Jasperactive™

Student User Guide

Version 1.1

Jasperactive™

Table of Contents

What Is Jasperactive?

Jasperactive is a Learning Management System that uses live applications and installed Jasperactive content to teach you the skills required to work productively and efficiently using software applications and to pass certification exams.

Required Elements

To use Jasperactive, you will need the following:

- Installed software for the applications you want to learn (such as the Office 2016 suite)
- A browser and live Internet connection
- A course activation code – you will receive an activation code from your teacher or system administrator. Entering an activation code at the Jasperactive home page triggers the creation of a Jasperactive account.
- A Jasperactive account – your Jasperactive account tracks all your work and grades, and is tied to your email address and password
- An installed Jasperactive application (see the *Installing the Jasperactive Application* section)
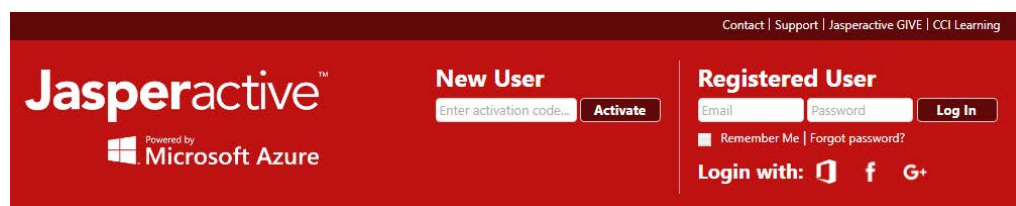
The Jasperactive Home Page

Every Jasperactive session begins at the Jasperactive home page.

To access the Jasperactive home page, perform the following steps.

Step 1: Open your browser.

Step 2: Navigate to the Jasperactive home page at http://www.jasperactive.com.

The log in area appears at the top of the home page.

Use the log in area to create a new account or log in to an existing account.

Getting Started – Activating a New Account

Your Jasperactive experience begins by activating a new account. Be sure to have your activation code available before you begin.

Perform the following steps to activate a new account.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com.
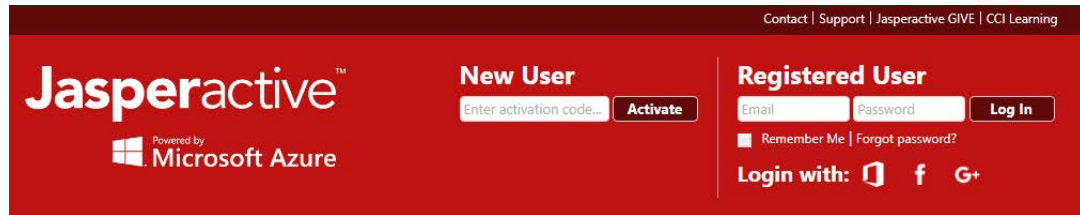
Step 2:   In the **New User** section, click in the **Enter activation code** field, enter the activation code that was provided to you, then click the **Activate** button.

The Registration – Connect Your Account page appears, giving you the option to automatically populate some of the fields in the registration form with information from one of your social media accounts.
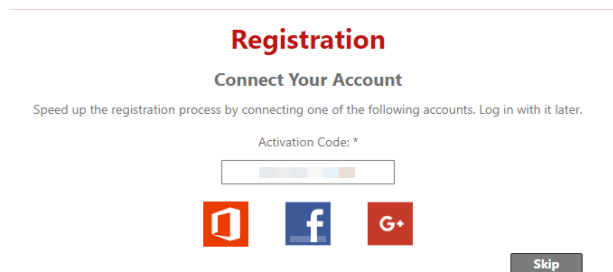
Step 3:   If you want to automatically populate some of the fields in the registration form, click the icon for the social media account you want to use; otherwise, click **Skip**.

An empty registration form appears.

Step 4:   Complete the form as directed, then click **Submit**.

The Jasperactive End-User License Agreement appears.

Step 5:   Please read the Jasperactive End-User License Agreement carefully, then click **Accept**.

Depending on the type of activation code you were given, the Activation Information screen appears and lists your available courses (figure on the left); or your group, teacher, and available courses (figure on the right).

Step 6:   Click **Confirm** to activate the listed courses.

Your personal Jasperactive home page appears.

Your account has been successfully created. The next time you want to access Jasperactive, you will enter your email address and password in the Registered User section.

5

Logging In as a Registered User

When you have successfully created your Jasperactive account, you can log in as a registered user. To do so, perform the following steps.

Step 1:   Open your browser and navigate to the Jasperactive home page at http://www.jasperactive.com.

Step 2:   In the **Registered User** section, click in the **Email** field and enter the email address associated with your Jasperactive account.

Step 3:   Click in the **Password** field and enter your password.

Step 4:   Press **ENTER** or click the **Log In** button to access your personal Jasperactive home page.

Your Personal Jasperactive Home Page

Your personal Jasperactive home page appears when you log in to Jasperactive. It is the central location from which you begin all your work.

The Home Page Navigation Bar

The home page navigation bar appears across the top of the window.

It includes the following icons:

	Home	Click to return to the home page.
	J-icon	Point to the J-icon to view the version of the installed Jasperactive software. Click the J-icon to access the Jasperactive Installer page.
	Badges	Click to access your Achievement Portfolio page and view the badges that you have earned.
	Reports	Click to access the Learning Report page from which you can generate and view reports about your progress in each of your courses.
	Configuration	Click to edit the working directory location for your local system settings or local user settings. You can also clean the logs related to the Outlook user profile to ensure the Microsoft Outlook exercises work properly.
	Log Out	Click to log out of Jasperactive.
	Avatar	Click to edit your profile information.

Viewing Your Courses

The **Your Courses** section on your home page lists your courses.

By default, your active courses are displayed.

Courses are grouped by application group and only one application group displays at a time.

To change the displayed application group, click the **Application Group** drop-down arrow and make a selection.
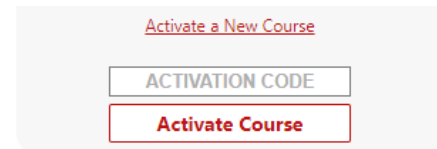
If a desired course is not shown in any of your application groups, please contact your teacher or system administrator.

Adding New Courses

If it becomes necessary to add a new course to your account, your teacher will provide you with an activation code for the new course.

To add the new course to your list, click the **Activate a New Course** link at the bottom of your listed courses.

Enter the activation code in the **ACTIVATION CODE** field and then click **Activate Course**.

Editing Your Profile

To edit your profile information, perform the following steps.

Step 1:   Click the **Avatar** in your home page navigation bar to display your personal information.

Step 2:   Make the desired changes.

Step 3:   Enter your password in the **Change Password** and **Confirm Password** fields, then click **Submit**.

Current Password

For safety reasons, it is necessary to indicate your current password to update your profile.

Current password: * [   ]

Cancel   Submit

Step 4:   Enter your password in the **Current password** field, then click **Submit**. A notification bar appears at the top of the window indicating your changes were successfully saved.

Step 5:   Click the **Home** button to return to your personal home page.

Logging Out of Jasperactive

To log out of Jasperactive, click the **Log Out** link in your personal home page. The Jasperactive home page will appear.

Installing the Jasperactive Application

The current version of the Jasperactive application must be installed on your system before you can begin any of your course work. When you log in to your account, the J-icon in the navigation bar on your personal Jasperactive home page indicates the current status of the software by displaying one of the three icons described in the following table.

Icon	Indicates
	The application is not installed. Click the icon to open the Jasperactive Installer window.
	The application is installed but not the latest version. Click the icon to update.
	The application is installed and is up-to-date.

Perform the following steps to install Jasperactive using the icon in the navigation bar on your personal Jasperactive home page.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com.

Step 2:   In the **Registered User** section, enter the **Email** and **Password** associated with your Jasperactive account, and then click **Log In**.

Step 3:   In your personal home page navigation bar, click the **J-icon**. The Jasperactive Installer page appears.

Step 4: In the **Complete Version** column, click the **Download** link and follow the instructions to download and install the software.

Step 5: If, after installing Jasperactive, your screen does not reflect the installation, log out of Jasperactive and then log in again.

The Install Jasperactive Alert

When you activate a new Jasperactive account, Jasperactive will display an Install Jasperactive alert the first time you try to access one of your activated courses – regardless of whether you have installed Jasperactive.

Step 1: If you have not installed Jasperactive yet, click **Agree and download now** and follow the instructions to download and install the software.

If you have already installed Jasperactive, click **Jasperactive is already installed on my computer**.

Working Through a Jasperactive Course

Although the course content and level of difficulty vary from course to course, each Jasperactive course includes the following elements:

- **Assessments** – there are three major assessments in each Jasperactive course
    - **Benchmark** – a preliminary test that determines your current level of skill and understanding
    - **Create** – a challenge to create a final project that meets a list of requirements and demonstrates your ability to apply your newly acquired skills
    - **Validate or GMetrix Practice test** (depending upon your license) – an opportunity to take a "practice" exam that mimics the user experience of an official certification examination
- **eBook** – a digital course book filled with images and explanatory text about the features you will learn to use
- **Lesson Quizzes** – each lesson begins with a lesson quiz. Jasperactive evaluates your performance on quizzes and the Benchmark to develop and refine your prescriptive learning plan
- **Learn Exercises** – hands-on, step-by-step exercises that help you dive right in and start using your applications
- **Practice Exercises** – provide opportunities for additional practice to help you hone your skills

What Happens When?

