

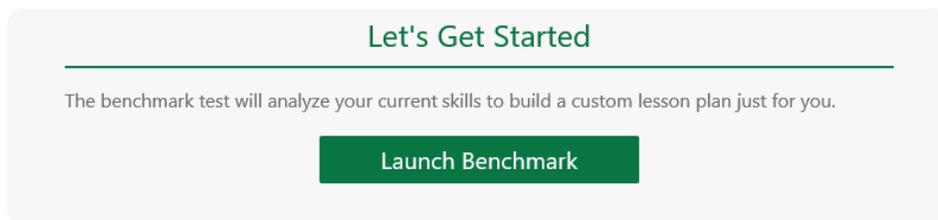
Using the Course Benchmark

This document explains how to use the course Benchmark to begin building your prescribed learning plan.

The Benchmark is a gauge used to analyze your current skill level and prescribe only those lessons, quizzes, and exercises necessary to complete your training.

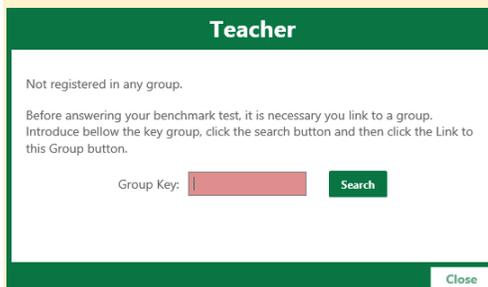
The Benchmark appears when you access a course for the first time. To take the Benchmark, perform the following steps.

- 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 desired course. The Let's Get Started page appears.



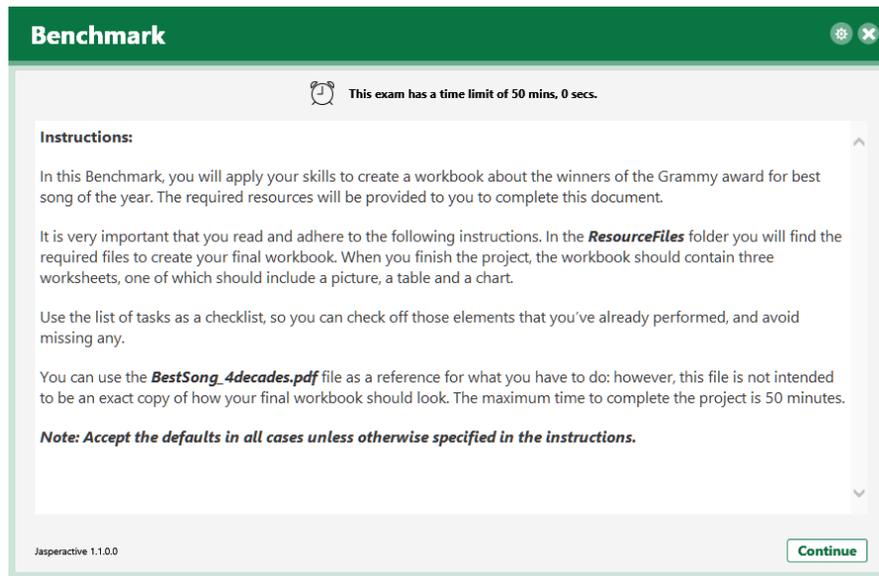
- Step 4:** Click **Launch Benchmark** to start building your personalized learning plan.

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



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.

