

# Getting Started as a Teacher

# Microsoft Office Specialist

Perform the following steps to use Jasperactive kinesthetic learning courseware in preparation for the Microsoft Office Specialist (MOS) certification exam.

## Overview

MOS certifications provide assessments of skills and knowledge through project-based testing, giving students real-world exercises to appraise their understanding of Microsoft Office. This guarantees that every certified user has demonstrated the ability to command the full features and functionality of Microsoft Office.

**Step 1:** Browse the MOS Data Sheet for [K-12](#), [Higher-Ed](#), or [Workforce](#).

## Learn & Practice

**Step 2:** Review the [Jasperactive Teacher Getting Started Guide](#) to create your account, activate your students, and access teacher resources.



**Step 3:** MOS Digital Courseware is available live inside the Jasperactive App. If you'd prefer to download it separately, you may review the [CCI Digital Courseware Teacher Getting Started Guide](#).



## Certify

**Step 4:** Confirm [exam availability](#) for your Microsoft Office software version and student's preferred language.

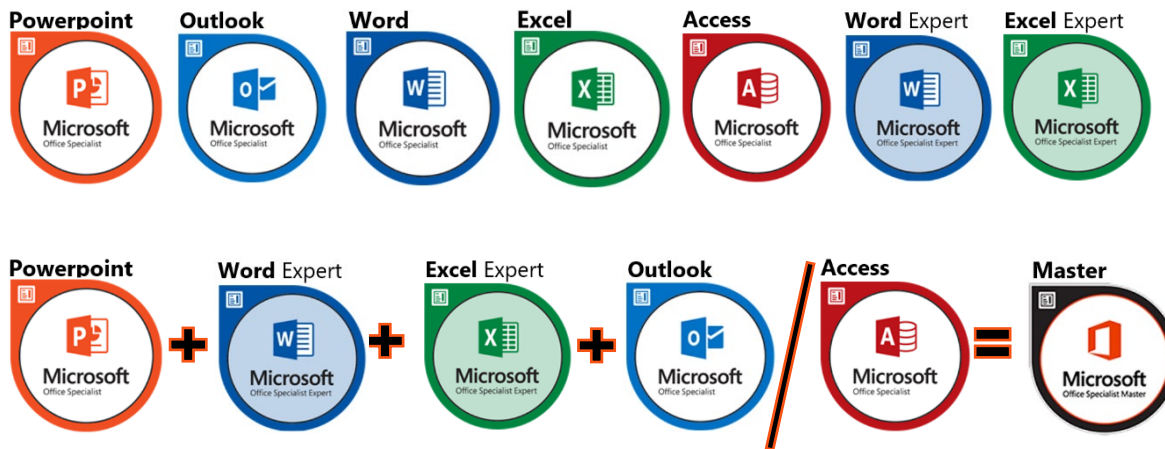


**Step 5:** Administer MOS exams as outlined in the [Console 8 Teacher Getting Started Guide](#).

To save class time, you may offer interactive exam tutorials for students to review prior to sitting the actual exam (live tutorials appear anyways prior to the exam timer starting).

**All applications except Outlook:** MOS 2016 [online](#) or [PDF](#) | MOS 2013 [online](#) or [PDF](#)

**Outlook only:** MOS 2016 [online](#) or [PDF](#)



## What's Next?

If you need further clarification with the learning process, please contact [CCI Learning Support](#).

If you are having technical issues with your software, please contact [Jasperactive Support](#) or [Console 8 Support](#).