After you have created your account and activated your courses, you are ready to begin learning. When you have completed a Jasperactive course, you will be well-equipped to pass the official certification exam.

Keep in mind that in Jasperactive, certain tasks must be performed before other tasks. The established order is as follows:

The Prescriptive Learning Pathway

1. Take the Benchmark assessment.
2. Take the Lesson Quiz.
3. Perform the Learn Exercises (these exercises are required).
4. Perform any required Practice Exercises (some are optional).
5. Submit a Create project.
6. Take the Validate assessment or a GMetrix practice test.
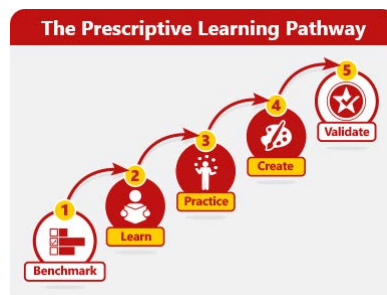
You will repeat Steps 2, 3, and 4 for each lesson in the course.

Taking the Benchmark

Each course begins with a Benchmark, which is a gauge used to analyze your current skill level. Although the Benchmark is referred to as a "test" or "exam," it should not make you feel uncomfortable. The Benchmark is designed to measure your current knowledge and skill level.

Jasperactive evaluates your performance on the Benchmark and uses the information to determine and prescribe a learning plan unique to your needs.

The Benchmark appears when you access a course for the first time. You take it only once at the beginning of the course. To take the Benchmark, perform the following steps.

Step 1: Navigate to the Jasperactive home page at http://www.jasperactive.com.

Step 2: In the **Registered User** section, enter the **Email** and **Password** associated with your Jasperactive account, and then click **Log In**.

Step 3: In the **Your Courses** section, display the appropriate application group if necessary, then in the course list, click the course you want to begin. The Let's Get Started page appears.

Let's Get Started

The benchmark test will analyze your current skills to build a custom lesson plan just for you.
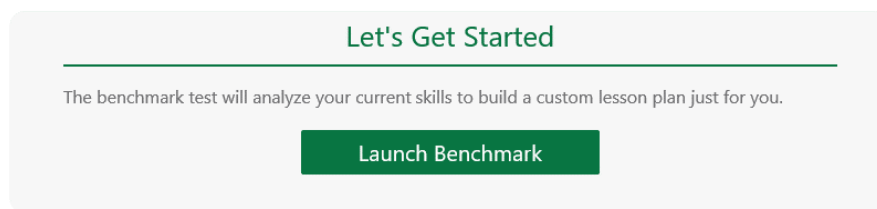
Launch Benchmark

Step 4: Click **Launch Benchmark** to start building your personalized learning plan.

> If the Teacher window appears, you must manually link to a teacher before you can take the Benchmark.

Teacher

Not registered in any group.

Before answering your benchmark test, it is necessary you link to a group. Introduce bellow the key group, click the search button and then click the Link to this Group button.

Group Key: [   ] **Search**
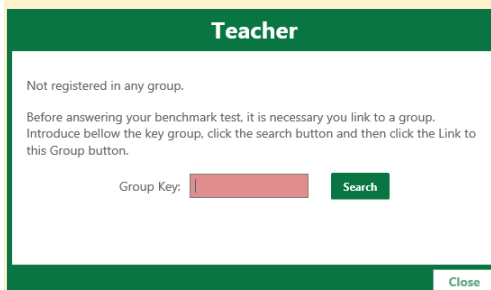
Close

1. Enter the code you received from your teacher in the **Group Key** field.
2. Click **Search** to find and display the information for your group and teacher.
3. Click the **Link to this Group** button when it appears in the window.
4. Close the Teacher window if necessary, then click **Launch Benchmark** again.

Step 5:   The Benchmark window appears.
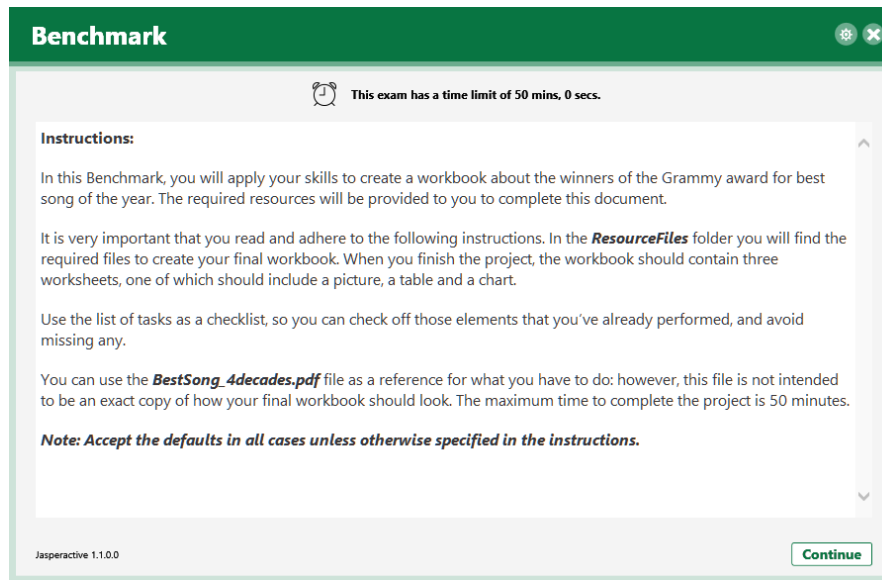
Step 6:   Review the instructions and then click **Continue** to start the test. (Alternatively, you may click the **X** to close the Benchmark window, and then click **Yes** to return to your personal Jasperactive home page.)

Jasperactive launches the application and displays the instruction pane.

You may resize the instruction pane by dragging the left border.
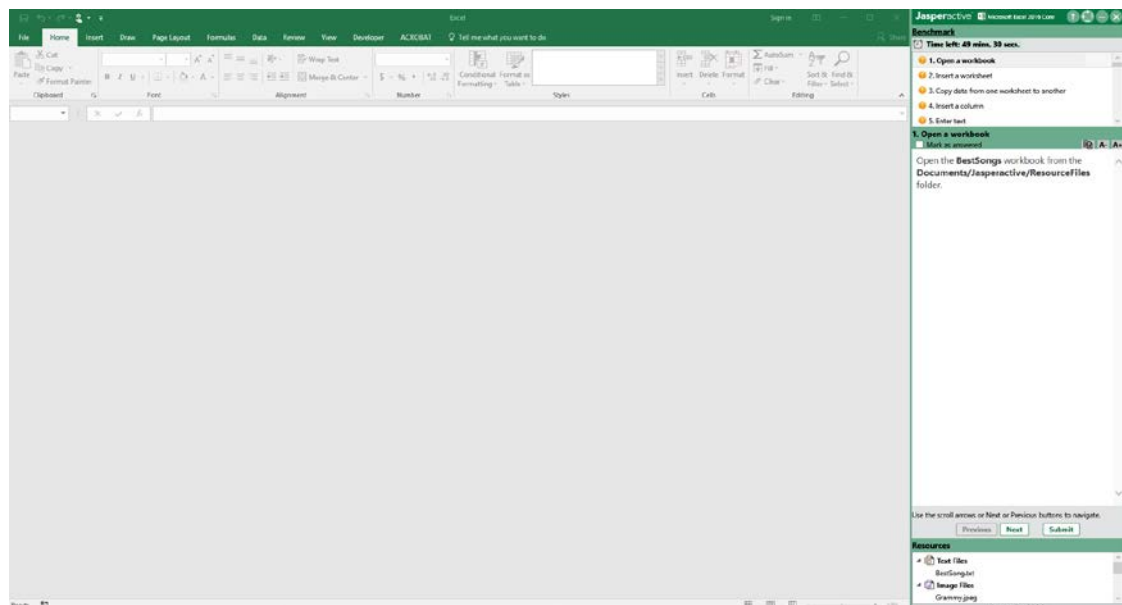
The instruction pane presents a list of tasks you are required to perform.

Toggles the pane to display vertically/horizontally

Displays a help window   Minimizes the pane

Closes the pane

Benchmark timer

Task status indicators:

indicates the task has been marked as answered

indicates the task has not been answered

Displays the list of tasks to perform – the gray highlight indicates the current (active) task

Marks a task as answered

Displays the required steps for the current (active) task

Copies text selected within the instruction pane

Decreases/increases font size

Moves to the next task

Returns to the previous task

Submits your work for grading

Resources pane

Step 7: Click a task in the list in the upper portion of the pane to display that task's required steps in the middle portion of the pane. Alternatively, you may use the **Previous** and **Next** buttons to scroll through the task list.

Click the **Help** button (?) to display information in a separate window about how to use the instruction pane.

