

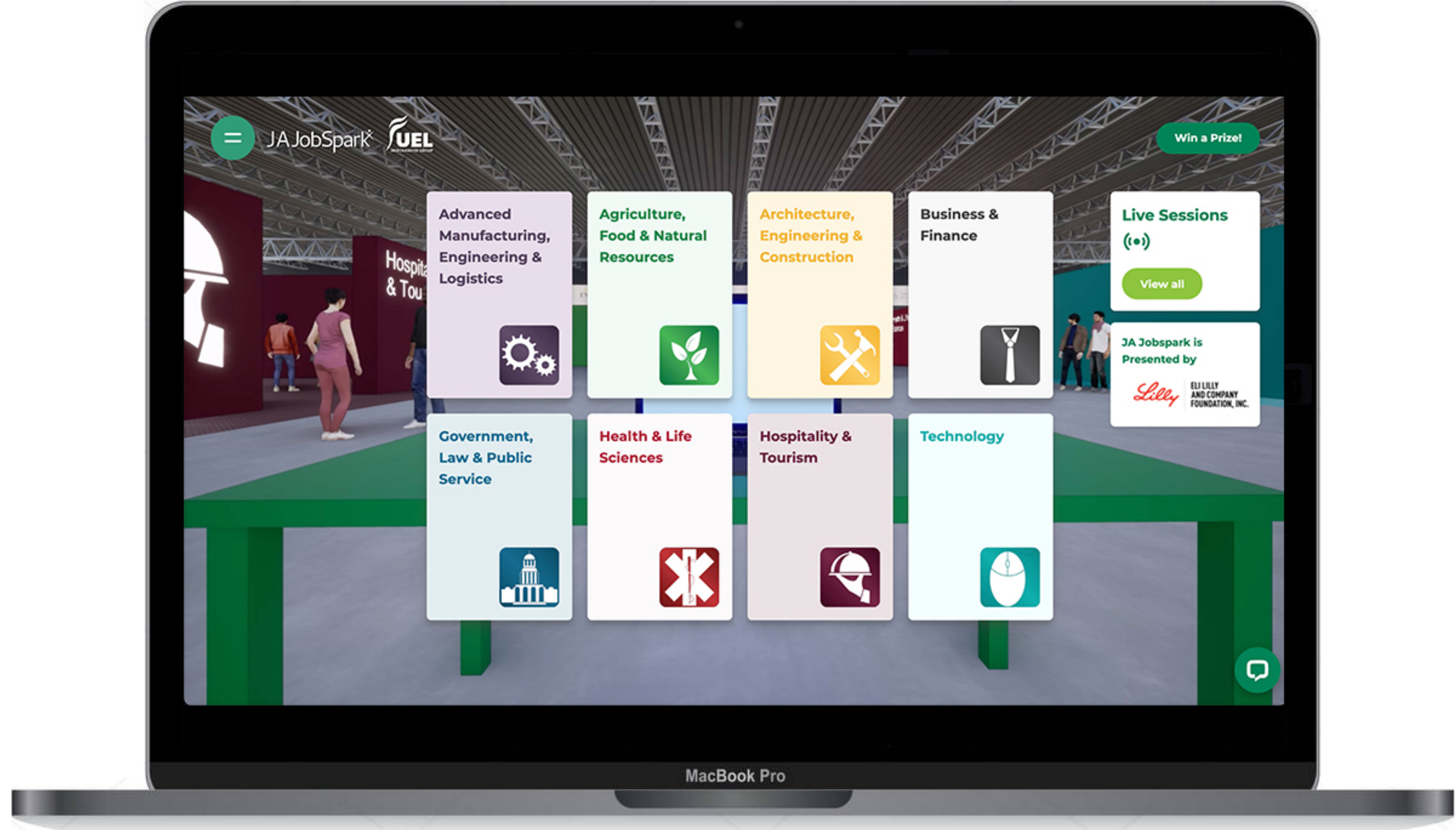
# JA JobSpark<sup>®</sup>

## User-guide

Virtual Platform Partner



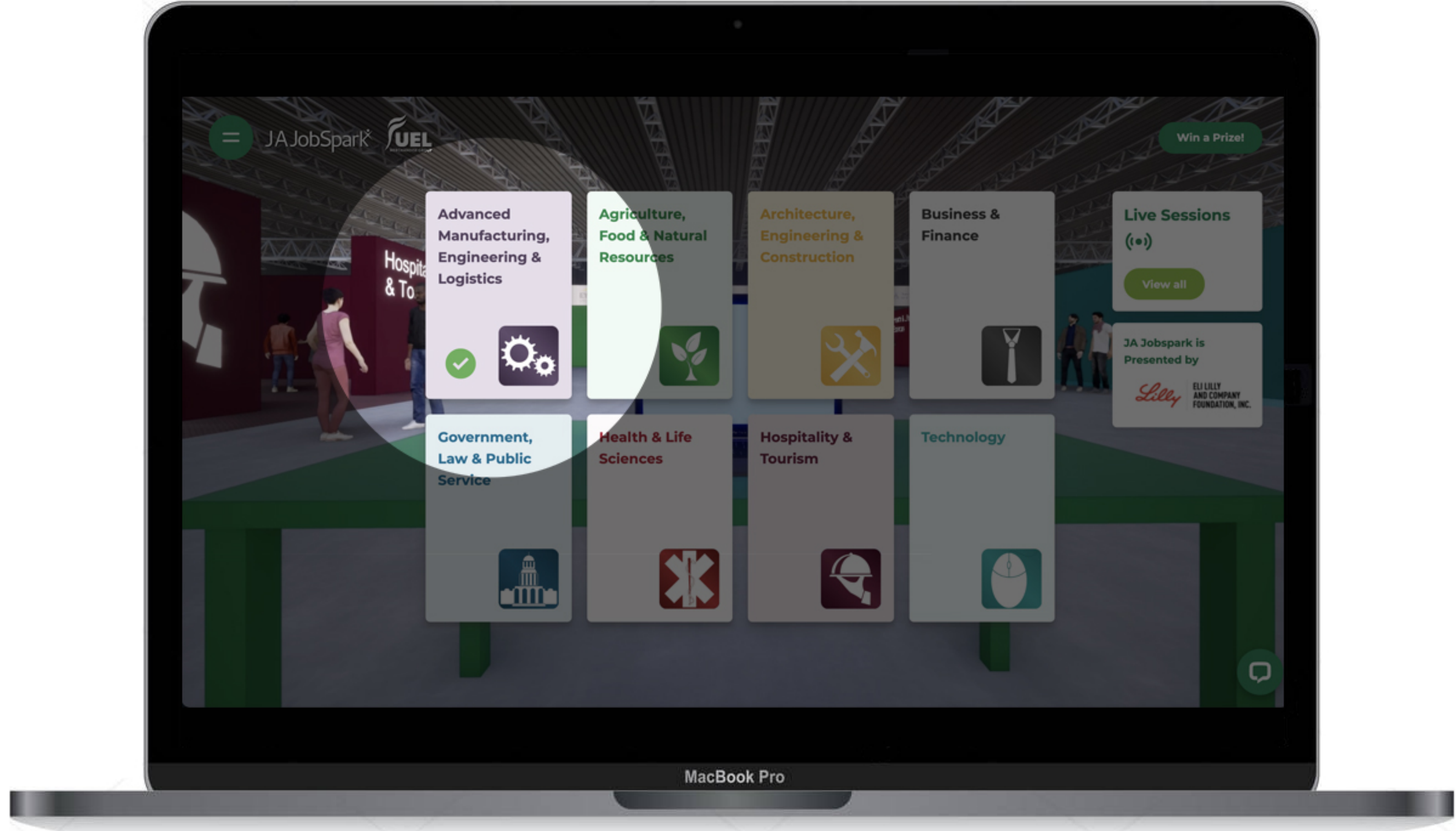
## Navigating the site



On the homepage you can click on any of the boxes to go to a cluster and start accessing the