

Jasperactive™

Teacher's Guide

Version 1.0

Jasperactive™

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The Jasperactive Teacher's Guide

The Jasperactive Teacher's Guide contains all the information you need to teach courses using the Jasperactive Learning Management System. This guide is designed for use by teachers; however, it is also advantageous to take a Jasperactive course as a student to familiarize yourself with the student experience.

For a comprehensive look at how to take a Jasperactive course from a student's perspective, refer to the *Jasperactive Student User Guide* available on the Jasperactive Support web page (<http://support.jasperactive.com>).

Using the Jasperactive Teacher's Guide

The topics in this guide are presented in the same order that their corresponding options appear in the Teacher Panel (see the *Understanding the Teacher Panel* section).

However, if you are new to using Jasperactive, you may find it helpful to view the topics in the following order:

1. Creating Your Teacher Account
2. Logging in as a Teacher
3. Using the Jasperactive Installer
4. Understanding the Teacher Panel
5. Downloading the Teacher Resources
6. Using the Groups Manager
7. Using the Activity Manager
8. Using Reports

Creating Your Teacher Account

Everything you do in Jasperactive revolves around your user account.

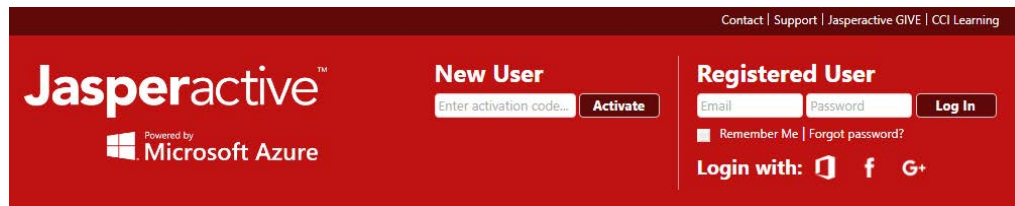
You can create your Jasperactive teacher account when you receive a Teacher Code from your center (school) administrator. The Teacher Code you receive associates your teacher account with your center (school).

If you have not received your Teacher Code, contact your center (school) administrator.

To create your teacher account, perform these steps.

Step 1: Open your browser and navigate to the Jasperactive home page at <http://www.jasperactive.com>.

The log in area appears at the top of the home page.

The image shows the top navigation bar of the Jasperactive website. It has a dark red background. On the left is the Jasperactive logo with 'Powered by Microsoft Azure' below it. In the center is the 'New User' section with a text input field for 'enter activation code...' and an 'Activate' button. On the right is the 'Registered User' section with 'Email' and 'Password' input fields, a 'Log In' button, and links for 'Remember Me' and 'Forgot password?'. Below these are social media icons for 'Login with: [Twitter] [Facebook] [Google+]'.

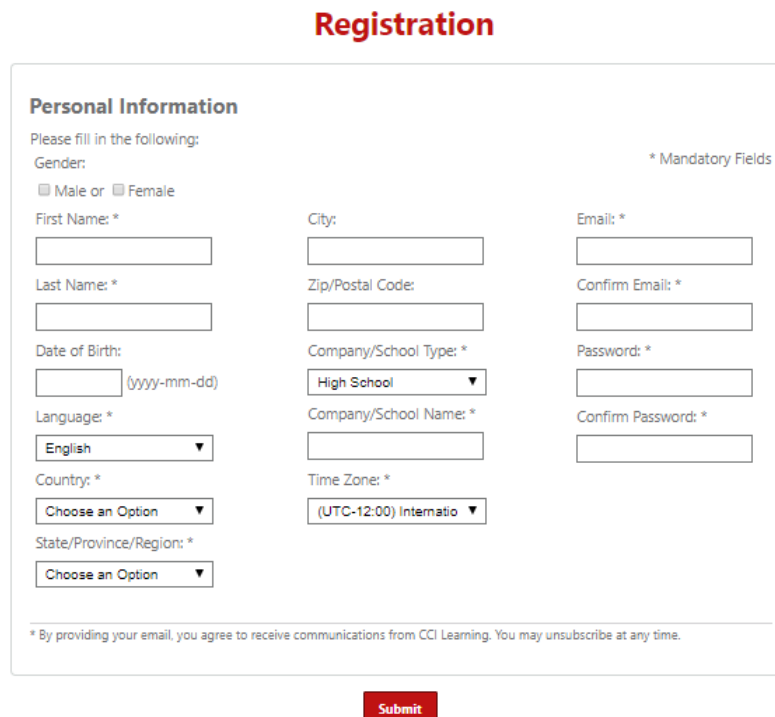
Use the log in area to create a new account or log in to an existing account.

Step 2: In the **New User** section, click in the **Enter activation code** field, enter the Teacher Code that was provided to you, then click the **Activate** button.

The Registration – Connect Your Account page appears, giving you the option to automatically populate some of the fields in the registration form with information from one of your social media accounts.

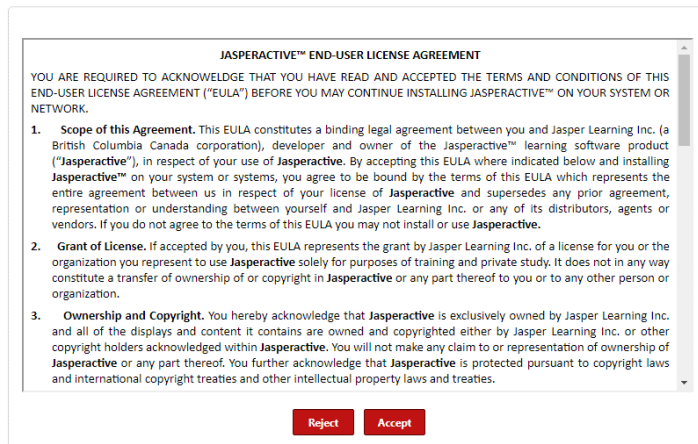
Step 3: If you want to automatically populate some of the fields in the registration form, click the icon for the social media account you want to use; otherwise, click **Skip**.

An empty registration form appears.

The image shows a registration form titled 'Registration' in red. The form is titled 'Personal Information' and asks the user to 'Please fill in the following:'. It includes a note '* Mandatory Fields'. The form is divided into three columns. The first column contains: Gender (Male or Female), First Name: *, Last Name: *, Date of Birth: (with a date picker), Language: * (with a dropdown menu), Country: * (with a dropdown menu), and State/Province/Region: * (with a dropdown menu). The second column contains: City:, Zip/Postal Code:, Company/School Type: * (with a dropdown menu), Company/School Name: *, and Time Zone: * (with a dropdown menu). The third column contains: Email: *, Confirm Email: *, Password: *, and Confirm Password: *. At the bottom of the form is a 'Submit' button. A disclaimer at the bottom states: '* By providing your email, you agree to receive communications from CCI Learning. You may unsubscribe at any time.'

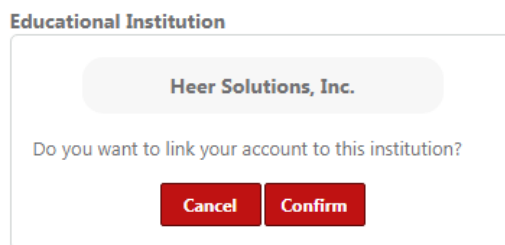
Step 4: Complete the form as appropriate, then click **Submit**.

The Jasperactive End-User License Agreement appears.



Step 5: Please read the Jasperactive End-User License Agreement carefully, then click **Accept**.

The center (school) associated with your Teacher Code appears.



Step 6: Click **Confirm** to link your teacher account to your center (school).

The Teacher Panel (your personal Jasperactive home page) appears.

Your account has been successfully created. The next time you want to access Jasperactive, you will enter your email address and password in the Registered User section.

Understanding Jasperactive Accounts and Roles

Each Jasperactive user account has one or more roles associated with it. The roles associated with your user account determine what you can and cannot do within Jasperactive.

All account types (except for student accounts) can access the drop-down Role menu, which displays in the navigation bar below your name when you log in. An expanded Role drop-down menu is shown here.

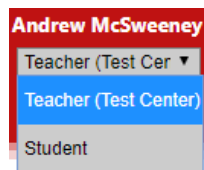


You can select (and work from the perspective of) any role that appears in the drop-down menu. Not all users have the same options available. For example, your choices may be limited to Teacher and Student, or Center Admin and Student, and so on.

Logging in as a Teacher

To log in to your Jasperactive teacher account, perform these 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 teacher 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.
- Step 5:** Click the arrow below your name to display the Role drop-down menu.



- Step 6:** In the Role drop-down menu, select **Teacher** if necessary to display the Teacher Panel.

If you do not have a teacher account, please contact the Center administrator for your school to obtain a teacher account.

For information about accounts and roles, refer to the *Understanding Jasperactive Accounts and Roles* guide available at <http://support.jasperactive.com/>.

Understanding the Teacher Panel

When you log in to Jasperactive as a Teacher, the Teacher Panel appears.

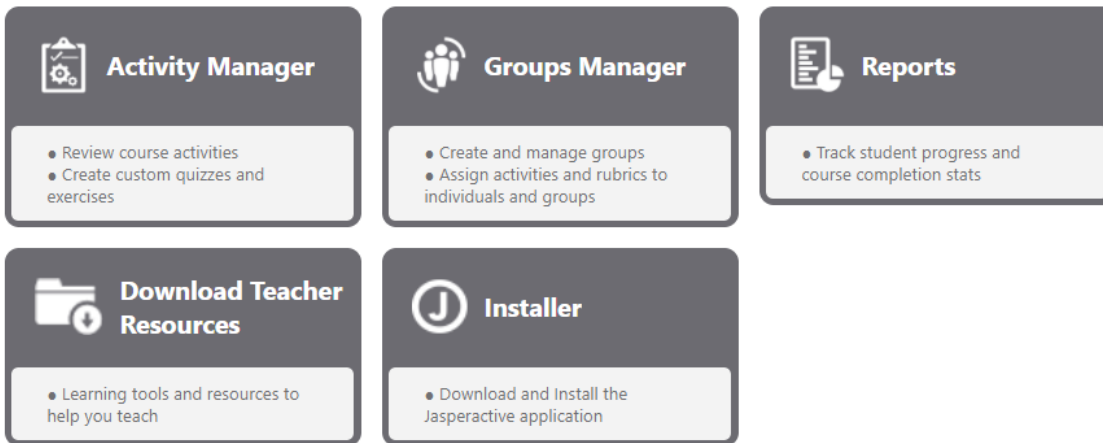
The Teacher Panel contains the tools and resources necessary to teach courses using Jasperactive.

Using the options available in the Teacher Panel, you can set up and manage groups (classes), create and manage custom activities, track student progress, access teacher resources, and ensure you are using the latest version of Jasperactive.

Teacher Panel

Test Center






Welcome to the Jasperactive Teacher Panel! Choose from the options below to begin.




The navigation bar on the Teacher Panel home page contains icons that mimic the options available in the Teacher Panel. You can use the icons to quickly switch between tasks and return to the home page from anywhere in the system.



The navigation bar includes the following icons:

	Home Page	Click to return to the Teacher Panel home page.
	Activity Manager	Click to access the Activity Manager page, from which you can create and assign custom exercises or quizzes.
	Groups Manager	Click to access the Groups Manager page, from which you can create and manage groups, assign specific courses, adjust rubrics/times, reset passwords, and so on.
	Reports	Click to access the Reports page, from which you can track student progress and gather course completion information.
	Teacher Resources	Click to access the Download Teacher Resources page, from which you can download individual course components or a full resource kit.

	Jasperactive Installer	Click to access the Jasperactive Installer page, from which you can install Jasperactive, check for updates, and review the changes provided in the current release of Jasperactive.
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Using the Activity Manager

In Jasperactive, assessments, lesson quizzes, and lesson exercises are called activities. Hundreds of activities are built in to Jasperactive; these are called system activities. Jasperactive also allows you, as a teacher, to create your own supplemental activities; these are called custom activities. Custom activities are shared with all registered Jasperactive teachers at your center (school).

You can use the Activity Manager to view and manage the activities in your courses. You can view the tasks being checked (graded) by Jasperactive in a system activity, but you cannot edit or delete system activities.

Searching for an Activity

This section explains how to search for an activity.

To search for an activity, perform these steps.

Step 1: In the Teacher Panel, click the **Activity Manager** option.

The Activity Manager page appears.



Activity Manager

 Add New Activity

Search Activities

Activity Name:	Application:	Activity Type:	Author:
<input type="text"/>	Access 2016 ▼	-- All -- ▼	My Custom Activities ▼
<input type="button" value="Search"/>			

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

You can use the fields in the Search Activities section to filter your search results. You can filter by activity name, application, activity type, and author.

Step 2: In the Search Activities section, enter the activity name. If you do not know the name, or if you want to see all the activities that meet the other filtering criteria, leave this field blank.

Step 3: In the Application drop-down menu, select the application for which you want to see the available activities. For example, if you select Access 2016, then the search results table will display all activities in the Jasperactive Access 2016 course.

Step 4: In the Activity Type drop-down menu, select the type of activity for which to search. The choices include Benchmark, Quiz, Learn, Create, Validate, Custom Exercise, and Custom Quiz.

If you choose to search for a Custom Exercise or Custom Quiz, the Author drop-down menu is activated. Select All Custom Activities to search for all shared custom activities, or select My Custom Activities to search only for those activities you created.

Step 5: Click **Search** to display a list of the activities that meet your specifications. The activities appear in the search results table.



Activity Manager

[+ Add New Activity](#)

Search Activities

Activity Name:

Application:

Activity Type:

Author:

Excel 2016 Core

-- All --

My Custom Activities

Search

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Excel 2016 Core					
Activity Type	Activity Name	Activity Description	Author	Active	Options
Benchmark	Benchmark	Benchmark	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 1 Quiz	Lesson 1 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 2 Quiz	Lesson 2 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 3 Quiz	Lesson 3 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 4 Quiz	Lesson 4 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 5 Quiz	Lesson 5 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 6 Quiz	Lesson 6 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 7 Quiz	Lesson 7 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Quiz	Lesson 8 Quiz	Lesson 8 Quiz	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Custom Quiz	Practice with Formulas	Additional questions to review basic math functions and simple formulas.	Kim Williams	<input checked="" type="checkbox"/>	✎ ✖

System activities (authored by Jasperactive) are available for viewing purposes only. Click the **magnifying glass** (🔍) icon in the Options column to view the activity.