Click the **Vertical/Horizontal** toggle button ( ) to display the instruction pane horizontally across the bottom of the screen.
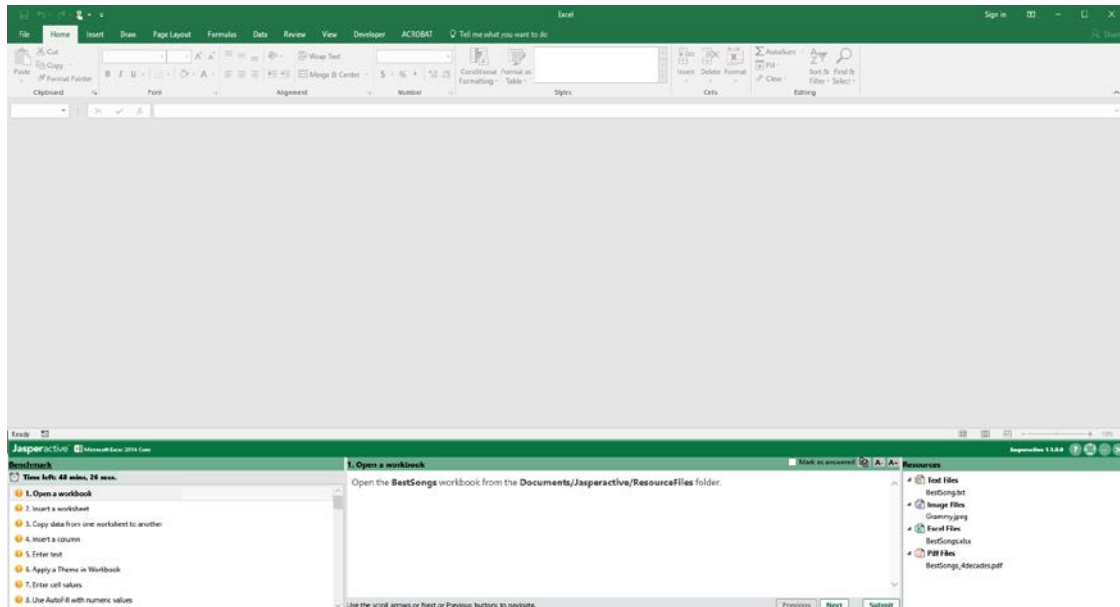
Click the **Vertical/Horizontal** toggle button (⬛) again to redisplay the instruction pane vertically on the right side of the screen (the default position).

You may use the **Copy Selected Text** button (⬛) to copy text from the instruction pane to the Clipboard. You may then paste the text into the application window using the **Paste** command, or by pressing CTRL+V. (You may need to remove the bold attribute from pasted content.)

You may also select text in the instruction pane and press CTRL+C to copy it.

After you perform each task, click the **Mark as answered** check box to select it. This helps you keep track of which tasks have been completed.

The timer above the task list indicates how much time you have remaining.

Some Benchmark tasks require the use of resource files, which display in the lower portion of the instruction pane for easy access. You can double-click a resource file to open it.

Step 8: When you have completed all the tasks, click **Submit** to submit your work. A confirmation prompt appears.
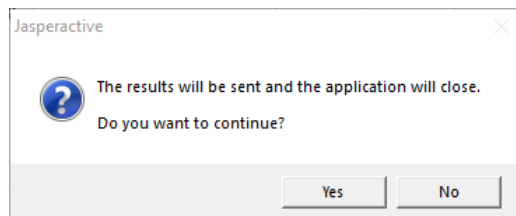
Click **Yes** to confirm that you want to submit your results. (If you click *No*, you will return to the application window and instruction pane.)

The Benchmark Performance Results window appears.

If you run out of time, an alert displays in the instruction pane, your results are submitted, and the Benchmark Performance Results window appears.
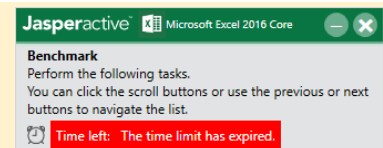
Step 9:   Scroll through the list to see the results for each task. Click the **eBook** icon (📖) to the right of a question to review the topic associated with the task.

Jasperactive will use the Benchmark performance results to begin building your prescribed learning plan.

Step 10:   Click the **Close** button (**X**) to close the Benchmark Performance Results window.

Jasperactive displays the course home page and invites you to take the quiz for the first lesson. After you have completed the Benchmark, you can access the course home page.

Examining the Course Home Page

Each course has its own home page, which is the central location from which you access each lesson's quizzes and exercises.

To access the home page for a Jasperactive course (after you have taken the Benchmark), perform the following steps.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com and log in to your Jasperactive account.

Step 2:   Select a course in the **Your Courses** section. The course home page appears.

Each course home page includes a tab for each lesson and each course assessment.
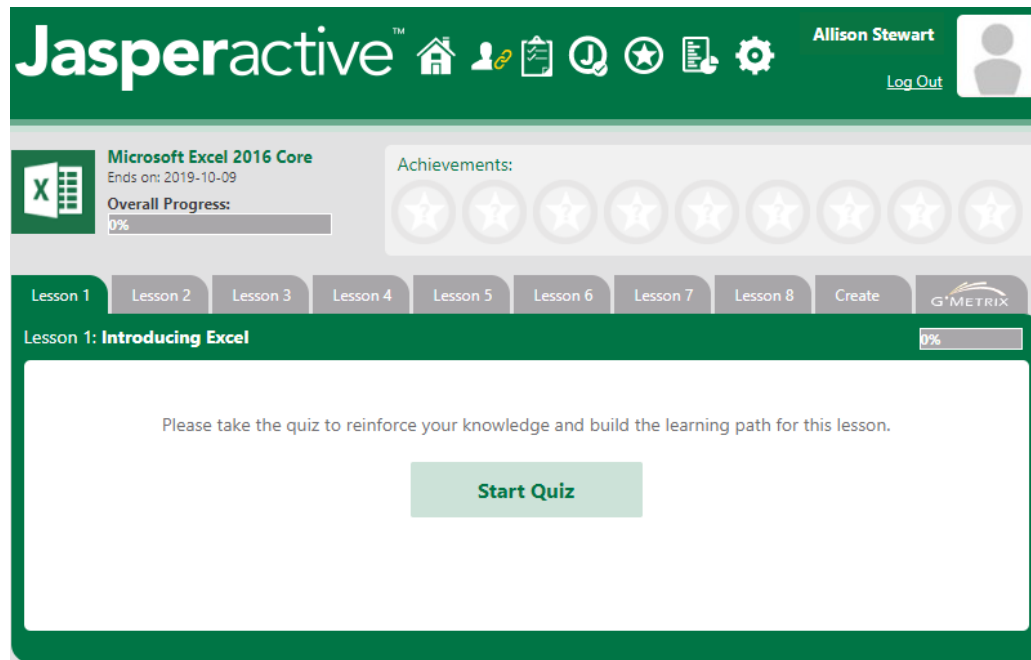
Course Navigation Bar

The course navigation bar displays across the top of the course home page.

It includes the following icons:

	Home	Click to return to your personal Jasperactive home page.
	Link	The color of the links in the icon indicates whether you have linked your course to a teacher. If the links are white, point to the icon to view the teacher to whom you have linked your course. If the links are yellow, click the icon to link to a teacher. (You can also click the icon if the links are white to change the teacher to whom you are linked.)
	Tasks	Click to view any pending tasks assigned to you by your teacher.
	J-icon	Point to the J-icon to view the version of the installed Jasperactive software. Click the J-icon to access the Jasperactive Installer page.
	Badges	Click to access your Achievement Portfolio page and view the badges that you have earned.

	Reports	Click to access the Learning Report page from which you can generate and view reports about your progress in each of your courses.
	Configuration	Click to edit the working directory location for your local system settings or local user settings. You can also clean the logs related to the Outlook user profile to ensure the Microsoft Outlook exercises work properly.
Log Out		Click to log out of Jasperactive.
Avatar		Click to edit your profile information.

Manually Linking to a Teacher

Some activation codes automatically link you to a teacher when you create your account. However, you can manually link to a teacher or change a teacher to whom you are linked.

Note that **each** course may be linked to a teacher.

To manually link to a teacher, perform the following steps.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com and log in to your Jasperactive account.

Step 2:   Select a course in the **Your Courses** section to display the course home page.

Step 3:   In the course navigation bar at the top of the course home page, click the **Link** icon. The Teacher window appears.

Step 4:   Enter the code you received from your teacher in the **Group Key** field, then click **Search** to find and display the information for your group and teacher.

Step 5:   Verify that the information is correct.

If the displayed teacher information is incorrect, or if an error notification displays in a red banner at the top of the window, ensure that you entered the Group Key code correctly.

If you entered the code correctly, double-check with your teacher. You can also visit the Jasperactive Support page (http://support.jasperactive.com) or call Jasperactive Support at (800) 668-1669.

Step 6:   When you have verified that the information is correct, click **Link to this Group** to link your course to your teacher. A green banner appears at the top of the page indicating that the link was successful.

Step 7:   Click **Close**.