content. From here you can also join any live session.

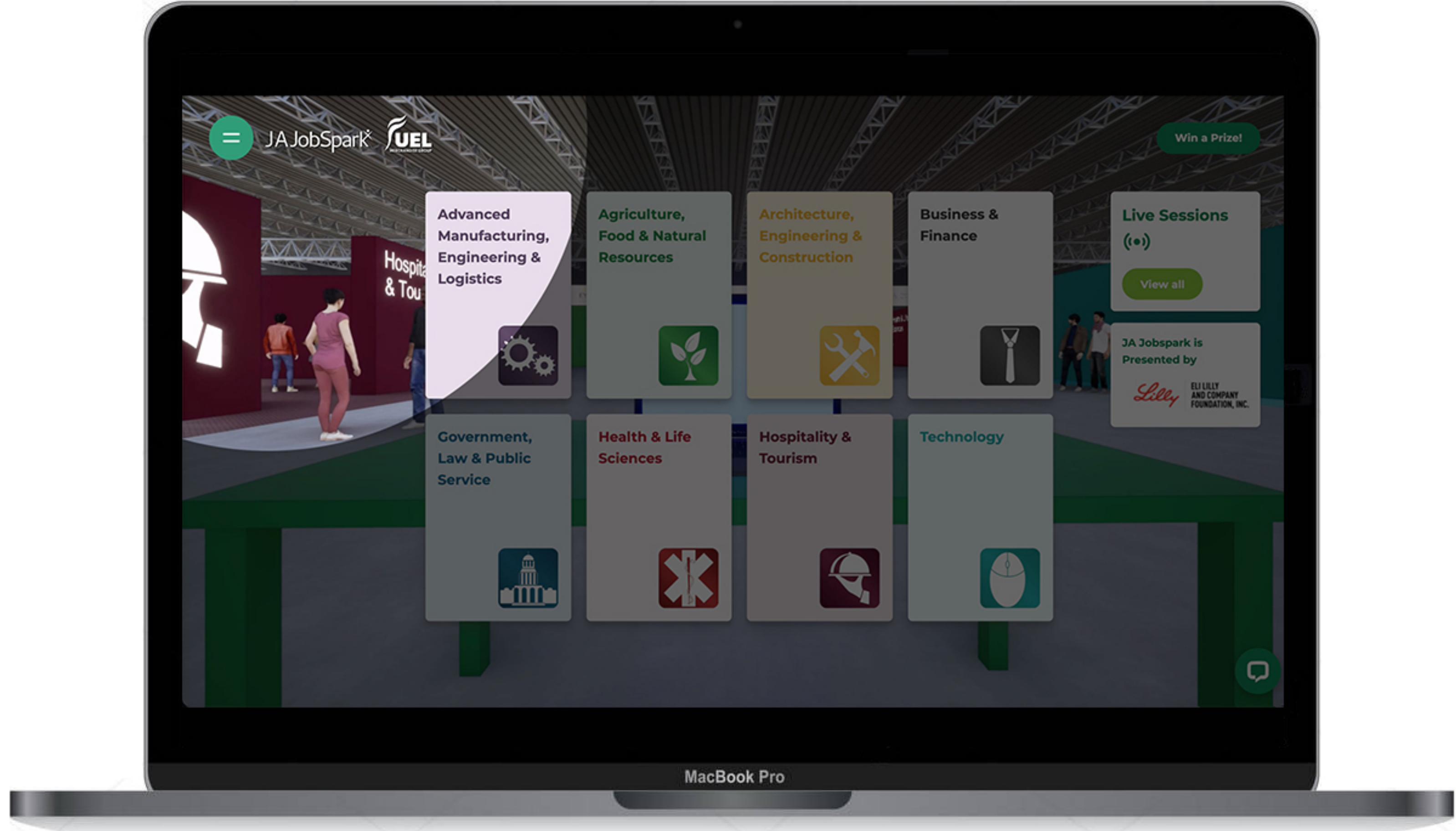


## Navigating the site



Once you have viewed a content cluster, and green tick icon will be displayed on the home page to identify the areas of the platform you have visited.

