

 **NORTHSTAR DIGITAL LITERACY**

## What is Northstar?

Northstar Digital Literacy Assessment is a free learning tool designed to help people acquire or improve their basic digital skills needed to seek, obtain, and retain employment.

As we emerge post COVID a critical foundation for employment is digital literacy and this service will help improve your computer skills and show employers what you know.

They offer 14 online, self-guided modules:

### **Essential Computer Skills**

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows
- Mac OS

### **Essential Software Skills**

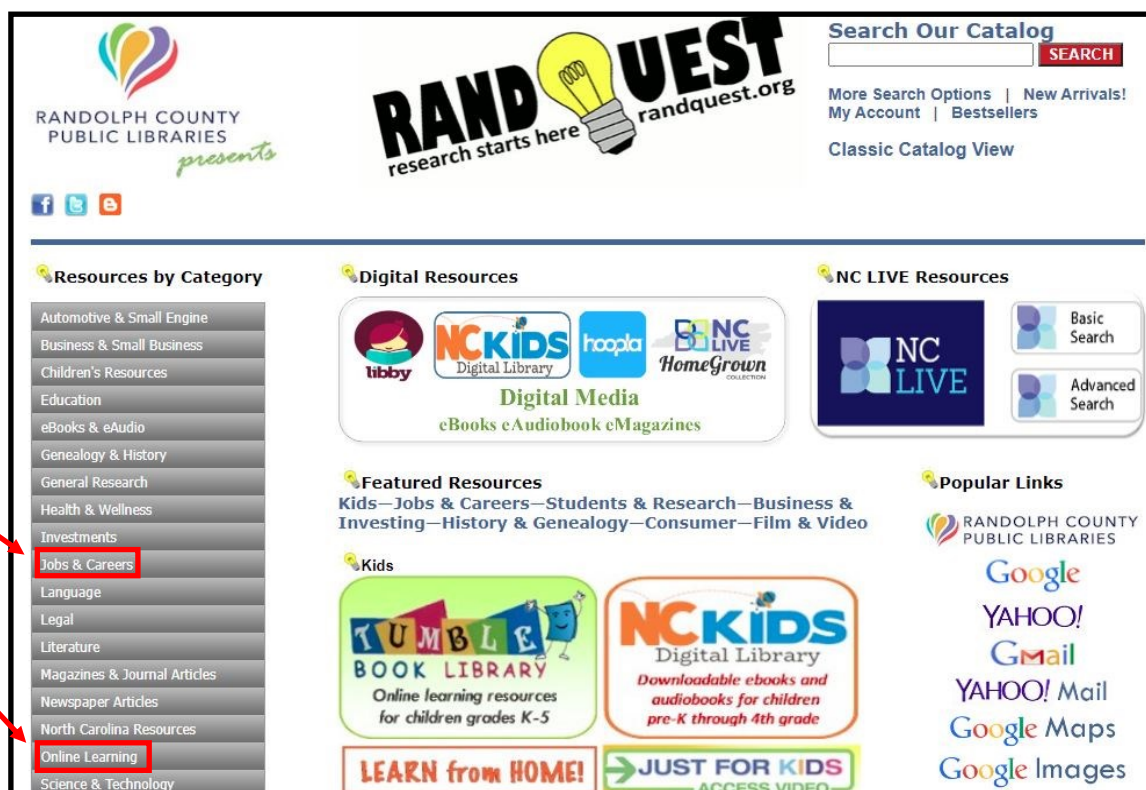
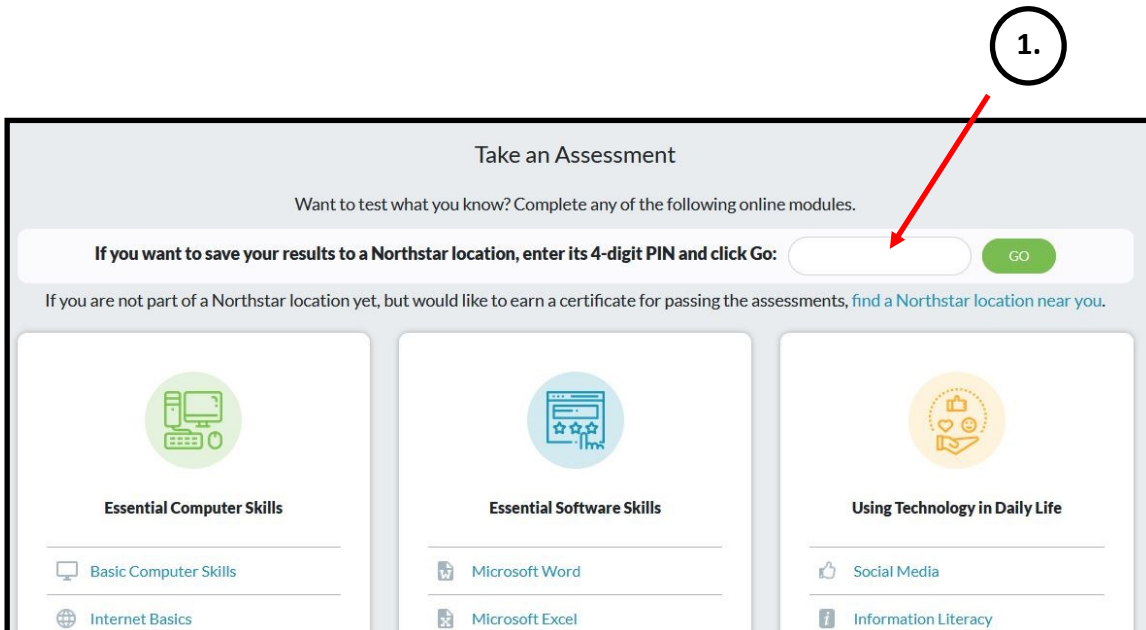
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs

### **Using Technology in Daily Life**

- Social Media
- Information Literacy
- Supporting K-12 Distance Learning
- Career Search Skills
- Your Digital Footprint

## Ways You Can Access Northstar

1. Go to [digitalliteracyassessment.org](http://digitalliteracyassessment.org). Scroll down the page to “Take and Assessment” and enter the library’s 4-digit PIN (**WBNE**). (see #1)
2. Our website on [randquest.org](http://randquest.org), select the “Jobs & Careers” or “Online Learning” tab on the left-side of the page to find Northstar linked directly through our library. (see #2)
3. Select the link [Northstar Digital Literacy RCPL](#). (if online)



## Creating Your Northstar Account

1. You will need to [sign up as a learner](#). Enter your first name, last name, and an email address. Ask your local library branch for assistance if you do not have an email address.

\*You do not have to create an account to take assessments, but you will not have access to tutorials or be able to save your information if you do not.


### Sign Up as a Northstar Learner

**THROUGH RANDOLPH COUNTY PUBLIC LIBRARY**

Start building your digital literacy skills with Northstar! Enter your name and email below to set up a Northstar account. Then, Northstar will send you an email with directions to complete your account setup. Don't have an email address? Talk with [your Northstar location](#).

First Name \*      Last Name \*      Email Address \*

Sara      Patron      spatron@yahoo.com

I'm not a robot       reCAPTCHA  
Privacy - Terms


**SIGN UP**

2. You will receive an email from Northstar giving instructions for setting a password.

*Problems signing up? Come in, call 336-318-6803 or email at [reference@randolphlibrary.org](mailto:reference@randolphlibrary.org)*

## Logging Into Your Northstar Account

Return to the library's Northstar page to log into your [Northstar learner account](#) to continue.

**If you have a learner account:** [LOG IN NOW](#) 

*Need a learner account? [Sign up as a learner](#)*

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**Otherwise, enter test-taker name here to get started without a learner account.**

First Name      Last Name

           **CONTINUE**

## Northstar Online Learning: The Dashboard

Once logged in you will be automatically taken to your dashboard. The dashboard shows all assessments offered and any you have already taken.

From the dashboard you can:

- 1) Take an assessment on any topic (Take Assessment). Scroll down to find topics.
- 2) See your score on the assessments you have taken (Assessment Mastery).
- 3) See your progress on the lessons provides (NSOL Completion). Select the Lessons icon to continue your work.