When you have successfully linked a course to a teacher, you can see your link status by hovering the mouse pointer over the link icon at the top of the window.
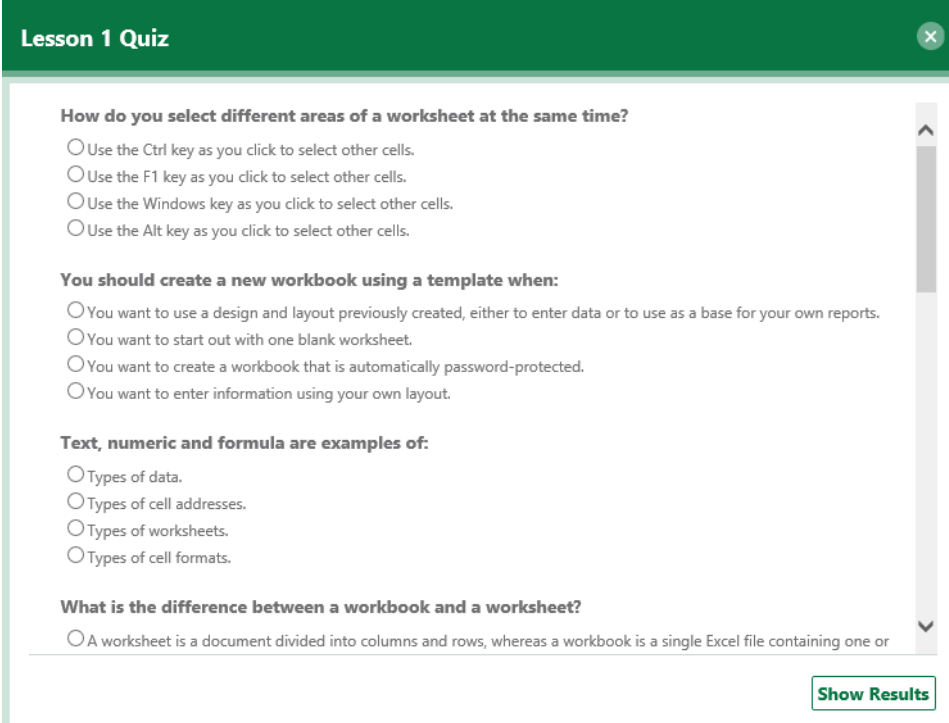
Taking the Lesson Quiz

Before starting any lesson exercises, you must take the Lesson Quiz to fine tune your prescribed learning plan. To take a lesson quiz, perform the following steps.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com and log in to your Jasperactive account.

Step 2:   Select a course in the **Your Courses** section to display the course home page.

Step 3:   Click the tab for a lesson you have not started yet. The Start Quiz button displays in the tab.

Step 4:   Click the **Start Quiz** button to open the quiz window.

The quiz consists of a series of multiple-choice questions.

Step 5:   Click the radio button beside the correct answer for each question.

When you have answered all the questions, click **Show Results**, then click **OK** to continue.

Jasperactive reports your results.
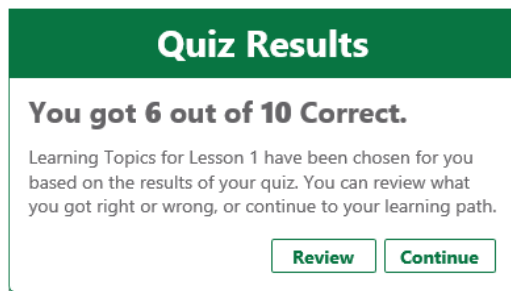
Step 6: Do not click any button in the Quiz Results window for now.

If you want to move directly to the lesson exercises, click **Continue**. Optionally, you can click **Review** to review your incorrect answers.

Reviewing Your Incorrect Quiz Answers

You can review your incorrect answers and compare them to the correct answers.

Step 1: In the Quiz Results window, click **Review** to display the Lesson <#> Quiz Results window.
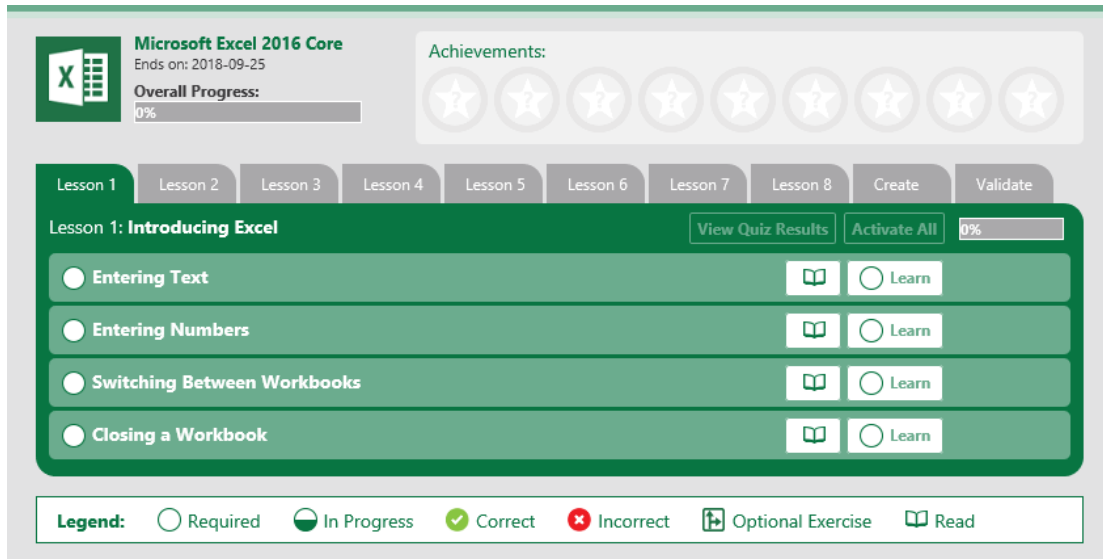
This window lists each question you missed, your answer, and the correct answer. Scroll through the list to view your results.
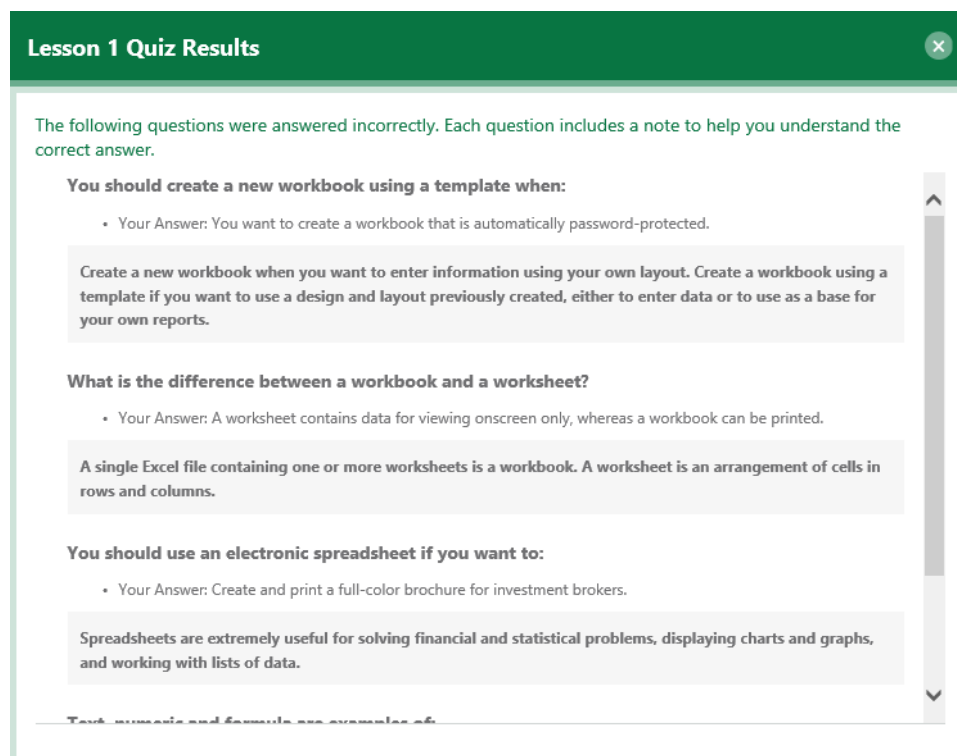
Step 2: When you have finished reviewing the answers, click the **Close** button (**X**) to close the window and continue to the lesson exercises.

Your Prescribed Learning Plan

After you take the lesson quiz, Jasperactive creates your prescribed learning plan and displays the exercises you need to perform to increase your skills and prepare for certification.
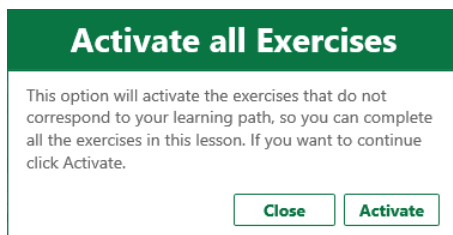
Notice that an 📖 **eBook** icon and a ⭕ Learn **Learn** button appear to the right of each exercise.

An open circle ⭕ (**Required**) icon appears to the left of each exercise, indicating that the exercise is a required part of your learning plan. As you work through the exercises, the status and icon of each exercise is updated. (See the *Completing the Learn Exercises* section for details.)