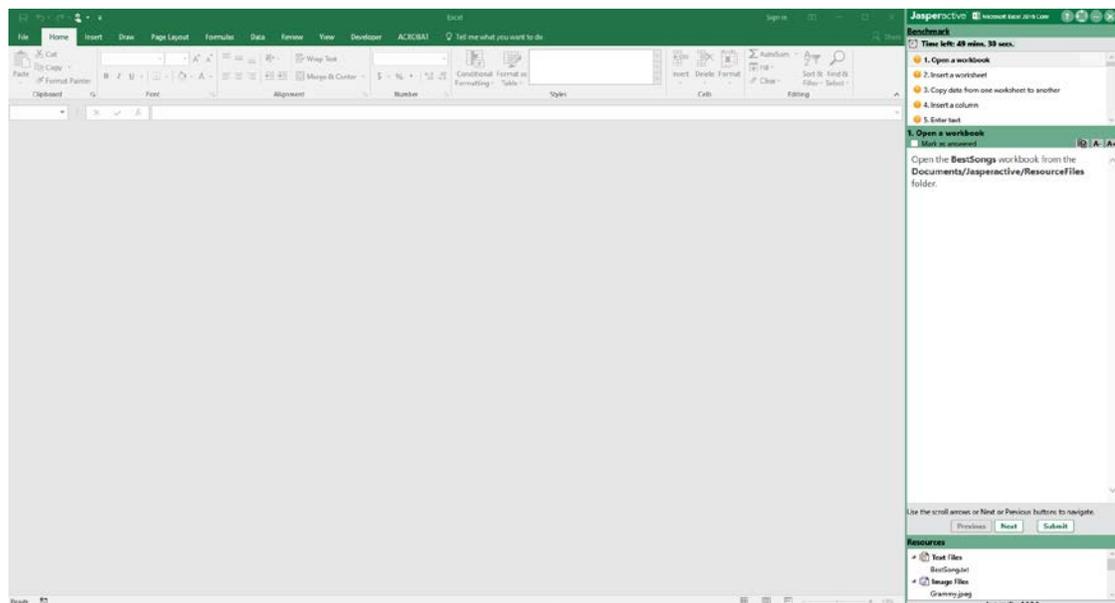
Step 5: The Benchmark window appears.



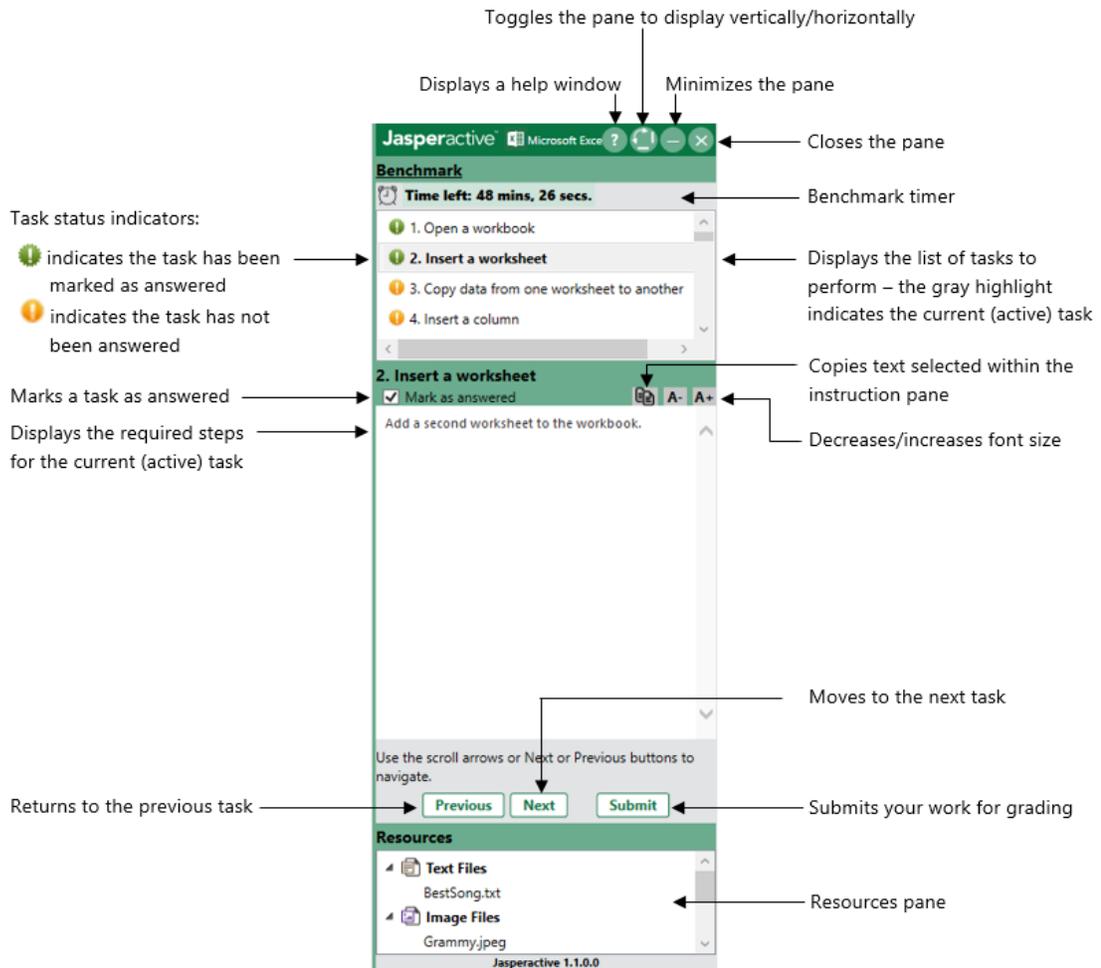
Step 6: Review the instructions and then click **Continue** to start the test. (Alternatively, you may click the **X** to close the Benchmark window, and then click **Yes** to return to your personal Jasperactive home page.)

