



Administrator's Guide

(Hubs and Centers)

Version 1.0



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The Jasperactive Administrator's Guide

The Jasperactive Administrator's Guide is designed for use by district (hub) and school (center) administrators. It contains all the information you need to manage your organization within the Jasperactive Learning Management System.

This guide explains how to use Jasperactive to:

- add and manage administrator accounts.
- create and manage centers.
- add and manage teachers.
- work with student information.
- view and manage information about Jasperactive users within your organization.
- view and manage user roles.
- view and manage license inventory information.
- generate administrative reports.

Which Sections of the Guide Pertain to Me?

You received a copy of this guide because of your role as either a Hub administrator for your district or a Center administrator for your school. The following table outlines the sections of the guide that pertain to your Jasperactive role.

Section	Discusses	Hub Admin	Center Admin
What Is a Jasperactive Administrator?	Administrator functions, the Jasperactive hierarchy, and hubs and centers	✓	✓
Understanding Jasperactive Accounts and Roles	Receiving your account credentials and logging in to Jasperactive as an administrator	✓	✓
Reviewing the Administrator Panels	The functionality of the Hubs Panel and Centers Panel	✓	✓
Using Administrator Settings	Adding administrators, modifying an administrator's account, and removing an administrator	✓	✓
Using the Centers Option	Adding new centers and finding information about centers	✓	
Using the Teachers Option	Adding teachers and finding information about teachers	✓	✓
Using the Students Option	Finding information about students	✓	✓

Using the Find Users Option	Finding users, viewing and editing users' information, and deleting users	✓	✓
Viewing and Managing User Roles	Viewing user roles, assigning the Teacher role, adding teachers to centers, moving teachers to another center, and removing teachers	✓	✓
Using the License Inventory Option (Hub Administrators)	Viewing license inventory, reviewing license usage information, viewing license inventory order details, requesting new inventory, modifying pending inventory requests, and approving pending inventory and license renewal requests	✓	
Using the License Inventory Option (Center Administrators)	Viewing license inventory information, using the User Activation Codes link, requesting license renewals, and requesting new inventory		✓
Managing Center Licenses About to Expire	Viewing center licenses about to expire and assigning new licenses to centers	✓	
Using Administrative Reports	Reviewing partner associations and assigned license codes, and viewing teacher and group information	✓	✓

What Is a Jasperactive Administrator?

There are three main types of users that can be set up in Jasperactive – students, teachers, and administrators.

Administrators have access to features and privileges that students and teachers do not. As a Jasperactive administrator, you can:

- create and manage other administrators.
- find users.
- assign and adjust roles for other users.
- view and work with license inventory.
- generate administrative reports.

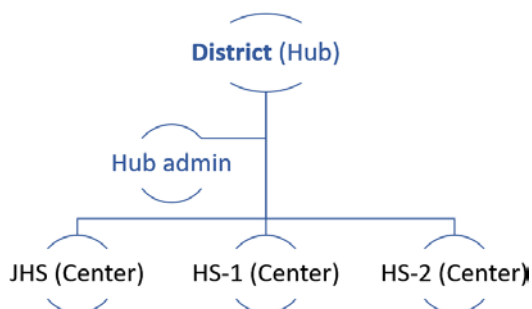
When you are logged in as an administrator, you can perform actions that affect other users. Always exercise care when working as a Jasperactive administrator.

What Are Hubs and Centers?

The Jasperactive Learning Management System enables you to set up and manage a hierarchical structure of units within an organization (for example, schools within a district). In the Jasperactive hierarchy, a *hub* is the central management point for units called *centers*. Each hub and each center should have at least one administrator assigned to it.

In an academic environment, a hub is analogous to a school district, and each center is analogous to a school within the district.

A Hub administrator can create and manage multiple centers, and manage license inventory and user roles among the centers. A Center administrator manages similar elements for a single center.



Who Is in Your Organization?

When you log in as a Jasperactive administrator, you can view and manage users within your "organization." The confines of your organization are determined by your level of administrative access.

A Hub administrator's organization includes everyone at the hub (district) and everyone at the centers (schools) managed by the hub.

A Center administrator's organization includes only users at his or her center (school). A Center administrator cannot access users at other centers within the same hub.

Are there Centers without Hubs?

In an ideal setting, centers that are running Jasperactive will be "overseen" by a Hub administrator at the district level, and any management tasks that are outside the authority of a Center administrator can be escalated to the Hub administrator.

It is possible, however, for individual centers to run Jasperactive without being associated with (or managed by) a hub. In these cases, a Jasperactive system administrator will perform the management tasks (such as the creation of the center and the assignment of license inventory) that fall outside the authority of a Center administrator.

For help with creating an independent center or setting up a center's initial Center administrator account, contact CCI Learning at 1-800-668-1669 or orders@jasperactive.com.

Understanding Jasperactive Accounts and Roles

Each Jasperactive user account has one or more roles associated with it. The most commonly assigned roles are Student, Teacher, Center administrator, and Hub administrator. The roles associated with your user account determine which tasks you can perform in Jasperactive.

Receiving Your Administrator Log-In Information

Your administrator account will have been created for you by a Jasperactive system administrator and you should have received an email message with your user name and password. The email also includes a link to a Jasperactive Getting Started web page designed specifically for administrators.

If you have not received an email with your administrator account credentials, contact your Account Manager or CCI Learning at 1-800-668-1669 or orders@jasperactive.com.

Logging In as an Administrator

You can log in as a Jasperactive administrator by performing the following steps.

- Step 1:** Open your browser and navigate to the Jasperactive home page at <http://www.jasperactive.com>.
- Step 2:** In the Registered User section, click in the **Email** field and enter the email address associated with your Jasperactive administrator account.
- Step 3:** Click in the **Password** field and enter your password.
- Step 4:** Press **ENTER** or click the **Log In** button to access your personal Jasperactive home page.

You may have several user roles associated with your user account. You will automatically be logged in with the user role that provides the highest level of access. The Role drop-down menu (located below your name) indicates your current level of access.



You can select any role that appears in the Role drop-down menu and perform all tasks associated with the role you select.

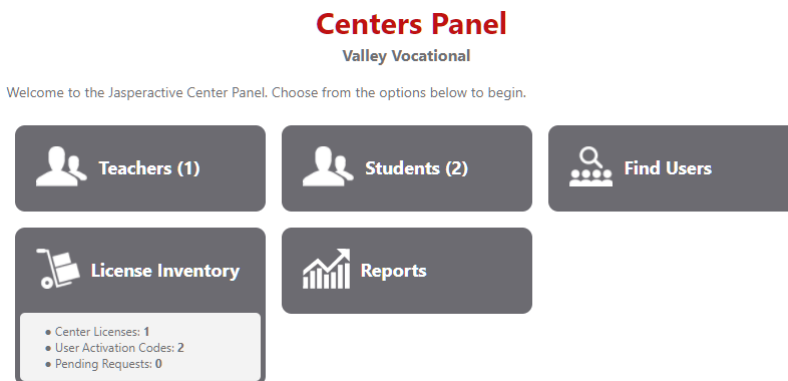
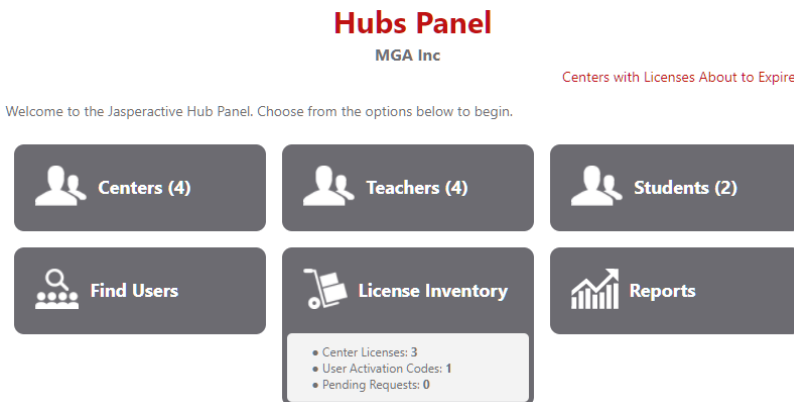
If you do not see a Hub Admin or Center Admin role listed in the Role drop-down menu, then an administrator role has not been assigned to your account. Contact your Account Manager or CCI Learning (orders@jasperactive.com or 1-800-668-1669) to request that you be made an administrator.

If you are logging in as an administrator, the appropriate administrator panel will display as your Jasperactive home page.

Reviewing the Administrator Panels

The administrator panels for Hub administrators and Center administrators are similar in appearance and functionality. The following figure shows the Hub administrator panel (top) for a hub named

MGA Inc, and the Center administrator panel (bottom) for a center named Valley Vocational, which is managed by the MGA Inc hub.



The panels share five common options (Teachers, Students, Find Users, License Inventory, and Reports).

Hub administrators have a Centers option for managing their centers.

They can also click a link to see which centers have expiring licenses.

The numbers that appear within the parentheses to the right of the option names in the panel indicate the number of entities in the organization.

Notice the differences in the entity values between the panels – the values in the Hubs Panel reflect totals at the hub level; the values in the Centers Panel reflect totals at one center.

If you are an administrator with reports-only access, only the Reports option will appear in the administrator panel when you log in. Additionally, you will not have access to the Administrator settings. For information on the tasks you can perform with reports-only access, refer to the *Using Administrative Reports* section.

Using Administrator Settings

Every type of administrator account allows access to the Administrator Settings page for the current account level – Hub administrators can access the hub-level settings; Center administrators can access the center-level settings.

The Administrator Settings page displays an administrators table, which shows account information for all administrators in your organization at your log-in level.







Examples of Administrator Settings pages for both Hub and Center administrators are shown in the following figure.

Administrator Settings

Hub Administrator

 Add Hub Administrator

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

First Name	Last Name	Email	Active	Options
Irina	Heer	iheer1@ccilearning.com	<input checked="" type="checkbox"/>	 
Lucy	Lee	llee@tolano.com	<input checked="" type="checkbox"/>	 
Ethel	Gustav	egustav@tolano.com	<input checked="" type="checkbox"/>	 

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Center Administrator

 Add Center Administrator

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

First Name	Last Name	Email	Active	Options
Fred	Dearborn	fdearborn@tolano.com	<input checked="" type="checkbox"/>	 
Carolyn	Stevens	cs@tolano.com	<input checked="" type="checkbox"/>	 
LeRoy	Jones	leroyboy@gmail.com	<input checked="" type="checkbox"/>	 

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You can add administrators, and use the administrators table to modify account settings for administrators or delete administrators.

Adding an Administrator

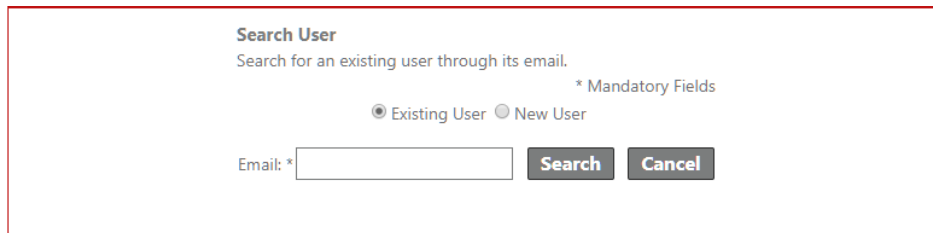
There are two ways to add administrators – you can assign the administrator role to an existing Jasperactive user, or you can add a new user as an administrator.

