# Certification Program for Students

CCI Learning™ Academy

Learn more about Jasperactive

Jasperactive™ Microsoft Office

## Create your Jasperactive profile

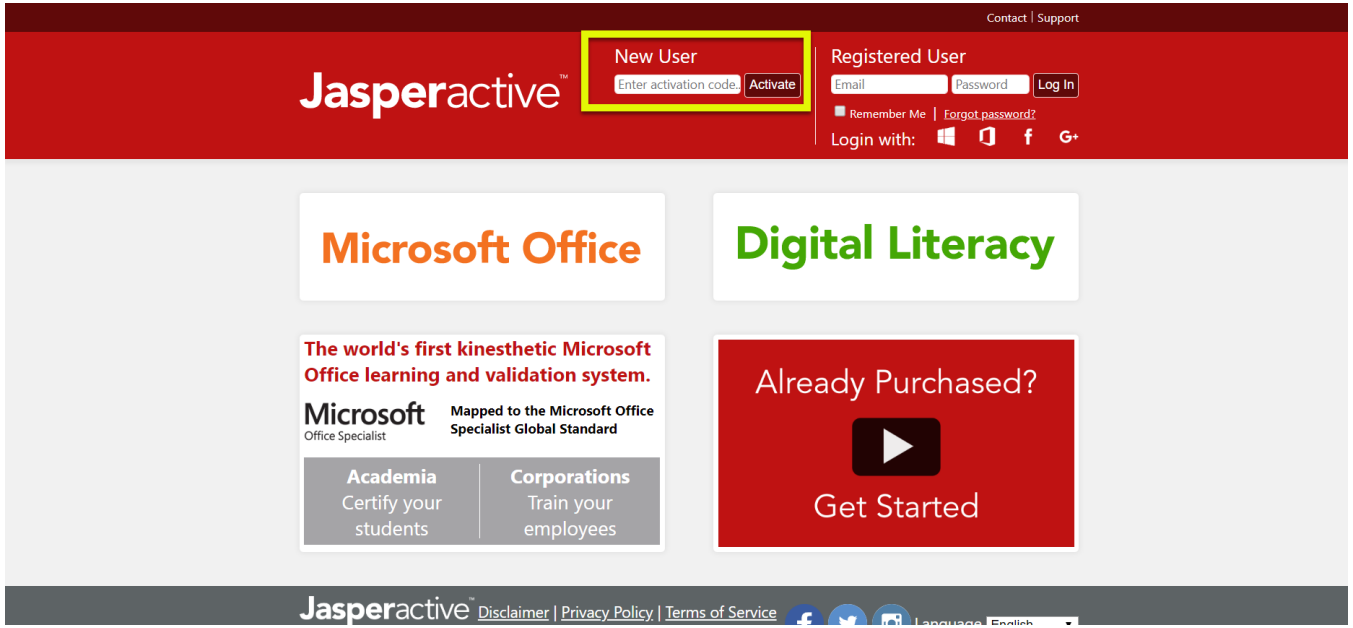
Using your Access Code, create your new user/student profile.

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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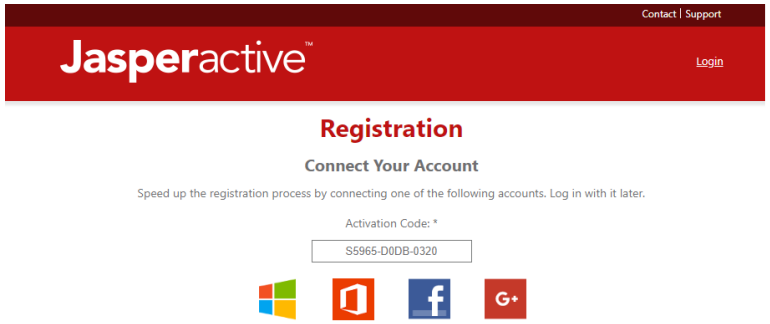
## Registration