Dashboard

The screenshot shows the Northstar Online Learning dashboard. At the top, there is a navigation bar with the Northstar logo, 'NORTHSTAR ONLINE LEARNING', and links for 'Dashboard', 'Take Assessments', 'Profile', and 'Help'. Below this is a section for 'ESSENTIAL COMPUTER SKILLS' with a 'Sort by my recent activity' option. The dashboard is divided into three main columns: 'Basic Computer Skills', 'Internet', and 'Email'. Each column has a progress indicator and buttons for 'Take Assessment' and 'Lessons'. The 'Basic Computer Skills' section shows 100% completion for 'Assessment Mastery' and 'NSOL Practice'. The 'Internet' section shows 95.1% completion for 'Assessment Mastery' and 0% for 'NSOL Practice'. The 'Email' section shows a message to complete an assessment to see progress. Red boxes and numbers 1, 2, and 3 highlight specific elements as described in the text.

Inside the Assessment Circle:

- A locked icon means you haven't finished the practice for the topic.
- An unlocked icon means you have finished the practice and review questions are available.
- A check mark means lessons and review questions are complete.
- If a Details icon appears next to Take Assessment, this will bring you to a page with more information about your progress in that topic.

Select Take Assessment when you feel you are ready to take that particular assessment or click on Lessons to practice these skills beforehand.

## Northstar's Practice, Standards, and Assessment History

When you select the Lessons icon on an assessment, you are taken to a new page showing three tabs:

- Practice
- Standards
- Assessments

**Basic Computer Skills**

**PROGRESS**

- Assessment Mastery (98.3%)
- NSOL Practice Completion (100%)

[Start Practice](#) [Retake Assessment](#)

You have completed the practice lessons for Basic Computer Skills. Your best score for this assessment is 98.3%. 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

**Practice** shows list of lessons and the Northstar Standards they cover. Select any of these to be taken to a practice lesson on that topic.

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 there?
  - Distinguish between different types of devices (tablets, desktop and laptop computers)



**Standards** show current progress for that standard. Green means got the standard correct, red you did not.

Select from any row to be taken to a practice lesson focused on that particular area.

Practice **Standards** Assessment History

- ✓ X Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen) Practice Complete ✓
- ✓ X Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock) Practice Complete ✓
- ✓ X Distinguish between different types of devices (tablets, desktop and laptop computers) Practice Complete ✓

## Northstar's Practice, Standards, Assessment History (cont.)

Date Taken	Score	# Correct	Proctored	Certificate	Badge
Jan 4, 2022 1:21 PM	98.3% 	36 / 38			

Assessment History shows your results from previous assessments. It shows when you took it, your score, how many questions you correctly answered, if the test was proctored, and if any badges or certificates were earned.

### Earning Badges and Certificates

Badges are awarded to test takers if they score at least 85% and the test was not proctored. Click on Claim Badge after your passed assessment and follow the appeared instructions to receive this digital badge.

> Your Results

You Passed!

**95.1%**

[Go to NSOL](#) [Claim Badge](#)

Name: Harris Mason  
Timestamp: Oct 14 2021, 11:43 AM

Certificates are given to test takers that take proctored exams. You must present identification and take the assessment in a supervised setting either virtually or in-person at the location.

You must be monitored by a certified proctor. If they score at least 85%, you have earned a certificate that is awarded by the library and can be printed.



