

# Part 5: Step-by-step guides to using Northstar Online Learning for learners

## Setting up an account

1. Check your email for an invitation to Northstar Online Learning.
2. Click the link to confirm your learner membership with the testing location, and make a password.



Hi John,

You're receiving this email because a proctor has invited you to be a learner at the Demo testing location for the Northstar Digital Literacy Assessment.

If you would like to accept the invitation and set a password for your account, visit this page:

<https://www.digitalliteracyassessment.org/api/learner-memberships/9/activate/?token=8097fd3ea9d160dbedb8412af572513e&next=/reset/MzY5NA/5e3-908e8bfeab3174ea0f61/>

Then, you can log into the website at <https://www.digitalliteracyassessment.org/login/> using this email address ([learnerA@gmail.com](mailto:learnerA@gmail.com)) and your password.

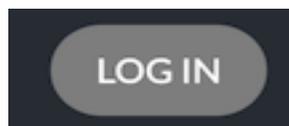
Welcome!

- Your Northstar Team

3. If you cannot find the invitation, check your spam/junk folder.

## Logging into your account

1. On the Northstar homepage, click the Log In button in the upper-right corner.



2. Enter your email address and password and click Log In.

# Log In

Email address

Password

[Reset my password](#)

**LOG IN**

3. The site may ask if you are at your learning location or away from your learning location. Some locations use this data to get funding for their programs.

## Where are you?

Some testing locations like to track their learners' time spent doing Northstar activities.

Right now, are you physically at the testing location (Demo)?

- Yes
- No, I am somewhere else

Save

## Dashboard

1. When you log in, you will see the Dashboard.
2. The Dashboard shows the results of the assessments you've taken and your progress on the learning and practice for each topic.
3. The lock icons in the learning and practice progress ring indicate the status of each section's review questions.

**NORTHSTAR** ONLINE LEARNING

Dashboard Profile

John Learner ▾

Welcome back, John!

Sort by my recent activity

### ESSENTIAL COMPUTER SKILLS

- Basic Computer Skills**
  - PROGRESS
    - Assessment Mastery (85.7%)
    - Practice Mastery (27%)
  - Details
- Internet**

Complete this assessment to see your progress here.
- Email**

Complete this assessment to see your progress here.
- Windows 10**

Complete this assessment to see your progress here.
- Mac OS**

Complete this assessment to see your progress here.

- Locked means you haven't finished the practice yet.



- Unlocked means the review questions are available.