Regardless of the method you use, be sure to notify the new administrator of his or her administrative role. No automatic email is generated by Jasperactive to send such notifications.

To add an administrator to your hub or center, perform the following steps.

- Step 1:** Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.
- Step 2:** In the navigation bar at the top of the page, click the **Administrator Settings**  icon to display the Administrator Settings page.
- Step 3:** In the Administrator Settings page, click the **Add Hub Administrator** (or the **Add Center Administrator**) button.

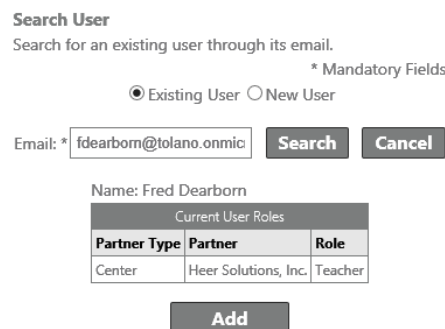
The appropriate Administrator window opens and displays the Search User options.



- Step 4:** You can search for an existing user and make that user an administrator, or you can add a new user as an administrator. The table below outlines each method.

Search for an Existing User

1. Click the **Existing User** radio button.
2. Click in the **Email** field and enter the email address of the person to whom you want to assign the administrator role.
3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will appear.



Partner Type	Partner	Role
Center	Heer Solutions, Inc.	Teacher

4. Click the **Add** button to designate this person as an administrator.

A notification bar appears at the top of the page indicating the administrator was successfully added, and the administrators table updates to show the information for the newly-added administrator.

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

First Name	Last Name	Email	Active	Options
Irina	Heer	iheer1@ccilearning.com	<input checked="" type="checkbox"/>	
Fred	Dearborn	fdearborn@tolano.onmicrosoft.com	<input checked="" type="checkbox"/>	
Lucy	Lee	llee@tolano.com	<input checked="" type="checkbox"/>	

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Add a New User

1. Click the **New User** radio button. The Add Administrator window appears.

Add Administrator
Complete the form to register the new administrator.

* Mandatory Fields

☐ Existing User ☒ New User

First Name: * Last Name: * Gender: *

Date of Birth: * Country: * State/Province/Region: *

City: Zip/Postal Code:

Language: * Center Type: * Time Zone: *

Email: * Password: *

Registration Date: Last Session:

☒ Active
☐ It only has access to the reports section

Cancel **Save**

2. Complete the fields in the window as appropriate.

If you want to create an administrator who can access only the reporting tools, click the **It only has access to the reports section** check box to select it.

3. Click **Save**.

A notification bar appears at the top of the page indicating the administrator was successfully added, and the administrators table updates to show the information for the newly-added administrator.

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

First Name	Last Name	Email	Active	Options
Irina	Heer	iheer1@ccilearning.com	<input checked="" type="checkbox"/>	
Fred	Dearborn	fdearborn@tolano.onmicrosoft.com	<input checked="" type="checkbox"/>	
Lucy	Lee	llee@tolano.com	<input checked="" type="checkbox"/>	
Ethel	Gustav	egustav@tolano.com	<input checked="" type="checkbox"/>	



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To add another administrator, click the **Add Hub Administrator** (or the **Add Center Administrator**) button.

Modifying an Administrator's Account

You can change or update an administrator's account information, change the account password, restrict access to only the Reports option (or remove that restriction), or activate or deactivate an administrator's user account.

To modify an administrator's account, perform the following steps.

- Step 1:** Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.
- Step 2:** In the navigation bar at the top of the page, click the **Administrator Settings**  icon to display the Administrator Settings page.
- Step 3:** In the administrators table, locate the row for the administrator whose account you want to change, then in the Options column, click the **pencil**  icon.

The Edit Administrator window appears.

Edit Administrator
 Editing admin information.

* Mandatory Fields

First Name: *

Last Name: *

Gender: *

Date of Birth:

Country: *

State/Province/Region: *

City:

Zip/Postal Code:

Language: *

Center Type: *

Time Zone: *

Email: *

Password:

Specify a password if you want to change it, otherwise leave the field empty.

Registration Date:
 2018-01-29 04:51

Last Session:
 2018-01-29 04:51

☒ Active
☐ It only has access to the reports section

Current User Roles		
Partner Type	Partner	Role
Hub	MGA Inc	Hub Admin

Cancel

Save

- Step 4:** Use the fields in the window to make the desired changes.

The administrator's current password is not shown in the Edit Administrator window. However, you may change the password by clicking in the **Password** field and entering a new password.

Select or deselect the **It only has access to the reports section** check box to apply or remove the account restriction.

To deactivate an administrator's user account, click the **Active** check box to deselect it. When you deactivate a user account, the account and all associated roles are disabled and the user can no longer log in to Jasperactive. However, all records for the user are retained in the system. Deactivating a user account effectively suspends the account until you reactivate it.

Step 5: To save your changes, click **Save**.

A notification bar appears at the top of the page indicating that your changes were successfully saved, and the administrators table appears.

(If you want to abandon the changes, click Cancel. The changes are discarded and the administrators table appears.)


Removing an Administrator

You can also use the Administrator Settings page to remove an administrator. Removing the administrator role from a user's account removes his or her administrative access. If the user has other assigned roles within Jasperactive (for example, the user is also a teacher), then the user retains his or her other assigned roles.

If the user has no other assigned roles (for example, you added a new user solely as an administrator), then the user account is deleted when you remove the administrator role.

To remove an administrator, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.

Step 2: In the navigation bar at the top of the page, click the **Administrator Settings**  icon to display the Administrator Settings page

Step 3: In the administrators table, locate the row for the administrator you want to remove, then in the Options column, click the **delete** (✖) icon.

A message window appears asking you to confirm that you want to proceed.

Step 4: Click **OK** to confirm the deletion.

A notification bar appears at the top of the page to confirm that you have removed the administrator. The bar also shows the remaining roles for that user (if any).

Congratulations
The user: **Fred Dearborn** was successfully deleted from: **MGA Inc.** Now it retains the following functions:

Current User Roles		
Partner Type	Partner	Role
Center	Sarah Central	Center Admin
Center	Heer Solutions, Inc.	Teacher

The administrators table updates to show the remaining administrators.

Use caution when deleting administrators. It is possible to remove yourself as an administrator and inadvertently delete your own administrator access.

Using the Centers Option

When you log in as a Hub administrator, you can use the Centers option to create and manage centers within your organization.

This section explains how to create and manage centers. You will learn how to add a center to your organization, assign the center a license, and add a Center administrator. You will also learn how to find established centers and view center information.

Adding a New Center

To add a new center to your organization, perform the following steps.

- Step 1:** Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive Hub administrator account.
- Step 2:** Click the **Centers** option in the Hubs Panel to display the Centers page. The Search Centers window appears.

Centers

[Add Center](#)

Search Centers

In this section you can create, search, edit and view centers.

Center: <input type="text"/>	Country: <input type="text"/>	State/Province/Region: <input type="text"/>	City: <input type="text"/>
Active Licenses: <input type="text"/>	Purchase Order: <input type="text"/>	License Code: <input type="text"/>	<input type="button" value="Search"/>

☐ User Activation Codes
☒ Center License
 Filter results with less or equal than to the specified amount.

☐ Show only Centers with license requests or renewal requests
☒ Active Centers

- Step 3:** Click the **Add Center** button. The General Info tab appears.

Centers

General Info

Please complete the fields to complete the center information.

Mandatory fields *

Organization Name: *	Phone Number:
<input type="text"/>	--- () - - - Ext: <input type="text"/>
Address Line 1:	Address Line 2:
<input type="text"/>	<input type="text"/>
Country: *	State/Province/Region: *
<div style="border: 1px solid #ccc; padding: 2px;">Select your Country ▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">Select your Country ▼</div>
City:	Zip Code/Postal Code:
<input type="text"/>	<input type="text"/>

☒ Active

Cancel

Save

Step 4: Complete the fields as appropriate, and then click **Save**.

A notification bar appears at the top of the page indicating the center was successfully added, and the Centers window updates to display two additional tabs: Licenses and Administrators.

Centers

MGA Inc ⇒ **Valley Vocational**
Center

General Info
Licenses
Administrators

Please complete the fields to complete the center information.

Mandatory fields *

Organization Name: *	Phone Number:
<input type="text" value="Valley Vocational"/>	+1 () - - - Ext: <input type="text"/>
Address Line 1:	Address Line 2:
<input type="text" value="25517 E Cooper"/>	<input type="text"/>
Country: *	State/Province/Region: *
<div style="border: 1px solid #ccc; padding: 2px;">United States ▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">Arizona ▼</div>
City:	Zip Code/Postal Code:
<input type="text" value="Gilbert"/>	<input type="text" value="85233"/>

☒ Active

Cancel

Save

Assigning a License to a Center

As the Hub administrator, you can assign license inventory to any centers that are part of your organization.

You must have license inventory available before you can assign it to a center. If you do not have license inventory available, you must submit an order for additional license inventory (refer to the

Using the *License Inventory Option (Hub Administrators) > Requesting New Inventory* section). You can assign licenses once your inventory order has been fulfilled.

To assign license inventory to the new center, perform the following steps.

Step 1: Click the **Licenses** tab to view information about the license inventory currently assigned to the center. For a new center, no license information will appear because no licenses have been assigned yet.

The screenshot shows the 'Licenses' tab selected. At the top are three tabs: 'General Info', 'Licenses', and 'Administrators'. Below the tabs is a search section with the following fields and options:

- Order Number:** Text input field
- Purchase Order:** Text input field
- License Code:** Text input field
- Order Status:** Radio button group with options: All (selected), Available Licenses, Expired Licenses, Requested, With Renewal Request
- Inventory Type:** Radio button group with options: All (selected), User Activation Codes, Center License
- Search:** Red button

Below the search section, it shows 'Assigned Center Licenses: 0' and 'Assigned User Activation Codes: 0'. A red button labeled 'Assign New License' is on the right. A message box says 'No results found'. A 'Return' button is at the bottom right.

Step 2: Click the **Assign New License** button.

The screenshot shows the 'Assign New License' tab selected. At the top are two tabs: 'Assign New License' and 'Products Information'. Below the tabs is a form with the following fields and options:

- Purchase Order:** Text input field
- Assigned By:** Text input field with value 'MGA Inc' and 'Irina Heer' below it
- Assigned To:** Text input field with value 'Valley Vocational' and '0 available license(s)' below it
- Teacher Code:** Text input field
- Inventory Type:** Radio button group with options: User Activation Codes, Center License (selected)
- Start Date: *** Text input field with value '2018-01-30 (yyyy-mm-dd)'
- Finish Date: *** Text input field with value '2019-01-30 (yyyy-mm-dd)'
- Students:** Text input field with a question mark icon
- Active License:** Checked checkbox
- Approval Comments:** Text input field

At the bottom are two buttons: 'Cancel' and 'Assign New License'.

Step 3: Complete the fields in the Assign New License tab as appropriate.

What is the difference between User Activation Codes and a Center License?

User Activation Codes may be used by organizations to provide access for a set number of users. For example: A training center has ten students registered for its Excel Expert 2016 course. The training center has the option to purchase ten individual User Activation Codes (one per student) or one User Activation Code that can be assigned to 10 users. Usage terms are determined at the point sale.

A **Center License** does not limit the number of users; instead, it limits the term of usage to 1 year/365 days. Organizations procuring a center license are permitted to allow use of Jasperactive to any member within the organization. Organizations are not permitted to resell activation codes generated by a center license.