Custom activities (authored by you or a coworker) may be viewed, edited, or deleted. Click the **pencil** (✎) icon to edit the activity. Click the **delete** (✖) icon to delete the activity.

You can view custom activities created by anyone at your center (school) but you can edit or delete only your own custom activities.

Understanding Exercise Elements

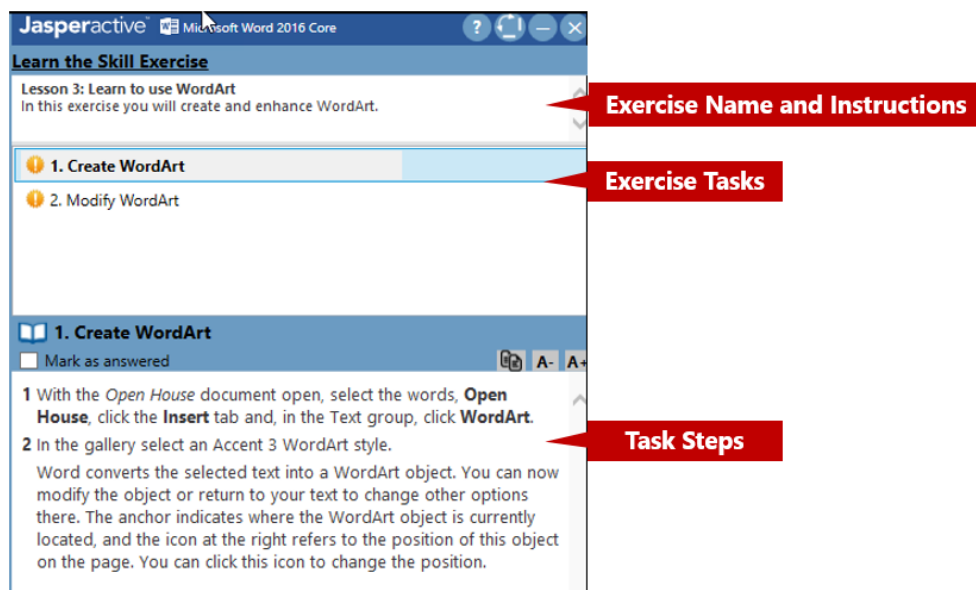
This section introduces and explains Jasperactive exercise elements.

Before you begin working in the Activity Manager, it is important to familiarize yourself with the elements that make up a Jasperactive exercise.

Each exercise consists of the following elements:

- An exercise name
- Instructions for completion
- Exercise tasks
- Task steps (instructions)
- A starter file that is opened automatically or available to be opened by the student at the start of the exercise
- Optional supplemental (resource) files, such as images and text files, that the student will use during the exercise

Several of these elements are shown in the following image.



For grading purposes, each exercise task has associated with it graded items called *parameters*.

Each parameter includes the following associated values:

- A validation (or grading) value, called a *Value to Compare*
- Where applicable, a value that indicates the text that will be displayed in the instruction pane, called a *Value to Show*

In the image below, in the Instructions for the Student section, the words appearing in brackets are parameters. The Validation Parameters table lists the parameters and the parameters' associated values.

(Using WordArt)

Select the topic that applies to the question:

Lesson: Lesson 3: Formatting Text and Paragraphs

Topics

- Formatting Characters
- Formatting Paragraphs
- Formatting with Styles
- Organizing List Information
- Using WordArt

Exercise

Select a Task: *

Tasks

- Create WordArt
- Modify WordArt
- Create WordArt
- Change text to WordArt

Parameter
A graded item

Question Number: * 1 ☒ Active

Apply to document number: * 1

Instructions for the Student: *

File Edit Insert View Table

1. With the *Open House* document open, select the words, **[StartsWith]**, click the **Insert** tab and, in the Text group, click **WordArt**.

2. In the gallery select an **[ColorWordArt]** WordArt style.

Word converts the selected text into a WordArt object. You can now modify the object or return to your text to change other options.

You can use the parameter name to show the real value in the instructions for student, for this, put the parameter name in brackets.

Validation Parameters		
Parameter Name	Value to Compare	Value to show
[ColorWordArt]: Indicates the color of WordArt	Accent 3	
[StartsWith]: Indicates text that will become WordArt.	Open House	Open House

Grading Value
The answer Jasperactive is looking for

Displayed Value
As shown in the instruction pane

Cancel Save

In the preceding figure, the parameter named [StartsWith] will display the text indicated in the *Value to Show* column in the instruction pane.

When the student sees Step 1, it will read: 1 With the *Open House* document open, select the words, **Open House**, click the **Insert** tab and, in the Text group, click **WordArt**.

Jasperactive will compare the text selected by the student to the text indicated in the *Value to Compare* column. If the correct words are selected, the task will be marked as correct.

Keep these concepts in mind as you work with the Activity Manager.

Viewing Jasperactive's Validation Parameters

This section explains how to view Jasperactive validation parameters.

The Activity Manager can be used to determine the validation parameters Jasperactive uses when grading an exercise. This is helpful if a student reports that he or she has completed an exercise task correctly but the task was marked as incorrect by Jasperactive.

To determine which tasks are being validated by Jasperactive, perform these steps.

Step 1: In the Teacher Panel, click the **Activity Manager** option to display the Activity Manager page.



Activity Manager

[Add New Activity](#)

Search Activities

Activity Name: Application: Activity Type: Author:

[Search](#)

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Step 2: In the Application drop-down menu, select the application associated with the exercise you want to view.

Step 3: In the Activity Type drop-down menu, select the type of activity for which to search.

Step 4: Click **Search** to display a list of the activities that meet your specifications.

Search Activities

Activity Name: Application: Activity Type: Author:

[Search](#)

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Word 2016 Core					
Activity Type	Activity Name	Activity Description	Author	Active	Options
Learn	Lesson 1: Learn to create new documents and add text	Default exercise for Lesson 1 Learn Exercise 3	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Learn	Lesson 1: Learn to customize the Quick Access Toolbar	Default exercise for Lesson 1 Learn Exercise 1	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖
Learn	Lesson 1: Learn to enter text	Default exercise for Lesson 1 Learn Exercise 2	Jasperactive	<input checked="" type="checkbox"/>	🔍 ✖

Step 5: Locate the desired activity, and in the Options column, click the **magnifying glass** (🔍) icon to display the General Information page.



Activity Manager

Lesson 3: Learn to use WordArt

General Information **Tasks**

Please complete the following and click the **Save** button to complete the activity information:

* Mandatory Fields

Activity Name: *
Lesson 3: Learn to use WordArt

Application: *
Word 2016 Core

Activity Type: *
Learn

Description:
Default exercise for Lesson 3 Learn Exercise 7

Time Limit: hh:mm

Language: * English

☒ Active Activity

Instructions **Starter Files** **Resources**

Edit and format the activity instructions for the student: *

File Edit Insert View Format Table Tools

Formats Font Sizes B I

A A <>

Step 6: Click the **Tasks** tab to display the list of exercise tasks.

By default, tasks are displayed in List View (as shown in the image on the left). You can click the Tree View radio button in the View Type section to display the tasks in a hierarchical outline list (as shown in the image on the right).

Lesson 3: Learn to use WordArt

General Information **Tasks**

In this section you can add, view and edit tasks.

View Type: ☒ Tree View ☒ List View

#	Tasks	Subtopic	Topic	Options
1	Create WordArt	Using WordArt	Lesson 3: Formatting Text and Paragraphs	
2	Modify WordArt	Using WordArt	Lesson 3: Formatting Text and Paragraphs	

Cancel

Lesson 3: Learn to use WordArt

General Information **Tasks**

In this section you can add, view and edit tasks.

View Type: ☒ Tree View ☒ List View

[-1 Expand all] [+1 Collapse all]

- Lesson 3: Formatting Text and Paragraphs
 - Using WordArt
 - 1- Create WordArt
 - 2- Modify WordArt

Cancel

Step 7: In List View, locate the desired task, and then in the Options column, click the **magnifying glass** () icon to display the selected task page.

In Tree View, use the expand (+) or collapse (-) icons to locate the desired task, and then click the task name to display the associated task page.

(Using WordArt)

Select the topic that applies to the question:

Lesson: Lesson 3: Formatting Text and Paragraphs

- Formatting Characters
- Formatting Paragraphs
- Formatting with Styles
- Organizing List Information
- Using WordArt**

Select a Task: *

- Create WordArt
- Modify WordArt
- Create WordArt**
- Change text to WordArt

Question Number: * 1 ☒ Active

Apply to document number: * 1 ?

Instructions for the Student: *

File Edit Insert View Table

← → [List Icons] [B] [I] [A] [A] [Code Icon] [Reset Icon]

1. With the *Open House* document open, select the words, **[StartsWith]**, click the **Insert** tab and, in the Text group, click **WordArt**.

2. In the gallery select an **[ColorWordArt]** WordArt style.

Word converts the selected text into a WordArt object. You can now modify the object or return to your text to change other options.

You can use the parameter name to show the real value in the instructions for student, for this, put the parameter name in brackets.

Validation Parameters		
Parameter Name	Value to Compare	Value to show
[ColorWordArt]: Indicates the color of WordArt	Accent 3	
[StartsWith]: Indicates text that will become WordArt.	Open House	Open House

Cancel Save

View the Validation Parameters table to determine the validation parameters and the associated values Jasperactive uses to validate (grade) the exercise task.

To familiarize yourself with the elements that make up a Jasperactive exercise, refer to the *Using the Activity Manager > Understanding Exercise Elements* section.

Step 8: When you have finished reviewing the validation information, click **Cancel** to return to the Tasks page.

To view another exercise, click Cancel on the Tasks page to return to the activity search results list.

You can also determine if an exercise is validating correctly by running a report on the exercise. The report will show you which students have worked on the exercise and whether any of them were able to complete the tasks successfully. Refer to the *Using Reports > Viewing Reports in Export View > Generating an Exercise Result Report for Lesson Exercises* section for information about how to run a report on an exercise.

Any student successfully completing the exercise indicates that Jasperactive is validating the exercise correctly. Students who received an incorrect mark have performed a task or step incorrectly.

Creating a Custom Exercise

This section explains how to create a custom exercise in Jasperactive.

You can use the Activity Manager to create custom exercises from the existing exercise content available in Jasperactive.

To familiarize yourself with the elements that make up a Jasperactive exercise, refer to the *Using the Activity Manager > Understanding Exercise Elements* section.

When creating a custom exercise, you *must* insert portions of existing exercise content for validation (grading) purposes. Although you cannot create new parameters (graded elements), you can modify the value of an existing parameter (the answer Jasperactive is looking for) to suit your needs. For instance, if the [WordArtType] parameter value is Gradient Fill, Blue, you can modify the value to check for a different WordArt type, such as Fill:Gold, Accent color 4.

Additionally, all course starter and resource files are available for your use.

Before beginning the creation process, we recommend that you determine which exercises, tasks, and data files you want to include in the exercise. You may also find it helpful to consult the course Data Map included with the Teacher Resources.

Creating a custom exercise can be broken down into two distinct steps: setting up the custom exercise and adding tasks to the custom exercise.

Setting Up the Custom Exercise

When setting up a custom exercise, you are required to specify:

- an exercise name.
- the application to be used.
- the activity type.
- the instructions necessary to complete the exercise.

You may also decide to include the following:

- A description of the exercise
- A time limit for completion
- Data files to be used while performing the exercise tasks

To set up a new custom exercise, perform these steps.

Step 1: In the Teacher Panel, click the **Activity Manager** option to display the Activity Manager page.



Activity Manager

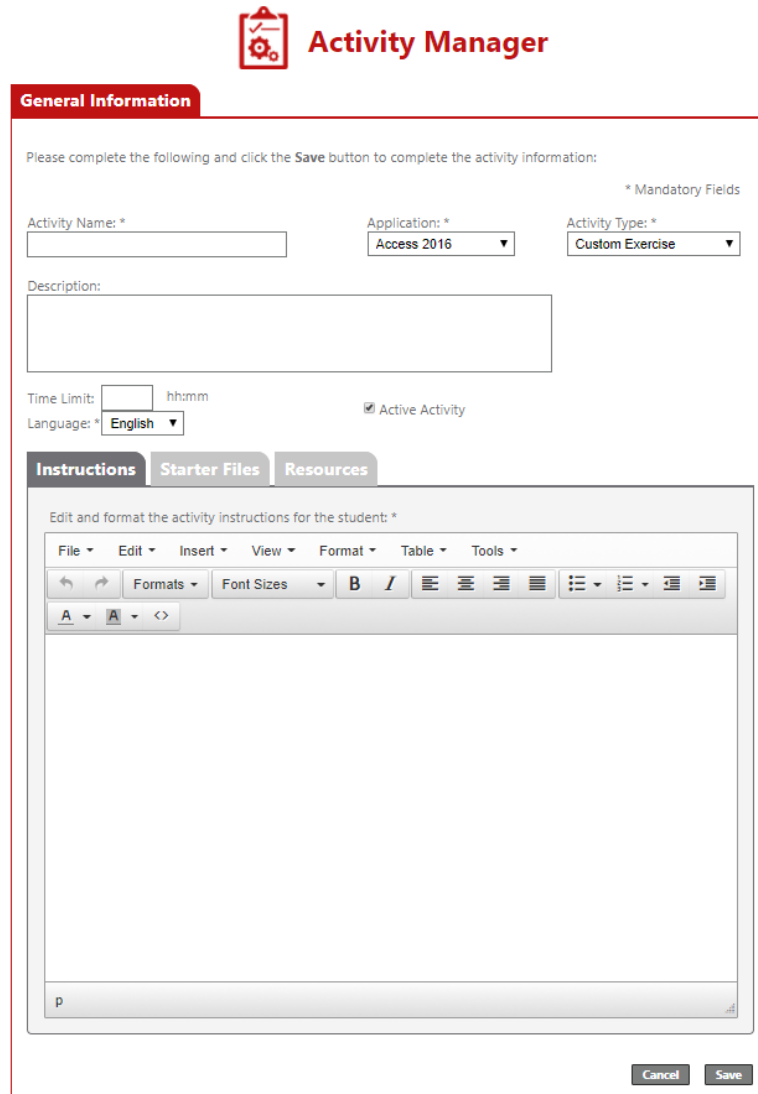
 Add New Activity

Search Activities

Activity Name:	Application:	Activity Type:	Author:
<input type="text"/>	Access 2016 ▼	-- All -- ▼	My Custom Activities ▼
<input type="button" value="Search"/>			

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Step 2: Click the **Add New Activity** button to create a new activity. The General Information page appears.