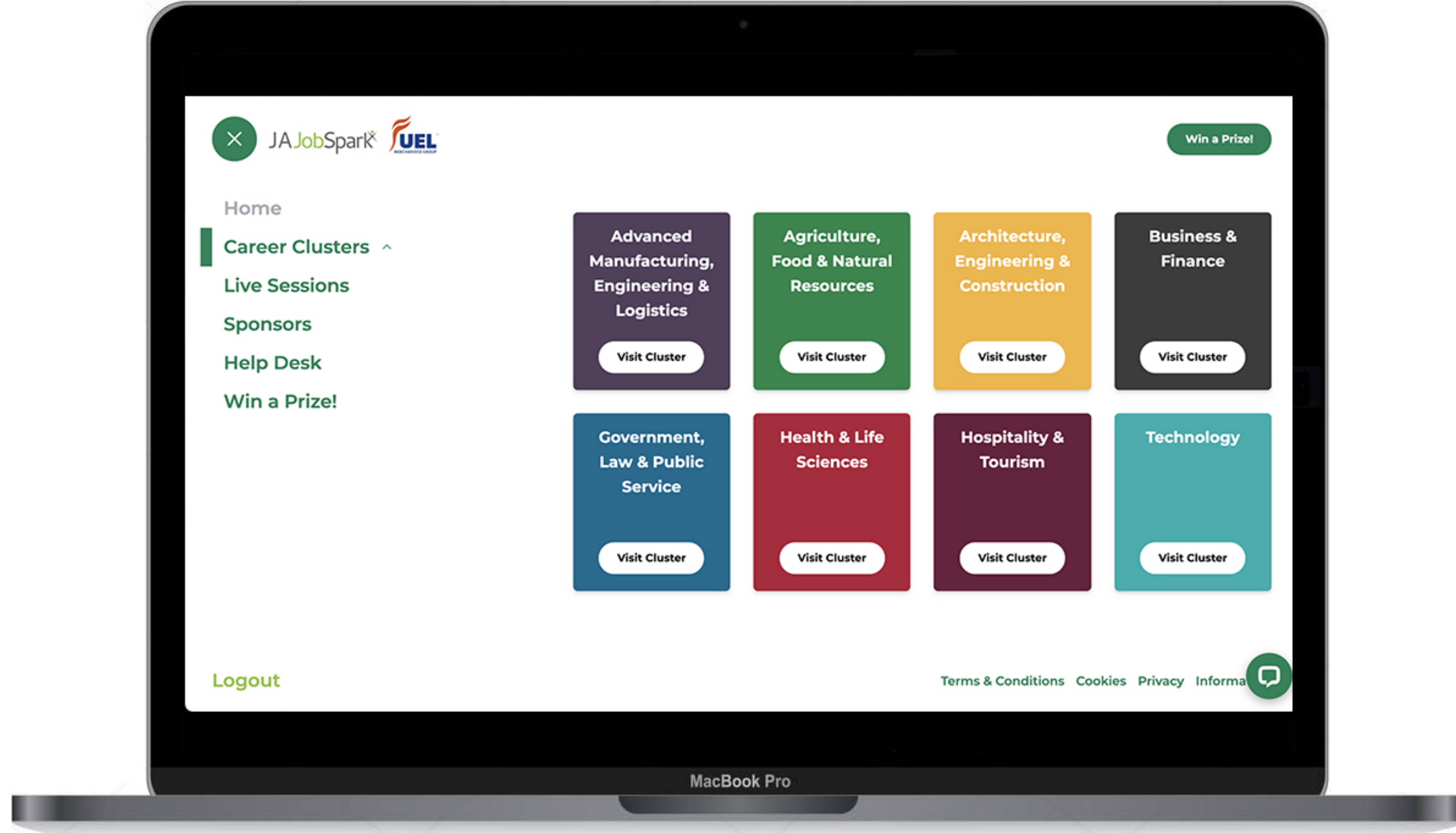
## Navigating the site



Use the main menu icon in the top-left to access all navigation options anywhere on the site.



# Navigating the site



Here's the main menu shown above.

# Clusters



Here you can click on the three main areas of content: Career Paths, Resources or Live Sessions. You can move between clusters here using the left or right arrows.