The Inventory Type options are described in the table below.

User Activation Codes

Quantity: Number of activation codes to be assigned.

Number of Users: Number of users per activation code.

Inventory Type: ☒ User Activation Codes
☐ Center License

Quantity: *

Number of Users: * (per code)

Type of Duration:

- Days After Activated**

Indicates the number of days the code is valid after a student uses the code to activate the course.

Days: The number of days after activation must be less than 365 days.

Inventory Type: ☒ User Activation Codes
☐ Center License

Quantity: *

Number of Users: * (per code)

Type of Duration: *

Days: *

- Fixed End Date**

Indicates the license end date. This date must occur between the start and finish dates shown.

Type of Duration: *

Fixed End Date: * (yyyy-mm-dd)

The **Start Date** and **Finish Date** indicate the User Activation Code usage term.

Start Date: * (yyyy-mm-dd)

Finish Date: * (yyyy-mm-dd)

Center License

A center license is usable for up to one year from the date of purchase. No further information is required.

Step 4: Click the **Products Information** tab.

Assign New License | **Products Information**

Activate the products you want to be available on the license:

☐ **Office 2013**
☐ Access
☐ Excel Core
☐ Excel Expert
☐ Outlook
☐ PowerPoint
☐ Word Core
☐ Word Expert

☐ **Office 2016**
☐ Access
☐ Excel Core
☐ Excel Expert
☐ Outlook
☐ PowerPoint
☐ Word Core
☐ Word Expert

Step 5: Select the product(s) you want to make available to the center. Please select all that apply.

Step 6: Click the **Assign New License** button to assign the license. A notification bar appears at the top of the page indicating the license was successfully assigned, and the search results table displays information about the newly assigned license.

Centers
MGA Inc ⇒ Valley Vocational Center

General Info | **Licenses** | Administrators

In this section, you can add and view license inventory.

Order Number: Purchase Order: License Code:

Order Status: ☒ All ☐ Available Licenses ☐ Expired Licenses ☐ Requested ☐ With Renewal Request

Inventory Type: ☒ All ☐ User Activation Codes ☐ Center License

Assigned Center Licenses: 1
Assigned User Activation Codes: 2

Order Number	Purchase Order	Inventory Type	Teacher Code	Start Date	Finish Date	Remaining Days	Teachers	Students	Maximum Number of Students	Has a Renew Request	Was It Renewed?	Options
1421		User Activation Codes		2018-01-29	2020-01-30	730	0	0	2	No	No	Details
1418		Center License		2018-01-29	2019-01-30	365	0	0	Unlimited	No	No	Details

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To add more licenses, click the **Assign New License** button.

To view the order details or make changes to the activated products, in the search results table, locate the row for the license you want to access, and in the Options column, click **Details**.

To return to the main Centers page, click the **Return** button.

Step 7: Notate or download the necessary codes for distribution.

The code displayed in the Teacher Code column should be distributed to all Center administrators to distribute to teachers who need to activate their Teacher accounts. This code enables a teacher to create the account and associate him- or herself with the center.

Center administrators can use the License Inventory option to view and notate or download codes. For more information, refer to the *Using the License Inventory Option (Center Administrators)* section.

User Activation Codes may be created by clicking the **User Activation Codes** link in the associated license row. The User Activation Codes window appears.

User Activation Codes

Order Number:	1421
Purchase Order:	
Teacher Code:	
Start Date:	2018-01-29
Finish Date:	2020-01-30
Number of Codes:	2
Number of Users:	1 (per code)
Duration:	180 days
Codes Created By:	The codes have not yet been created.

☒ Enable Benchmark
☒ Enable Creative and Validation Exercises
☒ Enable Badges Assignment
☐ The student must be linked to a teacher before starting the course

Create Codes

Close

Click the **Create Codes** button in the User Activation Codes window to create the codes within the Jasperactive system. The User Activation Codes window updates to display the Download Codes link.

User Activation Codes

Order Number:	1421
Purchase Order:	
Teacher Code:	
Start Date:	2018-01-29
Finish Date:	2020-01-30
Number of Codes:	2
Number of Users:	1 (per code)
Duration:	180 days
Codes Created By:	The codes have not yet been created.

☒ Enable Benchmark
☒ Enable Creative and Validation Exercises
☒ Enable Badges Assignment
☐ The student must be linked to a teacher before starting the course

Save

[Download Codes](#)

Close

Click the **Download Codes** link to download the codes into an Excel file for distribution to users within your organization.

You can modify the way the code behaves upon activation/redemption (even after the code has been created and downloaded) by selecting or deselecting the check boxes in the User Activation Codes window as required, and then clicking **Save** to save your changes.

The User Activation Codes window may be accessed at any time by clicking the **User Activation Codes** link in the search results table.

Adding a Center Administrator

A Center administrator can access information about students, teachers, and licenses at their centers. They can also add, delete, and modify other Center administrator accounts.

You can make any user in the Jasperactive system an administrator at any of your centers. You can also add a new user to the system solely as a Center administrator.

Regardless of the method you use, be sure to notify your new Center administrator of his or her new role. No automatic email is generated by Jasperactive to send such notifications.

To assign a Center administrator to the new center, perform the following steps.

Step 1: Click the **Administrators** tab to view information about current administrators at the center. For a new center, no administrator information will appear because an administrator has not yet been added.

Step 2: Click the **Add** button to add a Center administrator. The Search User options appear.

Step 3: You can search for and make an existing user a Center administrator, or you can add a new user as a Center administrator. The table below outlines each method.

Search for an Existing User

1. Click the **Existing User** radio button.
2. Click in the **Email** field and enter the email address of the person to whom you want to assign the administrator role.
3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will appear.

Partner Type	Partner	Role
Center	Valley Vocational	Teacher

4. Click the **Add** button to designate this person as the Center administrator.

A notification bar appears at the top of the page indicating the administrator was successfully added, and the administrators table displays the information for the newly added administrator.

Add a New User

1. Click the **New User** radio button. The Add Administrator window appears.

Add Administrator
Complete the form to register the new administrator.

* Mandatory Fields

☐ Existing User ☒ New User

First Name: * Last Name: * Gender: *

Date of Birth: Country: * State/Province/Region: *

City: Zip/Postal Code:

Language: * Center Type: * Time Zone: *

Email: * Password: *

Registration Date: Last Session:

☒ Active
☐ It only has access to the reports section

Cancel **Save**

2. Complete the fields in the window as appropriate.

If you want to create an administrator who can access only the reporting tools, click the **It only has access to the reports section** check box to select it.

3. Click **Save**.

A notification bar appears at the top of the page indicating the administrator was successfully added, and the administrators table displays the information for the newly added administrator.

Administrators

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

First Name	Last Name	Email	Active	Options
Betsy	Wilson	bwilson@gps.edu	<input checked="" type="checkbox"/>	
Dean	Winter	dw@gps.edu	<input checked="" type="checkbox"/>	

Return

To add another administrator, click the **Add** button.

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

To delete an administrator, locate the row for the administrator you want to delete, and in the Options column, click the **delete** (X) icon, then click **OK** to confirm the deletion.

To deactivate an administrator's user account, locate the row for the administrator you want to make inactive, and click the **Active** check box to deselect it. When you deactivate a user's account, the account and all associated roles are disabled and the user can no longer log in to Jasperactive. Deactivating a user account effectively suspends the account until you reactivate it.

Step 4: Click the **Return** button to return to the main Centers page.

Finding Center Information

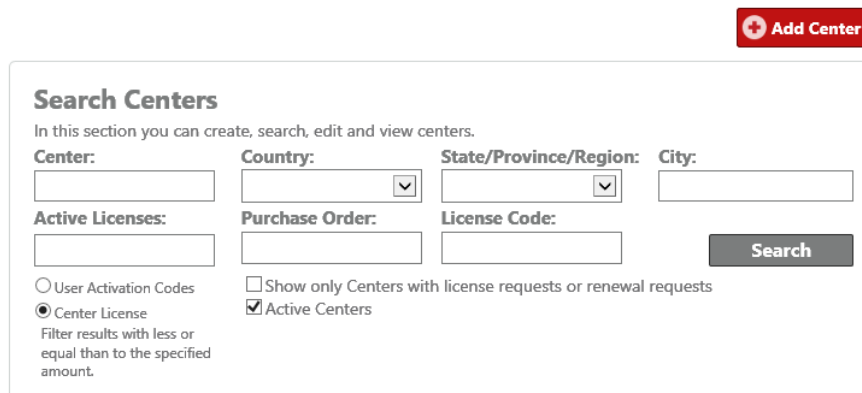
You can find and view information about established centers within your hub at any time.

To find your established centers, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive Hub administrator account.

Step 2: Click the **Centers** option in the Hubs Panel to display the Centers page.













Centers





Step 3: In the Search Centers section, enter information in the search fields and/or select options from the drop-down menus to refine your search to locate a specific center or group of centers. (You can also perform a search without entering any criteria if you want to see all centers in your organization.)

Step 4: Click the **Search** button. The search results table displays the centers that match your search criteria.

Icon Notation:  Hub  Center


Center	Available Center Licenses	Available Codes	License Requests or Renewal Requests	Country	State/Province/Region	City	Options
 Elerome School	0	1	0	United States	Arizona		 
 Heer Solutions, Inc.	2	10	0	United States	Arizona		 
 Sarah Central	1	0	0	United States	Arizona		 
 Valley Vocational	1	2	0	United States	Arizona	Gilbert	 

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

To delete a center, locate the row for the center you want to delete, and in the Options column, click the **delete** () icon, then click **OK** to confirm the deletion.

Viewing Center Information

You can use the Centers window to view and edit information about a center. To view center information, perform the following steps.

Step 1: In the Search Centers search results table, locate the row for the center whose information you want to view or edit, and in the Options column, click the **pencil** () icon.

The Centers window for the selected center appears.

MGA Inc ⇒ **Valley Vocational**
Center

General Info | Licenses | Administrators

Please complete the fields to complete the center information.

Mandatory fields *

Organization Name: *	Phone Number:
<input type="text" value="Valley Vocational"/>	+1 <input type="text" value="() - - -"/> Ext: <input type="text"/>
Address Line 1:	Address Line 2:
<input type="text" value="25517 E Cooper"/>	<input type="text"/>
Country: *	State/Province/Region: *
<input type="text" value="United States"/>	<input type="text" value="Arizona"/>
City:	Zip Code/Postal Code:
<input type="text" value="Gilbert"/>	<input type="text" value="85233"/>

☒ Active

You can view and edit information in any of the tabs that display in the window.

Step 2: Make the desired changes, then click the **Save** button.

Using the Teachers Option

Hub and Center administrators can use the Teachers option to view and manage teachers in their organizations. This section explains how to add a new teacher to your organization and find information about teachers.

Adding a Teacher

Hub and Center administrators can add new teachers to their organizations or assign the Teacher role to existing users in the Jasperactive system.

If you are assigning the Teacher role to a user who is already in the system, use the Find Users option to locate the user and assign the Teacher role. For more information on assigning the Teacher role to an existing user, refer to the *Using the Find Users Option > Viewing and Managing User Roles* section.

To add a new teacher to your organization, perform the following steps.

- Step 1:** Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.
- Step 2:** Click the **Teachers** option in the panel to display the Teachers page.

