Jasperactive™ Digital Literacy

CertPREP with PRACTICE TESTS Powered by GMetrix

IC3 DIGITAL LITERACY CERTIFICATION

Digital Literacy Quick Start Guide for Learners

Welcome to the GMetrix and Jasperactive Digital Literacy (JDL) for IC3 Global Standard 6 course! Let's get started by signing in with an account in GMetrix.

Step 1: Open your browser and navigate to www.gmetrix.net.

Step 2: If you already have an account, sign in with that account. Then proceed to Step 4.
If you don't have an account, select the Sign up here! button. Then proceed to the next step.

Step 3: Fill in the required fields, select the I accept the terms of the GMetrix License Agreement, and select Confirm.

Step 4: If your registration is successful, you can then select Sign in to launch GMetrix.

Step 5: Select the Redeem (Key) icon on the left to enter the access code given to you by your instructor.

Starting the Course

Step 1: In the left panel, select the ***Courses*** item to display the available courses.

Step 2: Select Level 1 Fundamental Concepts and Essential Components box to start the course.

Step 3: Choose Benchmark Assessment and then Start.

Step 4: Choose the answer for the question and then Next Question. You will continue doing this step until the Benchmark is completed.

Step 5: After the Benchmark, a screen will appear showing your results for each question in the Benchmark. When you have decided to review the questions, select Continue then Done.

Step 6: Select Go to My Lesson Plan.

Working Through a Lesson

Step 1: In the Lesson 1 to begin section, select Level 1 Learn, then Let's Start.

Step 2: Review the study materials for each Key Element. When finished, choose Continue.

Step 3: Read the scenario carefully, select your answer, and choose Check Answer.

- If the answer is incorrect, you will see a prompt to review concepts:
  - GO TO MEDIA LIBRARY to review the concept
  - Once you have reviewed the concept, use the X at the top right of the screen to close the Question Resource and return to the question.
  - Choose Try Again
  - Reread the question and answers, choose the answer, and then Check Answer
  - If the answer is incorrect, you can choose to go to the Media Library to review the concepts again
- If the answer is correct, you will see a prompt with an explanation of the correct answer.

Step 4: Select Continue to move to the next question.

Step 5: Read each question carefully as you progress through the exercise set.

Step 6: At the end of the exercise set, scroll to see which areas you need to review.

- If the score is less than 75%, select Try Again to go through the exercise set once more.
- If your score is 75% or higher, choose Done to proceed to the next lesson.

Working Through a Lesson

When you have completed the Level 1 Fundamental Concepts and Essential Components course, you can reinforce the newly acquired knowledge and skill set using the Training or Testing modes in GMetrix. Each Level has two Practice Exams with a Training and a Testing Mode.

Step 1: Select the Home icon to return to the GMetrix application.

Step 2: Select the Tests icon in the left panel to open the Tests module,

A window may appear providing a tutorial about the Tests feature.

- If you are new to GMetrix, we recommend you read the screen and select Next to view the tutorial. On completion, select the X at the top right of the windows to close the tutorial. Then repeat Step 2.

Step 3: Select the appropriate language, and then select the IC3 Digital Literacy Certification Global Standard 6 box.

Step 4: Select the IC3 Digital Literacy Level 1 box.

Step 5: Point at the Digital Literacy Level 1 Practice Exam 1 and then select the Training Mode button.

Step 6: Answer the first question and select Next to move to the next question.

- If you want to mark the question for review at the end of the training mode, select the Mark for Review option.
- Select Skip to bypass this question and display the next question. You will be presented with this question at the end of the practice exam to answer.

Step 7: On answering the last question, select Next to display the Review Page and answer those questions you skipped or review those you marked to review and check your answer.

Step 8: Select the for the question you want to review (or answer), and make the appropriate response to the question.

Step 9: When you are ready to submit the questions, select Finish at the top right corner of the Review page.

Step 10: Scroll through the page to review your results and those areas you may need to reinforce your knowledge or skills.

Step 11: Select the Tests icon in the left panel to return to the Tests module to take another practice exam, or select the Courses item to work on a course.

Step 12: When you have completed the Training module in the Practice Exams, try the Test mode. Return to Step 5 and select the Testing Mode button this time.

- As with the practice questions, you can choose to skip a question or mark it for review before submitting the questions.
- As this is the test mode, no feedback will be provided as you move from one question to the next.

Step 13: On answering the last question, you will see the same options as with the practice questions. You can select to review the questions or select Finish to submit the questions for scoring.