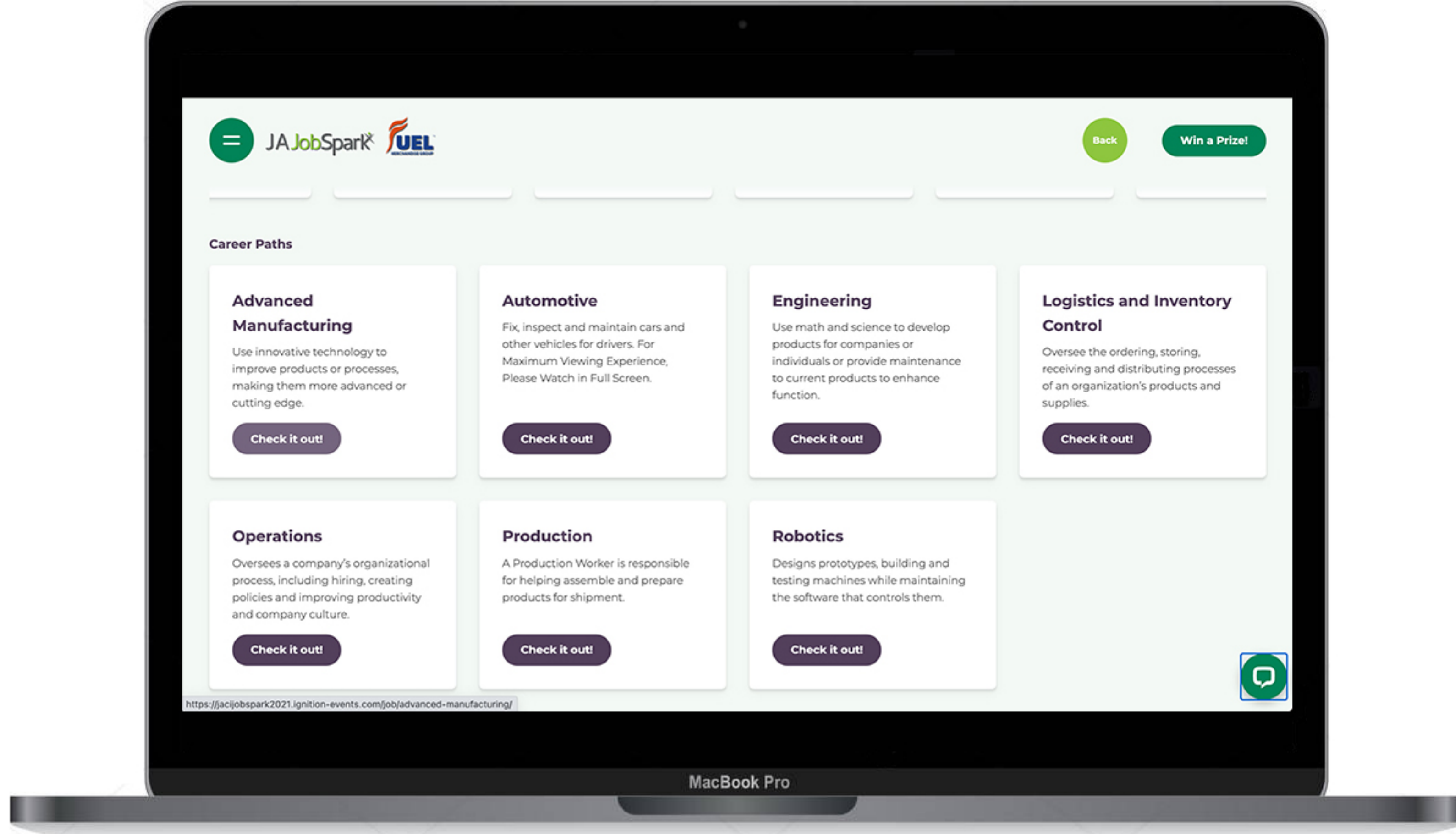


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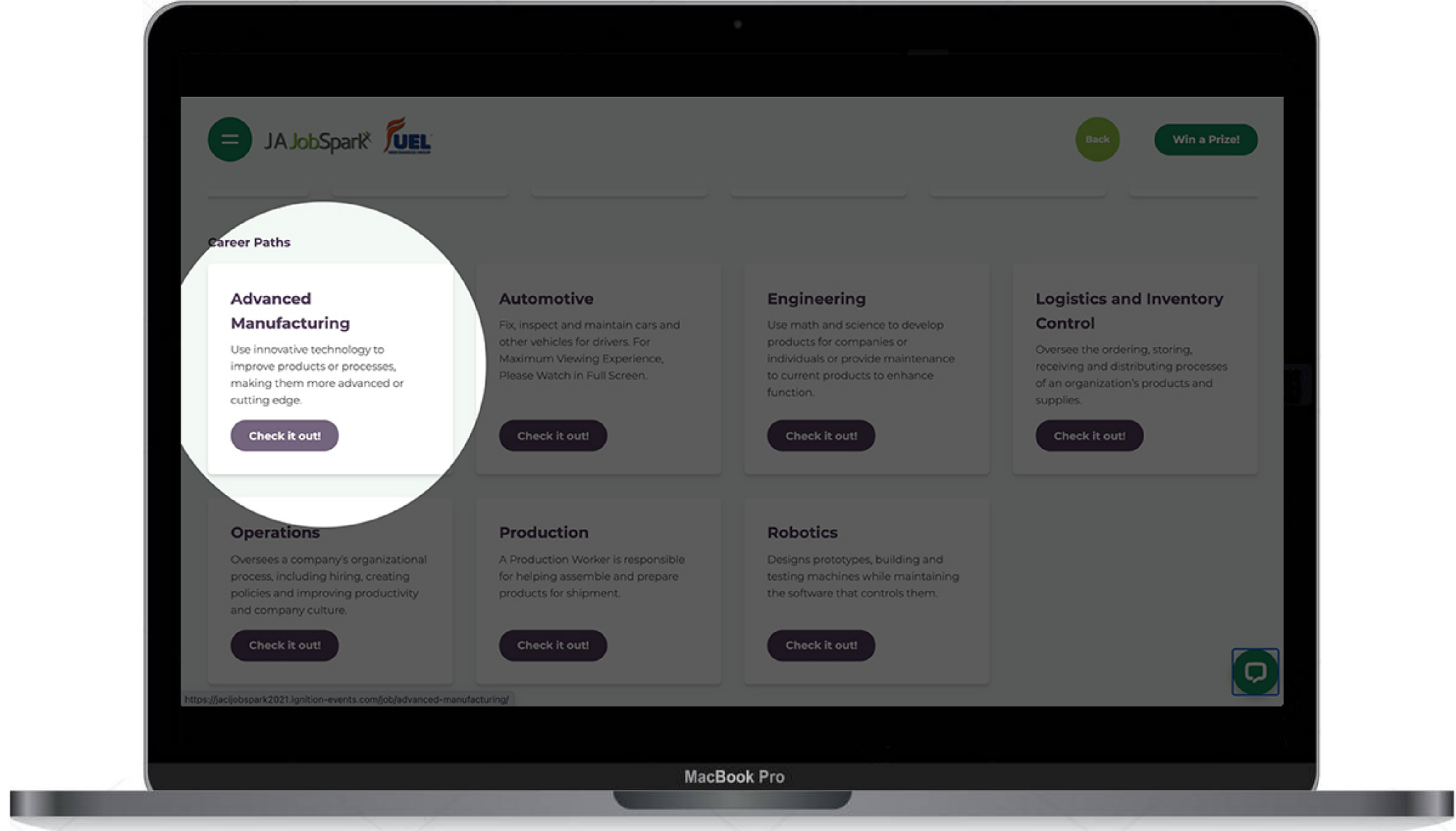
# Career Paths



Once you have viewed a cluster a green check mark will be displayed on the home page to identify the areas of the platform you have visited. Feel free to visit those clusters again, anytime.