Teachers

Add a New Teacher

Search Teachers

Please indicate at least one search parameter in the following fields:

First Name:	Last Name:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Center:		
<input type="text"/>		

Search

Use the Edit () icon to manage user roles and personal data.

- Step 3:** Click the **Add a New Teacher** button. The Add a New Teacher window appears.

Add a New Teacher

Please fill in the following: * Mandatory Fields

First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>
Gender:	<input type="text" value="Female"/>	Date of Birth:	<input type="text" value="(yyyy-mm-dd)"/>
Country: *	<input type="text" value="Afghanistan"/>	State/Province/Region: *	<input type="text" value="Choose an Option"/>
City:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Center Type: *	<input type="text" value="High School"/>	Language: *	<input type="text" value="English"/>
Time Zone: *	<input type="text" value="(UTC-12:00) International Date Line West"/>		
Email: *	<input type="text"/>	Password:	<input type="text"/>
Center: *	<input checked="" type="checkbox"/> Show Centers who only depend directly on me <input type="text" value="Select an Option"/>		
License Code: *	<input type="text" value="Select an Option"/>		

Step 4: Complete the fields in the window as appropriate.

If you do not see the center to which you want to add the new teacher in the Center drop-down menu, click the **Show Centers who only depend directly on me** check box to deselect it.

Be sure to select the appropriate center in the drop-down menu before selecting the **License Code** option. The License Code options will not appear until you specify a center.

☐ Show Centers who only depend directly on me
 Center: *

License Code: *

Step 5: Click **Save**.

A notification bar appears at the top of the page and the search results table displays, indicating the teacher was successfully added.

Congratulations

Success! The data has been saved.

Teachers**+ Add a New Teacher****Search Teachers**

Please indicate at least one search parameter in the following fields:

First Name:	Last Name:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Center:		
<input type="text"/>		

Search

Use the Edit (✎) icon to manage user roles and personal data.

Name	Email	Registration Date	Last Login Date	Country	State/Province/Region	Center	Options
Tennyson, Richard	rtennyson@tolano.com	2018-01-28 22:28		United States	Arizona	Sarah Central	

1

To add another teacher, click the **Add a New Teacher** button.

Finding Teacher Information

Hub and Center administrators can use the Teachers option to find information about the teachers in their organizations.

To find information about existing teachers, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.

Step 2: Click the **Teachers** option in the panel to display the Teachers page.

Teachers**+ Add a New Teacher****Search Teachers**

Please indicate at least one search parameter in the following fields:

First Name:	Last Name:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Center:		
<input type="text"/>		











Search

Use the Edit (✎) icon to manage user roles and personal data.

Step 3: In the Search Teachers section, enter information in the search fields to refine your search to locate a specific teacher or group of teachers. (You can also perform a search without entering any criteria if you want to see all teachers in your organization.)

Step 4: Click the **Search** button. The search results table displays the teachers that match your search criteria.

Use the Edit (✎) icon to manage user roles and personal data.

Name	Email	Registration Date	Last Login Date	Country	State/Province/Region	Center	Options
Dearborn, Fred	fdearborn@tolano.com	2018-01-25 09:00	2018-01-28 18:36	United States	California	Heer Solutions, Inc.	 
Harrison, Isabella	izzy@cox.net	2018-01-24 06:12	2018-01-25 11:14	United States	Arizona	Elerome School	 
Post, Emily	ep@gps.edu	2018-02-05 06:53	2018-02-05 07:19	United States	Arizona	Valley Vocational	 
Tennyson, Richard	rtennyson@tolano.com	2018-01-28 17:28	2018-01-28 18:11	United States	Arizona	Sarah Central	 
Winter, Dean	dw@gps.edu	2018-01-30 10:54	2018-02-07 07:19	United States	Arizona	Valley Vocational	 

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

To view or modify a teacher's role or center assignment, locate the row for the teacher you want to access, and in the Options column, click the **Center Options** (🏫) icon.

For more information on viewing or editing a teacher's information, refer to the *Using the Find Users Option > Viewing and Editing a User's Information* section.

For more information about viewing and modifying a teacher's role or center assignment, refer to the *Viewing and Managing User Roles* section.

Using the Students Option

Hub and Center administrators can use the Students option to find information about the students in their organizations.

To find information about existing students, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.

Step 2: Click the **Students** option in the panel to display the Students page.

Students

Search Students

Please indicate at least one search parameter in the following fields:

First Name:

Last Name:

Email:

Center:





Search


Use the Edit (✎) icon to manage user roles and personal data.


Step 3: In the Search Students section, enter information in the search fields to refine your search to locate a specific student or group of students. (You can also perform a search without entering any criteria if you want to see all students in your organization.)

Step 4: Click the **Search** button. The search results table displays the students that match your search criteria.

Use the Edit () icon to manage user roles and personal data.

Name	Email	Registration Date	Last Login Date	Country	State/Province/Region	Center	Options
Krandal, John	jjk@gps.edu	2018-01-30 15:49	2018-01-30 15:53	United States	Arizona	Valley Vocational	 
Stanton, Dennis	ds@gps.edu	2018-02-05 07:06	2018-02-05 09:03	United States	Arizona	Valley Vocational	 

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

To view or modify a student's role, locate the row for the student you want to access, and in the Options column, click the **Center Options** () icon.

For more information on viewing or editing a student's information, refer to the *Using the Find Users Option > Viewing and Editing a User's Information* section.

For more information about viewing and modifying a student's role, refer to the *Viewing and Managing User Roles* section.

Using the Find Users Option

This section explains how to use the Find Users option in the administrator panel. You can use the Find Users option to:

- view and edit user information, including email and password information.
- delete or deactivate a user.
- view and manage user roles.

The Find Users option is available to all administrators.

Finding Users

To search for and find information about Jasperactive users within your organization, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.

Step 2: Click the **Find Users** option in the panel to display the Find Users page.

Find Users

Search Users

In this section you can search, edit and view system users.

First Name:

Last Name:

Email:

Role:

Country:

State/Province/Region:

Associated Partner:

All

All

Search

Step 3: In the Search Users section, enter information in the search fields and/or select options from the drop-down menus to refine your search to locate a specific user or group of users. (You can also perform a search without entering any criteria if you want to see all users in your organization.)

Step 4: Click the **Search** button. The search results table displays the Jasperactive users who match your search criteria.

Use the Edit (✎) icon to manage user roles and personal data.

Name	Role	Partner	Email	Country	State/Province/Region	Options
Harrison, Isabella	Teacher	Valley Vocational	izzy@cox.net	United States	Arizona	✎ ✕ 📄
Henderson, Peter	Teacher	Valley Vocational	ph@gps.edu	United States	Arizona	✎ ✕ 📄
Krandal, John	Student	Valley Vocational	jjk@gps.edu	United States	Arizona	✎ ✕ 📄
Stanton, Dennis	Student	Valley Vocational	ds@gps.edu	United States	Arizona	✎ ✕ 📄
Wilson, Betsy	Center Admin	Valley Vocational	bwilson@gps.edu	United States	Arizona	✎ ✕ 📄
Winter, Dean	Center Admin, Teacher	Valley Vocational	dw@gps.edu	United States	Arizona	✎ ✕ 📄

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

To delete a user, locate the row for the user you want to access, and in the Options column, click the **delete** (✕) icon.

To view or modify a user's role, locate the row for the user you want to access, and in the Options column, click the **Center Options** (📄) icon.

For more information about viewing and modifying a user's role, refer to the *Viewing and Managing User Roles* section.

Viewing and Editing a User's Information

You can use the Edit User window to view or edit a user's personal information, such as name, email address and password, registration date, and last session date (not all fields are editable). You can also view the user's available courses (if the user is a student) and his or her user roles.

To view and edit a user's information, perform the following steps.

Step 1: In the Find Users search results table, locate the row for the user whose information you want to view or edit, and in the Options column, click the **pencil** (✎) icon. The Edit User window appears.

Edit User

Please fill in the following: * Mandatory Fields

First Name: *	<input type="text" value="Jonas"/>	Last Name: *	<input type="text" value="Lowe"/>
Gender:	<input type="text" value="Unspecified"/>	Date of Birth:	<input type="text" value=""/> (yyyy-mm-dd)
Country: *	<input type="text" value="United States"/>	State/Province/Region: *	<input type="text" value="Washington"/>
City:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Center Type: *	<input type="text" value="College"/>	Language: *	<input type="text" value="English"/>
Time Zone: *	<input type="text" value="(UTC-08:00) Pacific Time (US & Canada)"/>		
Email: *	<input type="text" value="jonaslowe@gmail.com"/>	Password:	<input type="text"/>

Specify a password if you want to change it, otherwise leave the field empty.

Registration Date: 2017-09-22 10:03 Last Session: 2018-01-02 09:51

☒ Active

Courses **User Roles**

Code	Course	Start Date	Finish Date	Overall Progress	Reset Benchmark
	Microsoft Word 2016 Core	2017-09-20	2017-11-30	2.44 %	Reset
	Microsoft Excel 2016 Core	2017-09-20	2017-11-30		Reset

To deactivate a user's account, click the **Active** check box to deselect it. When you deactivate a user account, the account and all associated roles are disabled and the user can no longer log in to Jasperactive. However, all records for the user are retained in the system. Deactivating a user account effectively suspends the account until you reactivate it.

The user's current password is not shown in the Edit User window. However, you may change the password by clicking in the **Password** field and entering a new password.

You can view, but cannot edit, the information in the Courses and User Roles tabs at the bottom of the Edit User window. However, you can reset a Benchmark exam if the user is a student.

To reset a user's Benchmark exam, locate the row for the course for which you want to reset the exam, and in the Reset Benchmark column click the **Reset** link, then click **OK** to confirm that you want to reset the exam.

Step 2: Make any changes to the information in the window, then click **Save**. A notification bar appears at the top of the page indicating the changes were successfully saved.

Step 3: Click **Close** to return to the Find Users page.

Deleting a User

Jasperactive allows you to delete users who do not have any information associated with them, such as active courses, course progress data, or group associations. For example, you can delete a user who was created solely as an administrator.

To delete a user, perform the following steps.

Step 1: In the Find Users search results table, locate the row for the user you want to delete, and in the Options column, click the **delete** (✖) icon. A message window appears asking you to confirm that you want to proceed.

Step 2: Click **OK** to confirm the deletion or click Cancel to return to the Find Users page.

Users who cannot be deleted because they have other Jasperactive information associated with them can be *deactivated* instead.

Viewing and Managing User Roles

You use the Center Options window to view and manage a user's assigned user role(s). You can access the Center Options window by clicking the Center Options (🔧) icon in the Options column in any search results table in which it is displayed.

The Center Options icon displays in the Teachers search results table, the Students search results table, and the Find Users search results table.

To view and manage a user's roles, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.

Step 2: Click the desired option in the panel (that is, Teachers, Students, or Find Users) to display the main page for the selected option.

Step 3: Enter information in the search fields and/or select options from the drop-down menus to refine your search, if desired. (You can also perform a search without entering any criteria.)

Step 4: Click the **Search** button. The search results table displays the Jasperactive users who match your search criteria.

Step 5: In the search results table, locate the row for the user whose role you want to view or edit, and in the Options column, click the **Center Options** (🔧) icon. The Center Options window appears.

Center Options

User Information

User Name: Post Emily
Email: ep@gps.edu

Current User Roles		
Partner Type	Partner	Role
Center	Valley Vocational	Teacher

Options

Choose one of the following options:

☐ Convert to Teacher
☒ Add as a Teacher to a Center
☐ Move the Teacher to another Center
☐ Remove the Teacher from a Center
☐ Remove Teacher role and convert to Student

Assign the teacher to a new center, and maintain previous roles and associations.

