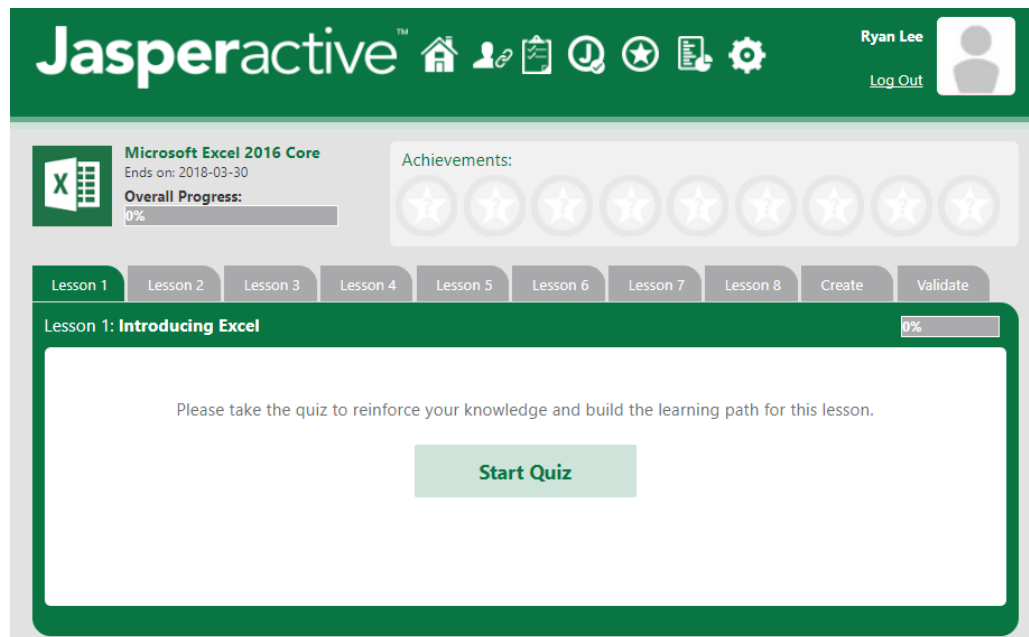


Linking to a Teacher


This document explains how to link a Jasperactive course to a teacher for course credit. Follow the steps outlined here for *each* course that you want to link to a teacher.

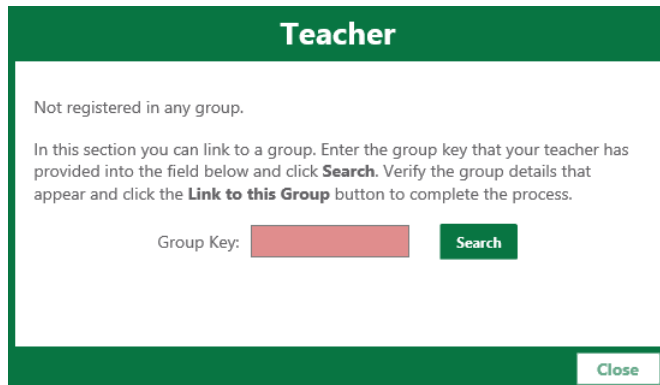
- Step 1:** Navigate to the Jasperactive home page at <http://www.jasperactive.com>.
- Step 2:** In the **Registered User** section, enter the **Email** and **Password** associated with your Jasperactive account, and then click **Log In**.
- Step 3:** In the **Your Courses** section, display the appropriate application group if necessary, then in the course list, click the desired course. The course home page displays.



If the Let's Get Started window opens, then you are accessing your course for the first time and must take the Benchmark before you can proceed.

For more information, refer to the ***Using the Course Benchmark*** article.

