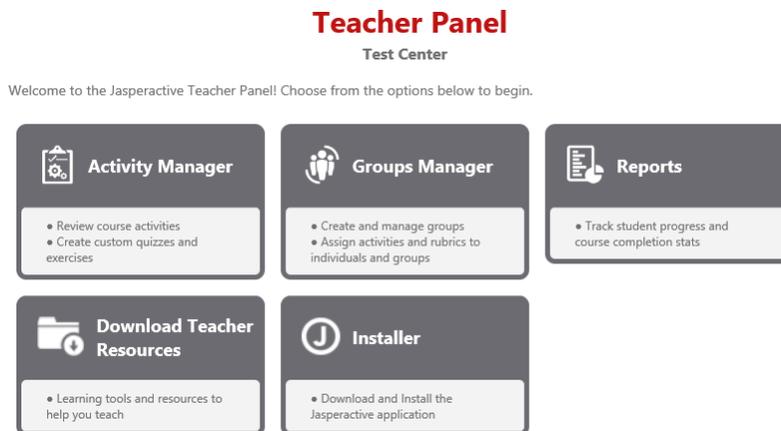


Modifying the Available Course List

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

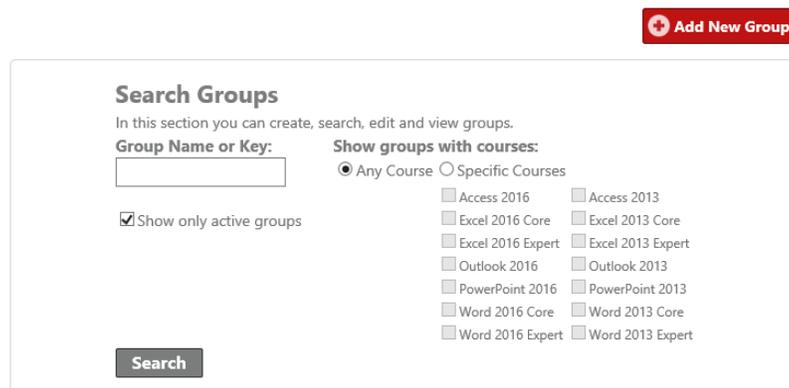
This document explains how to use the Groups Manager to modify the courses that are available to students enrolled in your groups.

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

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

| Group Key | Group Name | Dates | License Type | Description | Students | Active | Options |
|-----------------|-------------------------------|--------------------------|----------------|---|----------|-------------------------------------|---------|
| 58808-4262-0817 | 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"/> | ✎ ✖ |
| 58826-4180-0817 | COMP111FT | 2017-09-20 to 2017-12-29 | Center License | | 0 | <input checked="" type="checkbox"/> | ✎ ✖ |
| 57323-8775-0817 | Dan Test | 2017-09-03 to 2017-10-27 | Center License | | 0 | <input checked="" type="checkbox"/> | ✎ ✖ |
| FK18179 | Kims Group | | Center License | | 1 | <input checked="" type="checkbox"/> | ✎ ✖ |
| 5AC35-4836-0717 | Kims Group | 2017-07-09 to 2017-09-29 | Center License | | 1 | <input checked="" type="checkbox"/> | ✎ ✖ |
| 57265-4790-0817 | 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 modify, 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.



COMP111FT

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**: *

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

The available courses display in the lower portion of the General Information tab. Application suites display on separate tabs. Courses for which the check box is currently selected are available to students in the group.

Step 6: Click the appropriate tab, if necessary, then select or deselect the course check boxes to adjust which courses will be available to students in the group.

Step 7: Click **Save**. A notification bar appears, indicating the changes were made.

What's Next?

Refer to the ***Modifying Course Rubrics*** 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.