☐ Show only Centers who depend directly on me

New Center: * Select an option

License Code: * Select an option

The Center Options window is divided into two main sections:

- The User Information section displays the user's name, email, and current user role(s).
- The Options section displays a list of actions you can take that will modify the user's current role. The actions that are available vary depending on the administrator log in you used (Hub administrator or Center administrator) and on the selected user's current roles.

Step 6: In the Options section, click the radio button for the action you want to perform. Depending on which radio button you select, other options may become available in the window, and the context-sensitive center/license association drop-down menus display as needed.


Step 7: Specify any remaining options as required, then click **Save** to save the changes you have made. A notification bar appears at the top of the page indicating the changes were successfully saved.

Step 8: Click **Close** to return to the search results table.

Assigning the Teacher Role

As a Hub administrator or a Center administrator, you can use the Center Options window to assign the Teacher role to a Jasperactive user. For example, you can convert a student to a teacher.

To assign the Teacher role to a Jasperactive user, perform the following steps.

Step 1: In the search results table, locate the row for the user to whom you want to assign the Teacher role, and in the Options column, click the **Center Options**  icon. The Center Options window appears.

Step 2: In the Options section, click the **Convert to Teacher** radio button.

Center Options

User Information

User Name: Krandal John
Email: jjk@gps.edu

Current User Roles		
Partner Type	Partner	Role
Center	Valley Vocational	Student

Options

Choose one of the following options:

- ☒ Convert to Teacher
- ☐ Add as a Teacher to a Center
- ☐ Move the Teacher to another Center
- ☐ Remove the Teacher from a Center
- ☐ Remove Teacher role and convert to Student

Converts student to a teacher and assign to the current associated center

☐ Show only Centers who depend directly on me

New Center: * Valley Vocational

License Code: * Order: 1427 Center License Duration: 2018-02-01 to 2019-02-01


Close Save

- Step 3:** Display the **New Center** drop-down menu and select the center at which you want to make the user a teacher. (If you are a Center administrator, only your center will appear in the menu.)
- Step 4:** Display the **License Code** drop-down menu and select the appropriate license code.
- Step 5:** Click **Save**. A notification bar appears at the top of the page and the search results table updates, indicating the teacher role was successfully assigned.

Adding a Teacher to a Center

As a Hub administrator, you can use the Center Options window to assign a teacher to an additional center. For example, a business teacher may offer classes at two schools in your district.

Center administrators cannot add a teacher to another center.

- Step 1:** In the search results table, locate the row for the teacher you want to assign to an additional center, and in the Options column, click the **Center Options**  icon. The Center Options window appears.
- Step 2:** In the Options section, click the **Add as a Teacher to a Center** radio button.

Center Options

User Information

User Name: Banner Beverly
Email: bbanner@tolano.com

Current User Roles		
Partner Type	Partner	Role
Center	Sarah Central	Teacher

Options

Choose one of the following options:

- ☐ Convert to Teacher
- ☒ Add as a Teacher to a Center
- ☐ Move the Teacher to another Center
- ☐ Remove the Teacher from a Center
- ☐ Remove Teacher role and convert to Student

Assign the teacher to a new center, and maintain previous roles and associations.

☐ Show only Centers who depend directly on me

New Center: * Select an option

License Code: * Select an option

Close Save

- Step 3:** Display the **New Center** drop-down menu and select the center to which you want to add the teacher.
- Step 4:** Display the **License Code** drop-down menu and select the appropriate license code.
- Step 5:** Click **Save**. A notification bar appears at the top of the page and the search results table updates, indicating the teacher was successfully added to another center.

Moving a Teacher to Another Center

As a Hub administrator, you can use the Center Options window to move a teacher from one center to another center. If the teacher to be moved has linked groups (and/or students), a replacement teacher must be assigned during the move process. If the replacement teacher is new, the new teacher account must be created first.

Center administrators cannot move a teacher from one center to another center.

To move a teacher to another center, perform the following steps.

- Step 1:** In the search results table, locate the row for the teacher you want to move, and in the Options column, click the **Center Options** (🔧) icon. The Center Options window appears.
- Step 2:** In the Options section, click the **Move the Teacher to another Center** radio button.

Center Options

User Information

User Name: Post Emily
Email: ep@gps.edu

Current User Roles			
Select	Partner Type	Partner	Role
<input type="radio"/>	Center	Valley Vocational	Teacher

Options

Choose one of the following options:

- ☐ Convert to Teacher
- ☐ Add as a Teacher to a Center
- ☒ Move the Teacher to another Center
- ☐ Remove the Teacher from a Center
- ☐ Remove Teacher role and convert to Student

Remove the teacher from the center selected in the Current User Role dialog box and assign to a new center with an available license code using the drop-down menus below.

☐ Show only Centers who depend directly on me

New Center: *

License Code: *

- Step 3:** In the Current User Roles table, click the radio button beside the center from which you want to move the teacher.

If the teacher has linked groups (and/or students), a notification bar appears at the top of the page and the Center Options window expands to show the teacher's current groups and the Move groups to a new teacher drop-down menu.

Informative Message
You are trying to move the teacher to another center, it is necessary to move its groups to a new teacher of the old center; choose it below.

Center Options

User Information
User Name: Post Emily
Email: ep@gps.edu

Current User Roles

Select	Partner Type	Partner	Role
<input checked="" type="radio"/>	Center	Valley Vocational	Teacher

Options
Choose one of the following options:
☐ Convert to Teacher
☐ Add as a Teacher to a Center
☒ Move the Teacher to another Center
☐ Remove the Teacher from a Center
☐ Remove Teacher role and convert to Student
 Remove the teacher from the center selected in the Current User Role dialog box and assign to a new center with an available license code using the drop-down menus below.

☐ Show only Centers who depend directly on me

New Center: *

License Code: *

Teacher's Current Groups:

Group Key	Group	Active
	BusToday	<input checked="" type="checkbox"/>

Move groups to a new teacher: *

Close **Save**

Step 4: In the **New Center** drop-down menu, select the center to which you want to move the teacher.

If you do not see the desired center, click the **Show only Centers who depend directly on me** check box to deselect it.

Step 5: In the **License Code** drop-down menu, select the appropriate license code.

Center Options

User Information
User Name: Post Emily
Email: ep@gps.edu

Current User Roles

Select	Partner Type	Partner	Role
<input checked="" type="radio"/>	Center	Valley Vocational	Teacher

Options
Choose one of the following options:
☐ Convert to Teacher
☐ Add as a Teacher to a Center
☒ Move the Teacher to another Center
☐ Remove the Teacher from a Center
☐ Remove Teacher role and convert to Student
 Remove the teacher from the center selected in the Current User Role dialog box and assign to a new center with an available license code using the drop-down menus below.

☐ Show only Centers who depend directly on me

New Center: *

License Code: *

Step 6: If necessary, select the desired teacher in the **Move groups to a new teacher** drop-down menu.

☐ Show only Centers who depend directly on me

New Center: *

License Code: *

Teacher's Current Groups:

Group Key	Group	Active
	BusToday	<input checked="" type="checkbox"/>

Move groups to a new teacher: *

Step 7: Click **Save**. A notification bar appears at the top of the page and the search results table updates, indicating the teacher was successfully moved.


Removing a Teacher from a Center

As a Hub administrator, you can use the Center Options window to remove a teacher from a center.

As a Hub administrator or a Center administrator, you can use the Center Options window to remove the Teacher role from a user and assign the Student role, thereby "converting" the teacher to a student at the center. Before removing a teacher from a center, please make note of the following:

- If the teacher to be removed has linked groups (and/or students), a replacement teacher must be assigned during the removal process. If the replacement teacher is new, the new teacher account must be created first.
- The Teacher role is removed from the user at the selected center only. All other assigned roles are maintained.
- If the user has only one assigned role, you have the option to use the Remove Teacher role and convert to Student option or to deactivate the user account using the Edit option in Find Users.

To remove a teacher from a center, perform the following steps.

Step 1: In the search results table, locate the row for the teacher you want to remove, and in the Options column, click the **Center Options**  icon. The Center Options window appears.

Step 2: In the Options section, click either the **Remove the Teacher from a Center** or the **Remove Teacher role and convert to Student** radio button.

The Remove Teacher role and convert to Student option converts the teacher to a student at the selected center.

Center Options

User Information

User Name: Harrison Isabella
Email: izzy@cox.net

Current User Roles			
Select	Partner Type	Partner	Role
<input type="radio"/>	Center	EJerome School	Teacher
<input type="radio"/>	Center	Valley Vocational	Teacher

Options

Choose one of the following options:

- ☐ Convert to Teacher
- ☐ Add as a Teacher to a Center
- ☐ Move the Teacher to another Center
- ☒ Remove the Teacher from a Center
- ☐ Remove Teacher role and convert to Student

Remove the teacher from the selected center. (Click the Select button in the Current User Roles section to select the Center.)

Step 3: In the Current User Roles table, click the radio button beside the center from which you want to remove the teacher.

If the teacher has linked groups (and/or students), a notification bar appears at the top of the page and the Center Options window expands to show the teacher's current groups and the Move groups to a new teacher drop-down menu.

Informative Message
You are trying to remove the teacher from a center, it is necessary to move its groups to a new teacher of the old center; choose it below.

[Log Out](#)

Center Options

User Information

User Name: Harrison Isabella
Email: izzy@cox.net

Current User Roles			
Select	Partner Type	Partner	Role
<input type="radio"/>	Center	Elerome School	Teacher
<input checked="" type="radio"/>	Center	Valley Vocational	Teacher

Options

Choose one of the following options:

- ☐ Convert to Teacher
- ☐ Add as a Teacher to a Center
- ☐ Move the Teacher to another Center
- ☒ Remove the Teacher from a Center
- ☐ Remove Teacher role and convert to Student

Remove the teacher from the selected center. (Click the Select button in the Current User Roles section to select the Center.)

Teacher's Current Groups:

Group Key	Group	Active
	BusToday	<input checked="" type="checkbox"/>

Move groups to a new teacher: *

[Close](#) [Save](#)

Step 4: If necessary, select the desired teacher in the **Move groups to a new teacher** drop-down menu.

Step 5: Click **Save**. A notification bar appears at the top of the page indicating the teacher was successfully removed.

Using the License Inventory Option (Hub Administrators)

This section explains how to use the License Inventory option in the Jasperactive administrator panel when you are logged in as a Hub administrator.

The License Inventory option can also be accessed at the Center administrator level, but the available options differ from the ones presented in this section. If you are a Center administrator, refer to the *Using the License Inventory Option (Center Administrators)* section.

You will learn how to view existing license inventory, review inventory usage information, view license inventory order details, request new inventory, modify a pending inventory request, and approve pending inventory and license renewal requests.

Viewing Existing License Inventory

To view existing license inventory information, perform the following steps.


Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive Hub administrator account.

Hubs Panel

MGA Inc


Centers with Licenses About to Expire

Welcome to the Jasperactive Hub Panel. Choose from the options below to begin.




Centers (4)


• Inventory Requests: 1




Teachers (4)



Students (2)




Find Users



License Inventory

• Center Licenses: 3
• User Activation Codes: 1
• Pending Requests: 0



Reports

The License Inventory option displays an inventory summary. This allows you to quickly view the number of available center licenses, user activation codes, and pending inventory requests. Pending requests are those that you have submitted; these requests have not yet been approved.