Activating All Exercises

Note that the prescribed learning plan includes those exercises that are necessary to help you build the skills you need to develop.

If you want to access all lesson exercises, click the **Activate All** button to display the Activate all Exercises dialog box.

Click **Activate** to add all Learn exercises for the lesson to your prescribed learning plan.

Using the eBook

The eBook is a digital course book that provides background and explanatory information about the software features you are learning to use. While the hands-on Learn exercises teach you *how* to perform particular tasks, the eBook provides information about why, when, and where you might want to perform those tasks.

To access eBook content related to a specific exercise task or topic, click an ⬚ **eBook** icon in one of these locations:

- Beside the current task shown in the instruction pane within an exercise
- Beside each question listed in the Learn the Skill Exercise Performance Results window (the score window) that displays after you submit your exercise for grading
- Beside each question listed in the Benchmark Performance Results window
- Beside each question listed in the Creative Exercise Performance Results window
- Beside each question listed in the Validate Exercise Performance Results window

The content appears in its own eBook window.
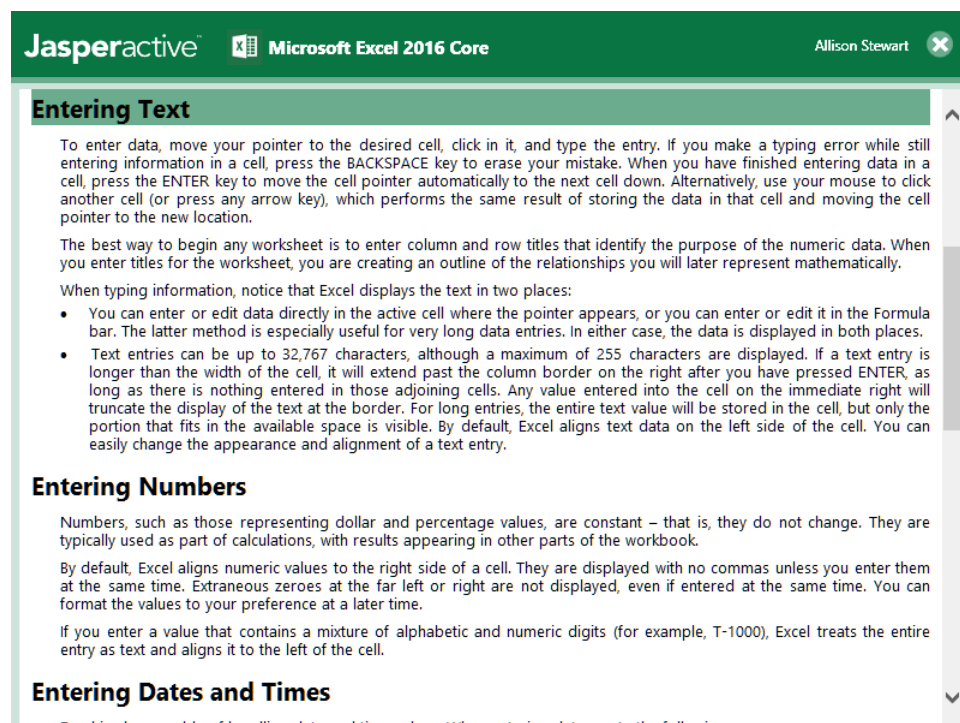
Use the scroll bar in the eBook window to move through the eBook content.

The accessible content is limited to the specific exercise task or topic.

Click the **Close** button (**X**) to close the eBook window and return to your previous location.

Accessing the Entire eBook

You can access all the eBook content (and its table of contents) when you click an ▥ **eBook** icon in one of these locations:

- Beside any exercise on a lesson tab on the course home page
- Beside any question listed in the Create project results summary page
- Beside any question listed in the Validate assessment results summary page

The content related to the current exercise appears in its own eBook window, and a vertical shutter bar displays at the left edge of the window.

Click the shutter bar to access the eBook table of contents.
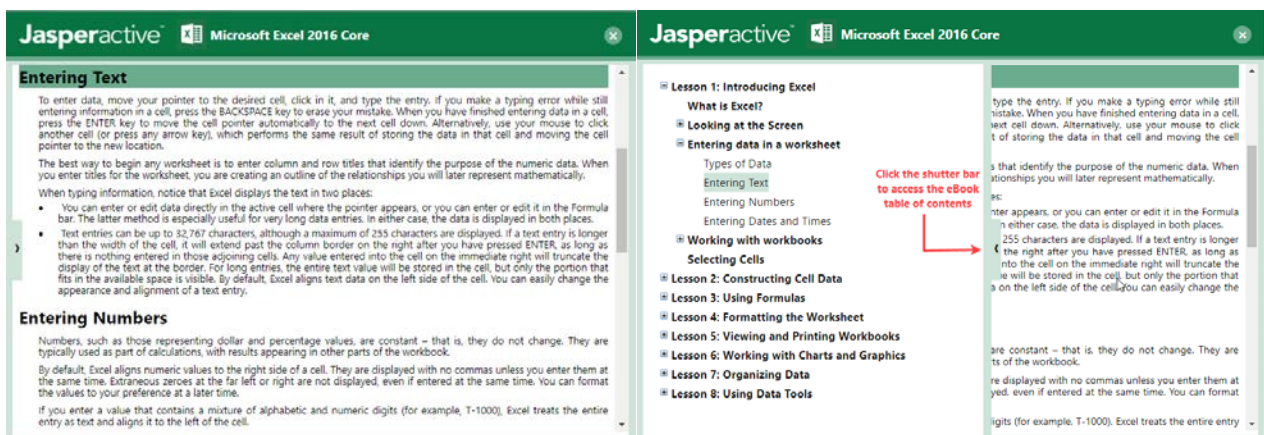
The headings that appear in the table of contents show the hierarchy of topics.

- Click the **+** (plus sign) beside a heading to expand it and view the topics beneath it.
- Click the **–** (minus sign) beside a heading to close it.
- Click directly on a heading to display the content in the eBook window. (The table of contents slides out of view when you click a heading.)

Use the scroll bar in the eBook window to move through the eBook content.

Click the **Close** button (**X**) to close the eBook window and return to your previous location.

Completing the Learn Exercises

The Learn exercises provide hands-on training and are accessed via the lesson tabs displayed on the course home page.

Perform the following steps to complete a Learn exercise.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com, log in to your Jasperactive account, and select the desired course to view the course home page.

Step 2:   Click the tab for the lesson on which you are working.

Step 3:   Click the **Learn** button for an exercise you want to complete.

Jasperactive launches the application and displays the instruction pane.

Step 4:   Click a task in the list in the upper portion of the instruction pane to display the task's step-by-step instructions in the lower portion of the pane. Perform the steps to complete the task.

Toggles the pane to display vertically/horizontally

Displays a help window   Minimizes the pane

Jasperactive Microsoft Exce ? — ✕ ──── Closes the pane

Learn the Skill Exercise

Lesson 1: Learn to enter text data ──── Exercise name & description
This exercise demonstrates how to enter text data
into a worksheet cell, which will serve as a label or
title for other cells containing numeric data.

Task status indicators:

🟢 indicates the task has been ────→ 1. Use Enter to move to another cell ──── Displays the list of tasks to
marked as answered   perform – the gray highlight
🟠 indicates the task has not   2. Enter text data ←──── indicates the current (active) task
been answered   3. Use AutoComplete

Displays the eBook section
for the current (active) task ────→ 📖 2. Enter text data ──── Copies text selected within the
                                     ☐ Mark as answered   📋 A- A+ ←──── instruction pane

Marks a task as answered ──── 1 In cell A6, type: Hotel and press ENTER. ──── Decreases/increases font size
2 In cell A7, type: Car Rental and press ENTER.
Displays the step-by-step ────→ 3 In cell A8, type: Taxes and press ENTER.
instructions for performing   **Note:** If you entered the wrong value into a cell,
the current (active) task   simply select the cell and type the entire correct
                              entry again to replace the incorrect value.

Moves to the next task

Use the scroll arrows or Next or Previous buttons to
navigate.

Returns to the previous task ────→ Previous | Next | Submit ──── Submits your work for grading

Jasperactive 1.1.0.0

> You may need to scroll through the instruction pane to view all the numbered steps for the current task.

Click the **eBook** icon (📖) to display focused help on the current topic in a separate eBook window.

Step 5: When you have performed all steps for the current task, click the next task in the instruction pane. (You can also click the **Next** button to move to the next task.)

Step 6: When you have completed all tasks for the exercise, click **Submit**, then click **Yes** to confirm that you want to continue. (If you click *No*, you will return to the application window and instruction pane.)

Reviewing and Understanding Your Results

When you complete an exercise and submit your results, Jasperactive grades your performance and displays your score in a performance results window.

Click the **eBook** icon (📖) beside the question to review the topic associated with the task.

After you review your results, click the **Close** button (**X**).

You can view your current progress in the exercise list.

A Correct icon (green circle with a white check mark) appears beside the tasks you completed correctly; an Incorrect icon (red circle with a white "x") appears beside the tasks that were not completed correctly.