The image shows the 'Activity Manager' interface. At the top, there is a red header with a clipboard icon and the text 'Activity Manager'. Below this is a tabbed interface with 'General Information' selected. The form contains several fields: 'Activity Name: *' (text input), 'Application: *' (dropdown menu with 'Access 2016' selected), 'Activity Type: *' (dropdown menu with 'Custom Exercise' selected), 'Description:' (text area), 'Time Limit:' (input with 'hh:mm' label), 'Language: *' (dropdown menu with 'English' selected), and a checkbox for 'Active Activity'. A note at the top right of the form says '* Mandatory Fields'. Below the form fields are three tabs: 'Instructions', 'Starter Files', and 'Resources'. The 'Instructions' tab is active, showing a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and various formatting options. The editor contains a single paragraph 'p'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Step 3: In the Activity Name field, enter the exercise name.

Step 4: In the Application drop-down menu, select the application you would like to associate with the exercise.

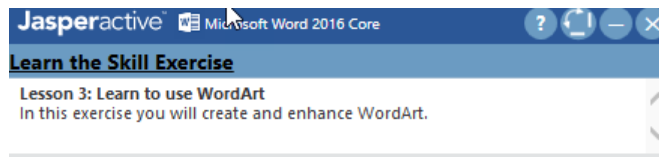
Step 5: Verify the Activity Type is set to **Custom Exercise**.

Step 6: Enter a description of the exercise.

Step 7: Enter a time limit, if applicable, to complete the exercise.

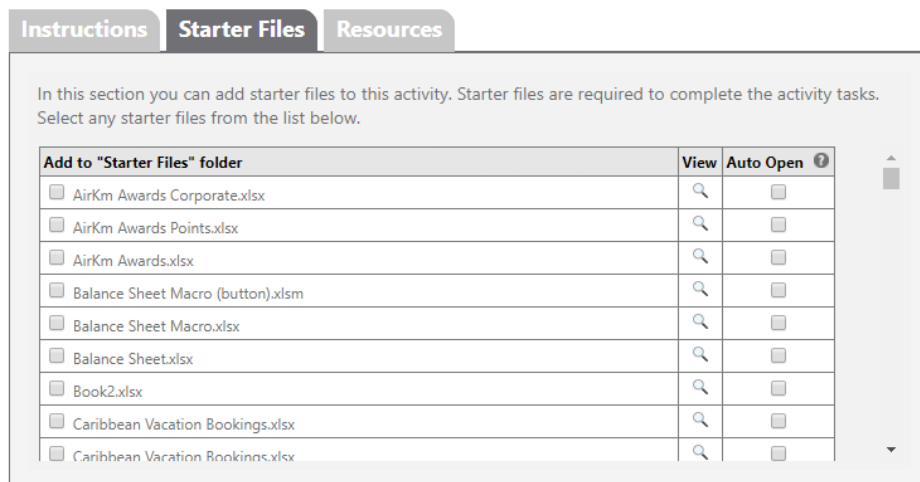
You can use the Language drop-down menu to specify the language, English or Spanish.

Step 8: In the Instructions tab, enter instructions for completing the exercise. The instructions will appear in the student instruction pane, as shown below.



You can use the menus and toolbars to customize the instruction content. To preview the content, select Preview in the View menu.

Step 9: Click the **Starter Files** tab to display the list of Starter Files you can use for the exercise. Starter Files are the files that are opened automatically or are made available to the student to open at the beginning of the exercise.



Step 10: Select the check box(es) to the left of the data file(s) you want to use at the start of the exercise. To preview the file contents, click the **magnifying glass** () icon in the View column.

To have the file open automatically when the exercise loads, click the check box in the Auto Open column. An exercise may include up to ten files (starter and resource).

Keep in mind that you must keep track of the order in which the files are opened. Jasperactive refers to the files by number; the first file to be opened is document 1, the second file to be opened is document 2, and so on.

Step 11: If the exercise will include supplemental files that the student will use during the exercise, click the **Resources** tab. Resource files can include text files, graphics, and other file types.

Instructions **Starter Files** **Resources**

In this section you can add resources for this activity. The resources are any starter files, image files or samples that are needed to complete the activity tasks. Select any required files from the list below.

Add to "Resources" folder	View
<input type="checkbox"/> Bookstore.accdb	
<input type="checkbox"/> BookStore02_BACKUP.accdb	
<input type="checkbox"/> Contractor-Tracking.accdb	
<input type="checkbox"/> GardenShop.accdb	
<input type="checkbox"/> GardenShop1-App.accdb	
<input type="checkbox"/> GardenShop3Action.accdb	
<input type="checkbox"/> GardenTables-data.accdb	
<input type="checkbox"/> Hotel-Info.accdb	
<input type="checkbox"/> HotelRental1.accdb	

Step 12: Select the check box(es) to the left of the data file(s) you want to be made available during the exercise.

To preview the file contents, click the **magnifying glass** () icon in the View column.

Step 13: Click **Save** when you have completed the preliminary setup. A notification bar appears at the top of the window indicating the exercise data has been saved. Notice that the Tasks tab appears to the right of the General Information tab.


You can click Cancel to cancel the changes and return to the Activity Manager home page.

Adding Tasks to the Custom Exercise

After you have completed setting up the custom exercise, you are ready to add exercise tasks.


This section explains how to choose and modify existing exercise tasks to include in the custom exercise.

Step 1: Click the **Tasks** tab to display the Tasks page.


 **Activity Manager**

Formatting Exercise

General Information **Tasks**



In this section you can add, view and edit tasks.



Step 2: Click the **Add New Task** button to display the Add New Task window.

Step 3: Verify the appropriate question (task) number appears in the Question Number field.

Jasperactive automatically numbers the questions (tasks). To change the order of the questions, change the entry in the Question Number field.

Step 4: If necessary, select the appropriate document number in the Apply to document number drop-down menu.

Use the Apply to document number drop-down menu to indicate which document Jasperactive should evaluate for the tasks students will perform.

Step 5: On the left side of the window, click the **Lesson** drop-down menu to select a lesson. The available topics appear below the selected lesson.

Step 6: Click the **expand** (⊕) or **collapse** (⊖) icons to the left of the topics to display the available exercises.

Step 7: Select an exercise to display the associated tasks in the Select a Task box.

Step 8: Select a task in the Select a Task box to display the task instructions. The task instructions (steps) appear in the Instructions for the Student box on the right.

(Using WordArt)

Select the topic that applies to the question:

Lesson: Lesson 3: Formatting Text and Paragraphs

Question Number: * 1 ☒ Active

Apply to document number: * 1

Instructions for the Student: *

File Edit Insert View Table

← → [List Icons] [Text Icons] [WordArt Icons]

1. With the Open House document open, select the words, [StartsWith], click the Insert tab and, in the Text group, click WordArt.

2. In the gallery select an [ColorWordArt] WordArt style.

Word converts the selected text into a WordArt object. You can now modify the object or return to your text to change other options.

You can use the parameter name to show the real value in the instructions for student, for this, put the parameter name in brackets.

Select a Task: *

Create WordArt
Modify WordArt
Create WordArt
Change text to WordArt

Validation Parameters

Parameter Name	Value to Compare	Value to show
[ColorWordArt]: Indicates the color of WordArt	Accent 3	
[StartsWith]: Indicates text that will become WordArt.	Open House	Open House

Grading Value
The answer Jasperactive is looking for

Displayed Value
As shown in the instruction pane

Cancel Save

Working with Parameters

In the Instructions for the Student box, text that appears within square brackets, such as [StartsWith], are called parameters. Parameters are used for grading purposes. Not all tasks include parameters.

If the selected task includes graded items (parameters), the Validation Parameters table appears. The Validation Parameters table lists the task parameters and their associated values in alphabetical order.

You can change parameter values in the Value to Compare and Value to Show columns in the Validation Parameters table:

- *Value to Compare* – indicates the information Jasperactive is validating (grading).
- *Value to Show* – indicates the text that will be displayed in the instruction pane.

To familiarize yourself with the elements that make up a Jasperactive exercise, refer to the *Using the Activity Manager > Understanding Exercise Elements* section.

Step 9: Modify the instructions that appear in the Instructions for the Student section, as needed.

Please note the instruction steps are presented in a table. Use the Table drop-down menu to add or delete rows and columns. You can use the menus and toolbars to format the instruction content.

Step 10: After you have completed the information in the Add New Task window, click **Save**. A notification bar appears at the top of the window indicating the exercise data has been saved.


Step 11: Click **Add New Task** to add additional tasks to the exercise, as applicable.

Remember to keep track of the question (task) number and the Apply to document number as you add new tasks to the exercise.

Click **Save** and repeat the process until the exercise is complete.

Notice that, as you add new tasks, Jasperactive remembers from which lesson you are drawing the topics for this exercise.

As you save tasks to the exercise, they will be added to the Tasks list on the Tasks page.



Activity Manager





Formatting Exercise

General Information
Tasks

+ Add New Task


In this section you can add, view and edit tasks.

View Type: ☐ Tree View ☒ List View

#	Tasks	Subtopic	Topic	Options
1	Use the Number format	Formatting Numbers and Decimal Digits	Formatting a Cell	 
2	Change the font size and style	Changing Fonts and Sizes	Formatting a Cell	 

Cancel

Jasperactive lists the tasks in the order they will appear when the exercise is assigned to students within the Jasperactive course.

To edit a task or adjust the task order, click the **pencil** () icon in the Options column.

To delete a task, click the **delete** () icon in the Options column.

Step 12: When you have finished adding tasks to the exercise, click **Cancel** to return to the main Activity Manager page.

After you create custom exercises, you can use the Groups Manager option in the Teacher Panel to assign the custom exercises to a group, and to delete the custom exercises from a group. Refer to the *Using the Groups Manager > Assigning a Custom Activity* and *Using the Groups Manager > Deleting an Assigned Custom Activity* sections.

Creating a Custom Quiz

This section explains how to create a custom quiz.

You can use the Activity Manager to create custom quizzes.

Creating a custom quiz can be broken down into three distinct steps: setting up the quiz, adding questions to the quiz, and adding answers to the quiz questions.

Setting Up the Custom Quiz

When setting up a custom quiz, you are required to specify:

- a quiz name.
- the application to be used.
- the activity type.
- instructions for the student.

You may also decide to include the following:

- A description of the quiz
- A time limit for completion


Although a description is optional, it is important to note that only the description (not the instructions) will be visible to students when they view the custom quiz that has been assigned to them. It is highly recommended that you enter a description which provides basic instructions to the students. For example, you might enter the text *Select the best answer to each question as* a quiz description.

To set up a new custom quiz, perform these steps.

Step 1: In the Teacher Panel, click the **Activity Manager** option to display the Activity Manager page.



Activity Manager



Search Activities

Activity Name:	Application:	Activity Type:	Author:
<input type="text"/>	Access 2016 ▼	-- All -- ▼	My Custom Activities ▼
<input type="button" value="Search"/>			

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Step 2: Click the **Add New Activity** button to create a new activity. The General Information page appears.



Activity Manager

General Information

Please complete the following and click the **Save** button to complete the activity information:

* Mandatory Fields

Activity Name: *

Application: * Access 2016

Activity Type: * Custom Exercise

Description:

Time Limit: hh:mm

Language: * English

☒ Active Activity

Instructions | Starter Files | Resources

Edit and format the activity instructions for the student: *

File Edit Insert View Format Table Tools

Formats Font Sizes B I

A A <>

Cancel Save

Step 3: In the Activity Name field, enter the quiz name.

Step 4: In the Application drop-down menu, select the application you would like to associate with the quiz.

Step 5: In the Activity Type drop-down menu, select **Custom Quiz**.

Step 6: In the Description field, enter instructions for the student. The text you enter in this field will be displayed in the Description field in the My Tasks window as shown in the following figure.

My Tasks							
Here are the tasks your teacher has assigned to you. Click the appropriate link to complete the task.							
Pending	Task	Task Type	Description	Correct Marks	Total Marks	Percent Correct	Go To
Yes	Excel Quiz 1	Quiz	Select the best answer to each question.				Do Now

Step 7: Enter a time limit, if applicable, to complete the quiz.

You can use the Language drop-down menu to specify the language, English or Spanish.

Step 8: In the Instructions tab, enter a few characters of text. The text you enter here will not be visible to students; however, an entry is required in order to save the quiz.

The screenshot shows the 'General Information' tab of the Jasperactive interface. At the top, a red header bar contains the text 'General Information'. Below this, a message states: 'Please complete the following and click the **Save** button to complete the activity information:'. To the right of this message is a note: '* Mandatory Fields'. The form contains several fields: 'Activity Name: *' with a text box containing 'Excel Quiz 1'; 'Application: *' with a dropdown menu showing 'Excel 2016 Core'; and 'Activity Type: *' with a dropdown menu showing 'Custom Quiz'. Below these is a 'Description:' field with a text area containing 'Select the best answer to each question.' and vertical scroll arrows. Further down is a 'Time Limit:' field with a text box showing '00:10' and 'hh:mm' to its right, and a checkbox labeled 'Active Activity' which is checked. At the bottom is a 'Language: *' dropdown menu showing 'English'. Below the 'General Information' tab is the 'Instructions' tab, which has a red header bar. It contains a message: 'Edit and format the activity instructions for the student: *'. Below this is a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar with various formatting options like bold, italic, text color, background color, and list creation. The text area of the editor contains the word 'click'.