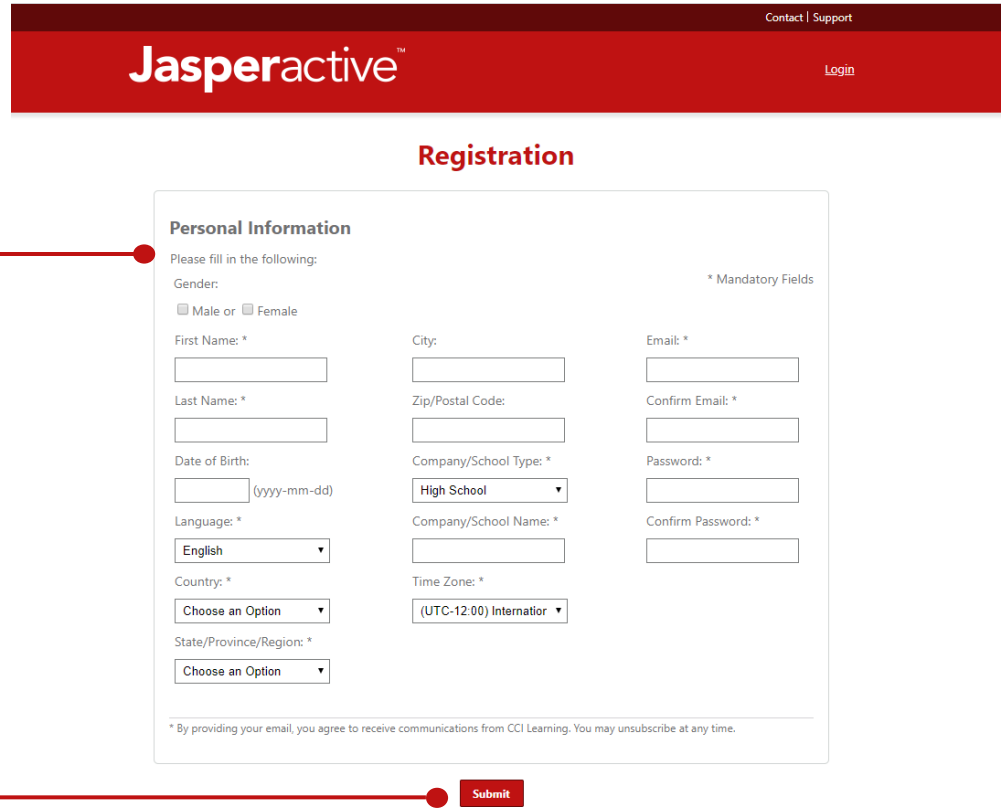
With your unique registration and profile, you'll have access to all your courses and see your own progress reports.

Watch the Registration **Video Tutorial**




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

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




**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**

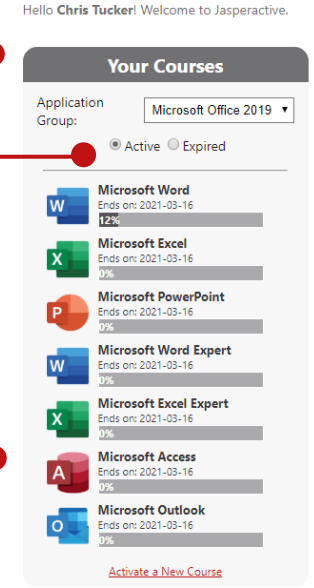
**Jasperactive Installer:**
Click on the J icon to install the latest version of Jasperactive on your computer.

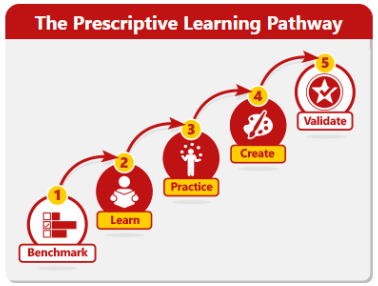
**Manage profile settings:**
Change your password, change your pic, or update your personal info, click on the Avator image.