All icons are identified in the Legend that displays at the bottom of the window.

If you do not complete all tasks within an exercise correctly, Jasperactive displays an Incorrect icon in the Learn button for that exercise. In such an instance, you must complete the Practice exercise, which immediately becomes available and displays a Required icon (the open circle).

Conversely, if you perform all steps in the exercise correctly, Jasperactive displays a Correct icon in the Learn button for that exercise.
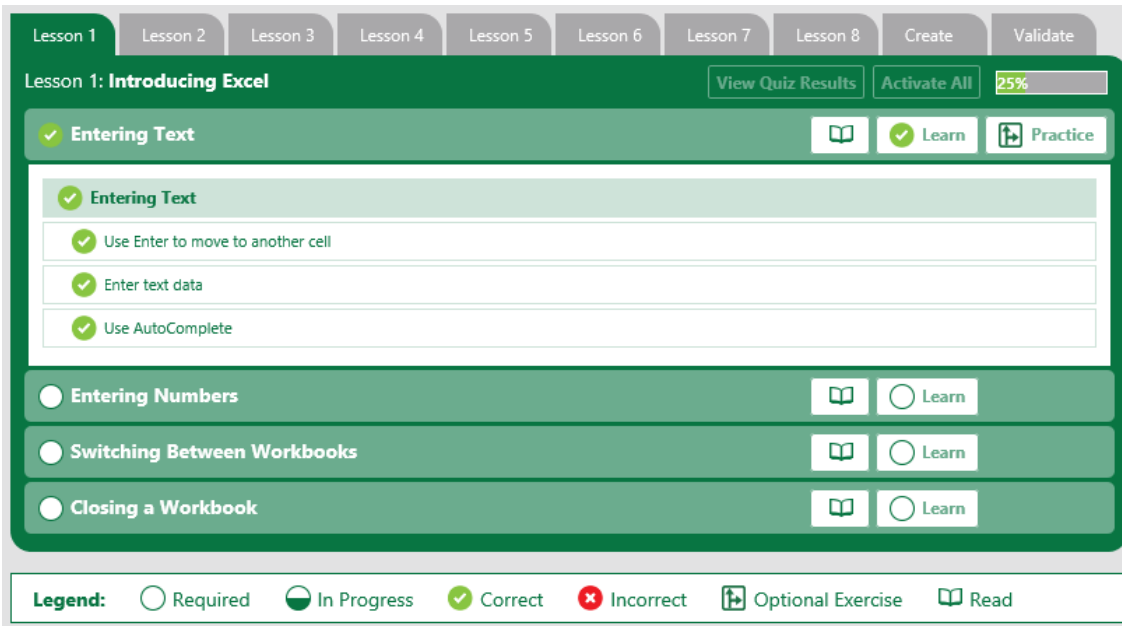
A Correct icon appears beside all tasks in the exercise. The Practice exercise becomes available, but it displays an Optional icon.

Completing the Practice Exercises

The Practice exercises are identical to the Learn exercises; however, they give you a second chance to complete the exercise tasks correctly. While you have one attempt at the Learn exercise, you can perform a Practice exercise as many times as you like.

Note that your previous performance (on the Learn exercise) is reflected in the Practice exercise. Therefore, when you launch the Practice exercise, the instruction pane indicates which tasks you did not complete correctly by marking them as incomplete 🟠.

Tasks that you have already completed correctly are marked as complete 🟢 at the beginning of the exercise.

In the Practice exercise, Jasperactive does not "re-grade" tasks that were marked as complete. Only the 🟠 incomplete tasks are graded. Therefore, it is theoretically possible to complete a Practice exercise by completing only the tasks marked as incomplete. In most instances, however, you must repeat at least some of the tasks marked as complete to "set up" the file to perform the remaining tasks.

Perform the following steps to complete a Practice exercise.

Step 1: Navigate to the Jasperactive home page at http://www.jasperactive.com, log in to your Jasperactive account, and select the desired course to view the course home page.

Step 2: Click the tab for the lesson on which you are working.
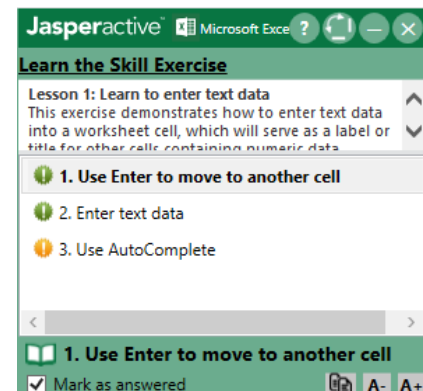
Step 3:   Click the **Practice** button for the exercise you want to complete.

Step 4:   Click the task you want to complete, perform the steps, and then move to the next task you want to complete.

Step 5:   When you have completed all tasks in the exercise that were marked as incomplete, click **Submit**, then click **Yes** to confirm that you want to continue.

After you complete all steps in an incomplete task correctly, the task is marked as 🌐 complete.

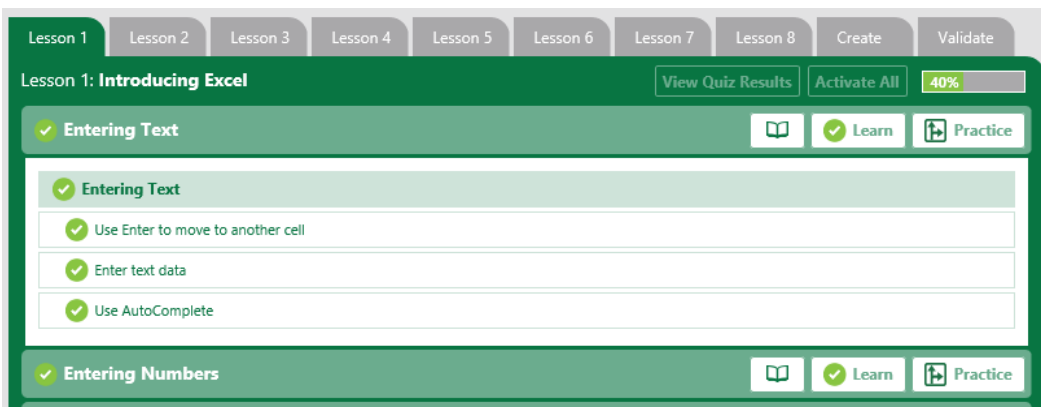After you complete all tasks in a Practice exercise correctly, the Practice exercise icon changes, indicating it is now an Optional exercise. You can perform the Practice exercise again if you want the extra practice. The icon on the Learn button changes to Correct, indicating that the exercise is completed.

Completing Tasks Assigned by Your Teacher

Your teacher may assign tasks (custom exercises or custom quizzes) to you in addition to those in your prescribed learning plan. If you have been assigned a task, you will see a numeric indicator on the Task icon in the course home page navigation bar.

Perform the following steps to complete an assigned task.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com, log in to your Jasperactive account, and select the desired course to view the course home page.

Step 2:   On the course home page navigation bar, click the **Task** icon.

The My Tasks window appears. A table of assigned tasks displays in the window. Each assigned task displays on its own row in the table.

Step 3: In the tasks table, locate the row for the task you want to complete, and in the **Go To** column, click **Do Now** to launch the assigned task.

Step 4: Perform the custom exercise or answer the custom quiz, and then submit your results for grading.

Step 5: When you have completed your assigned tasks, click the **Close** button in the My Tasks window, if necessary.

Finishing a Lesson and Moving On

When you have successfully performed all tasks in all exercises for a lesson, then the lesson is completed. Completed lessons display 100% in the progress bar at the upper-right corner and display a checkmark on the lesson tab.

To proceed through the course, click the tab for the next lesson and begin the process again.

Submitting a Create Exercise Solution

After you have completed the lesson quizzes and exercises in your prescribed learning plan, you can attempt the Create exercise.
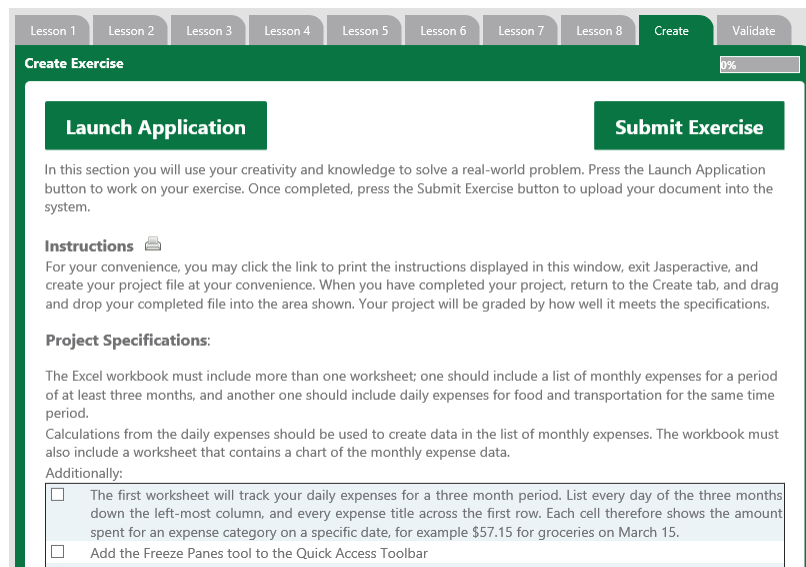
The Create exercise is an opportunity to upload your "showcase" piece for evaluation. You will be tasked with producing a document/workbook/presentation/database that demonstrates a solid understanding of the application tools at your disposal.