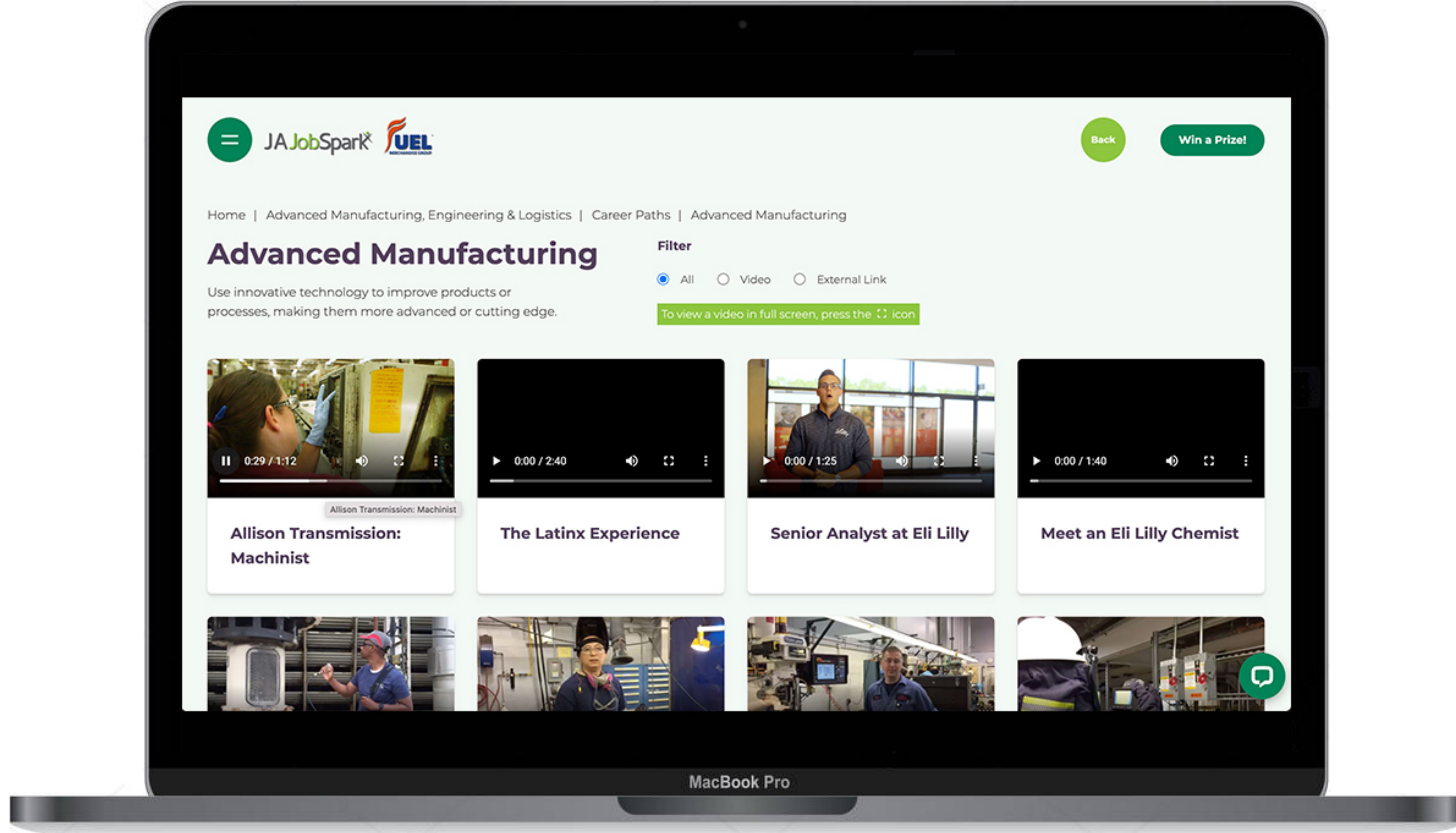


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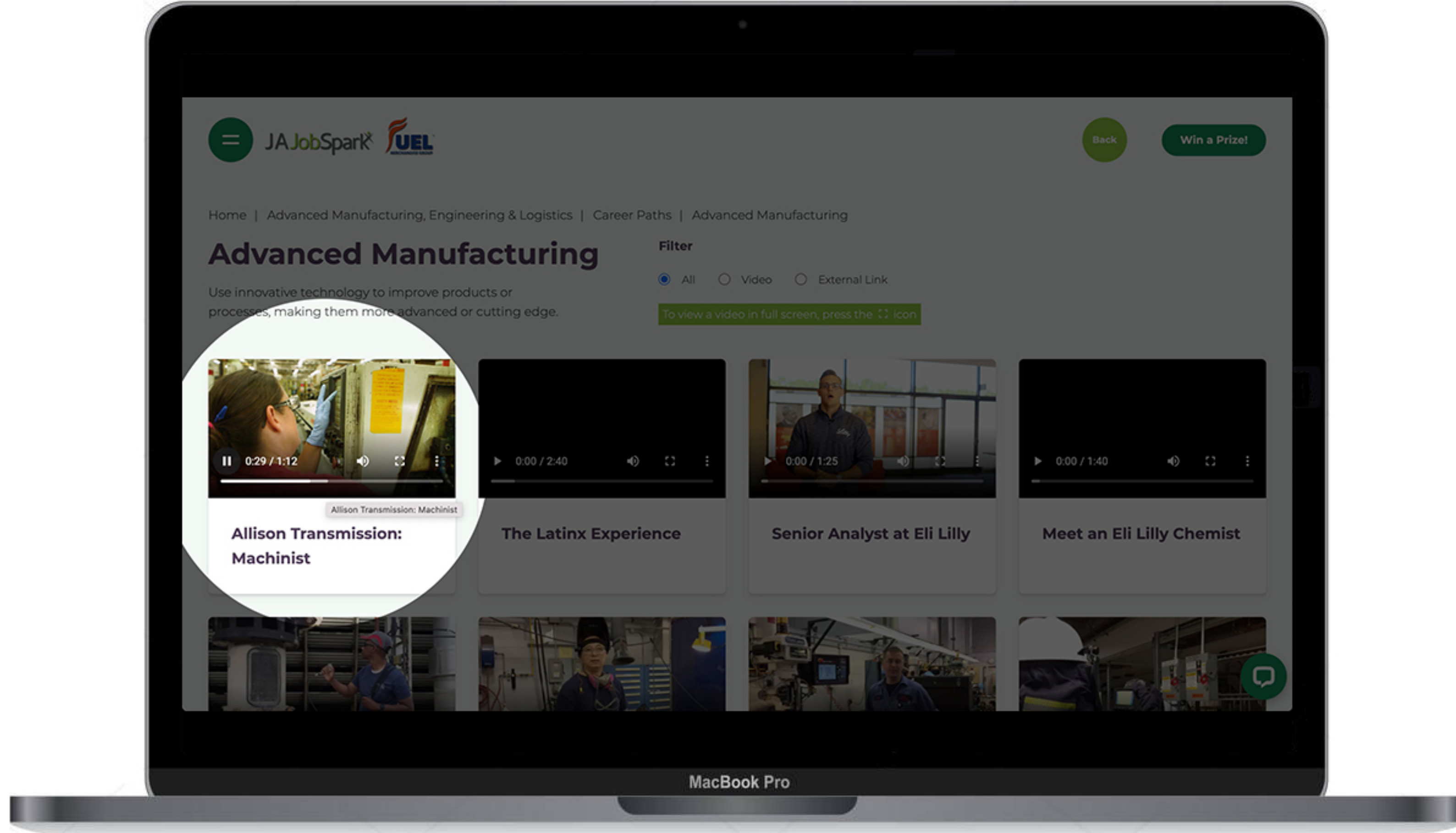
# Career Path content



