

Creating a Group

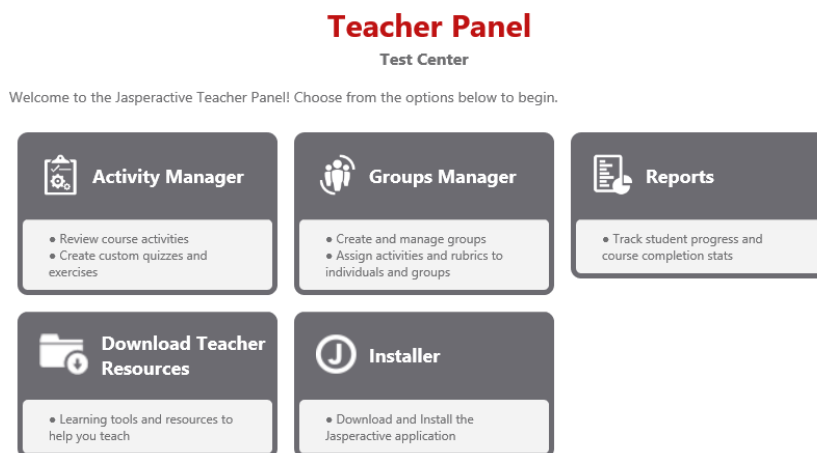
In Jasperactive, a group is made up of students (or users) linked to a specific class/teacher. Group members are assigned a group key that associates their account with a center (school), license, teacher, and course(s).

To enable reporting, groups should be created regardless of the type of license (Center or User Activation Codes) purchased by your organization.

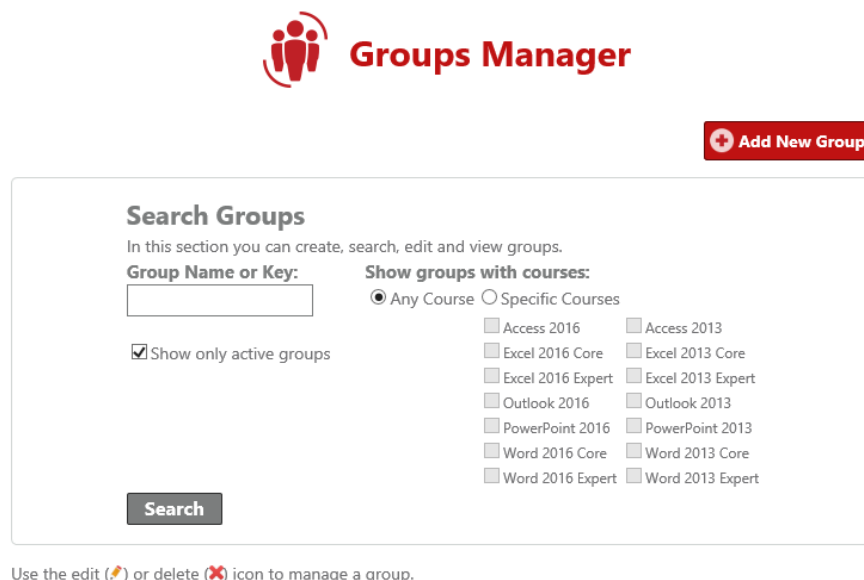
This section explains how to create a group.

To create a new group, perform these steps.

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



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



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

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

Group Key	A unique group key will be generated and will appear in this field after the new group has been created.
Group Name	Enter a descriptive name for your group (for example, BusApps P2 Sem1 1718).
Current Licenses	<p>The number and type of licenses your organization has purchased will appear in the Current Licenses drop-down menu.</p> <p>Current Licenses of Tolano Adventures - Seattle: *</p> <div> <div>Select an Option</div> <div>Order: 21 User Activation Codes Duration: 365 days</div> <div>Order: 31 Center License Duration: 2017-09-17 to 2018-09-17</div> </div> <p>Select the license you have been authorized to use for your group(s). If you select a Center License, you will need to enter a start date and finish date in the associated fields.</p> <p>Current Licenses of Tolano Adventures - Seattle: *</p> <div> <div>Order: 31 Center License Duration: 2017-09-17 to 2018-09-17</div> <div> <div>Start Date: *</div> <div>Finish Date: *</div> </div> <div> <div>yyyy-mm-dd</div> <div>yyyy-mm-dd</div> </div> </div> <p>Your group key will act as an activation code for new users and will automatically link students to your group. Students who already have a Jasperactive account can use the code to link to your group.</p> <p>For information about where and when to enter a Center license-generated group key, refer to the <i>Distributing Group Keys</i> section.</p>

If you select a **User Activation Codes** license, then the group key will allow students to link to your group, but students will still need a separate activation code to create and activate a Jasperactive account. Please ensure you have been given the student User Activation Codes for your location so that you can distribute these to your students along with your group key. If you have not received the codes, please contact your system administrator.

For information about where and when to enter a User Activation Codes license-generated group key, refer to the *Distributing Group Keys* section.