There is no set time limit for the Create exercise, unless your teacher specifies one. You are encouraged to work outside of Jasperactive to create your final file.

Perform the following steps to print the specifications for the Create exercise and submit your finished project.

Step 1: Navigate to the Jasperactive home page at http://www.jasperactive.com, log in to your Jasperactive account, and select the desired course to view the course home page.

Step 2: Click the **Create** tab to view the instructions and specifications.

Step 3: Click the 🖶 **(Print)** icon to print the specifications.

Step 4: Work outside of Jasperactive to create your final file.

> Most students log out of Jasperactive and then log back in when they are ready to submit the solution file.

Step 5: When your completed file is ready to submit, return to the **Create** tab and click the **Submit Exercise** button to display the Submit Your Document window.
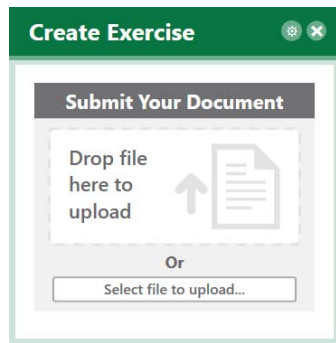
Drag and drop your completed file into the window, or click **Select file to upload** to display a dialog box that works like the Open dialog box in File Explorer. It may take several minutes for Jasperactive to score your project.

Step 6: Jasperactive displays your score and eBook links for topic-specific help.
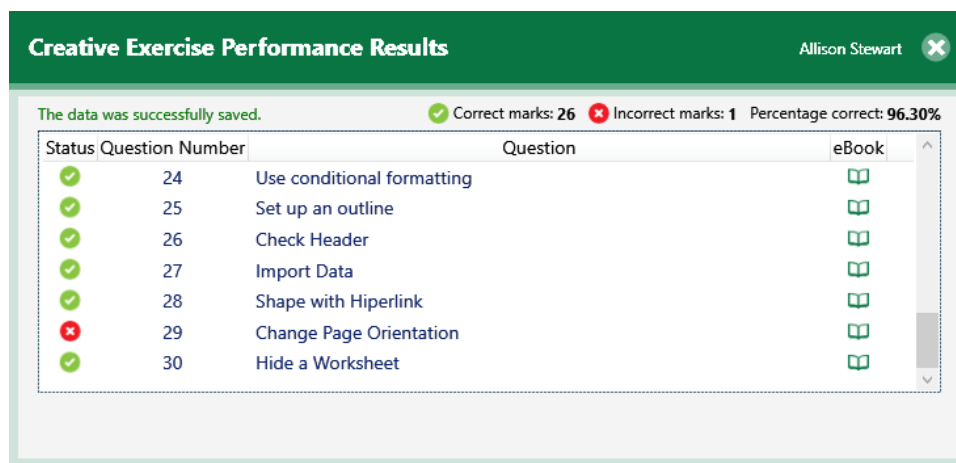
Step 7: Review your score, then click the **Close** button (**X**).

Jasperactive displays a summary of the exercise results. The eBook links in the summary display topic-specific help, and provide access to the entire eBook.
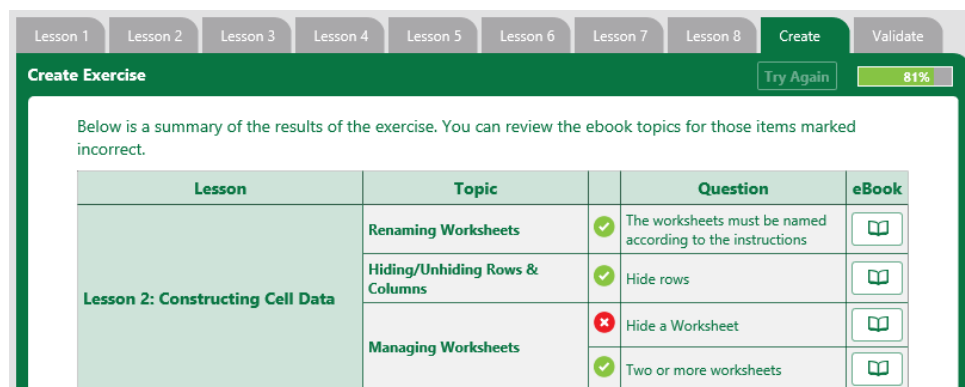
You can click **Try Again** and upload a revised final file for scoring as many times as desired.

Taking the Validate Assessment

The Validate assessment is similar to the Benchmark, but is more rigorous. The Validate assessment is timed and designed to mirror the certification exam experience.

Perform the following steps to take the Validate assessment.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com, log in to your Jasperactive account, and select the desired course to view the course home page.

Step 2:   Click the **Validate** tab, then click **Start Exercise**.

The Validate Exercise window appears.
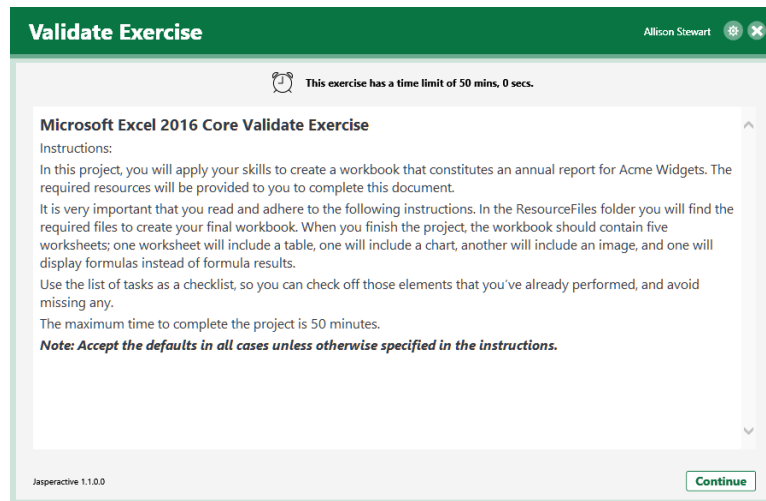
Step 3:   Review the instructions, and then click **Continue** to start the test. (Alternatively, you may click the **X** to close the Validate Exercise window, and then click **Yes** to return to your personal Jasperactive home page.)

Jasperactive launches the application and displays the instruction pane.
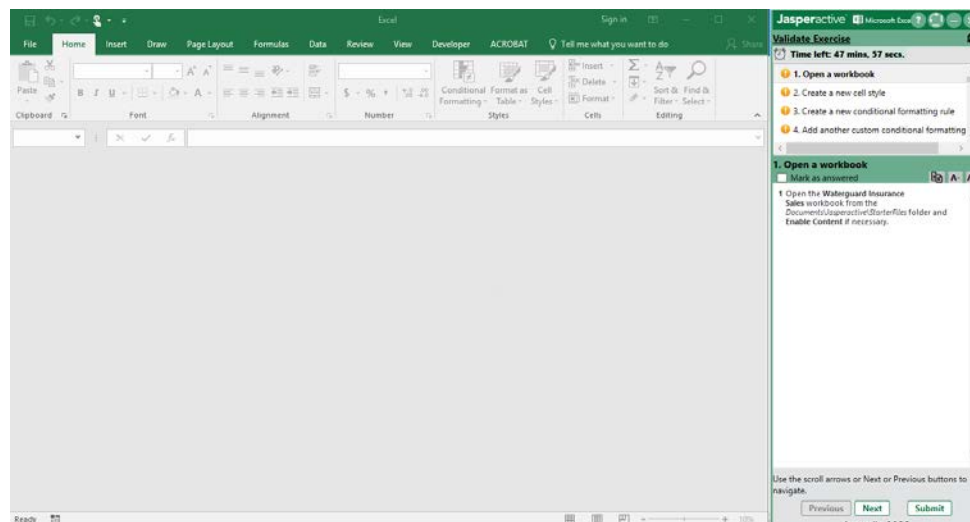
> You may resize the instruction pane by dragging the left border.

Step 4:   Click a task in the list in the upper portion of the pane to display that task's instructions in the middle portion of the pane. Alternatively, you may use the **Previous** and **Next** buttons to scroll through the task list.

Click the **Help** button (?) to display information in a separate window about how to use the instruction pane.

Click the **Vertical/Horizontal** toggle button ( ) to display the instruction pane horizontally across the bottom of the screen. Click the button again to redisplay the instruction pane vertically on the right side of the screen (the default position).

You may use the **Copy Selected Text** button ( ) to copy text from the instruction pane to the Clipboard. You may then paste the text into the application window using the **Paste** command, or by pressing CTRL+V. (You may need to remove the bold attribute from pasted content.)

> You may also select text in the instruction pane and press CTRL+C to copy it.

After you perform each task, click the **Mark as answered** check box to select it. This helps you keep track of which tasks have been completed.