Step 9: Click **Save** when you have completed the preliminary setup. A notification bar appears at the top of the window indicating the quiz data has been saved. Notice that the Questions tab appears to the right of the General Information tab.

The screenshot shows the 'Questions' tab of the Jasperactive interface. It has a red header bar with 'General Information' and 'Questions' tabs. The 'Questions' tab is active. The form is identical to the one in the previous screenshot, with the same fields for Activity Name, Application, Activity Type, Description, Time Limit, Active Activity checkbox, and Language. The 'Instructions' tab is also visible below, showing the same rich text editor with the word 'click'.

You can click **Cancel** to return to the Activity Manager home page. All saved data is retained by Jasperactive.

Adding Questions to the Custom Quiz

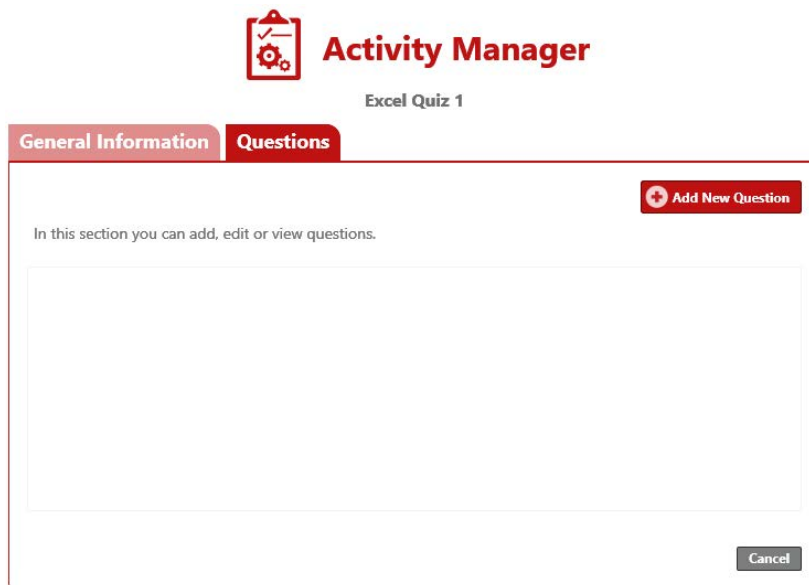
After you have completed setting up the custom quiz, you are ready to add quiz questions.

This section explains how to add questions to the custom quiz, edit questions, and adjust the order in which the questions appear.

If you exited the quiz, perform the steps in the *Using the Activity Manager > Searching for an Activity* section to reopen the custom quiz.

To add questions to the custom quiz, perform these steps.

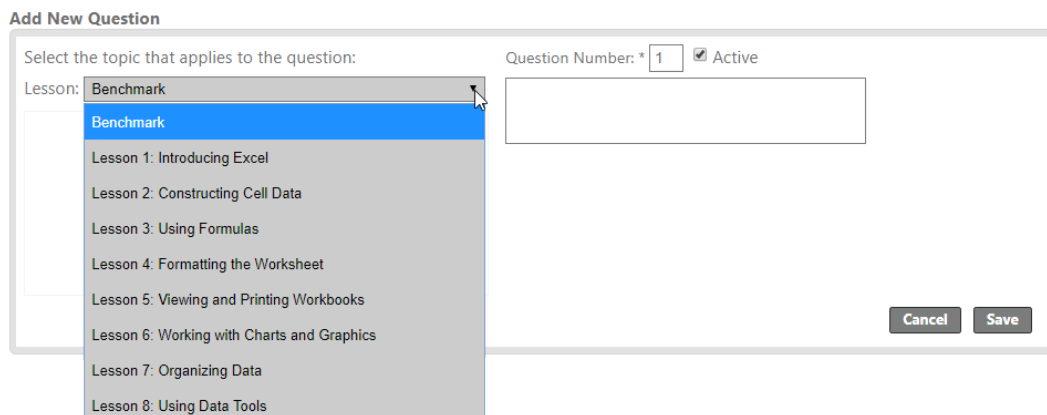
Step 1: Click the **Questions** tab to display the Questions page.



The screenshot shows the 'Activity Manager' window for 'Excel Quiz 1'. It has two tabs: 'General Information' and 'Questions'. The 'Questions' tab is active. In the top right corner of the 'Questions' tab, there is a red button with a plus icon and the text 'Add New Question'. Below this, a text box says 'In this section you can add, edit or view questions.' A large empty rectangular area is in the center. At the bottom right, there is a 'Cancel' button.

Step 2: Click the **Add New Question** button to display the Add New Question window.

Step 3: Click the **Lesson** drop-down menu and select a lesson. After you select a lesson, the available topics will appear in the left side of the window.



The screenshot shows the 'Add New Question' window. At the top, it says 'Select the topic that applies to the question:'. Below this is a 'Lesson:' dropdown menu. The dropdown is open, showing a list of lessons: 'Benchmark', 'Lesson 1: Introducing Excel', 'Lesson 2: Constructing Cell Data', 'Lesson 3: Using Formulas', 'Lesson 4: Formatting the Worksheet', 'Lesson 5: Viewing and Printing Workbooks', 'Lesson 6: Working with Charts and Graphics', 'Lesson 7: Organizing Data', and 'Lesson 8: Using Data Tools'. To the right of the dropdown, there is a 'Question Number: * 1' field and an 'Active' checkbox. Below these is a large empty text box. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 4: Click the **expand** (⊕) or **collapse** (⊖) icons to the left of the topics to display the available subtopics.

Add New Question (Types of Data)

Select the topic that applies to the question:

Lesson: Lesson 1: Introducing Excel

Question Number: * 1 ☒ Active

What is Excel?

Looking at the Screen

Entering data in a worksheet

Types of Data

Entering Text

Entering Numbers

Cancel Save

Step 5: Click the desired subtopic to select it.

It is important to specify the subtopic so that Jasperactive can provide remediation and properly point students to where the information can be found.

The Add New Question window title updates to include the subtopic you selected.

Step 6: Verify the appropriate question number appears in the Question Number field.

Jasperactive automatically numbers the questions. To change the order of the questions, change the entry in the Question Number field.

Step 7: Click in the text box below the Question Number field and enter the question stem.

Add New Question (Types of Data)

Select the topic that applies to the question:

Lesson: Lesson 1: Introducing Excel

Question Number: * 1 ☒ Active

Which type of data can you enter into a worksheet cell?

What is Excel?

Looking at the Screen

Entering data in a worksheet

Types of Data

Entering Text

Entering Numbers

Cancel Save

If you have question text stored in another file, you can copy and paste the text from that document into Jasperactive.

Step 8: Click **Save** to save the question. A notification bar appears at the top of the window indicating the quiz question has been saved and the question appears in the Questions table.

Excel Quiz 1

General Information

Questions

Add New Question

In this section you can add, edit or view questions.

View Type: ☐ Tree View ☒ List View

#	Questions	Subtopic	Topic	Options
1	Which type of data can you enter into a worksheet cell?	Types of Data	Entering data in a worksheet	

Cancel

Alternatively, you can click Cancel to return to the Activity Manager home page.

You may add answers to the quiz question now or continue adding questions and add the answers later. To add answers, refer to the *Using the Activity Manager > Creating a Custom Quiz > Adding Answers to the Quiz Questions* section.

Step 9: To add another question to the quiz, click **Add New Question** and repeat Steps 3 - 8.

General Information

Questions

Add New Question

In this section you can add, edit or view questions.

View Type: ☐ Tree View ☒ List View

#	Questions	Subtopic	Topic	Options
1	Which type of data can you enter into a worksheet cell?	Types of Data	Entering data in a worksheet	
2	Where is the selection box?	Understanding basic terminology	Looking at the Screen	

Cancel

As you save questions to the quiz, the question list updates. The Questions page lists the questions in the order they will appear.

You can click **Cancel** to return to the Activity Manager home page. All saved data is retained by Jasperactive.

Editing a Question

To edit a question or adjust the question order, perform these steps.

If you exited the quiz, follow the steps in the *Using the Activity Manager > Searching for an Activity* section to reopen the custom quiz. Then click the **Questions** tab to open the Questions page.

Step 1: In the Questions table, locate the row for the question you want to edit, and in the Options column, click the **pencil** (✎) icon. The question detail section appears below the Questions table.

#	Questions	Subtopic	Topic	Options
1	Which type of data can you enter into a worksheet cell?	Types of Data	Entering data in a worksheet	✎ ✖
2	Where is the selection box?	Understanding basic terminology	Looking at the Screen	✎ ✖

Types of Data

Question Number: + Add New Answer

Question:

Which type of data can you enter into a worksheet cell?

Supplementary Answer:

☒ Active

Delete Save

Cancel

Step 2: Edit the question information as needed, and then click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

To delete a question, click the **delete** (✖) icon in the Options column or click the **Delete** button in the question detail section. A message window appears asking you to confirm that you want to proceed. Click **OK** to delete the question. A notification bar appears at the top of the window indicating the changes have been saved, and the Questions table updates to reflect the change.

Adding Answers to the Quiz Questions

After you have added questions to the custom quiz, you are ready to add answers to the questions.

This section explains how to add answers to quiz questions.

If you exited the quiz, follow the steps in the *Using the Activity Manager > Searching for an Activity* section to open the custom quiz. Then click the **Questions** tab to open the Questions page.

Step 1: In the Questions table, locate the row for the question to which you want to add answers, and in the Options column, click the **pencil** (✎) icon. The Questions page displays the question detail section for the selected question.

General Information

Questions

+

Add New Question

In this section you can add, edit or view questions.

View Type: ☐ Tree View ☒ List View

#	Questions	Subtopic	Topic	Options
1	Which type of data can you enter into a worksheet cell?	Types of Data	Entering data in a worksheet	✎ ✕
2	Where is the selection box?	Understanding basic terminology	Looking at the Screen	✎ ✕

Types of Data

Question Number: 1

+

Add New Answer

Question:

Which type of data can you enter into a worksheet cell?

Supplementary Answer:

☒ Active

Delete

Save

Cancel

You will use the Add New Answer button to enter all answers for the question. The answers include the correct answer and the distractors (incorrect answer options). The answers will appear in random order during the quiz.

Step 2: Click the **Add New Answer** button to display the Add new answer to question window.

Add new answer to question:

Which type of data can you enter into a worksheet cell?

Answer:

☐ Mark as correct answer

Cancel

Save

Step 3: In the Answer field, enter the correct answer for the question.

By default, the first answer provided is designated as the correct answer.

Step 4: Click **Save** to save the answer. A notification bar appears at the top of the window indicating the question answer has been saved and the answer appears in the Answer table.

Alternatively, you can click Cancel to return to the Activity Manager home page.

To edit an answer, click in the Answer field, edit the answer as needed, and then click **Save** in the question detail section.

To deactivate an answer, deselect the check box in the Active column, and then click **Save** in the question detail section. When you deactivate an answer, it will not be visible to students when they view the custom quiz.

To delete an answer, click the **delete (X)** icon to the right of the answer. A message window appears asking you to confirm that you want to proceed. Click **OK** to confirm the deletion. The Answer table updates to reflect the change.

Step 5: To add an explanation to help students understand the correct answer, enter the explanatory text in the Supplementary Answer field. The supplementary answer is visible to students when they review the quiz questions they answered incorrectly.

Step 6: To add another answer to the question, click **Add New Answer** and repeat steps 2 – 4.

When you have finished entering the question answers, the answer section will appear similar to the following figure.

Types of Data

Question Number:

Question: Which type of data can you enter into a worksheet cell?

Supplementary Answer: You can enter text, numbers, or dates into a worksheet cell.

☒ Active


Add New Answer

Answer	Correct	Active
Text and numbers	<input type="checkbox"/>	<input checked="" type="checkbox"/> ✕
Numbers and dates	<input type="checkbox"/>	<input checked="" type="checkbox"/> ✕
Dates and text	<input type="checkbox"/>	<input checked="" type="checkbox"/> ✕
Text, numbers, and dates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ✕

Delete Save

To designate a different answer as the correct answer, click the check box in the Correct column to select it. A message window appears asking you to confirm that you want to proceed. Click **OK** to confirm you want to mark the answer as correct. A notification bar appears at the top of the window indicating the change was saved. The Answer table updates to reflect the change.

Step 7: When you have finished adding answers to the question, click **Cancel** to return to the main Activity Manager page.

Step 8: Click the **Home Page**  icon in the navigation bar to return to the Teacher Panel page.

After you create custom quizzes, you can use the Groups Manager option in the Teacher Panel to assign the custom quizzes to a group, and to delete the custom quizzes from a group. Refer to the *Using the Groups Manager > Assigning a Custom Activity* and *Using the Groups Manager > Deleting an Assigned Custom Activity* sections.

Deactivating a Custom Activity

This section explains how to deactivate a custom activity.

You can use the Activity Manager to deactivate custom exercises and quizzes that you have authored. A custom activity that has been deactivated can still be assigned to students, but students will be unable to see (or perform) the assigned activity until it has been reactivated.

To deactivate a custom activity, perform these steps.

Step 1: In the Teacher Panel, click the **Activity Manager** option.



Activity Manager

Add New Activity

Search Activities

Activity Name:

Application:
Access 2016 ▼

Activity Type:
-- All -- ▼

Author:
My Custom Activities ▼

Search

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

- Step 2:** Enter the activity name. If you do not know the name, leave this field blank to display a list of all activities associated with the chosen application and activity type.
- Step 3:** In the Application drop-down menu, select the application associated with the activity.
- Step 4:** In the Activity Type drop-down menu, select the type of activity for which to search.
- Step 5:** In the Author drop-down menu, select **My Custom Activities**.
- Step 6:** Click **Search** to display a list of the custom activities you specified.