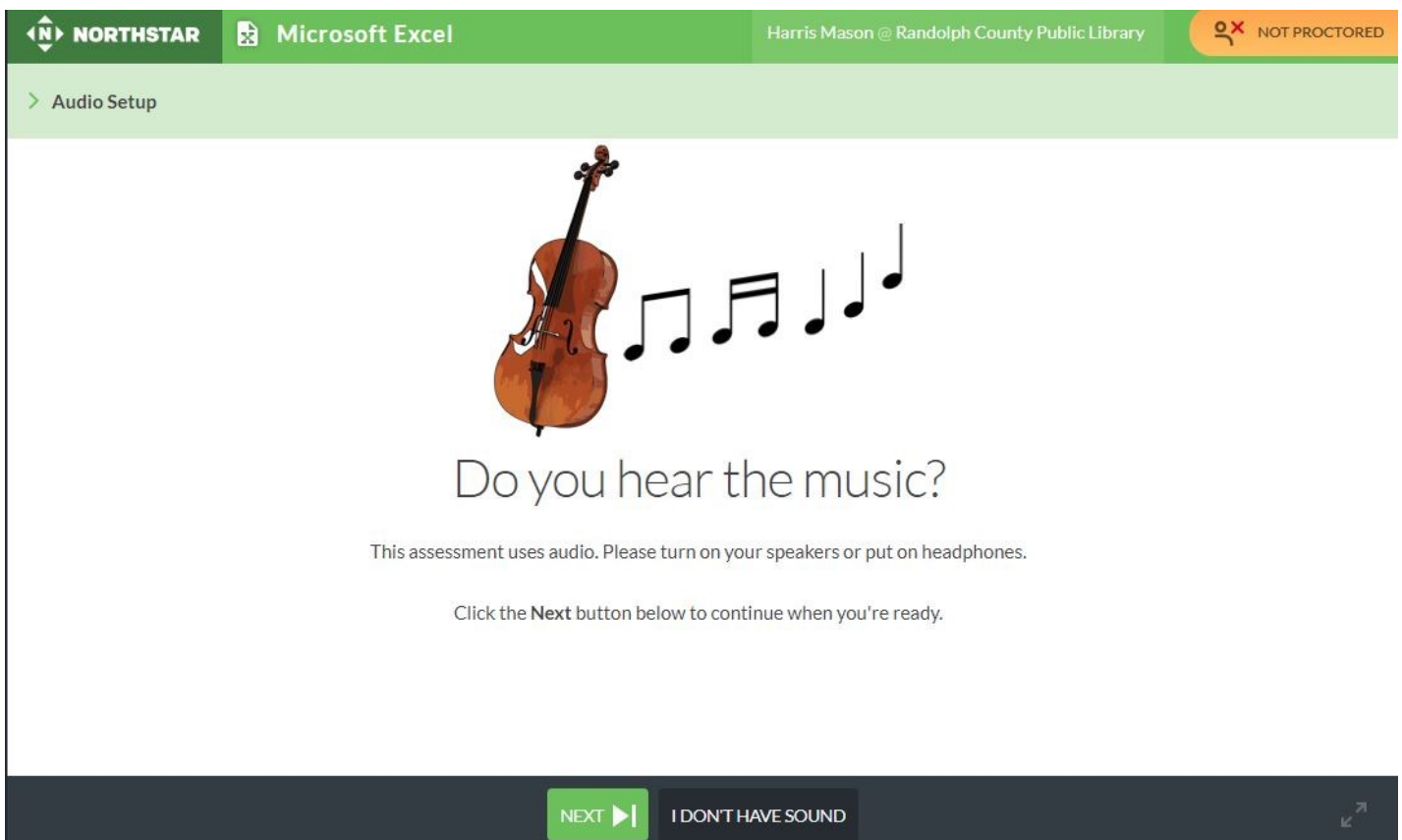
## Ways You Can Take an Assessment

You can take an assessment 3 ways:

- Public - Visit the [Northstar public site](http://www.digitalliteracyassessment.org) (www.digitalliteracyassessment.org) and take an assessment. Results are not tracked in your account.
- Unproctored - Log into your Northstar account and take an assessment. If you score 85% or higher you earn a digital badge. Results are tracked in your account.
- Proctored - Must schedule an appointment with a registered proctor from the library to take the assessment. If you score 85% or higher, you earn a digital badge and certificate. Results tracked in your account. Contact your preferred RCPL location to schedule a proctored assessment.