Here, content can be filtered by type. Videos can be watched in the default view, or they can be viewed full screen by clicking the expand icon.

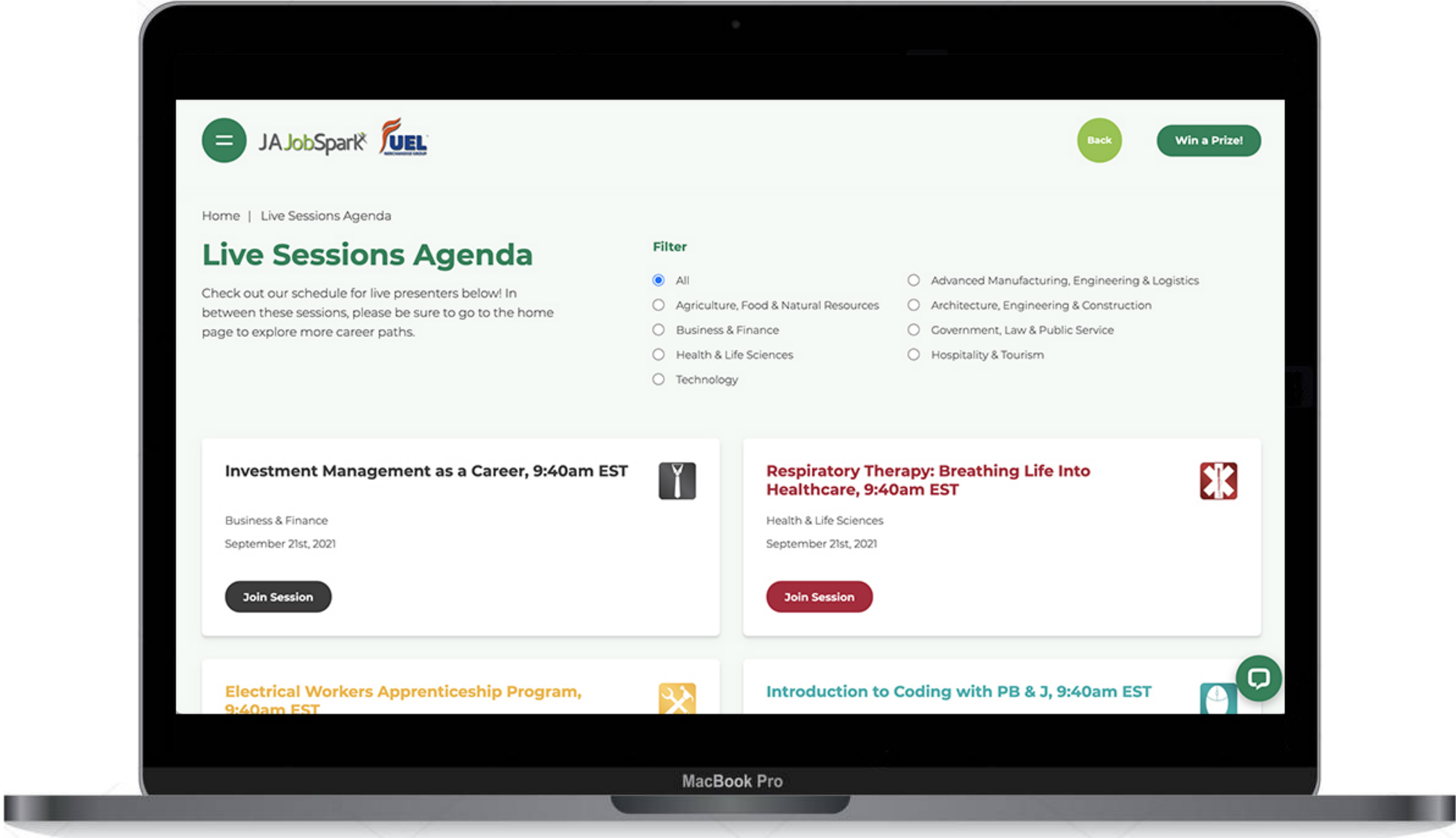


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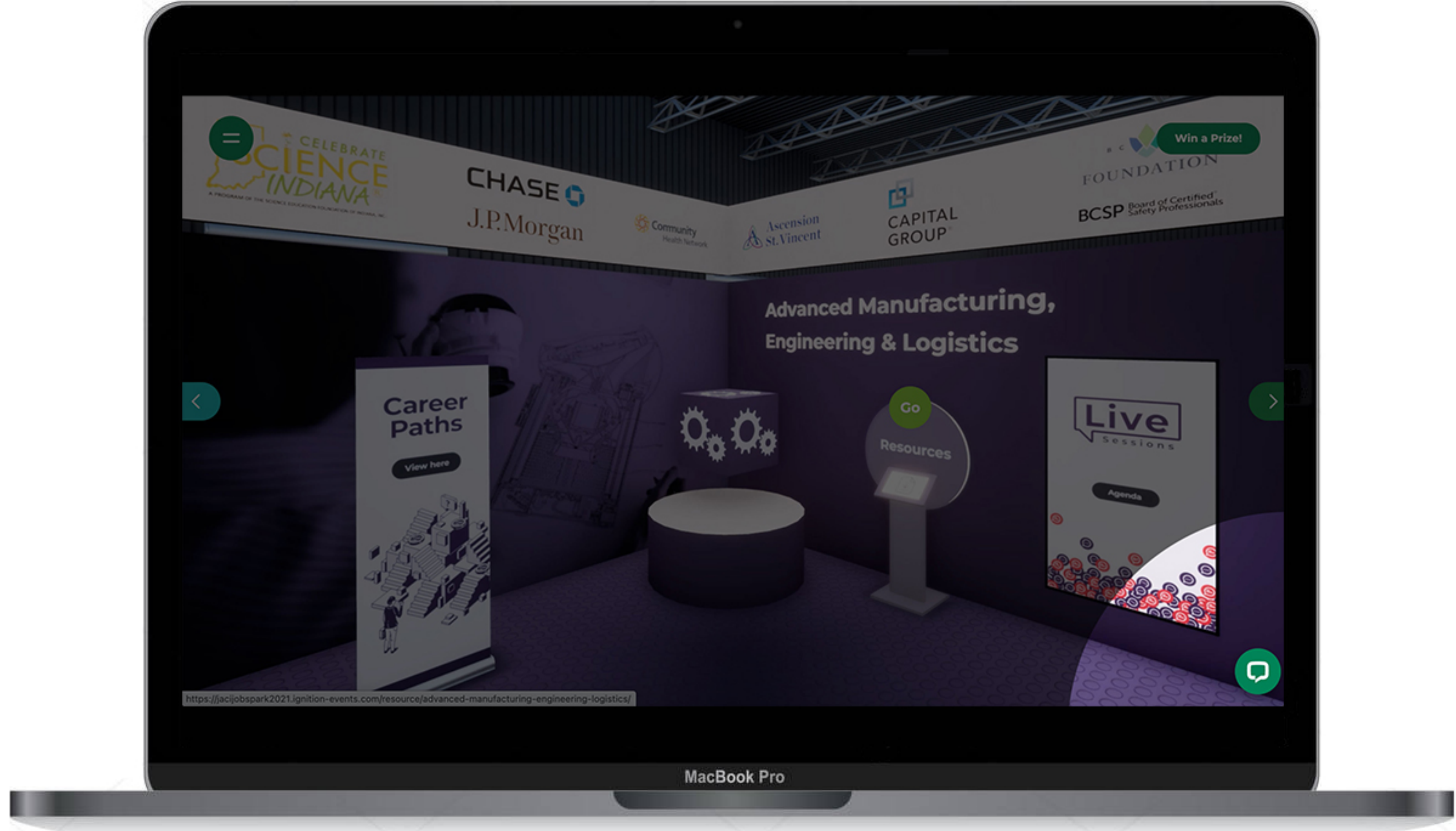
# Live Sessions



Here users will be able to view the live Zoom webinar sessions, Live Sessions can be filtered by specific clusters for easy navigation to content of interest. When you click on the "Join Session" button a new Zoom session window will open.

