

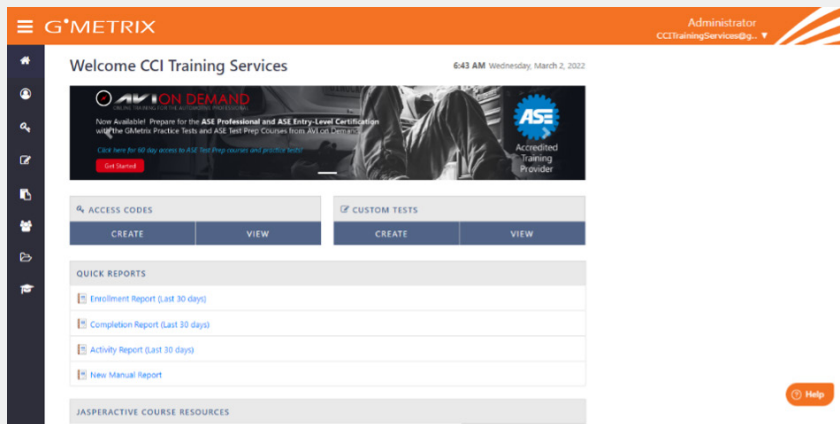
Digital Literacy Quick Start Guide for Instructors

Welcome to the GMetrix Jasperactive Digital Literacy course for IC3 Global Standard 6. This course provides a comprehensive understanding of digital literacy by learning the appropriate research, productivity, collaboration, and communications tools, to find reliable information, create content, communicate safely, and identify credibility and bias in modern digital environments. The course introduces these concepts in three levels covering basic, intermediate, and advanced topics.

The following steps will guide you through creating an access code for learners.

Creating an Access Code

Step 1: Open your browser of choice, navigate to <https://gmetrix.net/manage> and sign in with your GMetrix Instructor account.



Step 2: To create a new access code, select **Access Codes** in the left panel.

Step 3: Select the **Create Code** option to access the license available for your institution.

Step 4: Next to the Jasperactive Digital Literacy License, select to **Create Codes**.

Step 5: Enter an Identifier for this new code and complete the fields accordingly.

Step 6: In the Tests area, enter the number of tests per student, select whether students can review skipped questions, and select the IC3 GS6 option in the GMetrix Tests area.

Step 7: Select the **Courses** tab to set the courses per code, gating options, and select IC3 GS6.

Step 8: When all items have been set, select **Confirm**.

Step 9: In the Access Codes in this Transaction area, select the access code and copy it to distribute to students.

Administrative Tools

To obtain the Instructor Resources and Gradebook for the Jasperactive Digital Literacy courses, you need to sign in with your Jasperactive Instructor account and create a group with a Group Key.

Step 1: Navigate to the [Jasperactive Digital Literacy](http://app.jasperactive.com) home page at <http://app.jasperactive.com> and select [Sign In](#).

Step 2: Enter your Email or Username and password for your Jasperactive Instructor account, and then select the [Log In](#) button.

Step 3: On the My Institution page, select the [Create Group](#) button.

Step 4: Select the arrow for the [Select License](#) field and then select the appropriate license.

Step 5: On the Create Group page, fill in the Groups Name, Number of Group Members fields.

Step 6: Select the Digital Literacy - Global Standard 6 Course.

Step 7: Enter the group start date, group end date, then select a status.

Step 8: Select [Save](#).

Step 9: To add learners to your group, select [Group Members](#), then choose [Search for Learners](#).

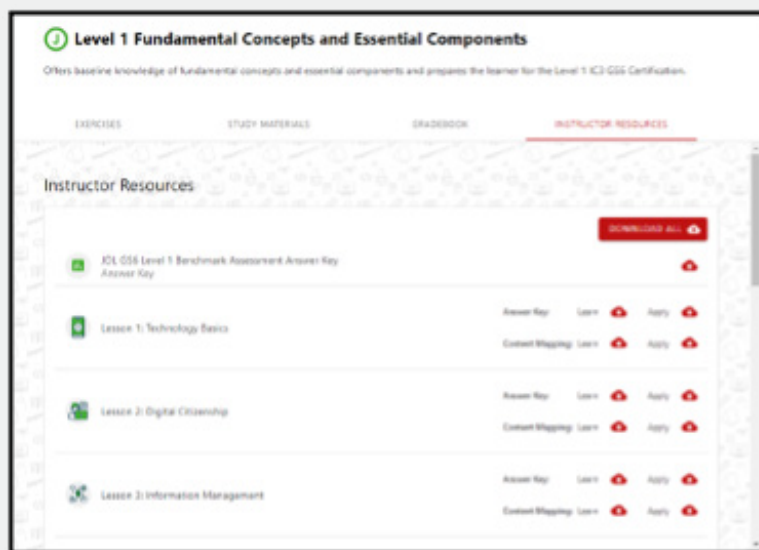


Step 10: Once you have added your learners to your group, select the X to exit the Add Learners window.

Step 11: To access the Instructor Resources, select your desired level, i.e., Level 1 Fundamentals Concepts and Essential Components.

Step 12: Select [Instructor Resources](#).

Step 13: Choose your desired download option to download the available resources.



Courses	Displays the courses included in this Group.
Group Members	View the instructors and students in the Group. Add another instructor to the group, search for students, and add them to the Group.
Gradebook	View student course progress. You can view group results or set filters to view specific results, such as the Benchmark or a specific lesson.
Settings	Change Group Settings such as Group Name, Number of Group Members, Add Course(s) to include in the Group, Group Start and End Date, Group Status, and Delete Group.
Instructor Resources	This tab option appears only when you enter a course to download one or all the instructor resources. Answer keys are provided for the assessments and the exercise sets in each lesson per level. You can also choose to use a file that provides average timings to complete all the components available in the course to help customize the course curriculum.