*\*Public, proctored and unproctored exams can be taken in-person, virtually, and remotely.*

## Taking an Assessment



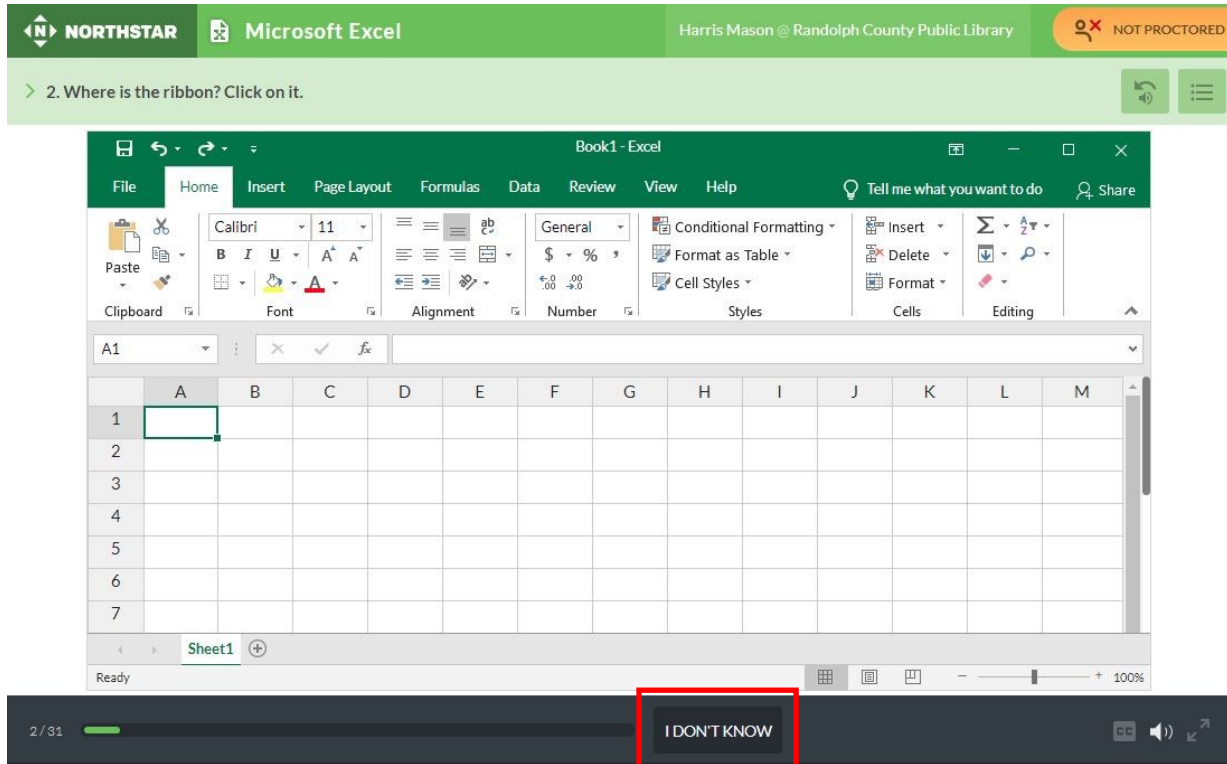
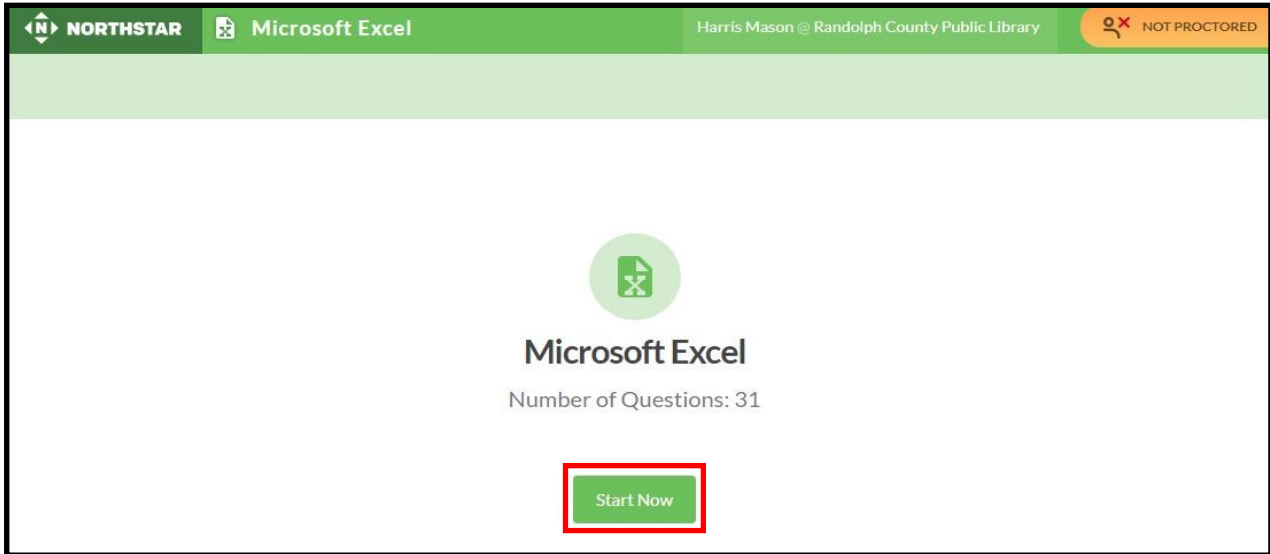
The screenshot displays the Northstar assessment interface. At the top, there is a green navigation bar containing the Northstar logo, the text 'Microsoft Excel', and the user's name 'Harris Mason @ Randolph County Public Library'. A yellow badge in the top right corner indicates 'NOT PROCTORED'. Below the navigation bar is a green bar with the text '> Audio Setup'. The main content area features an illustration of a violin and a sequence of musical notes. Below the illustration, the text reads 'Do you hear the music?'. Underneath this, it says 'This assessment uses audio. Please turn on your speakers or put on headphones.' and 'Click the Next button below to continue when you're ready.' At the bottom of the screen, there is a dark grey bar with two buttons: a green 'NEXT' button with a play icon and a grey 'I DON'T HAVE SOUND' button. A small cursor icon is visible in the bottom right corner.