**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.



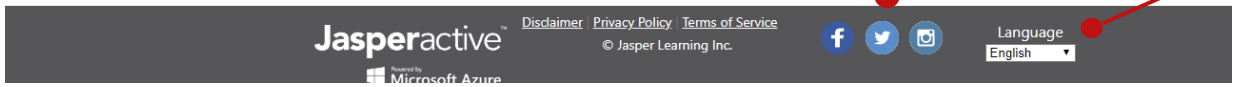




**Open a Microsoft Course :**
Click on the course your teacher has activated for you.

You can only log into one application at a time.

**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

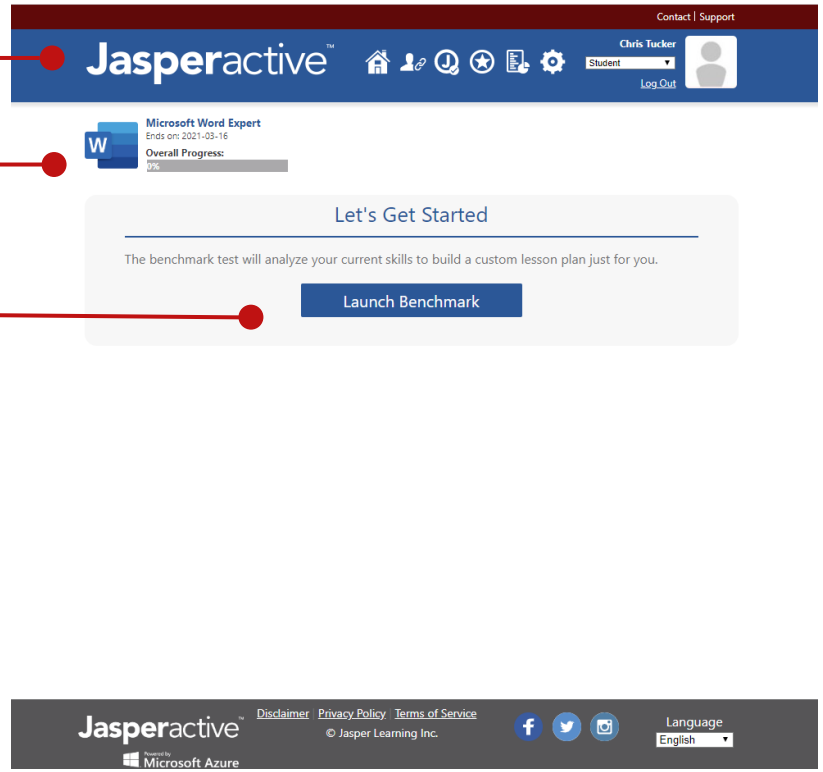
After completing the benchmark exam Jasperactive will determine the lessons you need to work on.

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.