The Pending Requests shown in the License Inventory option are distinct from inventory approval requests that you have received from the centers within your hub (these are shown in the Centers option).

Step 2: Click the **License Inventory** option in the Hubs Panel to display the License Inventory page.

When the License Inventory page appears, the search results table displays all license inventory currently assigned in your organization, by default.

License Inventory

In this section, you can add and view license inventory.

☒ All
 ☐ Requested
 ☐ Active
 ☐ Depleted

Inventory Type: ☒ All ☐ User Activation Codes ☐ Center License

Order Number: Purchase Order:

[Search](#)

Assigned Center Licenses: 3
Assigned User Activation Codes: 1

+ Request New Inventory

Click Order Number to review the associated inventory usage. Click Details to review the order details.

Order Number	Inventory Type	Purchase Order	Order Status	Requested/Approved	Available	Requested By	Date Requested	Approved By	Options
1211	User Activation Codes	EE2017-5	Active	2	1	MGA Inc	2017-10-20 01:45	Ellen Emporium Irina Heer	Details
1210	Center License	EE2017-1	Active	3	3	MGA Inc	2017-10-20 01:45	Ellen Emporium Irina Heer	Details

The Assigned Center Licenses and Assigned User Activation Codes indicators that appear above the search results table display the total number of each license type assigned to your organization.

Assigned Center Licenses: **3**

Assigned User Activation Codes: **1**

In the search options section at the top of the page, you can enter information in the search fields and/or select radio buttons, and then click the Search button to refine your search results.

Reviewing Inventory Usage Information

To review inventory usage information, perform the following steps.

Step 1: In the License Inventory search results table, locate the row for the inventory item you want to access and click the link in the **Order Number** column. The Detail of Inventory Use window appears and displays the inventory usage information for the selected inventory item.

Detail of Inventory Use

Order Number:	1211	Purchase Order:	EE2017-5	Inventory Type:	User Activation Codes
Assigned Inventory:	2	Available Inventory:	1		

Order Number	Purchase Order	Assigned	Date of Assignment	Requested By	Approved By
1212		1	2017-10-20 01:52	Elerome School	MGA Inc Irina Heer

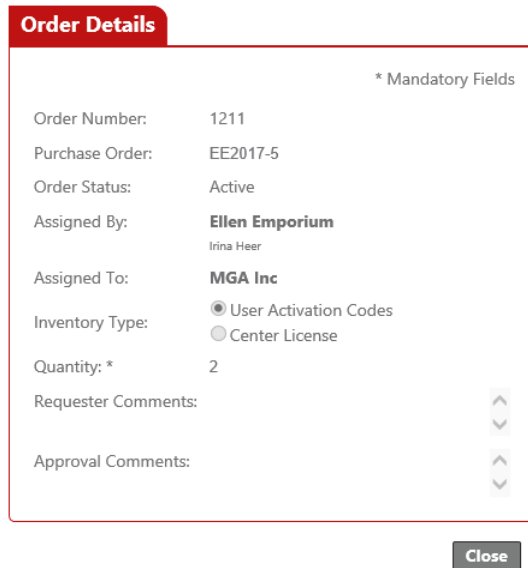
Close

Step 2: Click the **Close** button to return to the License Inventory page.

Viewing License Inventory Order Details

To view the license inventory order details, perform the following steps.

Step 1: In the License Inventory search results table, locate the row for the inventory item you want to access, and in the Options column, click the **Details** link. The Order Details window appears.



Order Details

* Mandatory Fields

Order Number: 1211

Purchase Order: EE2017-5

Order Status: Active

Assigned By: **Ellen Emporium**
Irina Heer

Assigned To: **MGA Inc**

Inventory Type: ☒ User Activation Codes
☐ Center License

Quantity: * 2

Requester Comments:

Approval Comments:

Close

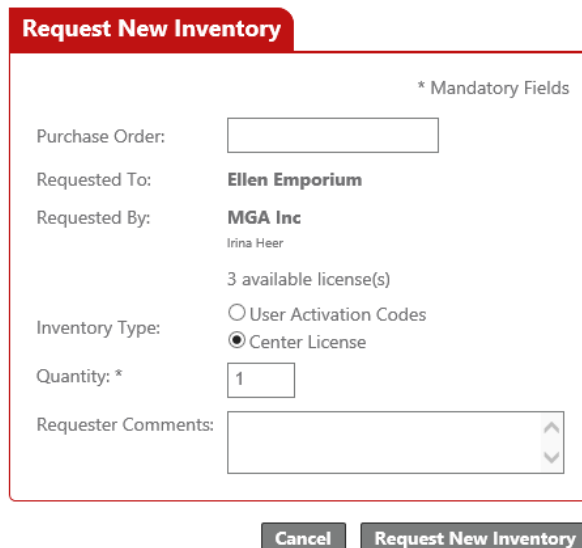
Step 2: Click the **Close** button to return to the License Inventory page.

Requesting New Inventory

As a Hub administrator, you can request new inventory.

To request more inventory, perform the following steps.

Step 1: On the License Inventory page, click the **Request New Inventory** button. The Request New Inventory window appears.



Request New Inventory

* Mandatory Fields

Purchase Order:

Requested To: **Ellen Emporium**

Requested By: **MGA Inc**
Irina Heer

3 available license(s)

Inventory Type: ☐ User Activation Codes
☒ Center License

Quantity: *

Requester Comments:

Cancel **Request New Inventory**

To close the Request New Inventory window without submitting an inventory request, click **Cancel**.

Step 2: Complete the form as appropriate, and then click the **Request New Inventory** button to submit the request. A notification bar appears at the top of the page indicating the request has been successfully submitted.

The search results table updates to show the pending inventory request (it appears in the top row of the table).

Click Order Number to review the associated inventory usage. Click Details to review the order details.

Order Number	Inventory Type	Purchase Order	Order Status	Requested/Approved	Available	Requested By	Date Requested	Approved By	Options
1213	Center License	20171019	Requested	1	0	MGA Inc Irina Heer	2017-10-20 02:24		Edit
1211	User Activation Codes	EE2017-5	Active	2	1	MGA Inc	2017-10-20 01:45	Ellen Emporium Irina Heer	Details
1210	Center License	EE2017-1	Active	3	3	MGA Inc	2017-10-20 01:45	Ellen Emporium Irina Heer	Details

When you submit an inventory request, that request is reflected in the Pending Requests field in the License Inventory panel option.



Submitting a request for new inventory triggers a series of email messages:

- You will receive an email containing the order details as a confirmation that your request was submitted.
- The system administrator will receive an email as a notification that an inventory request was received.
- You will receive a confirmation email when the request has been approved.

Modifying Your Pending Inventory Request

After you have submitted a request for new inventory, you can modify that request while it is still pending. Once the request has been approved, no modifications can be made.

To modify a pending inventory request, perform the following steps.

Step 1: On the License Inventory page, in the search results table, locate the row for the request you want to modify, and in the Options column, click the **Edit** link. The Edit Order window appears.

Edit Order

* Mandatory Fields

Order Number:1213

Purchase Order:

Order Status:Requested

Requested To:**Ellen Emporium**

Requested By:**MGA Inc**
Irina Heer

3 available license(s)

Inventory Type:

☐ User Activation Codes

☒ Center License

Quantity: * (0 available)

Requester Comments:

Cancel

Save

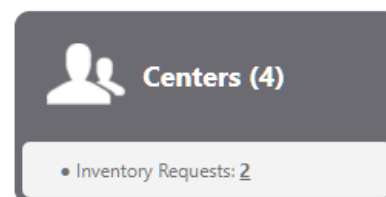
Step 2: Make any desired changes, then click **Save**. A notification bar appears at the top of the page indicating the request has been successfully updated.

To exit the page without changing the pending request, click Cancel.

Approving Pending Inventory and License Renewal Requests

As a Hub administrator, you can approve pending inventory requests and license renewal requests from your centers.

When an Inventory Requests link displays in the Centers option in the Hubs Panel, you can click the link to fulfill the pending request(s).



To fulfill a pending inventory or license renewal request, perform the following steps.

Step 1: In the Centers option in your Hubs Panel, click the **Inventory Requests** number link. The search results table appears and lists the entities with pending inventory requests.

Icon Notation: Hub Center

Center	Available Center Licenses	Available Codes	License Requests or Renewal Requests	Country	State/Province/Region	City	Options
Sarah Central	1	0	<u>1</u>	United States	Arizona		
Valley Vocational	1	2	<u>1</u>	United States	Arizona	Gilbert	

Step 2: Click the number link in the License Requests or Renewal Requests column.

If the request is for a new license, the Approve License window appears.

Approve License **Products Information**

* Mandatory Fields

Order Number: 1427 - Requested Quantity: 1

Purchase Order: 20180203-1

Order Status: Requested

Approver: **MGA Inc**
Ethel Gustav

Requested By: **Valley Vocational**
Betsy Wilson

Teacher Code: [blurred]

Inventory Type: ☐ User Activation Codes ☒ Center License

Start Date: * 2018-02-01 (yyyy-mm-dd)

Finish Date: * 2019-02-01 (yyyy-mm-dd)

Students: ? [text input]

Requester Comments:

Cancel **Approve License**

To edit the type of license, click the appropriate **Inventory Type** radio button and enter the required values as needed.

To limit (or change) the number of students who can use the license, enter a value in the **Students** field (otherwise, leave it blank).

To edit the courses that are available with the license, click the **Products Information** tab and make the appropriate selections.

Step 3: Click the **Approve License** button to approve the request for a new license.

A notification bar appears at the top of the page indicating the request has been approved, and the center for which you approved the request is removed from the search results table. The person who submitted the request will receive a confirmation email that the request has been approved.

To exit the page without approving the inventory request, click Cancel.

Step 4: If the request is for a license renewal, the Renew License window appears.

Renew License | **Products Information**

Order Number: 1410 - Renewal Request

Purchase Order: Jan2018-1

Approver: **MGA Inc**
Ethel Gustav

Requested By: **Sarah Central**
Carolyn Stevens

2 available license(s)

1 available license(s)

☒ Create New Code ☐ Use Existing Code

Important: If you are going to start a new school year, please select the Create New Code option.

New Code: [Redacted]

Inventory Type: ☐ User Activation Codes ☒ Center License

Start Date: * 2019-01-26 (yyyy-mm-dd)

Finish Date: * 2020-01-26 (yyyy-mm-dd)

Students: 15

Requester Comments:

Cancel **Renew License**

To force the renewed license to use the original license code (for example, if the license is expiring in the middle of the school year), select the **Use Existing Code** radio button.

To edit the type of license, click the appropriate **Inventory Type** radio button and enter the required values as needed.

To limit (or change) the number of students who can use the license, enter a value in the **Students** field (otherwise, leave it blank).

To edit the courses that are available with the license, click the **Products Information** tab and make the appropriate selections.

Step 5: Click the **Renew License** button to approve the renewal request.

A notification bar appears at the top of the page indicating the request has been approved, and the center for which you approved the request is removed from the search results table. The person who submitted the request will receive a confirmation email that the request has been approved.

To exit the page without approving the inventory request, click Cancel.

Step 6: Click the **Home Page** icon in the navigation bar to refresh and redisplay the Hubs Panel.

Using the License Inventory Option (Center Administrators)

This section explains how to use the License Inventory option at the Center administrator level only.