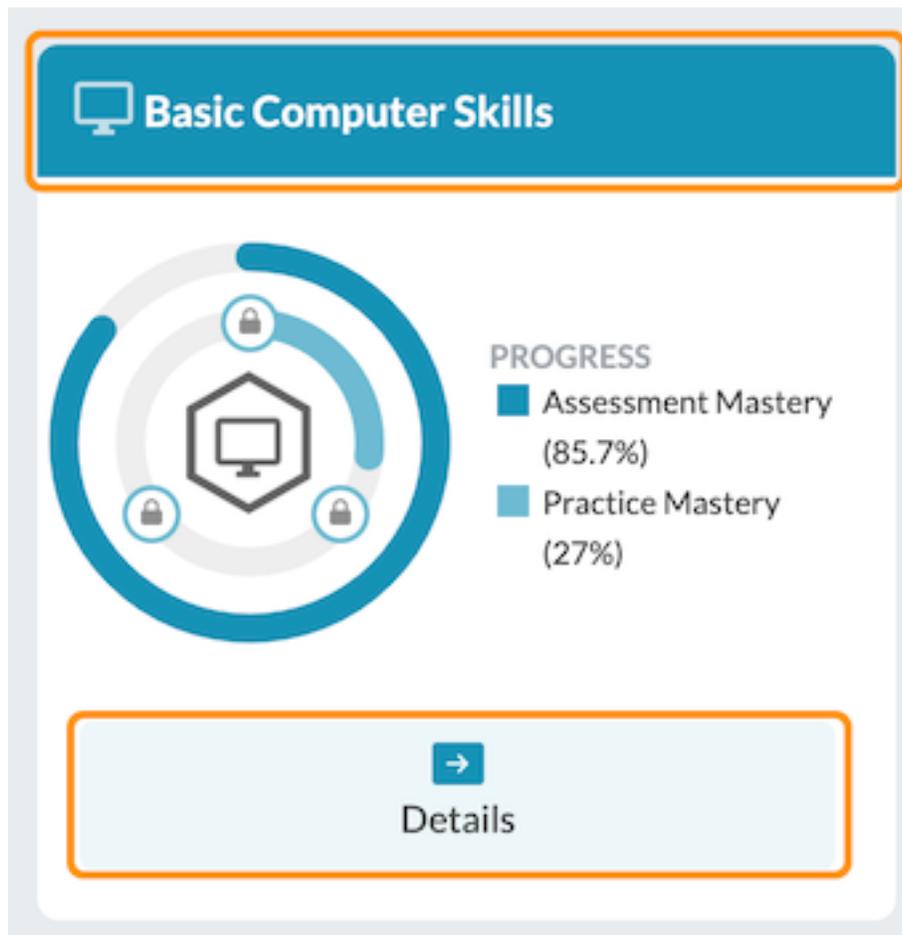


- Checkmark means the review questions are complete.



## Viewing module progress

1. Click on Details or the module name to see more information about your progress.



2. The Practice tab below shows a list of lessons and the standards they cover. A checkmark means you've finished the lesson.

### Basic Computer Skills



**PROGRESS**

- Assessment Mastery (85.7%)
- Practice Mastery (27%)

[Start Practice](#)

You have completed 27% of the practice lessons for Basic Computer Skills. Your best score for this assessment is 85.7%. You have earned a badge for this module. If you pass the assessment in a proctored environment, you can earn the proctored badge and a certificate!

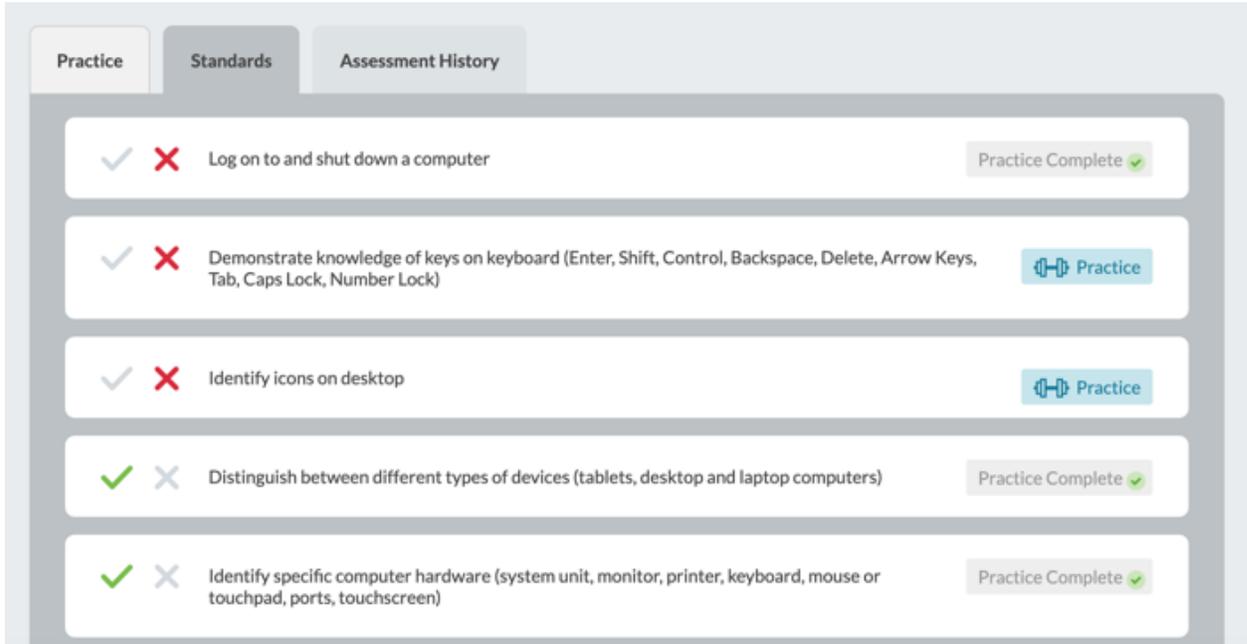
Practice Standards Assessment History

Click on any of the following lessons to get started.