Jasperactive launches the application and displays the instruction pane.

You may resize the instruction pane by dragging the left border.



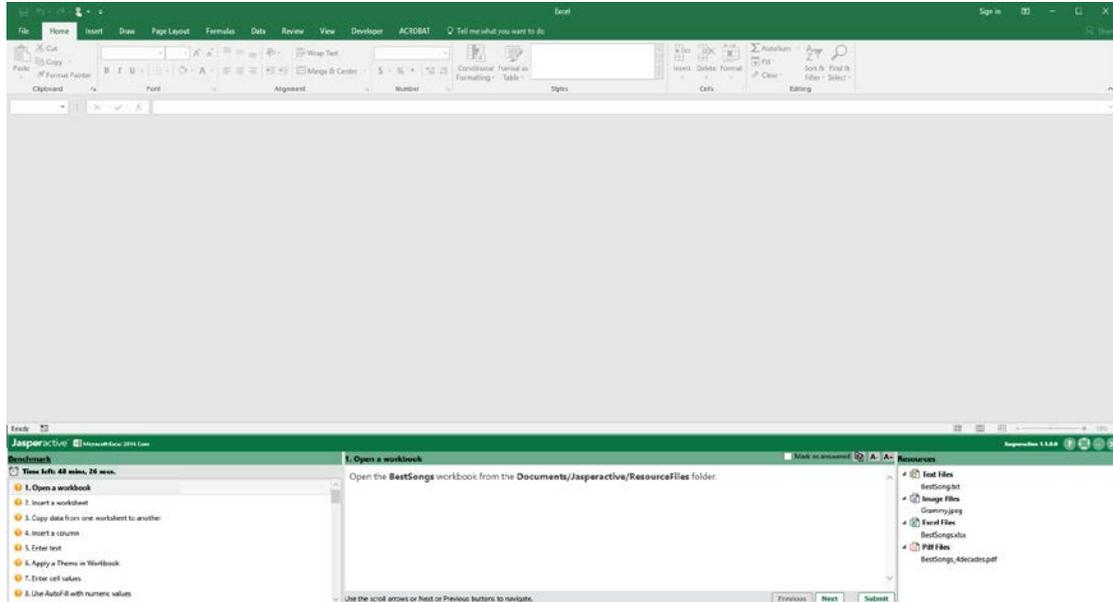
The instruction pane presents a list of tasks you are required to perform.



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 (V/H) 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.)

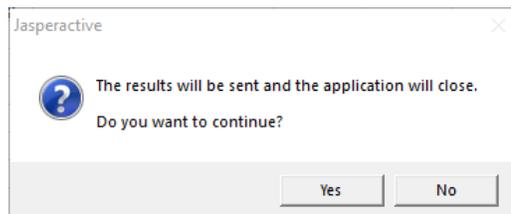
You may also select text in the instruction pane and press CTRL+C to copy it.

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 of the tasks, click **Submit** to submit your work. A confirmation prompt appears.

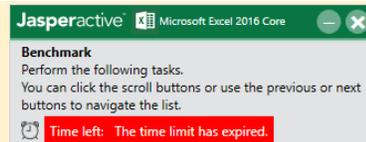


Click **Yes** to confirm that you want to submit your results. (If you click *No*, you will return to the application window and instruction pane.)

The Benchmark Performance Results window appears.

Status	Question Number	Question	eBook
✓	1	Open a workbook	📖
✓	2	Insert a worksheet	📖
✓	3	Copy data from one worksheet to another	📖
✓	4	Insert a column	📖
✓	5	Enter text	📖
✗	6	Apply a Theme in Workbook	📖
✓	7	Enter cell values	📖

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.

What's Next?

After you have taken the Benchmark, you can begin following your prescribed learning plan. Refer to the *Jasperactive Student User Guide*.

If you need further assistance, contact Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.