Activity Manager

Add New Activity

Search Activities

Activity Name:

Application:
PowerPoint 2016 ▼

Activity Type:
Custom Quiz ▼

Author:
My Custom Activities ▼

Search

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

PowerPoint 2016					
Activity Type	Activity Name	Activity Description	Author	Active	Options
Custom Quiz	ConceptCheck-1	Lesson 1 concept check	Kim Williams	<input checked="" type="checkbox"/>	

- Step 7:** In the search results table, locate the row for the activity you want to deactivate, and in the Options column, click the **pencil** (✎) icon to display the General Information page.
- Step 8:** Click the **Active Activity** check box to deselect it. Deselecting this check box will deactivate the activity.

ConceptCheck-1

General Information
Questions

Please complete the following and click the **Save** button to complete the activity information:

* Mandatory Fields

Activity Name: *

Application: *

Activity Type: *

Description:


Time Limit: hh:mm
 Language: *

☒ **Active Activity**

Instructions



Step 9: Click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

To view the change, you must refresh the search results table.

Step 10: Click the **Activity Manager**  icon in the navigation bar to return to the Activity Manager home page.

Step 11: Re-enter the activity's search information, and then click **Search**.

Notice that, in the Active column of the search results table, the check box for the specified activity is deselected, indicating that the activity is now inactive.

PowerPoint 2016					
Activity Type	Activity Name	Activity Description	Author	Active	Options
Custom Quiz	ConceptCheck-1	Lesson 1 concept check	Kim Williams	<input type="checkbox"/>	 

If you want to reactivate an inactive activity, navigate to the General Information tab for the activity you want to reactivate. Click the **Active Activity** check box to select it, and then click **Save**. Refresh the search results table to confirm that the activity is now active.

Deleting a Custom Activity

This section explains how to delete a custom activity.

You can use the Activity Manager to delete custom exercises and quizzes that you authored.

To delete a custom activity, perform these steps.

Step 1: In the Teacher Panel, click the **Activity Manager** option.



Activity Manager

Add New Activity

Search Activities

Activity Name: Application: Activity Type: Author:

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

- Step 2:** Enter the activity name. If you do not know the name, leave this field blank to display a list of all activities associated with the chosen application and activity type.
- Step 3:** In the Application drop-down menu, select the application associated with the activity.
- Step 4:** In the Activity Type drop-down menu, select the type of activity for which to search.
- Step 5:** In the Author drop-down menu, select **My Custom Activities**.
- Step 6:** Click **Search** to display a list of the custom activities you specified.





Activity Manager

Add New Activity

Search Activities

Activity Name: Application: Activity Type: Author:

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Excel 2016 Core					
Activity Type	Activity Name	Activity Description	Author	Active	Options
Custom Exercise	L1 Practice Exercise	A hands-on opportunity to practice your new skills	Emily Post	<input checked="" type="checkbox"/>	 

- Step 7:** In the search results table, locate the row for the activity 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. Click **OK** to confirm the deletion. A notification bar appears at the top of the window and the search results table updates to reflect the deletion of the custom activity.

Using the Groups Manager

The Groups Manager serves as a central location for managing courses, individual students, student groups (classes), grading rubrics, and assignments.

You can use the Groups Manager to:

- create student groups.
- manage groups.
- modify the available course list and course duration.
- view and edit student information.
- reset the Benchmark assessment.
- assign and delete custom exercises and quizzes.
- adjust the grading rubrics for individual students and groups.
- modify assessment time limits.

Creating a Group

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

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

This section explains how to create a group.

To create a new group, perform these steps.

Step 1: In the Teacher Panel, click the **Groups Manager** option.

The Groups Manager page appears.



Groups Manager

[+ Add New Group](#)

Search Groups

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

Group Name or Key:

☒ Show only active groups

Show groups with courses:

☒ Any Course ☐ Specific Courses

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

[Search](#)

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

Step 2: Click the **Add New Group** button. The New Group window opens and displays the General Information tab.

New Group

General Information

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

Group Key:

Automatically generated

Group Name: *

Current Licenses of **Test Center**: *

Select an Option ▼

Description:

☒ Active Group

Cancel

Save

Step 3: Use the fields in the General Information tab to enter information for the new group. The fields are described in the following table.

Group Key	A unique group key will be generated and will appear in this field after the new group has been created.
Group Name	Enter a descriptive name for your group (for example, BusApps P2 Sem1 1718).
Current Licenses	<p>The number and type of licenses your organization has purchased will appear in the Current Licenses drop-down menu.</p> <p>Current Licenses of Tolano Adventures - Seattle: *</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Select an Option</p> <p>Order: 21 User Activation Codes Duration: 365 days</p> <p>Order: 31 Center License Duration: 2017-09-17 to 2018-09-17</p> </div> <p>Select the license you have been authorized to use for your group(s).</p> <p>If you select a Center License, you will need to enter a start date and finish date in the associated fields.</p> <p>Current Licenses of Tolano Adventures - Seattle: *</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Order: 31 Center License Duration: 2017-09-17 to 2018-09-17 ▼</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Start Date: *</p> <div style="border: 1px solid #ccc; width: 50px; height: 20px; display: flex; align-items: center;"> yyyy-mm-dd </div> </div> <div> <p>Finish Date: *</p> <div style="border: 1px solid #ccc; width: 50px; height: 20px; display: flex; align-items: center;"> yyyy-mm-dd </div> </div> </div>

Your group key will act as an activation code for new users and will automatically link students to your group. Students who already have a Jasperactive account can use the code to link to your group.

For information about where and when to enter a Center license-generated group key, refer to the *Using the Groups Manager > Creating a Group > Distributing Group Keys* section.

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

For information about where and when to enter a User Activation Codes License-generated group key, refer to the *Using the Groups Manager > Creating a Group > Distributing Group Keys* section.

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

If you are using a User Activation Codes license, the courses are pre-selected and you can skip to Step 6.

Step 4: If you are using a Center license, you may select the courses you want to make available to your group. Click an application suite tab and select the desired courses.

Office 2016

Select the courses that will be available in the group:

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

Step 5: Click **Save** to create the group and generate the group key.

Data Managers

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

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

Group Key: Group Name: *



Data Managers

Step 6: Distribute the Group Key to each student on your class roster, and provide instructions about where to enter the key. Refer to the *Distributing Group Keys* section for details.

Step 7: Click **Cancel** to return to the Groups Manager page.

Step 8: To verify the creation of the new group (and to list all groups associated with your teacher account), clear all criteria in the Search Groups section, and then click **Search**.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	Data Managers	2018-03-05 to 2019-01-31	Center License	Business apps with a focus on data	1	<input checked="" type="checkbox"/>	 

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

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

Distributing Group Keys

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

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

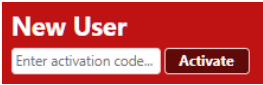
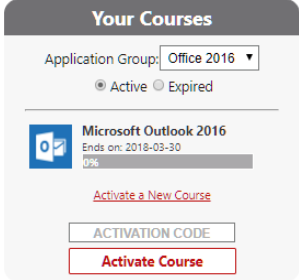
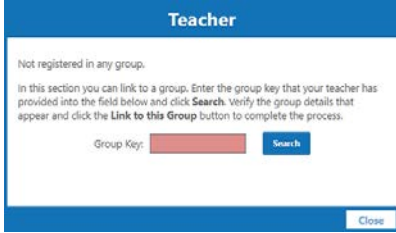

A group key that is generated from a User Activation Codes license is used to link an existing student account to your group. If you are distributing a User Activation Codes-generated group key, instruct students to go to the course home page, then click the **Link to a teacher** (👤) icon in the course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

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

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


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

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

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

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

Informative Message

The following courses have not been activated because they are already associated with your account, if you want to update the license of these courses, please select each course in the **My Courses** list and linked it to the teacher using the same group code: 

- Microsoft Outlook 2016

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

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

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

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

Managing Groups

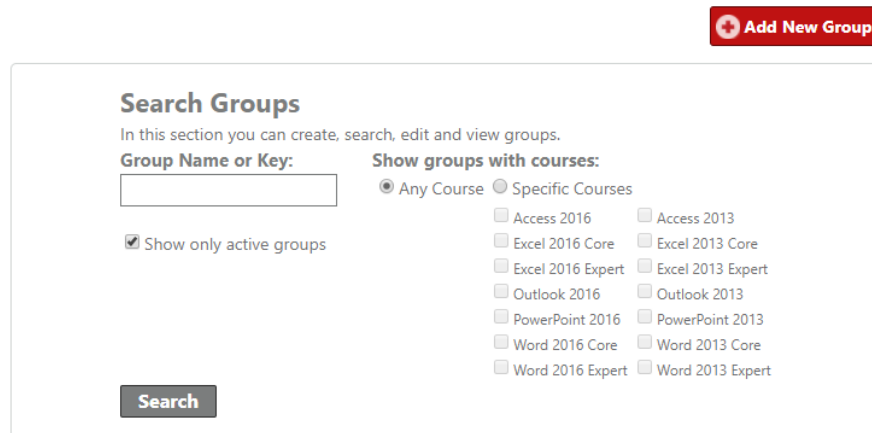
This section explains how to find a group, edit group information, add and remove students in a group, deactivate a group, and delete a group.

Finding a Group

You can use the Groups Manager to find groups associated with your teacher account.

Step 1: In the Teacher Panel, click the **Groups Manager** option.

The Groups Manager page appears.



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

Step 2: If you know the group name or key, click in the **Group Name or Key** field to enter a group name. You can also select specific courses by clicking the appropriate check boxes.

You can perform a search without entering any criteria if you want to see all the groups associated with your teacher account.

Step 3: Click **Search** to display the results.


[Add New Group](#)

Search Groups

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

Group Name or Key:

☒ Show only active groups

Show groups with courses:
☒ Any Course ☐ Specific Courses

☐ Access 2016 ☐ Access 2013
☐ Excel 2016 Core ☐ Excel 2013 Core
☐ Excel 2016 Expert ☐ Excel 2013 Expert
☐ Outlook 2016 ☐ Outlook 2013
☐ PowerPoint 2016 ☐ PowerPoint 2013
☐ Word 2016 Core ☐ Word 2013 Core
☐ Word 2016 Expert ☐ Word 2013 Expert

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ ✖
	Data Managers	2018-03-05 to 2019-01-31	Center License	Business apps with a focus on data	1	<input checked="" type="checkbox"/>	✎ ✖

Editing Group Information

You can change options for a group (such as the group name, description, start and finish dates, and available courses) after the group has been created.

- Step 1:** Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.
- Step 2:** In the search results table, locate the row for the group you want to edit, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

Groups Manager
Data Managers

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

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

Group Key: Group Name: *

Current Licenses of Valley Vocational: *

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

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

Description:

☒ Active Group

Office 2016

Select the courses that will be available in the group:

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

Step 3: Use the editable fields in the General Information tab to adjust the group name, description, dates, or available courses. (You cannot alter the group key or the license used by the group.)

Step 4: Click **Save**. A notification bar appears at the top of the window indicating the changes were saved.

Adding Students to a Group

You can use the Group Students tab in the Groups Manager page to add a user who created his or her student account with a User Activation Code (instead of a Center license) to your group.

To add students to a group, perform these steps.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

Step 2: In the search results table, locate the row for the group to which you want to add students, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

Step 3: Click the **Group Students** tab and select a course in the Show students enrolled in drop-down menu. The search results table shows the students currently enrolled in that class.

Data Managers

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

Show students enrolled in: Excel 2016 Core 1 student(s) + Add Students to Group

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

<input type="checkbox"/> Select All	Benchmark ?	Overall ?	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
<input type="checkbox"/>	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	

[Reset Benchmark](#)

Cancel

Step 4: Click the **Add Students to Group** button. The Add students to group (group name) window appears.

Add students to group (Data Managers)

Search Students

Optionally complete the following fields to search students: Order by: ☒ Name ☐ Pre-Assessment Activity Result ☐ Overall Progress

Application: Select an Option

Name: Email: Gender: All

Company/School Type: All Company/School Name: Country: * All

Benchmark Score: * Between: 0 % and: 100 %

Overall Progress: * Between: 0 % and: 100 %

Important: Only students who are already attached to your email will appear.

Search Students

Cancel Add Students

Use the fields in the Search Students section to search for a user who is already registered as a student.

Step 5: Select or type entries into the fields, then click **Search Students** to display the results.

Add students to group (Data Managers)

Search Students

Optionally complete the following fields to search students: Order by: ☒ Name ☐ Pre-Assessment Activity Result ☐ Overall Progress

Application: **Excel 2016 Core**

Name: Email: Gender: **All**

Company/School Type: **All** Company/School Name: Country: * **All**

Benchmark Score: * Between: % and: %

Overall Progress: * Between: % and: %

Important: Only students who are already attached to your email will appear.

Search Students

Add <input type="checkbox"/>	Benchmark ?	Overall ?	Name	Email
<input type="checkbox"/>	0.00 %		Amstutz, Melissa	mamstutz@gmail.com
<input type="checkbox"/>	1.63 %	1.18 %	Douglas, Robert	robby@douglas.net
<input type="checkbox"/>	0.00 %		Lambert, Terry	tal@gps.edu
<input type="checkbox"/>	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu

Cancel **Add Students**

Step 6: In the search results table, in the Add column, select the check box for each student you want to add to the group. (If a check box is unavailable, the student already belongs to one of your groups, or the student is linked to another group for this course.)

Step 7: Click **Add Students**. A notification bar appears at the top of the window and the search results table updates, indicating the selected student(s) was successfully added.