The timer above the task list indicates how much time you have remaining.

Some tasks require the use of resource files, which display in the lower portion of the instruction pane for easy access. You can double-click a resource file to open it.

Step 5:   When you have completed all the tasks, click **Submit** to submit your work.

Click **Yes** to confirm that you want to submit your results.

The Validate Exercise Performance Results window appears.
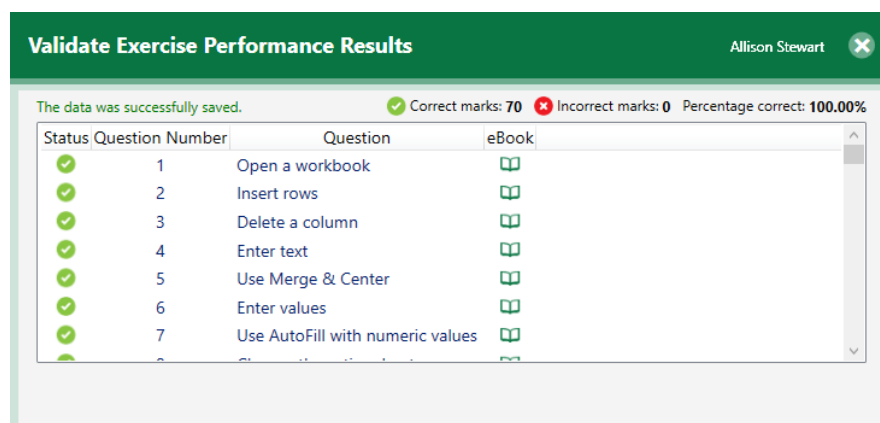
> If you run out of time, an alert displays in the instruction pane, your results are submitted, and the Validate Exercise Performance Results window appears.

Step 6: Scroll through the list to see the results for each task. Click the eBook icon to the right of a question to review the topic associated with the task.

Step 7: When you are finished reviewing your score, click the **Close** button (**X**).

Jasperactive displays a summary of the assessment results. The eBook links in the summary display topic-specific help, and provide access to the entire eBook.

You can click **Try Again** to re-take the Validation assessment.

If your course home page includes a GMetrix tab instead of a Validate tab, you are using a Jasperactive-GMetrix Integration product. Please refer to the Jasperactive-GMetrix support guides for more information.

Earning and Viewing Badges

Jasperactive uses a badging system to recognize your hard work and success, and to validate your growing proficiency in industry-recognized skills.

As you work through your courses, you earn badges for specific achievements such as completing a lesson or completing an exercise correctly on the first try.

When you earn a badge, Jasperactive notifies you by displaying it onscreen. Click the **Continue** button to close the notification and resume your course work.

Earned badges are stored in your Achievement Portfolio, which you can view at any time by clicking the **Badges** icon in the navigation bar.

You can share your earned badges on the Web, in your social media profiles, and even on your resume.
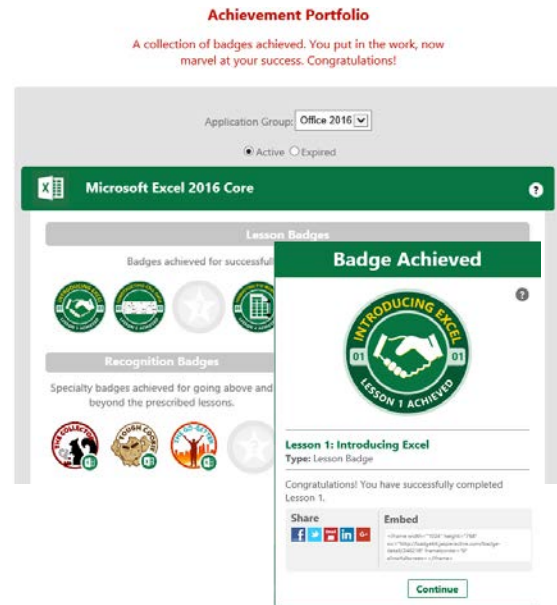
Viewing Your Learning Reports

You can view and print a Learning Report for each of your Jasperactive courses to track your progress and view completion statistics and scores. You can also use the buttons on the report navigation bar to export the report data to an Excel worksheet, a PDF, or a Word document.

Perform the following steps to view a Learning Report.

Step 1:   Navigate to the Jasperactive home page at http://www.jasperactive.com and log in to your Jasperactive account.

Step 2:   Click the **Reports** icon in the navigation bar.

The Learning Report page appears.

Step 3:   Select the desired application group in the Application Group drop-down menu, if necessary.

Step 4:   Click the course for which you want to view a Learning Report.

The Learning Report appears on the page.
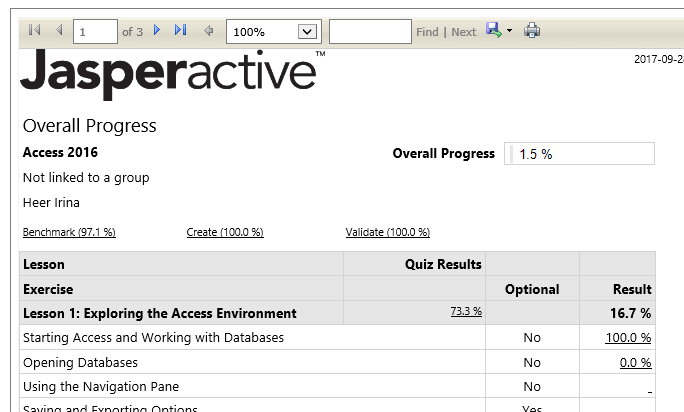
Step 5:   Use the toolbar options that appear immediately above the report to navigate the report pages, change the zoom, find text in the report, export the report into various formats, or print the report.
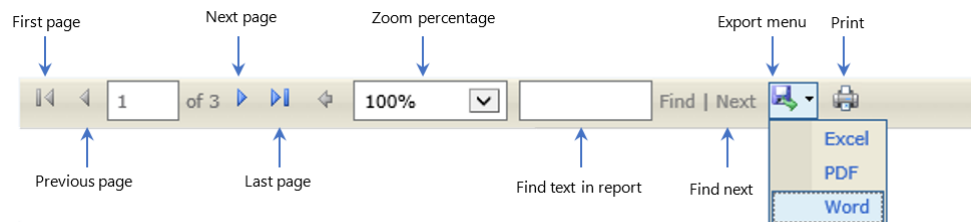
Step 6:   Click another course at the top of the window to view your learning report for that course, or click the **Home** button to return to your personal Jasperactive home page.

Index

A

Accounts
  Activating new, 4
  Logging in, 7
Activating All Exercises, 23
Assessments, 12
  Benchmark, 12
  Create, 12
  eBook, 12
  GMetrix Practice, 12
  Learn exercises, 12
  Lesson quizzes, 12
  Practice exercises, 12
  Validate, 12
Assigned Tasks
  Completing, 30
Avatar, 9

B

Badges, 37
Benchmark, 12, 13

C

Completed Lessons, 31
Completing the Course, 12
Courses, 8
  Activation all exercises, 23
  Adding new, 9
  Assessments, 12
  Badges, 37
  Completed lessons, 31
  Completing, 12
  Completing Learn exercises, 26
  Home page, 17
  Instruction pane, 27
  Lesson quiz, 21
  Linking to a teacher, 19
  Progressing through, 12
  Reports, 37
  Working through, 12
Create, 12
  Submitting a solution, 32

E

eBook, 12, 24
  Icon, 23
End-User License Agreement, 5

G

Getting Started, 4
GMetrix Practice, 12

H

Home Page, 3
  Courses, 17
  Navigation bar, 8
  Personal, 7

I

Installing
  Jasperactive Alert, 11
  Jasperactive application, 10
Instruction Pane, 27

J

Jasperactive, 3
  Activation all exercises, 23
  Assessments, 12
  Badges, 37
  Benchmark, 12
  Completing Learn exercises, 26
  Course home page, 17
  Course navigation bar, 18
  Courses, 8
  Create, 12
  eBook, 12
  GMetrix Practice, 12
  Home page, 3
  Home page navigation bar, 8
  Installing the application, 10
  Instruction pane, 27
  Learn exercises, 12
  Lesson quiz, 21
  Lesson quiz answers, 22
  Lesson quizzes, 12
  Linking to a teacher, 19
  Logging out, 10
  Personal home page, 7
  Practice exercises, 12
  Prescribed learning plan, 23
  Profile, 9
  Reports, 37
  Required elements, 3
Jasperactive Alert, 11

L

Learn Exercises, 12
  Completing, 26
Lesson Quiz, 21
  Answers, 22
Lesson Quizzes, 12
Linking to a Teacher, 19
Logging In, 7
Logging Out, 10

N

Navigation Bar
  Course, 18
  Home page, 8

P

Practice Exercises, 12
  Completing, 29
Prescribed Learning Plan, 23
Profile, 9
  Avatar, 9

Q

Quiz Answers, 22

R

Registration, 4
Reports, 37
Required Elements, 3
Results
  Reviewing and understanding, 28

T

Teacher
  Completing assigned task, 30
  Linking to, 19

V

Validate, 12
  Taking the assessment, 34