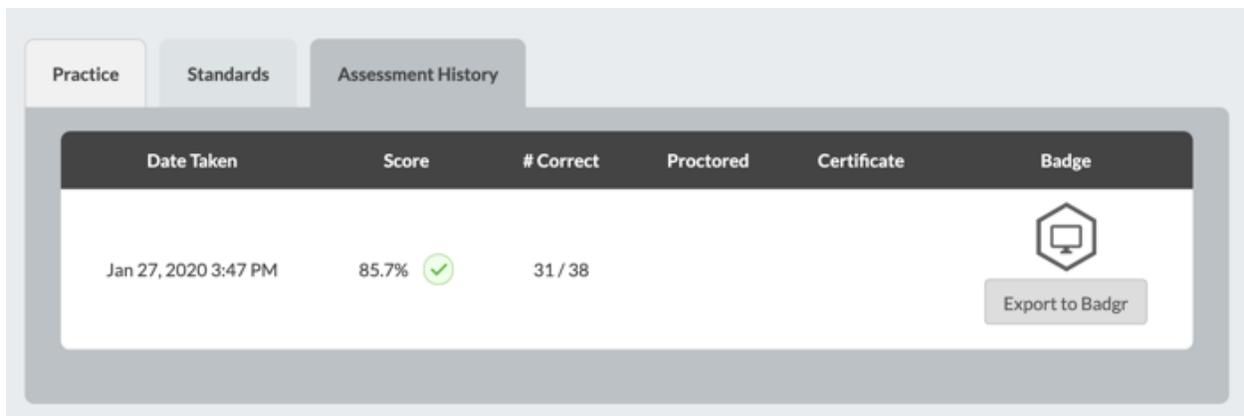
#### GETTING STARTED WITH COMPUTERS

- ✓ What are they?
- ✓ What kinds of computers are there?
  - Distinguish between different types of devices (tablets, desktop and laptop computers)
  - Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen)
  - Identify types of mice: mouse and touchpad

3. The Standards tab shows your mastery of each standard, as of the last time you took the assessment.



- A red X means you got at least one question about that standard wrong.
  - A green checkmark means you got the assessment question(s) for that standard correct.
  - On the right, the Practice column shows whether you completed the relevant practice lesson.
    - If you have not finished the practice lesson, you can click the Practice button to start practicing.
4. The Assessment History tab shows your assessment history, including certificates and badges you've earned. Click anywhere in a row to see your result page for that assessment.



## Using practice mode

1. To start practicing, click Start Practice on the top of the page. You can also click on lessons in the Practice tab or the Practice buttons in the Standards tab.

The screenshot shows the Northstar Online Learning interface for the 'Basic Computer Skills' course. At the top, the Northstar logo and 'NORTHSTAR ONLINE LEARNING' are on the left, and 'Dashboard' and 'Profile' links are in the center. A 'NS Admin' dropdown menu is on the right. Below the header, a blue bar contains the course title 'Basic Computer Skills'. The main content area features a circular progress indicator on the left with a 'Start Practice' button highlighted by an orange box. To the right of the progress indicator, a text box states: 'You have completed 55% of the practice lessons for Basic Computer Skills. Your best score for this assessment is 100%. You have earned the proctored badge and are eligible for a printed certificate.' Below this, there are three tabs: 'Practice', 'Standards' (highlighted with an orange box), and 'Assessment History'. Under the 'Standards' tab, a grey bar says 'Click on any of the following lessons to get started.' Below that, the section 'GETTING STARTED WITH COMPUTERS' is shown. A lesson titled 'What are computers?' is highlighted with an orange box. Below it, another lesson 'What kinds of computers are' is visible, with a sub-point: 'Distinguish between different types of devices (tablets, desktop and laptop)'.

**NORTHSTAR ONLINE LEARNING** Dashboard Profile NS Admin

### Basic Computer Skills

**PROGRESS**

- Assessment Mastery (100%)
- Practice Mastery (55%)

[Start Practice](#)

You have completed 55% of the practice lessons for Basic Computer Skills. Your best score for this assessment is 100%. You have earned the proctored badge and are eligible for a printed certificate.