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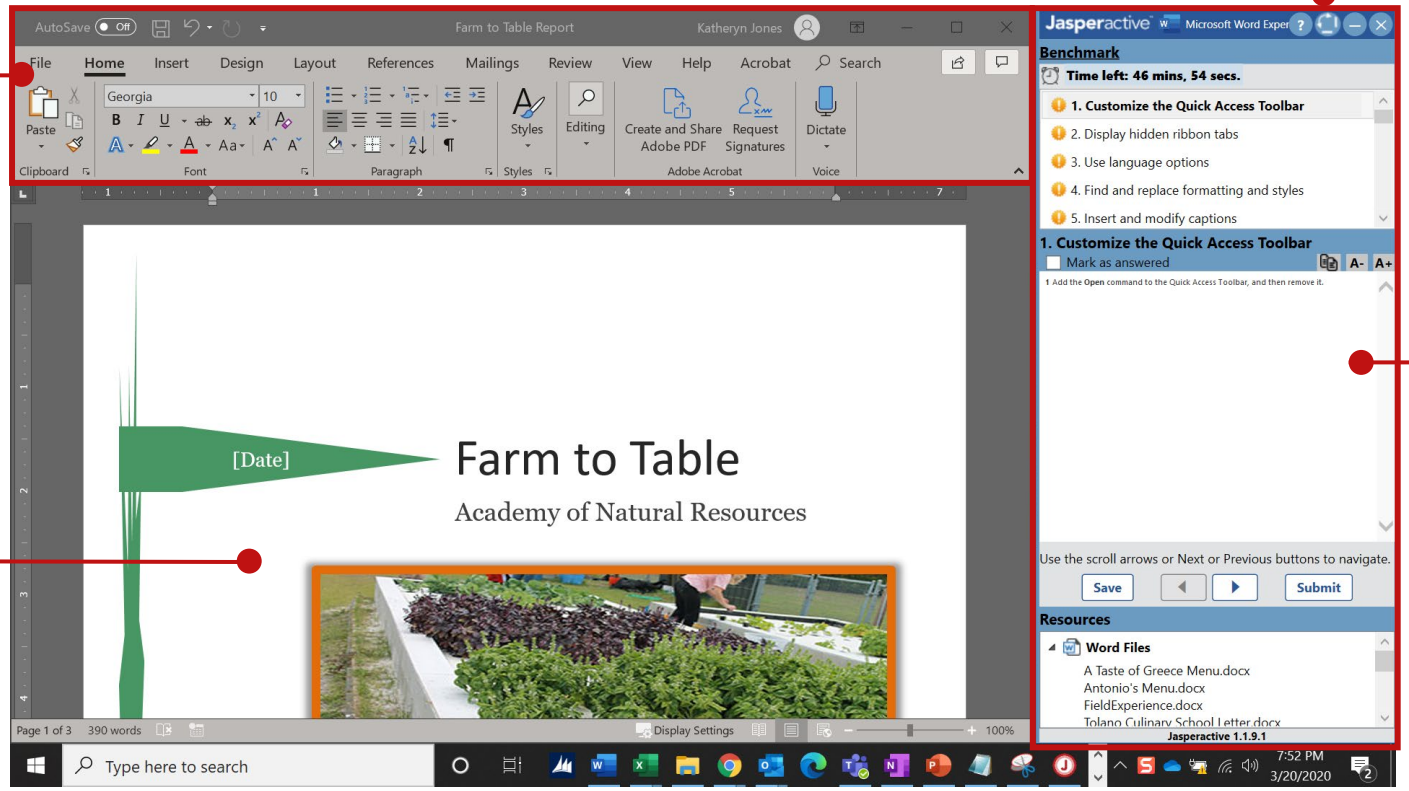
## Unlocking your lessons

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!




**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**

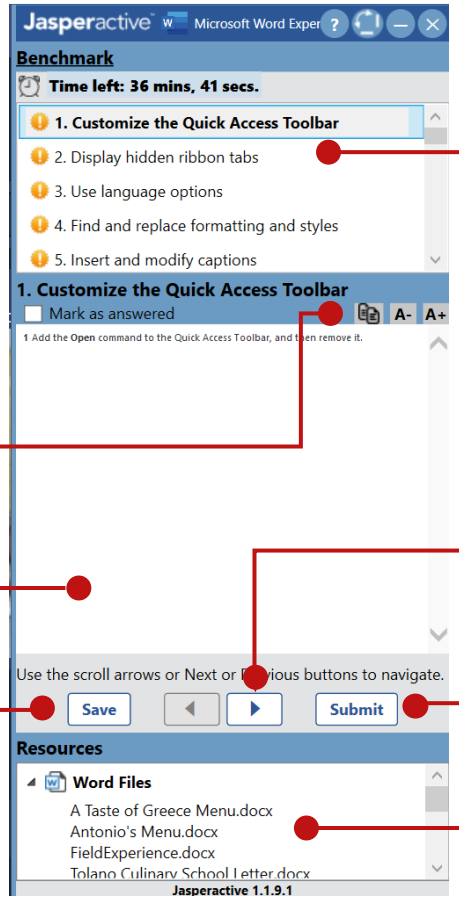
**Timer:**
Keep your eye on the clock during the benchmark exam!

