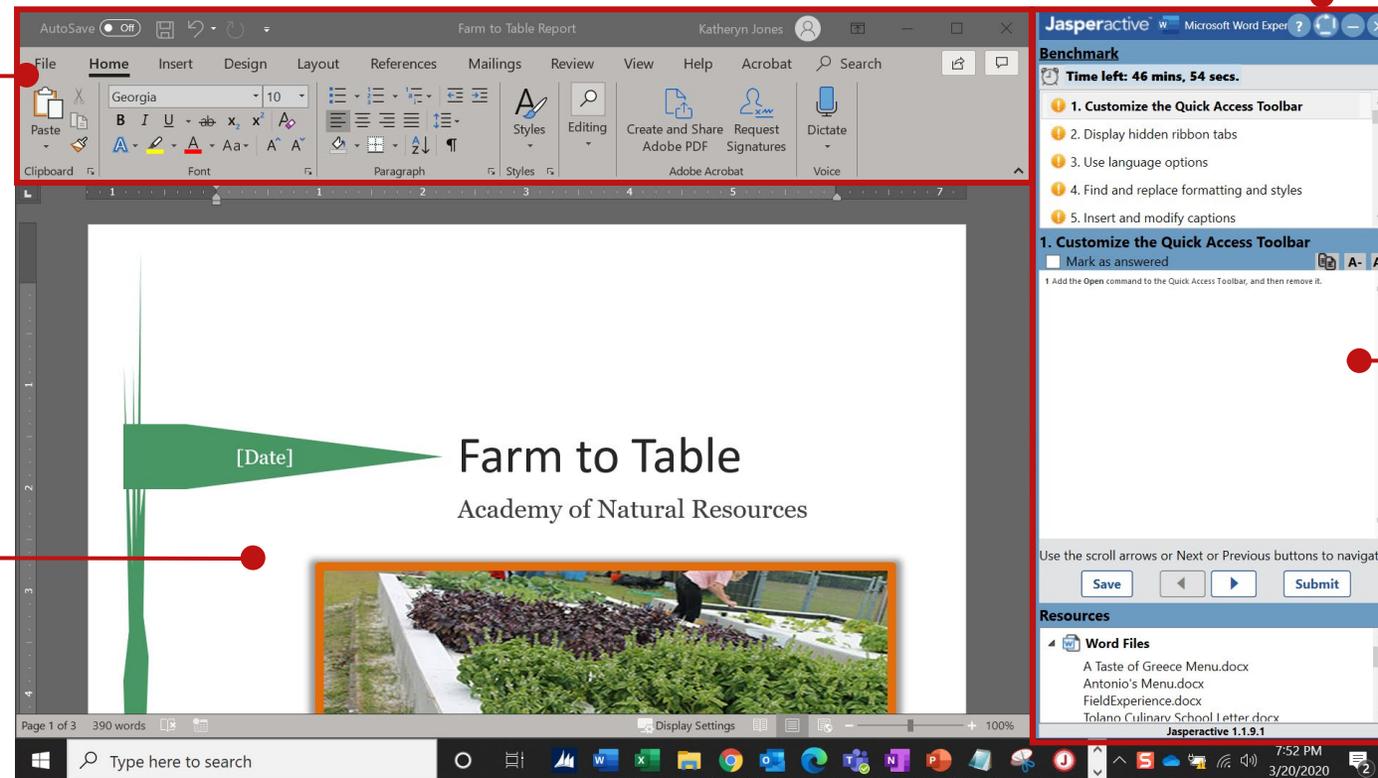
Watch how to navigate
[Video Tutorial](#)

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!



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.

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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:

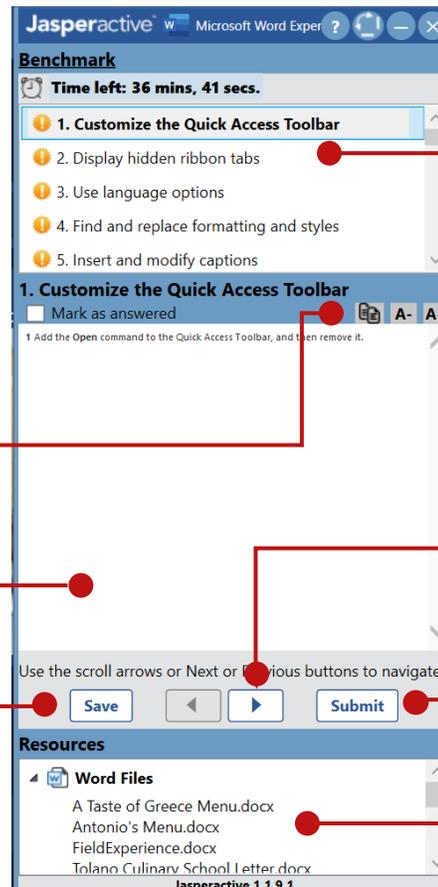
Click on this to copy the text, then click paste in the actual document.

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.

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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](#)

The screenshot shows the top navigation bar of the Jasperactive interface. It includes the Jasperactive logo, navigation icons (Home, Profile, Clipboard, Quiz, Star, Document, Gear), a user profile for Chris Tucker (Student), and a Log Out button. Below the navigation bar, there is a section for Microsoft Word with a progress bar showing 12% completion and an end date of 2021-03-16. To the right, there is an Achievements section with several star icons, one of which is highlighted with a red dot.

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.

The screenshot shows the course interface for Lesson 1: Getting Started. It features a navigation bar with Lesson 1 through Lesson 8, and buttons for Create and Validate. Below the navigation bar, there is a list of sub-tasks for Lesson 1: Moving Around in the Document, Working with Text, Working with Documents, Saving Documents, and Opening a Document. Each sub-task has a green checkmark, a book icon, and buttons for Learn and Practice. A legend at the bottom explains the icons: Required (circle), In Progress (circle with slash), Correct (green checkmark), Incorrect (red X), Optional Exercise (document icon), and Read (book icon).

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.