

# Migrating to the Jasperactive/GMetrix Integrated Solution

Schools that have deployed the original Jasperactive solution, and have since procured a Jasperactive/GMetrix integrated solution, can migrate to the integrated solution and retain all student course work.

By migrating to the integrated solution, students can use GMetrix practice exams in place of the original Jasperactive Validate assessment.

This document explains how to migrate to the integrated solution, which is a two-step process:

1. Teachers will receive a new Center license and use it to create a new group and generate a new group key for each class.
2. Students will use the new group keys to link to their teachers' new groups and access the Jasperactive/GMetrix integrated solution.

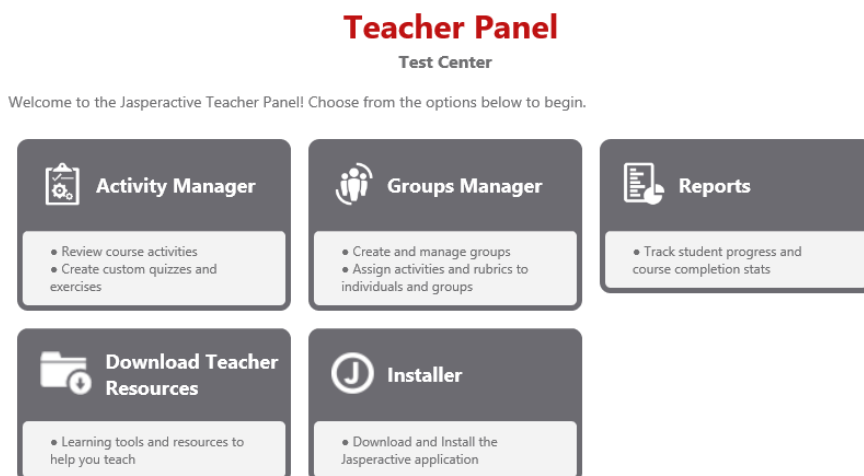
## Generating a New Group Key

When a school purchases the Jasperactive/GMetrix integrated solution, a new Center license will be provided. Teachers will use the new Center license to create a new group and generate a new group key for each of their classes. (Group keys generated from the new Center license enable access to the GMetrix practice exams.)

Before you begin, ensure you have been given the new Center license for your location so that you can generate the appropriate group key(s) for distribution to your students.

To generate a new group key, perform the following steps.

**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.



+ 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.

**Step 3:** Click the **Add New Group** button. The New Group window appears and displays the General Information tab.

New Group

General Information

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

Group Key:

Automatically generated

Group Name: \*

Current Licenses of **Test Center**: \*

Select an Option ▼

Description:

☒ Active Group

Cancel
Save

**Step 4:** Use the form fields in the General Information tab to enter information for the new group. The fields are described in the table below.

<b>Group Key</b>	A unique group key will be generated and will appear in this box after the new group has been created.
<b>Group Name</b>	Enter a descriptive name for your group (e.g., BusApps P2 Sem1 1718).
<b>Current Licenses</b>	The number and type of licenses your organization has purchased will appear in the Current Licenses drop-down menu.

Current Licenses of **Tolano Adventures - Seattle**: \*

Select an Option
Order: 21 User Activation Codes Duration: 365 days
Order: 31 Center License Duration: 2017-09-17 to 2018-09-17

Select the *new* Center license you have been authorized to use for your group(s) and enter a start date and finish date in the associated fields.

Current Licenses of **Tolano Adventures - Seattle**: \*

Order: 31 Center License Duration: 2017-09-17 to 2018-09-17

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

After the group key is generated, it will enable students to link to your new group, access the GMetrix practice exams (instead of the Jasperactive Validate assessment), and retain the Jasperactive work they have already completed.

After you have selected the new Center license from the Current Licenses drop-down list, the Jasperactive courses that have been purchased for your location appear. Each suite of courses displays in its own tab.

**Step 5:** Select the courses you want to make available to your group.

If your school has purchased courses for multiple application suites, a tab displays for each suite; click the appropriate suite tab and select the desired courses.

**Office 2016**

Select the courses that will be available in the group:

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

**Step 6:** Click **Save** to create the group and generate the new group key. A notification bar appears at the top of the window indicating your new group key has been generated.

**Number Crunchers**

**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: \*

**Step 7:** Copy and paste the new Group Key into a document for distribution to each student in your class roster.

**Step 8:** Click **Cancel** to return to the Groups Manager page.

**Step 9:** To verify the creation of the new group (and to list all groups associated with your teacher account), clear all criteria in the Search Groups window, and then click **Search**.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
51F3-04CF-0B17	Number Crunchers	2017-11-05 to 2017-12-15	Center License		0	<input checked="" type="checkbox"/>	✎ ✖

To view or edit a group's information, locate the row for the group you want to access, and in the **Options** column, click the ✎ (pencil) icon.

To delete a group, locate the row for the group you want to delete, and in the **Options** column, click the ✖ icon.

**Step 10:** Distribute the new Group Key and instruct students to use it to link to the new group you have created. Refer students to the **Accessing the Jasperactive-GMetrix Integrated Solution** article for step-by-step instructions.

Reassure students that they will not lose any of their work; they are simply linking to a new group that will give them access to the GMetrix practice exams.

## What's Next?

After you have migrated to the integrated Jasperactive/GMetrix solution and distributed the new group key, your students are ready to link to the new group and begin using the GMetrix practice exams. Refer to the **Accessing the Jasperactive-GMetrix Integrated Solution** and **GMetrix Practice Exams** articles.

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