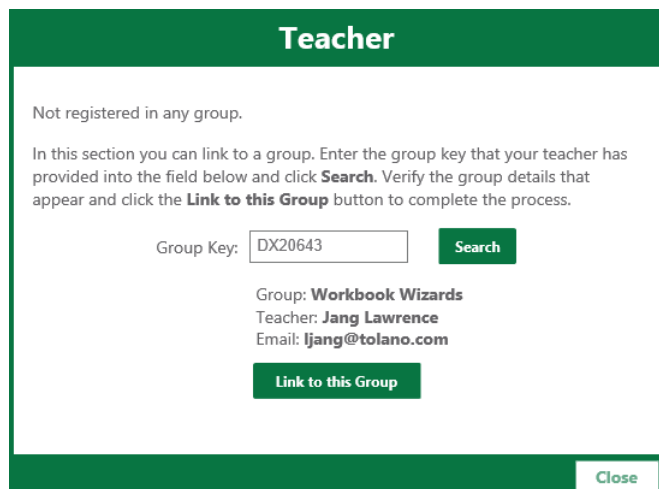
Step 4: In the navigation bar at the top of the course home page, click  (**Link to a teacher**). The Teacher window appears.



The screenshot shows a window titled "Teacher" with a green header. The main content area has a white background and contains the following text: "Not registered in any group." followed by "In this section you can link to a group. Enter the group key that your teacher has provided into the field below and click **Search**. Verify the group details that appear and click the **Link to this Group** button to complete the process." Below this text is a "Group Key:" label followed by a red rectangular input field and a green "Search" button. At the bottom right of the window is a "Close" button.

Step 5: Enter the code you received from your teacher in the Group Key field, then click **Search** to find and display the information for your group and teacher.

You must enter your group key exactly as written. Make sure to include any dashes, capitalizations, and so on. You may want to use the copy command to copy the key that was provided to you, and then paste it into the Group Key field.



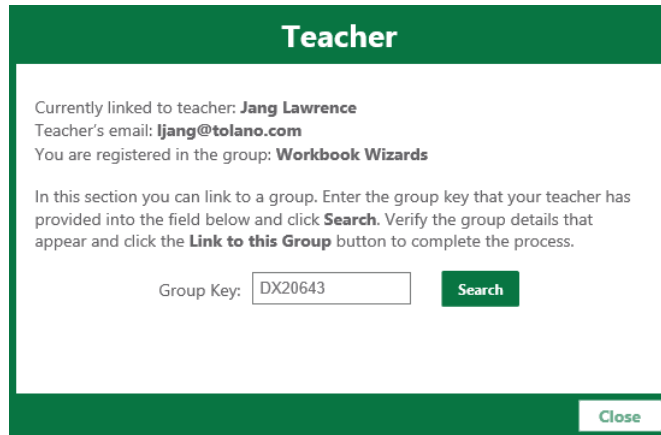
The screenshot shows the same "Teacher" window, but now the "Group Key:" field contains the text "DX20643". The "Search" button is still present. Below the search field, the following information is displayed: "Group: **Workbook Wizards**", "Teacher: **Jang Lawrence**", and "Email: **ljang@tolano.com**". Below this information is a green "Link to this Group" button. The "Close" button remains at the bottom right.

Step 6: Verify that the information is correct.

If the displayed teacher information is incorrect, or if an error notification displays in a red banner at the top of the window, ensure that you entered the Group Key code correctly.

If you entered the code correctly, double-check with your teacher. You can also visit Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.

Step 7: When you have verified that the information is correct, click **Link to this Group** to link your course to your teacher.



The screenshot shows a window titled "Teacher" with a green header. The content area is white and contains the following text: "Currently linked to teacher: **Jang Lawrence**", "Teacher's email: **ljang@tolano.com**", and "You are registered in the group: **Workbook Wizards**". Below this, a paragraph explains the linking process: "In this section you can link to a group. Enter the group key that your teacher has provided into the field below and click **Search**. Verify the group details that appear and click the **Link to this Group** button to complete the process." At the bottom of the content area, there is a "Group Key:" label, a text input field containing "DX20643", and a green "Search" button. A "Close" button is located in the bottom right corner of the window.

Step 8: Click **Close**.

When you have successfully linked a course to a teacher, you can see your link status by hovering the mouse pointer over the link icon at the top of the window:



What's Next?

After you have linked a course to your teacher, you are ready to begin following your prescribed learning plan. Refer to the ***Jasperactive Student User Guide***.

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