Data Managers

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

Show students enrolled in: **Excel 2016 Core** 3 student(s) **Add Students to Group**

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

<input type="checkbox"/> Select All	Benchmark ?	Overall ?	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
<input type="checkbox"/>	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0.00 %		Amstutz, Melissa	mamstutz@gmail.com	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0.00 %		Lambert, Terry	tal@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	

[Reset Benchmark](#)


Cancel

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

Removing Students from a Group

You can use the Group Students tab in the Groups Manager page to remove students from a group.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

- Step 2:** In the search results table, locate the row for the group from which you want to remove students, and in the Options column, click the **pencil** () icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.
- Step 3:** Click the **Group Students** tab and select a course in the Show students enrolled in drop-down menu.

General Information

Group Students

Assessment Rubrics and Activities

Customize Time

Show students enrolled in: Excel 2016 Core 3 student(s)
 Add Students to Group

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


<input type="checkbox"/> Select All	<u>Benchmark</u>	<u>Overall</u>	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
<input type="checkbox"/>	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0.00 %		Armstutz, Melissa	mamstutz@gmail.com	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0.00 %		Lambert, Terry	tal@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	

[Reset Benchmark](#)
Cancel

- Step 4:** In the search results table, locate the row for the student you want to remove from the group, and in the Options column, click the **delete (X)** icon. A message window appears asking you to confirm that you want to proceed.
- Step 5:** Click **OK**. A notification bar appears at the top of the window and the search results table updates, indicating the student was successfully removed from the group.
- Step 6:** Click **Cancel** to return to the Groups Manager page.

Making a Group Inactive

You can use the General Information tab in the Groups Manager page to make a group inactive.

- Step 1:** Click the Groups Manager option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.
- Step 2:** In the search results table, locate the row for the group that you want to make inactive, and in the Options column, click the **pencil** () icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.
- Step 3:** In the General Information tab, deselect the **Active Group** check box.
- Step 4:** Click **Save**. A notification bar appears at the top of the window, indicating the changes were saved.

If you want to find an inactive group to reactivate it, be sure to deselect the **Show only active groups** check box in the Search Groups section of the Groups Manager page.

- Step 5:** Click **Cancel** to return to the Groups Manager page.

Deleting a Group

You can use the search feature in the Groups Manager page to delete a group.

- Step 1:** Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.
- Step 2:** In the search results table, locate the row for the group that you want to delete, and in the Options column, click the **delete** (X) icon. A message window appears asking you to confirm that you want to proceed.
- Step 3:** Click **OK** to delete the group permanently. A notification bar appears at the top of the window, indicating the changes were saved.

Modifying the Available Course List

This section explains how to use the Groups Manager to modify the courses that are available to students enrolled in your groups.

To modify the courses that are available to students in a group, perform these steps.

- Step 1:** Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.


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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ X
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	✎ X

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

- Step 2:** In the search results table, locate the row for the group you want to edit, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

General Information	Group Students	Assessment Rubrics and Activities	Customize Time
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Groups Manager

Data Managers

General Information
Group Students
Assessment Rubrics and Activities
Customize Time

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

Group Key: Group Name: *

Current Licenses of **Valley Vocational**: *

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

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

Description:

☒ Active Group

Office 2016

Select the courses that will be available in the group:

☒ Access

☒ Excel Core

☐ PowerPoint

☒ Word Core

The available courses display in the lower portion of the General Information tab. Application suites display on separate tabs. Courses for which the check box is currently selected are available to students in the group.

- Step 3:** Click the appropriate tab, if necessary, then select or deselect the course check boxes to adjust which courses will be available to students in the group.
- Step 4:** Click **Save**. A notification bar appears at the top of the window, indicating the changes were saved.

Viewing and Editing Student Information

This section explains how to view and edit information for a student from within the Groups Manager. First, you must find the group to which the student is linked, then you can find the student in the Group Students tab.

To view and edit information for a student, perform these steps.

- Step 1:** Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ ✖
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	✎ ✖

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group you want to examine, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.



Step 3: Click the **Group Students** tab and select a course in the Show students enrolled in drop-down menu to display the list of students enrolled in that class.

Data Managers

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

Show students enrolled in: Excel 2016 Core 3 student(s) Add Students to Group

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

<input type="checkbox"/> Select All	Benchmark ?	Overall ?	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
<input type="checkbox"/>	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	✎ ⚙️ ⚙️ ✖
<input type="checkbox"/>	0.00 %		Amstutz, Melissa	mamstutz@gmail.com	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	✎ ⚙️ ⚙️ ✖
<input type="checkbox"/>	0.00 %		Lambert, Terry	tal@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	✎ ⚙️ ⚙️ ✖

[Reset Benchmark](#) Cancel

The Options column displays icons for viewing or editing student information:



Click this to set or reset the student's user name or password.

User and Password(Mimi Stewart)

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

Email:

Password:

Cancel Save



Click this to customize the rubrics set for the student. Click in the **Value** field for the item you want to edit. Values must total 100%.

Stewart, Mimi, Excel 2016 Core Rubrics

In this section you can assign activities and rubrics to a specific student.

Note: Rubric percentage sum must equal 100%.

Assign Activity

Name	Exam Description	Time to Complete (hh:mm)	Exam Availability	Value	Options
Benchmark				20.00 %	
Quiz				10.00 %	
Learn				30.00 %	
Create				20.00 %	
Validate				20.00 %	

Cancel

Save

You can also click the **Assign Activity** button in the Rubrics window to assign a custom exercise or quiz to the student. (For more information, refer to the *Using the Groups Manager > Assigning a Custom Activity* section.)



Click this to customize the time allocated to complete the Benchmark and/or Validate assessments. This option changes the allocated time for this student only.

Customize Exercises Time

Stewart, Mimi


Excel 2016 Core

In this section you can customize the time limit to answer the following exercises:

Name	Time to Complete (hh:mm)
Benchmark	00:50
Validate Exercise	00:50

Cancel

Save




Click this to view student information and overall course progress percentages.

User Information

First Name: Mimi Last Name: Stewart
 Gender: Female Date of Birth:
 Country: United States State/Province/Region: Arizona
 City: Zip/Postal Code:
 Language: English
 Company/School Type: High School Company/School Name: Valley Vocational
 Time Zone: US Mountain Standard Time
 Email: mimi@gps.edu ☒ Active

Code	Teacher Required	Course	Start Date	Finish Date	Percentage
	<input type="checkbox"/>	Microsoft Word 2016 Core	2018-03-05	2019-01-31	
	<input type="checkbox"/>	Microsoft Excel 2016 Core	2018-03-05	2019-01-31	0.00 %
	<input type="checkbox"/>	Microsoft PowerPoint 2016	2018-03-05	2019-01-31	
	<input type="checkbox"/>	Microsoft Access 2016	2018-03-05	2019-01-31	

Close



Click this to remove the student from the group permanently.

Message from webpage

Really want to remove the student from the group?

OK Cancel

Resetting Passwords

This section explains how to reset a password for a student from within the Groups Manager. First, you must find the group to which the student is linked, then you can find the student in the Group Students tab.

To reset a student's password, perform these steps.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ ✖
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	✎ ✖

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group you want to examine, and in the Options column, click the **pencil** (✎) icon. The General Information, Group

Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.



Step 3: Click the **Group Students** tab, and select a course in the Show students enrolled in drop-down menu to display the list of students enrolled in that class.

<input type="checkbox"/> Select All	Benchmark ?	Overall ?	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
<input type="checkbox"/>	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0.00 %		Amstutz, Melissa	mamstutz@gmail.com	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0.00 %		Lambert, Terry	tal@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	

Step 4: In the student list, locate the row for the student whose password you want to reset, and in the Options column, click the **key** () icon. The User and Password dialog box appears.

User and Password(Mimi Stewart)

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

Email:

Password:

Step 5: Change the password in the Password field, and then click **Save** to reset the student's password. A notification bar appears at the top of the window, indicating the change was saved.

Resetting Benchmark Assessments

This section explains how to reset the Benchmark assessment for one or more students within a group. Resetting the Benchmark allows students to take the assessment again.

To reset the Benchmark assessment, perform these steps.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ ✖
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	✎ ✖

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group you want to examine, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

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

Step 3: Click the **Group Students** tab, and select a course in the Show students enrolled in drop-down menu to display the list of students enrolled in that class.

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

Show students enrolled in: Excel 2016 Core 3 student(s) **Add Students to Group**

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

<input type="checkbox"/> Select All	Benchmark ?	Overall ?	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
<input type="checkbox"/>	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	✎ 📅 🔍 ✖
<input type="checkbox"/>	0.00 %		Amstutz, Melissa	mamstutz@gmail.com	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	✎ 📅 🔍 ✖
<input type="checkbox"/>	0.00 %		Lambert, Terry	tal@gps.edu	2018-03-05	2019-01-31	<input checked="" type="checkbox"/>	✎ 📅 🔍 ✖

[Reset Benchmark](#)

Cancel

Step 4: In the Select All column, click the check box for each student for whom you want to reset the Benchmark. (Alternatively, click the **Select All** check box in the table heading row to select all students.)

Step 5: Click the **Reset Benchmark** link. A message window appears asking you to confirm that you want to proceed.

Step 6: Click **OK** to reset the Benchmark for the selected students. A notification bar appears at the top of the window, indicating the Benchmark has been successfully reset.

Assigning a Custom Activity

This section explains how to use the Assessment Rubrics and Activities tab in the Groups Manager to assign a custom activity to a group, adjust the grading rubric, and set a due date.

To assign a custom activity to a group, perform these steps.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ ✖
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	✎ ✖

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group to which you want to assign a custom activity, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

General Information

Group Students

Assessment Rubrics and Activities

Customize Time

Step 3: Click the **Assessment Rubrics and Activities** tab.

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

Show settings of: Access 2016 ✎ Assign Activity

In this section you can assign activities and rubrics to a specific group.
Note: Rubric percentage sum must equal 100%.

Name	Exam Description	Time to Complete (hh:mm)	Exam Availability	Value	Options
Benchmark				<input type="text" value="20.00"/> %	
Quiz				<input type="text" value="10.00"/> %	
Learn				<input type="text" value="30.00"/> %	
Create				<input type="text" value="20.00"/> %	
Validate				<input type="text" value="20.00"/> %	

Cancel Save

Step 4: In the Show settings of drop-down menu, select the course with which the custom activity is associated.

Step 5: Click the **Assign Activity** button to display the Assign Activity window. The custom activities available for the specified course appear.

To display your school's shared custom activities, click the **All Custom Activities** option in the Author section.

Assign Activity

Select an activity to assign it to the student.

After adding, you must specify a percentage value for the rubrics.

Author: ☐ My Custom Activities ☒ All Custom Activities

Custom Exercise -- L1 Practice Exercise (Emily Post)

Custom Quiz -- Excel Quiz 1 (Dean Winter)

Custom Quiz -- L1-Quiz (Beverly Banner)

Custom Quiz -- Part 1 Quiz (Emily Post)

A hands-on opportunity to practice your new skills

Cancel

Assign

Step 6: Select a custom activity from the list, and then click **Assign** to add this activity to the list of activities students should complete. A notification bar appears at the top of the window indicating the activity has been assigned to the group. The Assessment Rubrics and Activities table updates to include the activity.

General Information
Group Students
Assessment Rubrics and Activities
Customize Time

Show settings of: Excel 2016 Core
Assign Activity

In this section you can assign activities and rubrics to a specific group.
Note: Rubric percentage sum must equal 100%.

Name	Exam Description	Time to Complete (hh:mm)	Exam Availability	Value	Options
Benchmark				20.00 %	
Quiz				10.00 %	
Learn				30.00 %	
Create				20.00 %	
Validate				20.00 %	
Part 1 Quiz	select the best answer		from: <input type="text"/> to: <input type="text"/>	0.00 %	✖

Cancel
Save

Step 7: Enter the appropriate dates in the from and to fields in the Exam Availability column.

Step 8: In the custom activity row, assign a percentage value in the Value column.

Step 9: Adjust the percentage values for the remaining activities as needed so the sum of all values equals 100%.

The values contained in the Value column must equal 100%.


Step 10: Click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

Step 11: Repeat Steps 5-10 to assign additional activities to the group, as necessary. Change the appropriate percentage values so that the total percentage value equals 100%.

When students access the course to which you assigned the new activities, the Tasks icon in the navigation bar will reflect the number of activities currently assigned.



As you add or remove activities, this number automatically adjusts to reflect the assigned number of activities. In the example shown in the preceding figure, if you delete an assigned activity, the number will automatically change to 1.

Students can click the  icon to display the custom activities that need to be completed.

My Tasks

Here are the tasks your teacher has assigned to you. Click the appropriate link to complete the task.

Pending	Task	Task Type	Description	Correct Marks	Total Marks	Percent Correct	Go To
Yes	L1 Practice Exercise	Practice	A hands-on opportunity to practice your new skills				Do Now
Yes	Part 1 Quiz	Quiz	select the best answer				Do Now

[Close](#)





Removing the Assignment of a Custom Activity

This section explains how to use the Assessment Rubrics and Activities tab in the Groups Manager to remove the assignment of a custom activity.

To remove the assignment of a custom activity from a group, perform these steps.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	 
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	 

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group from which you want to remove the assignment of a custom activity, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

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

Step 3: Click the **Assessment Rubrics and Activities** tab and, in the Show settings of drop-down menu, select the course with which the custom activity is associated.

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

Show settings of: Excel 2016 Core Assign Activity

In this section you can assign activities and rubrics to a specific group.
Note: Rubric percentage sum must equal 100%.

Name	Exam Description	Time to Complete (hh:mm)	Exam Availability	Value	Options
Benchmark				20.00 %	
Quiz				10.00 %	
Learn				30.00 %	
Create				20.00 %	
Validate				20.00 %	
Part 1 Quiz	select the best answer		from: <input type="text"/>	0.00 %	✖

Cancel Save

Step 4: Locate the row containing the custom activity you want to delete, and then in the Options column, click the **delete** (✖) icon. A message window appears asking you to confirm that you want to proceed. Click **OK** to confirm the deletion. The rubric table updates to reflect the change.

Step 5: Adjust the percentage values for the remaining activities as needed so the sum of the values equals 100%.

The values contained in the Value column must equal 100%.