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

If you are using a User Activation Codes license, the courses are pre-selected and you can skip to Step 7.

Step 5: If you are using a Center license, you may select the courses you want to make available to your group. Click an application suite tab and select the desired courses.

Office 2016

Select the courses that will be available in the group:

- ☒ Access
- ☒ Excel Core
- ☒ PowerPoint
- ☒ Word Core

Step 6: Click **Save** to create the group and generate the group key.

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: Distribute the Group Key to each student on your class roster, and provide instructions about where to enter the key. Refer to the *Distributing Group Keys* section for details.

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 section, and then click **Search**.

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
<input type="text"/>	BusAdm C001	2018-08-22 to 2018-12-31	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 **delete** (X) icon.

Distributing Group Keys

A group key associates a student account with a school, a license, a teacher, and one or more courses. A student can use a group key to create an account, activate a course, link to a teacher, or change the license associated with a course.

As a teacher, you can generate a group key from a User Activation Codes license or from a Center license.

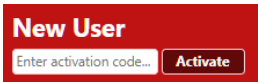
A group key that is generated from a User Activation Codes license is used to link an existing student account to your group. If you are distributing a User Activation Codes license-generated group key, instruct students to go to the course home page, then click the **Link to a teacher** (👤) icon in the course navigation bar to open the Teacher window. Students should enter the group key code in the Group Key field, click **Search** to find the group and teacher, and then click **Link to this Group**.

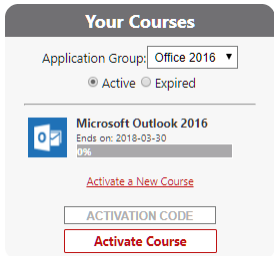
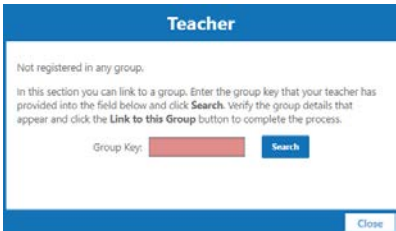
For information about linking to a group, refer to the *Linking to a Teacher* guide available at <http://support.jasperactive.com/>.

A group key that is generated from a Center license can be used to:

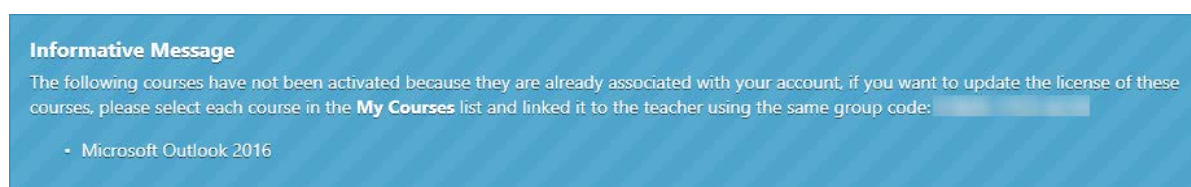
- create a new student account.
- activate a new course.
- link a student account to a group (and the courses associated with the group).

The Center license-generated group key should be entered in one of three specific locations, depending upon the situation, as described in the following table.

If the key will be distributed to ...	Enter the group key in the ...	Comments
students who have not yet created their Jasperactive student accounts	Enter activation code field in the New User section on the Jasperactive home page 	Enter the group key code in the field, then click the Activate button to create a new Jasperactive student account and associate the new course(s) with the student account.

If the key will be distributed to ...	Enter the group key in the ...	Comments
students with active accounts who have not yet activated the course(s) for which you have generated the key	ACTIVATION CODE field in the Your Courses section 	<p>In the Your Courses section on your personal Jasperactive home page, click the Activate a New Course link to access the ACTIVATION CODE field.</p> <p>Enter the group key code, click Activate Course, then click Confirm to associate the new course(s) with the student account.</p>
students who have previously activated the course (for example, with another teacher) for which you have generated the key OR students whose courses have expired	Group Key field in the Teacher window 	<p>Go to the course home page, then in the course navigation bar, click the Link to a teacher (👤) icon to open the Teacher window.</p> <p>Enter the group key code, click Search, and then click Link to this Group to associate the course with the new group and apply the license to the course.</p>

If a student tries to use a group key code to activate a course that he or she has already activated, the student will receive an error message resembling the one shown here.



Because the student has already activated the course, he or she must link to your group. Refer to the third scenario outlined in the preceding table.

What's Next?

For information about creating a new Jasperactive student account, refer to the *Activating a New Student Account* guide available at <http://support.jasperactive.com/>.

For information about activating a new course, refer to the *Viewing Your Courses* guide available at <http://support.jasperactive.com/>.

For information about applying a new license to a course, refer to the *Linking to a Teacher* guide available at <http://support.jasperactive.com/>.

If you need assistance, contact Jasperactive Support (<http://support.jasperactive.com/>).