Practice **Standards** Assessment History

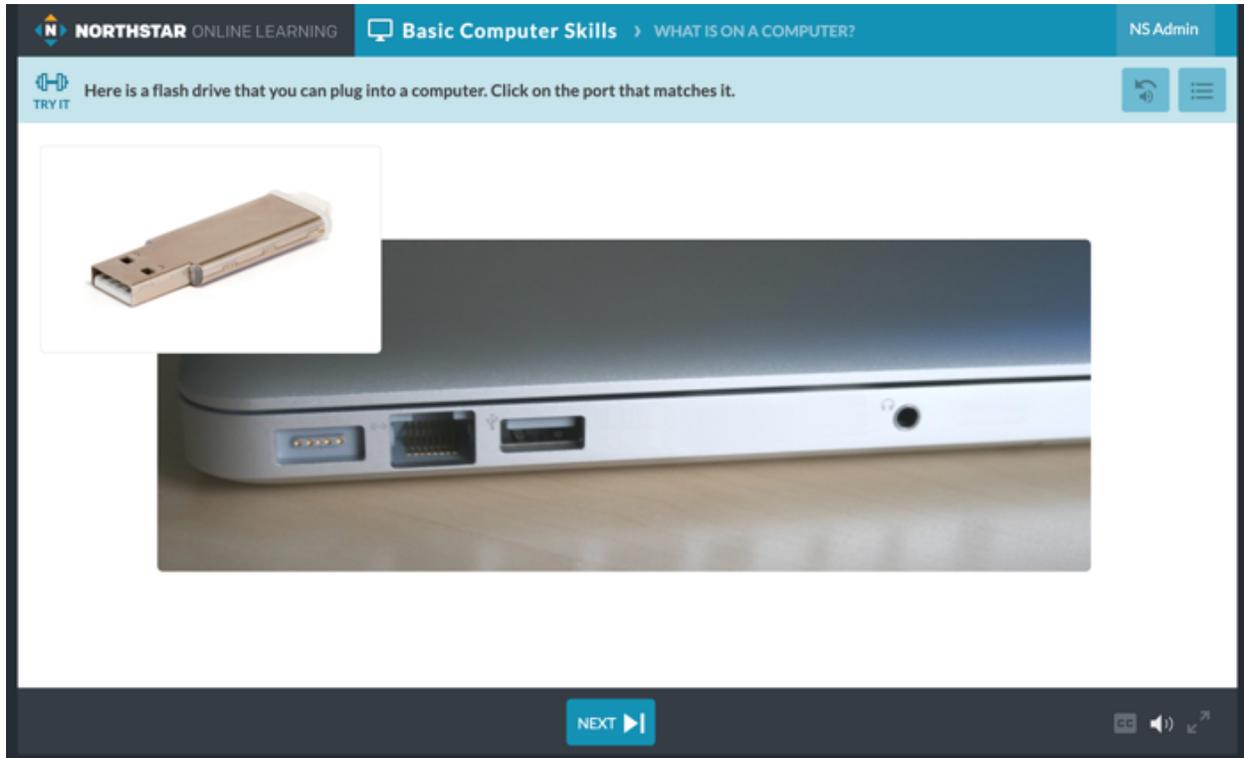
Click on any of the following lessons to get started.

#### GETTING STARTED WITH COMPUTERS

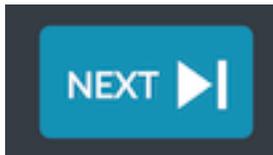
**What are computers?**

**What kinds of computers are** • Distinguish between different types of devices (tablets, desktop and laptop)

2. Each lesson has something to read, to watch, or to do.



3. The Next button at the bottom goes to the next screen.



4. CC turns on text for the audio.



5. The audio button turns sound on or off.



6. The expand button makes the content fill the screen.



7. If you need to go back, click the back button in your browser.

8. The rewind button starts the audio again.



9. The menu button opens a navigation menu to go to different sections of the module.



- A green checkmark means that lesson is complete.



- When you have completed all of the lessons in a section, the Review Questions unlock.

✓ What are they?

✓ What kinds of computers are there?

✓ **What is on them?**

🔒 Review Questions

- If you get a Review Question wrong, an alert icon will appear next to the lesson you can review it to help learn that content. After you are confident in the material, you can retry the Review Questions to complete the section.

 What are they?

 What kinds of computers are there?

 What is on them?

 **Review Questions**

10. To go back to the Dashboard, click the Northstar Online Learning logo at the top of the screen.

