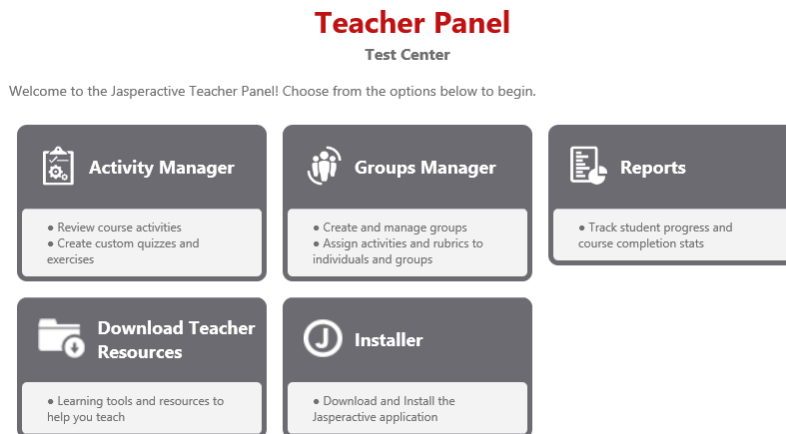


How to Reset Passwords

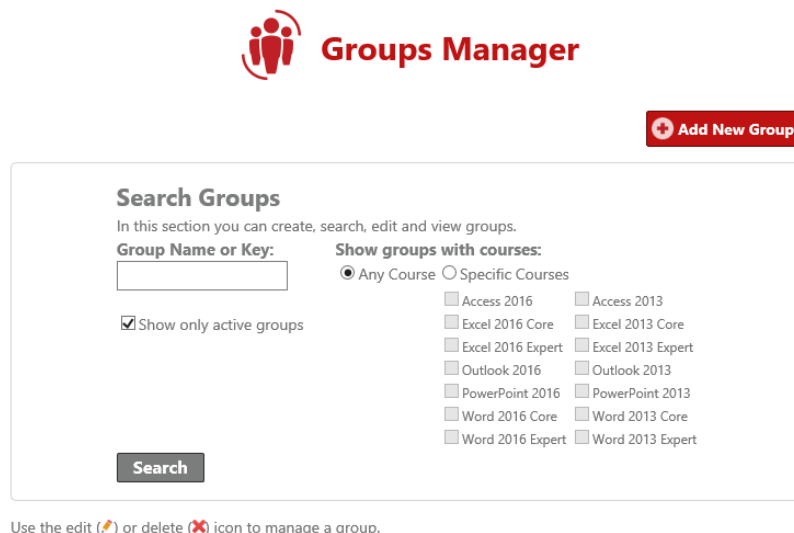
The Jasperactive Groups Manager is used to create and manage groups, assign activities, and adjust rubrics for individual students and groups. You can also use the Groups Manager to reset a student password.

This document explains how to reset a password for a student from within the Groups Manager.

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.



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
5A80B-4262-0B17	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"/>	✎ ✖
5A426-618D-0B17	COMP111FT	2017-09-20 to 2017-12-29	Center License		0	<input checked="" type="checkbox"/>	✎ ✖
57CE3-6775-0B17	Dan Test	2017-09-03 to 2017-10-27	Center License		0	<input checked="" type="checkbox"/>	✎ ✖
FX18170	Kims Group		Center License		1	<input checked="" type="checkbox"/>	✎ ✖
5AC35-6E36-0717	Kims Group	2017-07-09 to 2017-09-29	Center License		1	<input checked="" type="checkbox"/>	✎ ✖
57D65-679D-0B17	Test Group	2017-08-06 to 2017-10-31	Center License		0	<input checked="" type="checkbox"/>	✎ ✖

1

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.


Groups Manager

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**: *

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 **Group Students** tab, and select an option in the **Show students enrolled in** drop-down menu to display the list of students enrolled in that class.


Groups Manager

COMP111FT

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

Show students enrolled in: 3 student(s) + Add Students to Group

In this section you can manage the students in your groups.

<input type="checkbox"/> Select All	Benchmark	Overall	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
<input type="checkbox"/>			Kelly, Kerri	kerrick1000@outlook.com	2017-09-21	2017-11-30	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	26.22 %		Lowe, Jonas	jonaslowe@gmail.com	2017-09-21	2017-11-30	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			Stewart, Allison	ajstewart74@outlook.com	2017-09-21	2017-11-30	<input checked="" type="checkbox"/>	

[Reset Benchmark](#)

Step 7: In the student list, locate the row for the student whose password you want to reset, and in the **Options** column, click the (key) icon. The User and Password dialog box appears.

User and Password(Jonas Lowe)

You can change the access data of the student.
Remember that the password is case sensitive.

Email:

Password:

Step 8: Change the password in the **Password** field, and then click **Save** to reset the student's password. A notification bar appears, indicating the changes were made.

What's Next?

Refer to the ***Viewing and Editing Student Information*** article.

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