

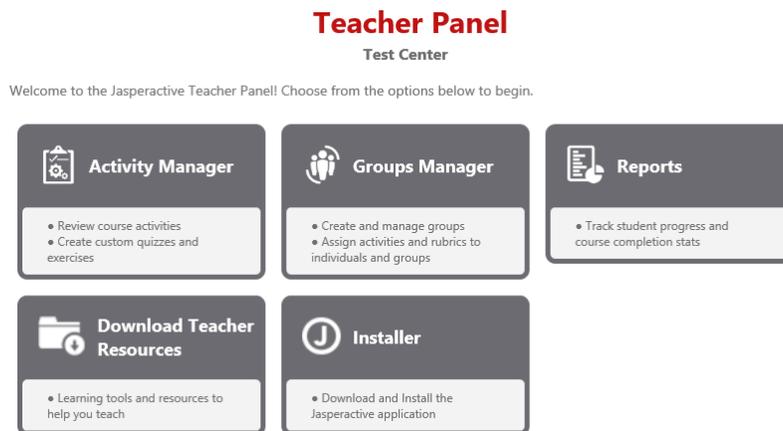
Modifying Course Rubrics

The Jasperactive Groups Manager is used to create and manage groups, assign activities, and adjust rubrics for individual students and groups.

This document explains how to use the Assessment Rubrics and Activities tab in the Groups Manager page to modify the rubrics for a course. Changes made in this tab apply to all students in the course.

To customize the rubrics for an individual student, please refer to the ***Viewing and Editing Student Information*** article.

Step 1: Log in to your [Jasperactive](#) Teacher account.



Step 2: Click the **Groups Manager** option in the panel to display the Groups Manager page.

Groups Manager

Use the edit (✎) or delete (✖) icon to manage a group.

Step 3: In the Groups Manager page, enter a group name or key in the **Group Name or Key** field or select specific courses by clicking the appropriate check boxes. (You can also perform a search without entering any criteria if you want to see all the groups associated with your teacher account.)

Step 4: Click the **Search** button to display the results.



Add New Group

Search Groups
In this section you can create, search, edit and view groups.

Group Name or Key:

Show only active groups

Show groups with courses:

Any Course Specific Courses

Access 2016 Access 2013
 Excel 2016 Core Excel 2013 Core
 Excel 2016 Expert Excel 2013 Expert
 Outlook 2016 Outlook 2013
 PowerPoint 2016 PowerPoint 2013
 Word 2016 Core Word 2013 Core
 Word 2016 Expert Word 2013 Expert

Search

Use the edit (✎) or delete (✖) icon to manage a group.

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
58808-4282-0817	Block A Microsoft Office 2016	2017-09-15 to 2018-04-30	Center License	Full semester learning on popular Office programs used in post secondary or corporate organizations	0	<input checked="" type="checkbox"/>	✎ ✖
58426-4180-0817	COMP111FT	2017-09-20 to 2017-12-29	Center License		0	<input checked="" type="checkbox"/>	✎ ✖
57CE3-8775-0817	Dan Test	2017-09-03 to 2017-10-27	Center License		0	<input checked="" type="checkbox"/>	✎ ✖
FK8870	Kims Group		Center License		1	<input checked="" type="checkbox"/>	✎ ✖
5AC35-8E36-0717	Kims Group	2017-07-09 to 2017-09-29	Center License		1	<input checked="" type="checkbox"/>	✎ ✖
57DE5-F790-0817	Test Group	2017-08-06 to 2017-10-31	Center License		0	<input checked="" type="checkbox"/>	✎ ✖

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Step 5: In the search results table, locate the row for the group you want to edit, and in the **Options** column, click the ✎ (pencil) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.



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General Information | **Group Students** | **Assessment Rubrics and Activities** | **Customize Time**

Please enter the following information to create your custom group. * Mandatory Fields

Group Key: Group Name: *

Current Licenses of **Oliver**: *
 Order: 4 Center License Duration: 2017-05-23 to 2018-05-25

Start Date: * yyyy-mm-dd Finish Date: * yyyy-mm-dd

Description:

Active Group

Office 2016 | **Office 2013**

Select the courses that will be available in the group:

- Access
- Excel Core
- Excel Expert
- Outlook
- PowerPoint
- Word Core
- Word Expert

Step 6: Click the **Assessment Rubrics and Activities** tab, and select a course in the **Show settings of** drop-down menu to access the rubrics and assigned activities for the course.



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General Information | **Group Students** | **Assessment Rubrics and Activities** | **Customize Time**

Show settings of:

In this section you can assign activities and rubrics to a specific group.
Note: Rubric percentage sum must equal 100%.

Name	Exam Description	Time to Complete (hh:mm)	Exam Availability	Value	Options
Benchmark				<input type="text" value="20.00"/> %	
Quiz				<input type="text" value="10.00"/> %	
Learn				<input type="text" value="30.00"/> %	
Create				<input type="text" value="20.00"/> %	
Validate				<input type="text" value="20.00"/> %	

- Step 7:** To alter the weighting for any of the listed elements, click in the **Value** field for that element and type the new value. The total value of all elements must add up to 100.0%.
- Step 8:** Click **Save**. A notification bar appears, indicating your changes were saved.

What's Next?

Refer to the ***Modifying the Available Course List*** and ***Modifying Assessment Time Limits*** articles.

If you need further assistance, contact Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.