**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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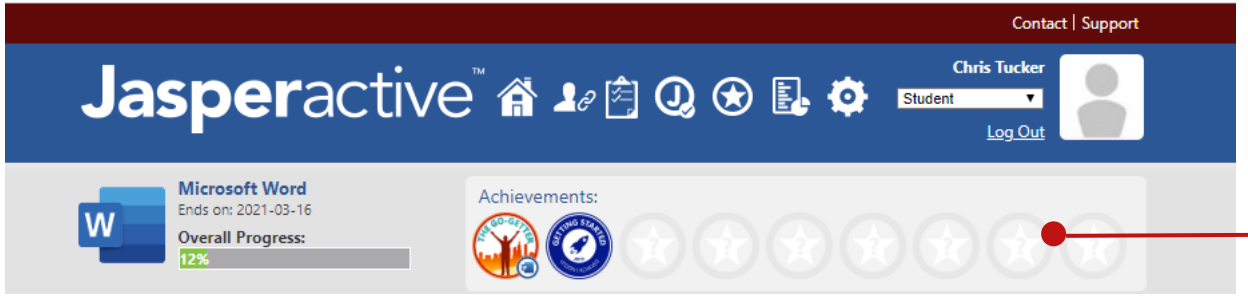
## Start Learning!

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%.

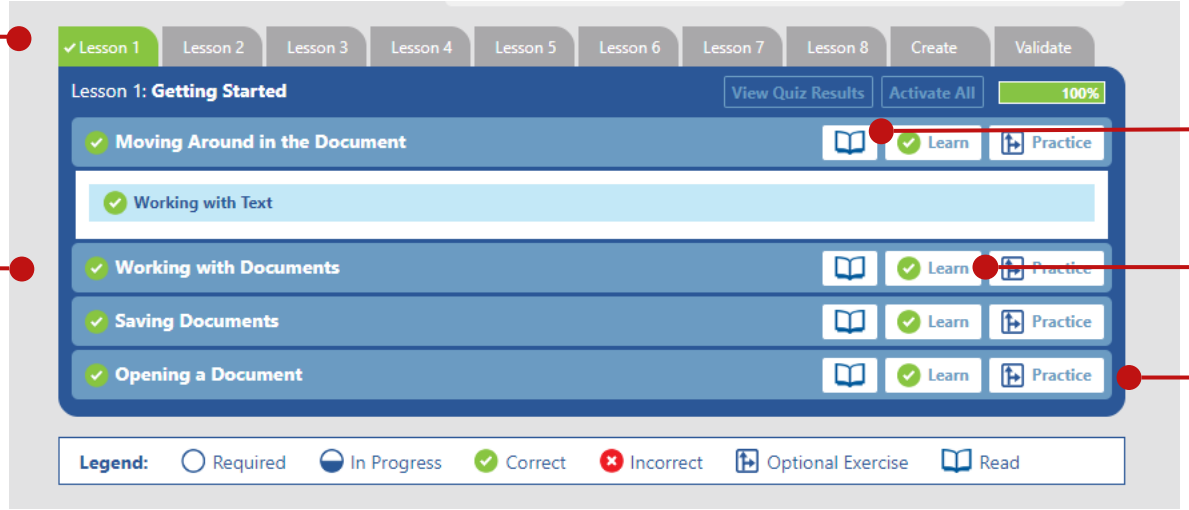
Watch how to use the course interface/pane
**Video Tutorial**




**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 is 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.