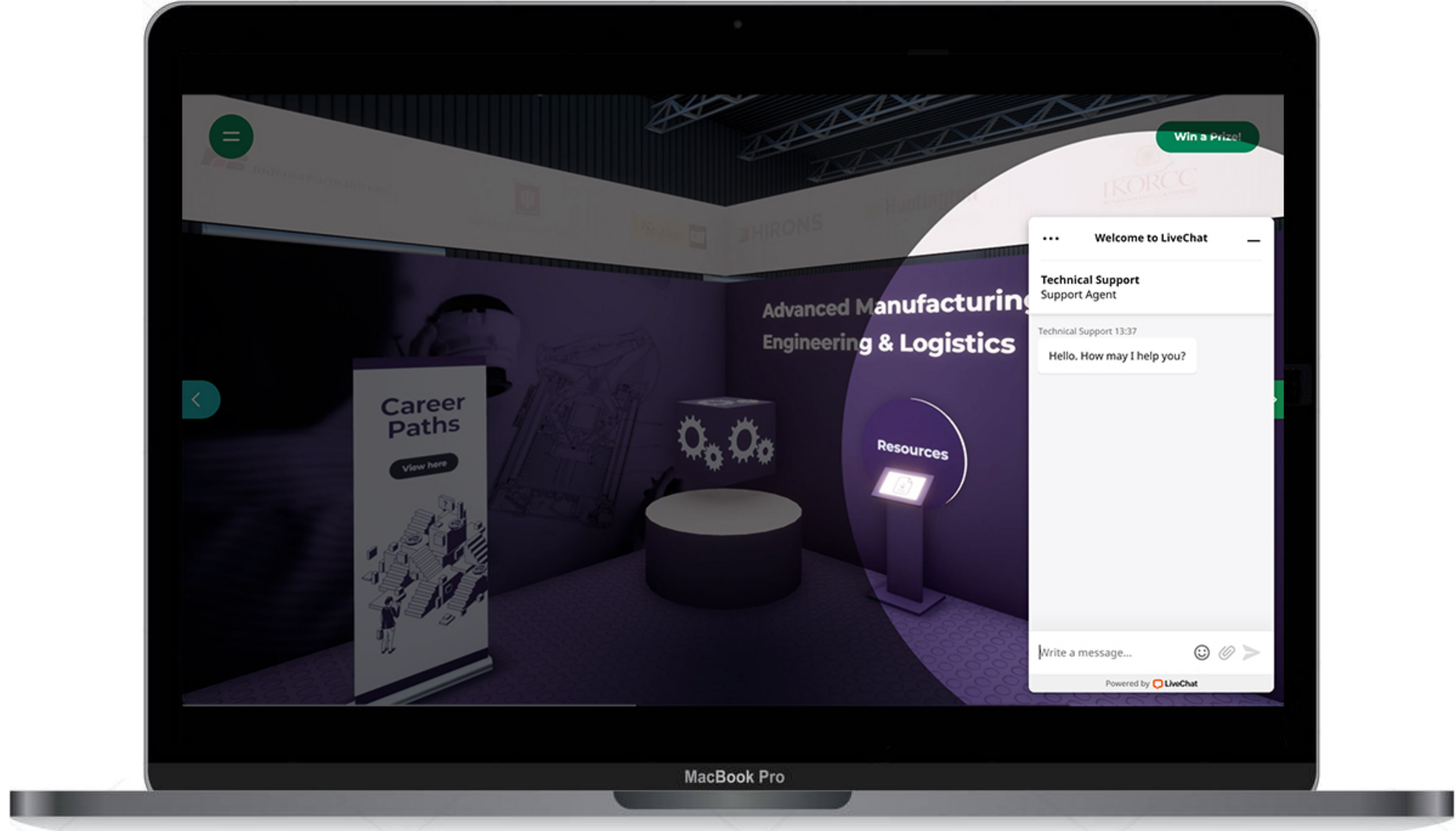


## Chat support



Should you need help at any time, you can get support by clicking the chat icon in the bottom right-hand corner where you can talk to one of the team to get assistance.

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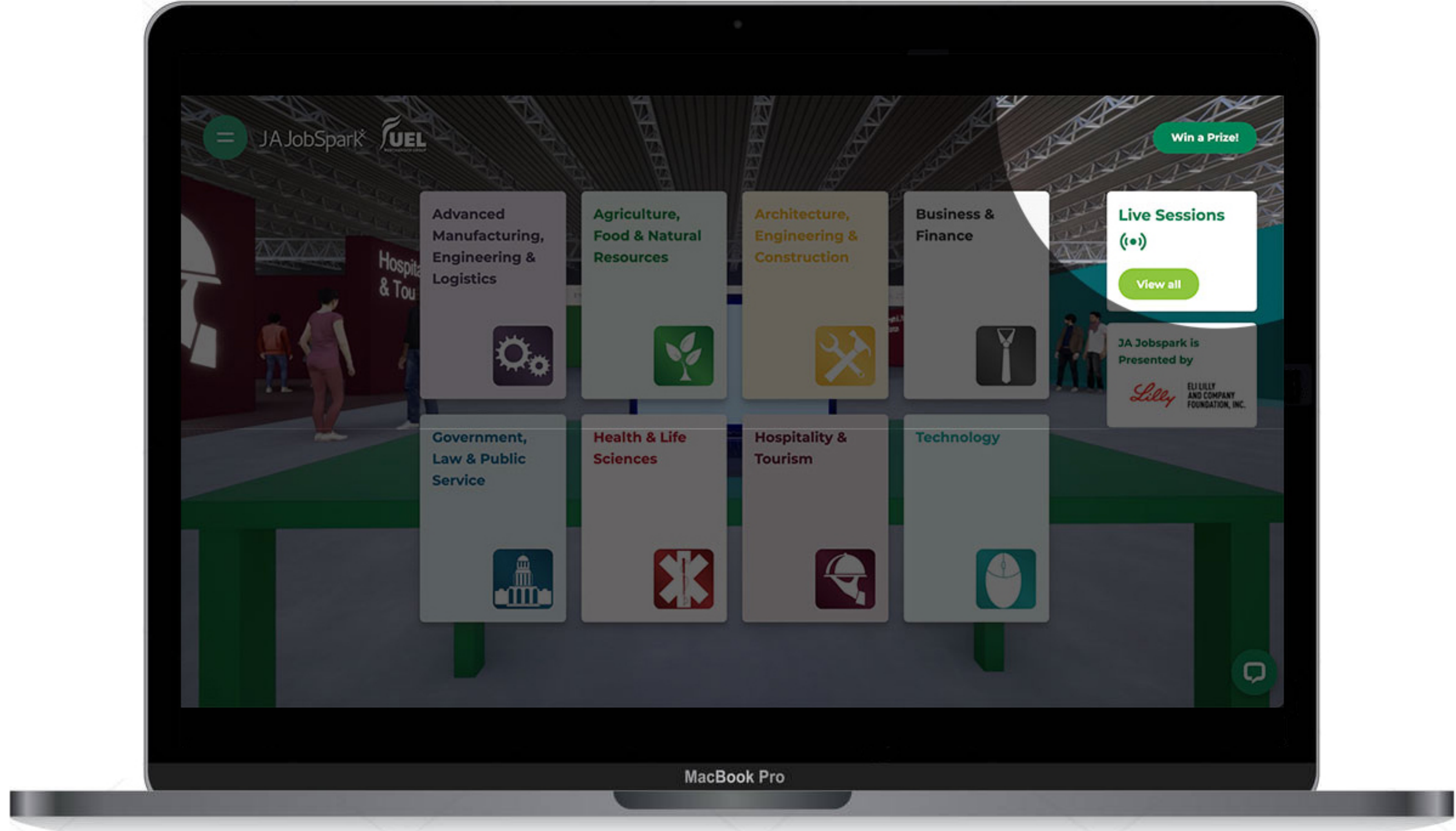
# Helpdesk



From the side navigation menu, access the help desk to find this user guide, chat, additional information, link to the Program guide and link to the platform partner website.



## Win a Prize



Before logging out of the platform, click on "Win a Prize!" show in the top right corner to complete our short multiple choice question survey for your school to be entered into a prize drawing.