Step 6: Click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

Modifying Course Rubrics

This section explains how to use the Assessment Rubrics and Activities tab in the Groups Manager page to modify the rubrics for a course. Changes made in this tab apply to all students in the course.

To customize the rubrics for an individual student, refer to the *Using the Groups Manager > Viewing and Editing Student Information* section.

To modify the rubrics for a course, perform these steps.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ ✖
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	✎ ✖

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group for which you want to modify the course rubrics, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

General Information	Group Students	Assessment Rubrics and Activities	Customize Time
----------------------------	-----------------------	--	-----------------------

Step 3: Click the **Assessment Rubrics and Activities** tab, and select a course in the Show settings of drop-down menu to access the rubrics and assigned activities for the course.

Data Managers

General Information		Group Students		Assessment Rubrics and Activities		Customize Time	
Show settings of: Excel 2016 Core				Assign Activity			
<p>In this section you can assign activities and rubrics to a specific group.</p> <p>Note: Rubric percentage sum must equal 100%.</p>							
Name	Exam Description	Time to Complete (hh:mm)	Exam Availability	Value	Options		
Benchmark				20.00 %			
Quiz				10.00 %			
Learn				30.00 %			
Create				20.00 %			
Validate				20.00 %			
				Cancel Save			

Step 4: To alter the weighting for any of the listed elements, click in the **Value** field for that element and enter the new value. The total value of all elements must add up to 100.0%.

Step 5: Click **Save**. A notification bar appears at the top of the window indicating the changes were saved.

Modifying Assessment Time Limits

This section explains how to use the Customize Time tab in the Groups Manager page to change the amount of time allotted to complete the Benchmark and/or the Validate Exercise. Changes made in this tab apply to all students in the course.

To customize the time limits for an individual student, refer to the *Using the Groups Manager > Viewing and Editing Student Information* section.

To modify assessment time limits, perform these steps.

Step 1: Click the **Groups Manager** option in the Teacher Panel, and use the search feature to find the groups associated with your teacher account.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	BusToday	2018-01-31 to 2018-04-30	Center License	Business applications for today	0	<input checked="" type="checkbox"/>	✎ ✖
	Data Managers	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	<input checked="" type="checkbox"/>	✎ ✖

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group for which you want to change time limits, and in the Options column, click the **pencil** (✎) icon. The General Information, Group Students, Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups Manager page.

General Information

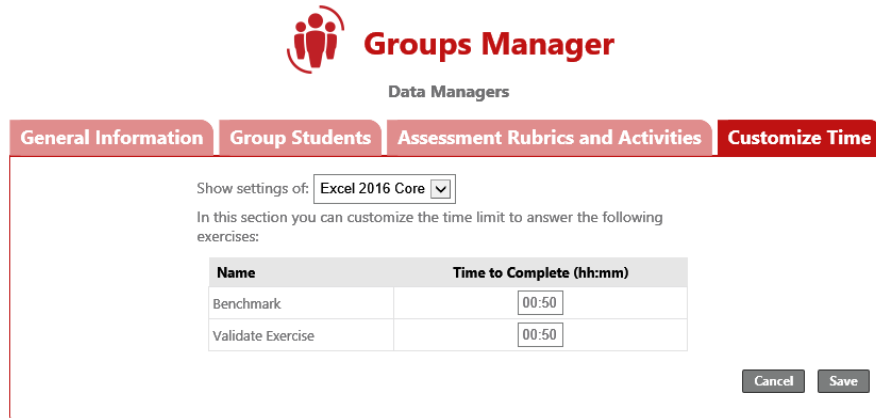
Group Students

Assessment Rubrics and Activities

Customize Time

Step 3: Click the **Customize Time** tab and select a course in the Show settings of drop-down menu to view the current Benchmark and Validate Exercise time limits for the course.

The default time limit for each exercise is set to 00:50 (zero hours and 50 minutes) – the amount of time allotted when you take a Microsoft Office Specialist certification exam.



Groups Manager
Data Managers

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

Show settings of: Excel 2016 Core

In this section you can customize the time limit to answer the following exercises:

Name	Time to Complete (hh:mm)
Benchmark	00:50
Validate Exercise	00:50

Cancel Save

Step 4: In the Time to Complete column, click in the (hh:mm) field for the exercise(s) you want to modify. Then enter the amount of time you want to allow. You may enter a value from 00:00 to 23:59 (inclusive).

Step 5: Click **Save**. A notification bar appears at the top of the window indicating the changes were saved.

Using Reports

You can use the Reports option in the Teacher Panel to track student progress and provide course completion statistics for each course in Jasperactive.

You can work with reports in Default view or in Export view.

Viewing Reports in Default View

This section explains how to work with reports in Default view. To work with reports in Default view, perform these steps.

Step 1: In the Teacher Panel, click the **Reports** option.

The Reports page appears and displays the Learning Report and Custom Activity Report tabs.



 **Reports**

Learning Report **Custom Activity Report**

[Go to Export view](#)

In this section, you can track each group member's progress or the group's overall progress in a specific application.

Select an application from the Application menu and then click Show Report to display the application report for all associated groups.

Application: Show Report

Use the Learning Report tab to view reports that show student progress and scores on the default (built-in) assessments, lesson quizzes, and lesson exercises.

Use the Custom Activity Report tab to view reports that show student progress and scores on custom activities that you have assigned.

You can click the Go to Export view link to work with reports in Export view. For information about working with reports in Export view, refer to the *Using Reports > Viewing Reports in Export View* section.

Viewing Learning Reports in Default View

Learning reports show student progress and scores on the default assessments, lesson quizzes, and lesson exercises in each Jasperactive course. You can view these reports from the Learning Report tab in the Reports page.

To view Learning Reports, perform these steps.

Step 1: In the Learning Report tab, select a course from the Application drop-down menu, then click **Show Report**.

The window expands to list the groups (classes) for the selected application that are associated with your teacher account.

The screenshot shows the 'Learning Report' tab selected. At the top, there's a 'Go to Export view' link. Below it, a text block explains that users can track group member progress or overall group progress in a specific application. It instructs users to select an application from the 'Application' menu and click 'Show Report'. The 'Application' dropdown is currently set to 'Excel 2016 Core'. Below this, a list of groups is displayed. Each group entry includes the group name, total students, a description, and an overall progress bar. The first group is '1718 BusApp S1P2' with 4 students and a description of '2017-2017 Business Applications Semester 1 Period 2'. The second group is 'Workbook Wizards' with 1 student and a description of 'Teaching the fundamental and intermediate workbook skills'.

Group	Total Students	Description	Overall Progress
1718 BusApp S1P2	4	2017-2017 Business Applications Semester 1 Period 2	1%
Workbook Wizards	1	Teaching the fundamental and intermediate workbook skills	1%

The summary information for each group includes the group name and key, the number of students linked to the group, a description of the group, and the overall progress of the group.

Step 2: In the group list, click the **Group** link for the group you want to examine. Jasperactive displays a table of student information.

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Exercise Results

Correct Percentage: 81%

Course: **Microsoft Excel 2016 Core**

Exercise: **Create**

Student: **Douglas Robert**

Lesson	Topic		Question
Lesson 2: Constructing Cell Data	Renaming Worksheets	✓	The worksheets must be named according to the instructions
	Hiding/Unhiding Rows & Columns	✓	Hide rows
	Managing Worksheets	✓	Two or more worksheets
		✗	Hide a Worksheet
Lesson 3: Using Formulas	Using Absolute Cell References	✓	Include absolute references in the formulas or functions
	Using Math and Statistical Functions	✓	Use functions that allow you to obtain the higher and lower expenses
		✓	Use a function that allows you to count all expenses higher than \$500
		✓	Show the average of expenses
		✓	Show the average monthly or the actual expenses for transportation
	Using Text Functions	✓	Use the concatenate function and the right function
	Using the Subtotal Function	✓	Use the subtotal function
Lesson 4: Formatting the Worksheet	Using Cell Styles	✓	Apply cell styles
	Conditional Formatting	✓	Use conditional formatting
Lesson 5: Viewing and Printing Workbooks	Page Formatting	✓	The grid lines are printed in the worksheet
	Customizing the Page Layout	✗	Change Page Orientation
	Adding a Header or Footer	✗	Check Header

Step 2: Close the Exercise Results window (or window tab) to return to the Reports page.

Viewing Course Progress Details for a Student

You can view detailed data about a student's course progress by clicking the student's name in the student table and drilling down through the available information. Each link that you click as you drill down into the data expands the level of detail shown. You can click the link again to collapse the progress details.

To view a student's detailed course progress, perform these steps.

Step 1: In the table of student information, locate the row for the student whose course progress details you want to view, then click the student's name in the Name column.

The table expands to show the student's overall progress statistics by lesson.

Group: **1718 BusApp S1P2** (1718 BusApp S1P2)

Total Students: 5

Description: 2017-2017 Business Applications Semester 1 Period 2

Overall Progress: 1%

Overall Progress	Name	Email	Benchmark	Create	Validate
3%	Douglas Chip	chipper@douglas.net	0%		

Overall Progress	Lesson	Quiz
23%	Lesson 1: Introducing Excel	90 %
0%	Lesson 2: Constructing Cell Data	0 %
0%	Lesson 3: Using Formulas	0 %
0%	Lesson 4: Formatting the Worksheet	0 %
0%	Lesson 5: Viewing and Printing Workbooks	0 %
0%	Lesson 6: Working with Charts and Graphics	0 %
0%	Lesson 7: Organizing Data	0 %
0%	Lesson 8: Using Data Tools	0 %

1%	Douglas Robert	robby@douglas.net	0%	81%	84%
0%	Jacobs Stephen	sjacobs@tolano.com			
0%	Lott Jennifer	jlott@tolano.com	33%		
0%	Picoult Paulette	ppicoult@tolano.com			

Step 2: To view details about each exercise within a specific lesson, click the lesson name in the Lesson column.

The table expands to show performance statistics for each lesson exercise.

Overall Progress	Name	Email	Benchmark	Create	Validate
3%	Douglas Chip	chipper@douglas.net	0%		

Overall Progress	Lesson	Quiz
23%	Lesson 1: Introducing Excel	90 %

Optional	Exercise	Percentage of Correct Marks	Practiced	Last Result	Time Taken to Answer
<input checked="" type="checkbox"/>	Using the Ribbon	33 %	1	2017-09-07 09:59 PM	0h 4m 9s
<input type="checkbox"/>	Entering Text	100 %	4	2017-09-11 10:44 PM	0h 0m 17s
<input type="checkbox"/>	Entering Numbers	100 %	1	2017-09-07 10:02 PM	0h 1m 47s
<input type="checkbox"/>	Entering Dates and Times				h m s
<input checked="" type="checkbox"/>	Saving Workbooks				h m s
<input checked="" type="checkbox"/>	Creating a New Workbook				h m s
<input type="checkbox"/>	Switching Between Workbooks				h m s
<input type="checkbox"/>	Closing a Workbook				h m s
<input checked="" type="checkbox"/>	Working with the Compatibility Mode				h m s
<input checked="" type="checkbox"/>	Selecting Cells				h m s
0%	Lesson 2: Constructing Cell Data				0 %
0%	Lesson 3: Using Formulas				0 %
0%	Lesson 4: Formatting the Worksheet				0 %

Step 3: To view details about each task within an exercise, click the exercise name in the Exercise column.

The table expands to show which tasks were and were not performed correctly.

Overall Progress	Name	Email	Benchmark	Create	Validate
3%	Douglas Chip	chipper@douglas.net	0%		

Overall Progress	Lesson	Quiz
23%	Lesson 1: Introducing Excel	90%

Optional	Exercise	Percentage of Correct Marks	Practiced	Last Result	Time Taken to Answer
<input checked="" type="checkbox"/>	Using the Ribbon	33%	1	2017-09-07 09:59 PM	0h 4m 9s

Status	Question
<input checked="" type="checkbox"/>	Change the screen view
<input checked="" type="checkbox"/>	Change zoom percentage
<input checked="" type="checkbox"/>	Use keyboard shortcuts

<input type="checkbox"/>	Entering Text	100%	4	2017-09-11 10:44 PM	0h 0m 17s
<input type="checkbox"/>	Entering Numbers	100%	1	2017-09-07 10:02 PM	0h 1m 47s
<input type="checkbox"/>	Entering Dates and Times				h m s
<input checked="" type="checkbox"/>	Saving Workbooks				h m s

Step 4: To hide the report details for a student, click the student's name in the Name column.

Viewing Custom Activity Reports in Default View

If you have assigned custom exercises or quizzes to your students, you can work in the Custom Activity Report tab to view a report about a student's progress on the custom activities.

You can view detailed performance and score statistics for a custom activity by clicking the activity name in the custom activities table and drilling down through the available information. Each link that you click as you drill down into the data expands the level of detail displayed. You can click the link again to collapse the report details.

To view a Custom Activity Report, perform these steps.

Step 1: In the Reports page, click the **Custom Activity Report** tab. The Custom Activity Report options display.



Learning Report
Custom Activity Report

[Go to Export View](#)

In this section you can view the learning progress of the groups, starting from the group down to the individual student. Click the Group Name to view more detail.

Application:

Step 2: Select a course from the Application drop-down menu, then click **Show Report**.

The window expands to list the groups (classes) for the selected application that are associated with your teacher account, and within which, you have assigned custom activities.

Learning Report

Custom Activity Report

[Go to Export View](#)

In this section you can view the learning progress of the groups, starting from the group down to the individual student. Click the Group Name to view more detail.

Application:

Excel 2016 Core

Show Report

Group: [1718 BusApp S1P2](#)
Total Students: 4
Description: 2017-2017 Business Applications Semester 1 Period 2

Overall Progress:

36%

The summary information for each group includes the group name, the number of students who have performed the assigned custom activities, a description of the group, and the overall progress (percentage) of group participation in the custom activities.

Step 3: In the group list, click the **Group** link for the group you want to examine.

Jasperactive displays a table of custom activities assigned to members of the group.