The License Inventory option can also be accessed at the Hub administrator level, but the available options differ from the ones presented in this section. If you are a Hub administrator, refer to the *Using the License Inventory Option (Hub Administrators)* section.

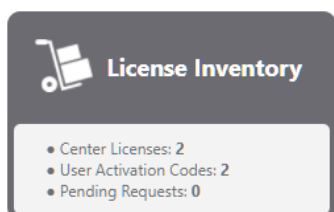
You will learn how to view existing license inventory, view license inventory information, use the User Activation Codes link to download your codes, request a license renewal, and request new inventory.

Viewing Existing License Inventory

To view existing license inventory for a center, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive Center administrator account.

The License Inventory panel option displays an inventory summary. This allows you to quickly see the number of available center licenses, user activation codes, and pending inventory requests.



Step 2: Click the **License Inventory** option in the Centers Panel to display the License Inventory page.

License Inventory

In this section, you can add and view license inventory.

Order Number: Purchase Order: License Code:

Order Status: ☒ All ☐ Available Licenses ☐ Expired Licenses ☐ Requested ☐ With Renewal Request

Inventory Type: ☒ All ☐ User Activation Codes ☐ Center License

Assigned Center Licenses: 2

Assigned User Activation Codes: 2

Order Number	Purchase Order	Inventory Type	Teacher Code	Start Date	Finish Date	Remaining Days	Teachers	Students	Maximum Number of Students	Has a Renew Request	Was It Renewed?	Options
1427	20180203-1	Center License		2018-01-31	2019-02-01	364	0	0	Unlimited	No	No	Edit Renew
1421		User Activation Codes		2018-01-29	2020-01-30	727	0	0	2	No	No	Edit Renew
1418		Center License		2018-01-29	2019-01-30	362	1	2	Unlimited	No	No	Edit Renew

When the License Inventory page appears, the search results table displays all license inventory associated with your center, by default. However, in the options at the top of the page, you can enter information in the search fields and/or select radio buttons, and then click the Search button to refine your search results.

The Assigned Center Licenses and Assigned User Activation Codes indicators that appear above the search results table display the total number of each license type assigned to your center.

Assigned Center Licenses: **2**

Assigned User Activation Codes: **2**

The codes displayed in the Teacher Code column should be distributed to the teachers at your center who need to activate their Teacher accounts. This code enables a teacher to create the account and associate him- or herself with the center.

Viewing License Inventory Information

To view the license inventory order details and associated product information (courses) for a license at a center, perform the following steps.

Step 1: In the search results table, locate the row for the order you want to access, and in the Options column, click **Edit**. The Edit Order window appears.

The screenshot shows the 'Edit Order' window with two tabs: 'Edit Order' (active) and 'Products Information'. The window contains the following fields and information:

- Order Number: 1427
- Purchase Order: 20180203-1
- Order Status: Depleted
- Assigned By: **MGA Inc**
Ethel Gustav
- Assigned To: **Valley Vocational**
Betsy Wilson
- Teacher Code: [Redacted]
- Inventory Type: ☐ User Activation Codes, ☒ Center License
- Start Date: * 2018-01-31 (yyyy-mm-dd)
- Finish Date: * 2019-02-01 (yyyy-mm-dd)
- Students: [Redacted]
- ☒ Active License
- Requester Comments: [Redacted]
- Approval Comments: [Redacted]

At the bottom of the window are 'Cancel' and 'Save' buttons.

You may view, but not edit, the information in the Edit Order and Products Information tabs.

At the Center administrator level, you have the option to deactivate or activate a license. All other license inventory changes must be submitted to CCI for processing.

Step 2: Make any desired changes, then click **Save**. A notification bar appears at the top of the page indicating that your changes have been saved.

To exit the page without making changes, click Cancel.

Using the User Activation Codes Link

If you have User Activation Codes license inventory, the User Activation Codes link appears in the Inventory Type column in the search results table. Clicking this link displays the User Activation Codes window.

The options in the User Activation Codes window allow you to:

- view order information, including the assigned Teacher Code.
- create or download the user activation codes.
- enable or disable course assessments (Benchmark, Create, and Validate).
- enable or disable badge assignments.
- require that a student be linked to a teacher before starting a course.

To create, download, or modify your user activation codes inventory license for a center, perform the following steps.

Step 1: In the search results table, locate the row for the order you want to access, and in the Inventory Type column, click the **User Activation Codes** link. The User Activation Codes window appears.

User Activation Codes

Order Number:	1421
Purchase Order:	
Teacher Code:	
Start Date:	2018-01-29
Finish Date:	2020-01-30
Number of Codes:	2
Number of Users:	1 (per code)
Duration:	180 days
Codes Created By:	Betsy Wilson

☒ Enable Benchmark
☒ Enable Creative and Validation Exercises
☒ Enable Badges Assignment
☐ The student must be linked to a teacher before starting the course

Create Codes

Close

Step 2: Select or deselect the check boxes in the User Activation Codes window to modify the user activation code options.

When you select the **The student must be linked to a teacher before starting the course** check box, the student will not be able to begin a course (take the Benchmark assessment) without first linking to a teacher.

Step 3: To create user activation codes, click the **Create Codes** button.

A notification bar appears at the top of the page indicating the activation codes were successfully created. The Create Codes button changes to a Save button, and a Download Codes link appears in the User Activation Codes window.

User Activation Codes

Order Number: 1421
 Purchase Order:
 Teacher Code:
 Start Date: 2018-01-29
 Finish Date: 2020-01-30
 Number of Codes: 2
 Number of Users: 1 (per code)
 Duration: 180 days
 Codes Created By: Betsy Wilson

☒ Enable Benchmark
☒ Enable Creative and Validation Exercises
☒ Enable Badges Assignment
☐ The student must be linked to a teacher before starting the course

Save

[Download Codes](#)

Close

If you need to modify the user activation code options after they have been created, select or deselect the appropriate check boxes in the User Activation Codes window, and then click **Save**.

Step 4: To download the user activation codes to an Excel workbook, click the **Download Codes** link. As necessary, respond to prompts in your browser window to save the Excel workbook to your system in your preferred location.

You may use the spreadsheet to assign and track user activation code disbursement information. Note that the spreadsheet does not open automatically.

	A	B	C	D	E
1	Code	Users (per code)	Name	Last Name	Email
2	U7DA7-81F6-3337	1			
3	U7DA7-81F6-3338	1			
4	U7DA7-81F6-3339	1			
5	U7DA7-81F6-3330	1			
6	U7DA7-81F6-3331	1			

Step 5: To exit the User Activation Codes window, click **Close**.

Requesting a License Renewal

To request the renewal of a license for a center, perform the following steps.

Step 1: In the search results table, locate the row for the license you want to renew, and in the Options column, click **Renew**. The Request License Renewal window appears.

Request License Renewal

Products Information

* Mandatory Fields

Order Number:

1418

Purchase Order:

Requested To:

MGA Inc

Requested By:

Valley Vocational

Dean Winter

☒ Create New Code
 ☐ Use Existing Code

Important: If you are going to start a new school year, please select the Create New Code option.

Current Code:

Inventory Type:

☐ User Activation Codes
 ☒ Center License

Start Date: *

2018-01-29 (yyyy-mm-dd)

Finish Date: *

2019-01-30 (yyyy-mm-dd)

Students: ?

Requester Comments:

Cancel

Request License Renewal

Step 2: Complete the form as appropriate.

To limit (or change) the number of students who can use the license, enter a value in the **Students** field (otherwise, leave it blank).

To review the products associated with this license, click the **Products Information** tab. (You cannot change the product mix for a license renewal.)

Step 3: Click **Request License Renewal** to submit your license renewal request. A notification bar appears at the top of the page indicating the renewal request was successfully submitted, and the License Inventory search results table updates to show the status of the license.

Order Number	Purchase Order	Inventory Type	Teacher Code	Start Date	Finish Date	Remaining Days	Teachers	Students	Maximum Number of Students	Has a Renew Request	Was It Renewed?	Options
1427	20180203-1	Center License		2018-01-31	2019-02-01	364	0	0	Unlimited	No	No	Edit Renew
1421		User Activation Codes		2018-01-29	2020-01-30	727	0	0	2	No	No	Edit Renew
1418		Center License		2018-01-29	2019-01-30	362	1	2	Unlimited	Yes	No	Edit

To close the window without requesting a license renewal, click Cancel.

Requesting New Inventory

To request new inventory for a center, perform the following steps.

Step 1: In the License Inventory page, click the **Request New License** button. The Request New License window appears.

Request New License **Products Information**

* Mandatory Fields

Purchase Order:

Requested To: **MGA Inc**

Requested By: **Valley Vocational**
Betsy Wilson

1 available license(s)

Inventory Type:
☐ User Activation Codes
☒ Center License

Students:

Requester Comments:

Cancel **Request New License**

Step 2: Complete the form as appropriate, click the **Products Information** tab, and then select the products you want to associate with this license.

Request New License **Products Information**

Activate the products you want to be available on the license:

<input type="checkbox"/> Office 2013	<input type="checkbox"/> Office 2016
<input type="checkbox"/> Access	<input type="checkbox"/> Access
<input type="checkbox"/> Excel Core	<input type="checkbox"/> Excel Core
<input type="checkbox"/> Excel Expert	<input type="checkbox"/> Excel Expert
<input type="checkbox"/> Outlook	<input type="checkbox"/> Outlook
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> PowerPoint
<input type="checkbox"/> Word Core	<input type="checkbox"/> Word Core
<input type="checkbox"/> Word Expert	<input type="checkbox"/> Word Expert

Cancel **Request New License**

Step 3: Click **Request New License** to submit your license request. A notification bar appears at the top of the page indicating the request was successfully submitted, and the License Inventory search results table updates to display the new license.

To exit the page without requesting a new license, click Cancel.

After you submit a request, the License Inventory option in the Centers Panel updates to indicate the pending request.

Managing Center Licenses About to Expire

As a Hub administrator, you can manage centers that have expiring licenses.

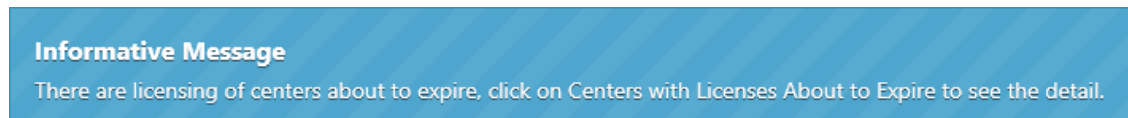
This section explains how to view center licenses that are about to expire and assign new licenses to centers.

Viewing Center Licenses About to Expire

To view information about center licenses that are about to expire, perform the following steps.

Step 1: Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive Hub administrator account.

If there are centers within your organization with licenses that will expire within the next 90 days, Jasperactive will display the following notification bar at the top of the Hubs Panel when you log in:



Step 2: Click anywhere in the notification bar to close it.

Step 3: To view the list of centers with licenses that are about to expire, click the **Centers with Licenses About to Expire** link that displays above the panel options.

Hubs Panel

MGA Inc

Centers with Licenses About to Expire

The Centers with Licenses About to Expire window appears. The search results list displays the centers whose licenses will expire within 90 days.

Centers with Licenses About to Expire

Remaining Days Filter the list to show only centers with licenses that will expire in the specified number of days. Enter 0 to display centers with expired licenses.

☒ Show only Centers who depend directly on me Close Search

Icon notation: Hub Center

▲ Centers

Heer Solutions, Inc.