Assessments start with asking if you have sound capabilities as they read every question out loud. Sound is not a requirement to continue and questions are the same.

## Taking an Assessment (cont.)

You can now start the assessment. It will show how many questions are in the assessment. Click on “Start Now” to begin.

*\*You can exit during the assessment before completion, but your progress will not be saved.*



The tests are interactive and taken inside the browser window. No software necessary. You must click on the screen (sometimes multiple times) to answer questions. Click “I Don’t Know” if you are unsure of a question. You are given the chance to come back and answer it at the end of the assessment.



## Taking an Assessment (cont.)

Assessment Confirmation

**Are you finished?**

You skipped 2 questions during this assessment. You can go back and retry those questions or submit your answers now to complete the assessment.

**Submit Answers Now**

Unanswered Questions:

[Open Microsoft Excel](#)

[Insert pie chart](#)

Upon completion of the test you can submit your answers. This gives the chance to go back and answer questions you marked “I Don’t Know”.

## Viewing Your Results

Your Results

You've completed the assessment! After reviewing your results, close this browser tab/window to start another module.

**You Did Not Pass**

**59.6%**

[How is my score calculated?](#)

**Print Results**

<b>Name:</b>	Harris Mason
<b>Timestamp:</b>	Jan 27 2022, 4:03 PM
<b>Record ID:</b>	8818895
<b>Code:</b>	3bed6324342d

MASTERED SKILLS	SKILLS TO IMPROVE
<i>You answered all questions correctly for the skill standards below</i>	<i>You answered one or more questions incorrectly for the skill standards below</i>
<p><b>12</b> Perform internet search using clear parameters (terms and filters). <b>Practice</b></p>	<p><b>1</b> Identify the different ways a person can connect to the internet. <b>Practice</b></p> <p><b>2</b> Demonstrate knowledge of browsers and identify commonly used browsers. <b>Practice</b></p>

Mastered Skills, shown on the left, are questions answered correctly and Skills to Improve, shown on the right, are what needs to be addressed based on questions that were answered incorrectly.

Open a tutorial by selecting the “Practice” button. Listed here are individual tutorials that teach you about each skill from questions answered incorrectly.

## **Requesting a Proctor**

Proctoring is currently only by request. Call the Asheboro Library Reference Desk at 336-318-6803 or come into your local branch to learn more about how to sign up for a proctoring session. Proctoring is provided in-person or virtually if available.

## **Need Help?**

Call or come in to your local branch for one-on-one assistance. You can also email us at [reference@randolphlibrary.org](mailto:reference@randolphlibrary.org) for help.

