





Dear Parents/Guardians and Students,

During the closure of schools due to the coronavirus, it is imperative that students are afforded the opportunity to complete the requirements of the IBCA course; therefore, we will continue using the Jasperactive learning platform for online instruction, assignments and grading. All students are already registered by class period and have been given a username and password to access the platform.

The following is the information necessary to download Jasperactive for use at home. Students will need a laptop/tablet/desktop computer with Microsoft Office installed on the device. When downloading Jasperactive at home, please choose the HOME VERSION. This installer includes the essential files needed to start Jasperactive. After installation, the platform will automatically download the data files for specific courses as they are needed.

	To install  do the following:
1	Click the link on the right.  <a href="http://www.jasperactive.com">www.jasperactive.com</a>
2	Click login.
3	Under registered user: <ul style="list-style-type: none"><li>• Key in your Caddo student email address; if it was modified, please use the modified version (<i>first &amp; last name initials student ID#@my.caddoschools.org</i>)</li><li>• Password: <i>falcons</i></li></ul>
4	On the Jasperactive Log In/Log Out bar at the top of the page, click  to launch the Jasperactive installer.
5	 <b>Home Version</b> <b>Download</b> Select and install the Home Version; the execution file will download to the bottom left of your screen or you can find it in your Download folder. Open the execute file and click Run. Follow the prompts on the screen.

The Microsoft Word component in Jasperactive has eight lessons. Each lesson is broken down into a learning pathway that begins with a skill testing quiz to determine and deliver only the lesson topics that need to be completed. Jasperactive provides the following:

- Hands-on learning exercises that operate live within Microsoft Word;
- Repeated practice exercises to perfect the skill being taught;
- Project based exercises to combine skills and creativity; and
- The opportunity to validate learning through the application of what the student learned.
- Detailed teacher reports for progress charting.

The lessons in Jasperactive are self-paced allowing the student the time needed to complete each component of each individual lesson—the skill testing **Quiz**, the lesson **Learns** and the lesson **Practices**. It is important that each part of the lesson is done and that the student spends a minimum of 45 minutes to one hour working in Jasperactive Monday - Friday.

Thank you for your assistance as we strive to continue to provide the best possible educational experiences for our students in these trying circumstances.

Principal Wall asked that we establish a four-hour block of time as office hours. Accordingly, my established daily office hours are: 9:00 a.m. to 3:00 p.m. If you or your child are in need of assistance, feel free to contact me:

- 318-635-1200 (voice or text)
- [lroberson@caddoschools.org](mailto:lroberson@caddoschools.org) e-mail

Yours in solidarity for our students,  
DRoberson, Computer Tech Ed Teacher  
Business Department Chair  
Northwood High School