You can enter a number in the Remaining Days field as search criteria to find centers whose licenses will expire within that specified number of days. To search for centers whose licenses have already expired, enter **0** in the Remaining Days field, then click the **Search** button.

Step 4: In the search results list, click the name of a center to display its license information. The search results table appears displaying the selected center's license information.

Centers with Licenses About to Expire

Remaining Days
 Filter the list to show only centers with licenses that will expire in the specified number of days. Enter 0 to display centers with expired licenses.

☒ Show only Centers who depend directly on me Close Search

Icon notation: Hub Center

▲ Centers
 Heer Solutions, Inc.

Heer Solutions, Inc. ☐ Show all Licenses Assign New License

Order Number	Purchase Order	Inventory Type	Teacher Code	Start Date	Finish Date	Remaining Days	Teachers	Students	Maximum Number of Students	Has a Renew Request	Was It Renewed?	Options
44		Center License		2017-09-20	2018-01-29	1	1	0	Unlimited	No	No	Details
43	Heer Sol2	User Activation Codes		2017-09-20	2018-01-29	1	0	0	5	No	No	Details

1

You can click the **Show all Licenses** check box above the table to select it and view all license information for the center.

Assigning a New License to a Center

To assign a new license to a center, perform the following steps.

Step 1: In the Hubs Panel, click the **Centers with Licenses About to Expire** link to display the Centers with Licenses About to Expire window.

Step 2: Click the **Assign New License** button. The Assign New License window appears.

Assign New License **Products Information**

* Mandatory Fields

Purchase Order:

Assigned By: **MGA Inc**
 Ethel Gustav
 1 available license(s)

Assigned To: **Heer Solutions, Inc.**
 1 available license(s)

Teacher Code:

Inventory Type: ☐ User Activation Codes
☒ Center License

Start Date: * 2018-02-01 (yyyy-mm-dd)

Finish Date: * 2019-02-01 (yyyy-mm-dd)

Students:

☒ Active License

Approval Comments:

Cancel Assign New License

Step 3: Complete the form fields in the Assign New License window as appropriate.

The Inventory Type options are described in the following table.

User Activation Codes	<p>Quantity: Number of activation codes to be assigned</p> <p>Number of Users: Number of users per activation code</p> <p>Type of Duration:</p> <ul style="list-style-type: none"> Days After Activated The number of days the code is valid after a student uses the code to activate the course Days: The number of days after activation must be less than 365 days Fixed End Date The license end date. This date must occur between the start and finish dates. <p>The Start Date and Finish Date indicate the User Activation Code usage term.</p>
Center License	A center license is usable for up to one year from the date of purchase. No further information is required.

To limit (or change) the number of students who can use the license, enter a value in the **Students** field (otherwise, leave it blank).

Step 4: Click the **Products Information** tab.

Assign New License Products Information

Activate the products you want to be available on the license:

<input type="checkbox"/> Office 2013	<input type="checkbox"/> Office 2016
<input type="checkbox"/> Access	<input type="checkbox"/> Access
<input type="checkbox"/> Excel Core	<input type="checkbox"/> Excel Core
<input type="checkbox"/> Excel Expert	<input type="checkbox"/> Excel Expert
<input type="checkbox"/> Outlook	<input type="checkbox"/> Outlook
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> PowerPoint
<input type="checkbox"/> Word Core	<input type="checkbox"/> Word Core
<input type="checkbox"/> Word Expert	<input type="checkbox"/> Word Expert

Cancel Assign New License

Step 5: Select the product(s) you want to make available to the center. Ensure that you activate all products you want to include for the license.

Step 6: Click the **Assign New License** button to assign the license. A notification bar appears at the top of the page and the search results table updates to indicate the license was successfully assigned.

Step 7: Click the **Close** button to close the Centers with Licenses About to Expire window.

Using Administrative Reports

There are a variety of administrative reports that can be generated in Jasperactive. You can use reports to review partner associations and assigned license codes, and view teacher and group information.

The Reports option is available in all Jasperactive levels. However, teacher and student reports differ from administrator-level reports.

For more information about teacher reports, refer to the *Using Reports* section in the *Jasperactive Teacher's Guide*.

For more information about student reports, refer to the *Viewing Your Learning Reports* section in the *Jasperactive Student User Guide*.

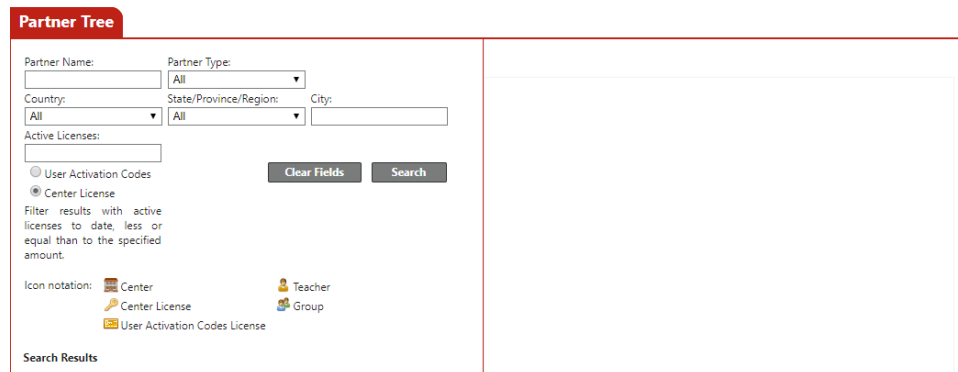
To generate administrative reports, perform the following steps.

- Step 1:** Navigate to the Jasperactive home page at <http://www.jasperactive.com> and log in to your Jasperactive administrator account.
- Step 2:** Click the **Reports** option in the panel to display the Administrative Reports page. The Partner Tree tab appears.

Administrative Reports

In this section, you can expand the Partner Tree to view all levels.

Click any level in the tree to generate a report on that specific level. All partner types below the selected level will be included in the report.



You can use the information in the Partner Tree tab to generate a report for any level with which you are associated. The Partner Tree fields and options are the same for all administrator account levels.

The partner types displayed in the Partner Tree vary depending on the administrator level you use to log in to Jasperactive. For example, if you log in as a Center administrator, you will access the teachers, groups, and licenses associated with your organization; and if you log in as a Hub administrator, you will access the centers, teachers, groups, and licenses associated with your organization.

Step 3: In the Partner Tree tab, enter information in the search fields, select options from the drop-down menus, and/or select a radio button to refine your search to locate a specific partner or group of partners. (You can also perform a search without entering any criteria if you want to see all partners in your organization.)

Step 4: Click the **Search** button to display the results.

Partner Tree

Partner Name: Partner Type:

Country: State/Province/Region: City:

Active Licenses:

☐ User Activation Codes ☒ Center License

Filter results with active licenses to date, less or equal than to the specified amount.

Icon notation: Center Teacher
 Center License Group
 User Activation Codes License

Search Results

▶ Valley Vocational

Jasperactive displays the partner types and licenses associated with the information you specified.

The example shown in the preceding figure displays the partner types associated with the center named *Valley Vocational*.

Use the ▶ and ▲ icons to expand and collapse the search result items. For example, to view the groups associated with a specific activation license for the Valley Vocational center, click the ▶ icon next to **Valley Vocational** to display the license codes, and then continue to expand each level until the group information appears.

Search Results

▲ Valley Vocational

▲ (2018-01-29 - 2019-01-30)

▲ Dean Winter

BusinessCommunications-101

▶ (2018-01-29 - 2020-01-30)

▶ (2018-01-31 - 2019-02-01)

License activation codes in the preceding figure have been blurred for security purposes.

Step 5: In the search results, click the item for which you want to generate a report, then click the **Generate Report** button. The options that appear in the Partner Tree tab and the report that is generated will vary depending on the type of item you selected.

For example, selecting the **Valley Vocational** center will prompt you to specify a start date and finish date. Clicking the **Generate Report** button will then generate a report showing the center licenses that are valid between the start date and finish date you specified.

Partner Tree

Valley Vocational

Optionally use the date range to filter the licenses and count students and teachers. The licenses whose initial date or final date is between this range of dates will be filtered. Use the date format: yyyy-mm-dd.

Start Date: 2017-10-01 Finish Date: 2018-02-01

Generate Report

1 of 1 Find | Next

Jasperactive 2018-02-02

Valley Vocational

Licenses have been filtered between 2017-10-01 And 2018-02-01

Centers (3)

Partner	Partner Parent	Available Center Licenses	Available User Activation Codes	Country	State/Province/Region	City	Address	Zip Code/Postal Code	Phone Number
Valley Vocational	MGA Inc	2	2	United States	Arizona	Gilbert	25517 E Cooper	85233	(...)

Licenses of Valley Vocational:

Code	Start Date	Finish Date	Inventory Type	Active:	Students	Teachers	Codes	Available Codes	Uses per Code	Duration (Days)	Fir D
	2018-01-30	2019-01-30	Center License	Yes	2	1					
	2018-01-30	2020-01-30	User Activation Codes	Yes	0	0	2	2	1	180	
	2018-02-01	2019-02-01	Center License	Yes	0	0					

Valley Vocational:

Total Students	Total Teachers
2	1

Total (Centers):

Students	Teachers
2	1

Grand Total:

Students	Teachers
2	1

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Selecting a group, such as **BusinessCommunications-101**, will prompt you to select an application suite, if necessary, and a specific course. Clicking the **Generate Report** button will then generate a group progress report for the specified course.

Partner Tree

Select a course to generate the report:

Office 2016 ▾

☐ Outlook ☐ Word Core

☒ PowerPoint

BusinessCommunications-101 (▾)

Dean Winter (dw@gps.edu)

Generate Report

1 of 1 Find | Next

Jasperactive 2016-02-02

Group Report

Dean Winter (dw@gps.edu)

PowerPoint 2016

Group Name (Key)

Lastname	Name	Email	Start Date	Finish Date	Overall Progress	Benchmark Results	Create Results	Validate Results
BusinessCommunications-101 (▾)					0.0 %	0.0 %	0.0 %	0.0 %
Bennet	Andrea	ab@gps.edu	2018-01-30	2018-02-23	-	-	-	-
Krandal	John	jk@gps.edu	2018-01-30	2018-02-23	-	-	-	-

2 student(s) in PowerPoint 2016

Groups

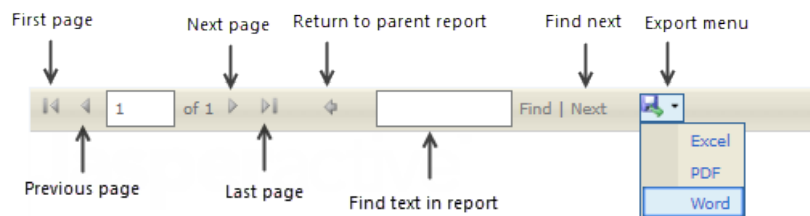
0.0 % 0.0 % 0.0 % 0.0 %

BusinessCommunications-101

Overall Progress Benchmark Results Create Results Validate Results

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You can use the toolbar options that appear immediately below the Generate Report button to navigate the report, find text in the report, and export the report into various formats. In the example shown in the preceding figure, the available toolbar options are:



Not all the toolbar options are available in all report types.

- Step 6:** Click the **Partner Tree** tab to return to the Partner Tree search window.
- Step 7:** Click the **Home Page** (🏠) icon in the Jasperactive navigation bar to return to your Jasperactive home page.

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