Group: [1718 BusApp S1P2](#)
Total Students: 4
Description: 2017-2017 Business Applications Semester 1 Period 2

Overall Progress:

36%

Overall Progress:	Custom Exam	Author	Lesson	Topic	Subtopic	Number of Students
<div>63%</div>	Sanity-Check-1	Lawrence Jang				4

Step 4: To view details about which students have attempted a custom activity, in the table of custom activities, locate the row for the activity you want to see, then click the appropriate activity name link in the Custom Exam column.

The table expands to show the overall progress of those students who have attempted the activity.

Group: [1718 BusApp S1P2](#)
Total Students: 4
Description: 2017-2017 Business Applications Semester 1 Period 2

Overall Progress:

36%

Overall Progress:	Custom Exam	Author	Lesson	Topic	Subtopic	Number of Students
<div>63%</div>	Sanity-Check-1	Lawrence Jang				4

Overall Progress:	Name	Email
<div>50%</div>	Jacobs Stephen	sjacobs@tolano.com
<div>0%</div>	Lott Jennifer	jlott@tolano.com
<div>100%</div>	Picoult Paulette	ppicoult@tolano.com
<div>100%</div>	Douglas Chip	chipper@douglas.net

Step 5: To view the activity scoring details for a student, click the appropriate student name link.

The table expands to show which specific tasks/questions were or were not performed/answered correctly.

Group: **1718 BusApp S1P2** Overall Progress: **36%**
Total Students: 4
Description: 2017-2017 Business Applications Semester 1 Period 2

Overall Progress:	Custom Exam	Author	Lesson	Topic	Subtopic	Number of Students
63%	Sanity-Check-1	Lawrence Jang				4

Overall Progress: **50%**

Name	Email
Jacobs Stephen	sjacobs@tolano.com

Status	Question
✗	Which symbol will tell Excel to treat numbers as text?
✓	What is the fastest way to select cell AD34567?

0%	Lott Jennifer	jlott@tolano.com
100%	Picoult Paulette	ppicoult@tolano.com
100%	Douglas Chip	chipper@douglas.net

Step 6: To hide the report details for a custom activity, click the activity name link in the Custom Exam column.

Viewing Reports in Export View

This section explains how to work with reports in Export view. To work with reports in Export view, perform these steps.

Step 1: In the Teacher Panel, click the **Reports** option.

The Reports page appears and displays the Learning Report and Custom Activity Report tabs, and a Go to Export view link. To work with reports in Export view, you must first switch to Export view.



Learning Report
Custom Activity Report

[Go to Export view](#)

In this section, you can track each group member's progress or the group's overall progress in a specific application.

Select an application from the Application menu and then click Show Report to display the application report for all associated groups.

Application: **Show Report**

Step 2: In the upper-right corner of the window, click the **Go to Export view** link to switch to Export view. The window updates to show the options available in Export view.



Use the Learning Report tab to view reports that show overall progress and assessment scores for students in each of your groups.

Use the Custom Activity Report tab to view reports that show student progress and scores on custom activities that you have assigned.

You can click the Go to default view link to work with reports in Default view. For information about working with reports in Default view, refer to the *Using Reports > Viewing Reports in Default View* section.

Generating Learning Reports in Export View

Learning reports show course progress percentages and assessment scores for students within a Jasperactive group. You can generate these reports from the Learning Report tab in the Reports page.

To generate Learning Reports, perform these steps.

Step 1: In the Learning Report tab, select a course from the Application drop-down menu.

Step 2: Select the check box(es) for the group(s) for which you want to generate a report.

Step 3: Click **Show Report**.

The window expands to display a Learning Report for the group. The report shows overall progress and grade statistics for the group. Student information and scores appear in the student table in the Learning Report, and a bar chart appears below the table.

[Go to default view](#)

In this section you can see the overall progress of your groups. To start select an application and the groups that you want to see.
Note: Only active groups are listed.

Application: PowerPoint 2016

Group:

☐ Block A Microsoft Office 2016 ☐ Business Apps Period 1 SEM1 1718 ☐ Kims Group
☒ BusApps P2 Sem1 1718 ☐ CCI Internal Training APR2017 ☐ Test
☐ BusApps P2 Sem1 1719 ☐ Dan Test ☐ Test Group
☐ BusApps P2 Sem1 1720 ☐ Kims Group

Show Report

1 of 1 100%

Jasperactive 2017-10-30

Learning Report

Kim Williams (kwilliams@ccilearning.com)

PowerPoint 2016

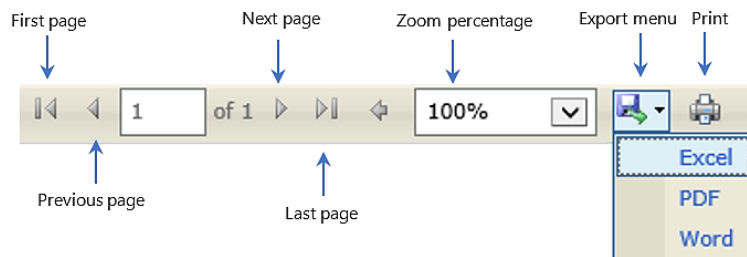
Group Name (Key)									
Lastname	Name	Email	Start Date	Finish Date	Overall Progress	Benchmark Results	Create Results	Validate Results	
BusApps P2 Sem1 1718 (4 student(s) in group)					31.9 %	48.4 %	25.0 %	25.0 %	
Douglas	Ernie	ernie@douglas.net	2017-10-24	2017-10-31	15.6 %	4.3 %	-	-	
Williams	Kim	kwilliams@ccilearning.com	2017-10-24	2017-10-31	100.0 %	100.0 %	100.0 %	100.0 %	
Wong	Stan	stf87@outlook.com	2017-10-24	2017-10-31	-	-	-	-	
Wong	Sue	swong4363@gmail.com	2017-10-24	2017-10-31	11.9 %	89.1 %	-	-	

4 student(s) in PowerPoint 2016

Groups

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You can use the toolbar options that appear immediately below the Show Report button to navigate the report, change the zoom setting, print the report, and export the report in various formats. In the preceding figure, the available toolbar options are:



Not all toolbar options are available in all report types.

For each student listed in the student table, you can generate an Exercise Result report to show assessment score details, or you can generate an individual Overall Progress report to view student performance for each lesson in the course.

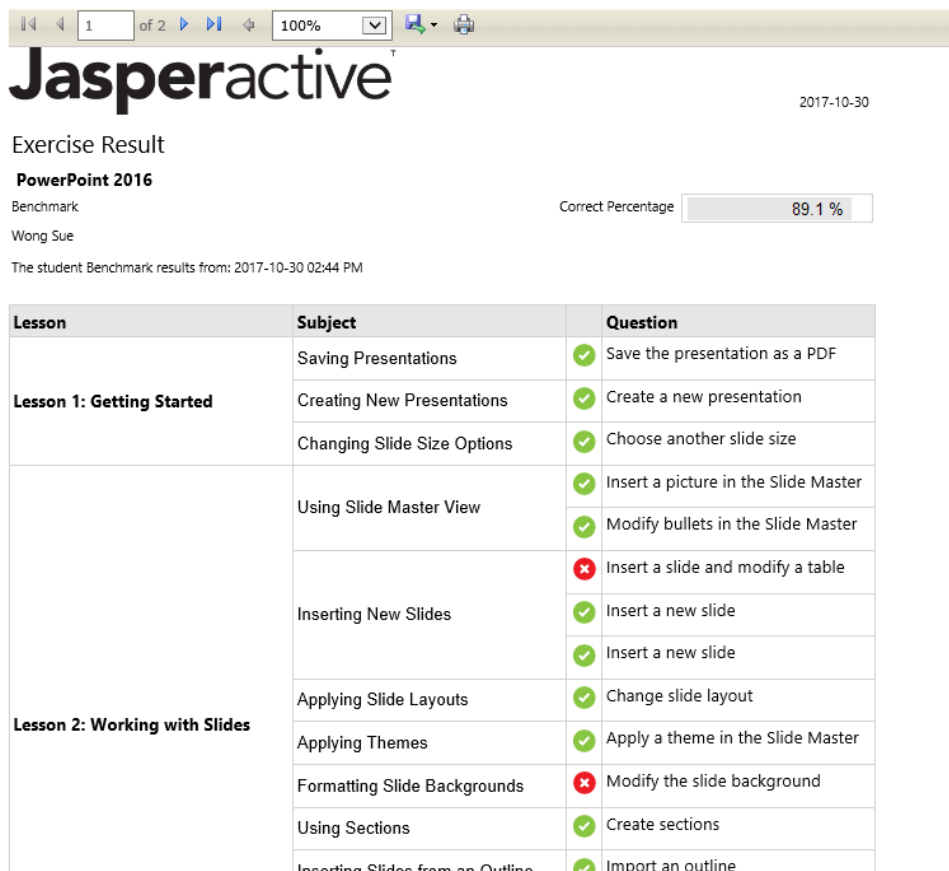
Generating an Individual Exercise Result Report for an Assessment

An Exercise Result report will show score details for the individual skills tested in each Jasperactive assessment. To generate an Exercise Result report for an assessment, click the score in the appropriate column in the student table. The Exercise Result report displays in a new window (or window tab, depending upon your browser settings).

To generate an Exercise Result report for an assessment for an individual student, perform these steps.

Step 1: In the student table of the Learning Report, locate the row for the student whose score details you want to see, then click the appropriate score link in the Benchmark Results, Create Results, or Validate Results column.

The Exercise Result report for the assessment appears in a new window or window tab.



Jasperactive 2017-10-30

Exercise Result

PowerPoint 2016

Benchmark Correct Percentage **89.1 %**

Wong Sue

The student Benchmark results from: 2017-10-30 02:44 PM

Lesson	Subject	Question
Lesson 1: Getting Started	Saving Presentations	✓ Save the presentation as a PDF
	Creating New Presentations	✓ Create a new presentation
	Changing Slide Size Options	✓ Choose another slide size
Lesson 2: Working with Slides	Using Slide Master View	✓ Insert a picture in the Slide Master
		✓ Modify bullets in the Slide Master
	Inserting New Slides	✗ Insert a slide and modify a table
		✓ Insert a new slide
		✓ Insert a new slide
	Applying Slide Layouts	✓ Change slide layout
	Applying Themes	✓ Apply a theme in the Slide Master
	Formatting Slide Backgrounds	✗ Modify the slide background
	Using Sections	✓ Create sections
	Inserting Slides from an Outline	✓ Import an outline

Step 2: Print or export the Exercise Result report data using the toolbar options at the top of the page.

Step 3: Close the Exercise Result report window (or window tab) to return to the Learning Report.

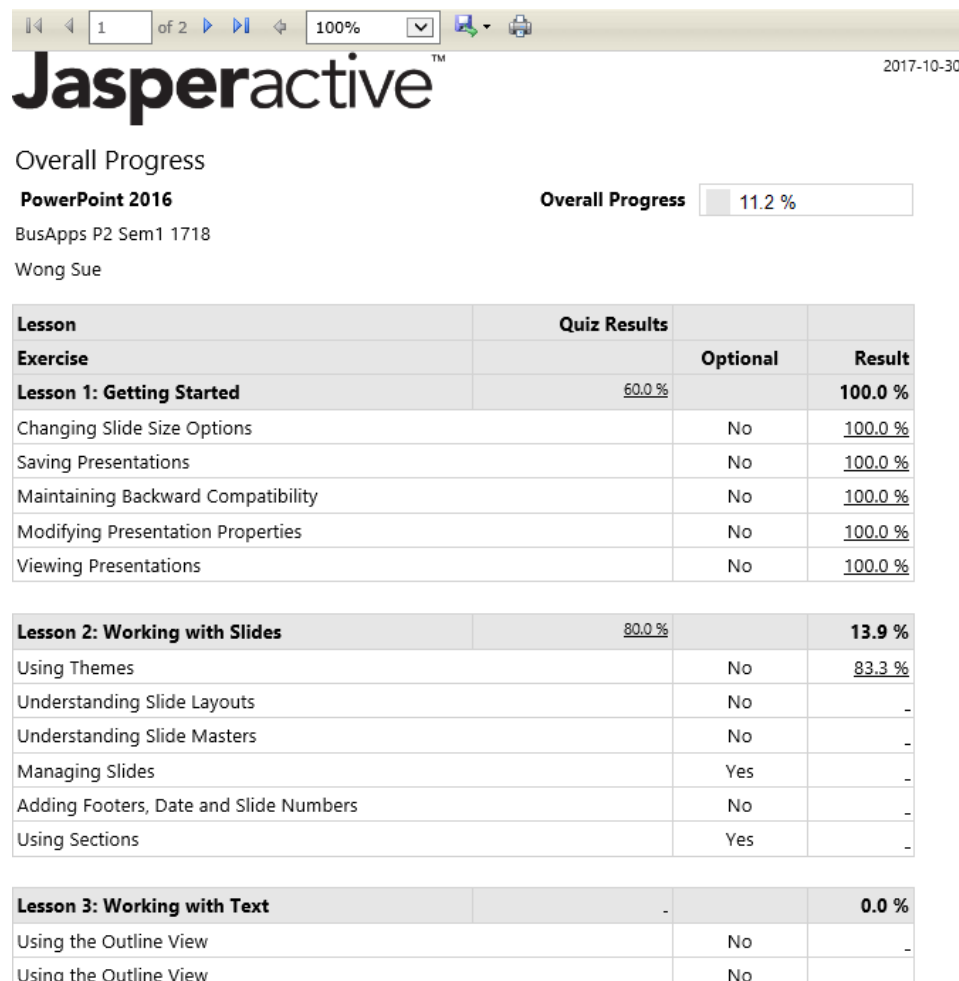
Generating an Overall Progress Report for a Student

You can generate an Overall Progress report for a student by clicking the student's name in the student table of the Learning Report. You can also drill down through the available information in the Overall Progress report. Each link that you click as you drill down into the data generates a new report about the specific details and displays the report in a new window (or window tab). You can close the new window or window tab to return to the Overall Progress report.

To generate an Overall Progress report for a student, perform these steps.

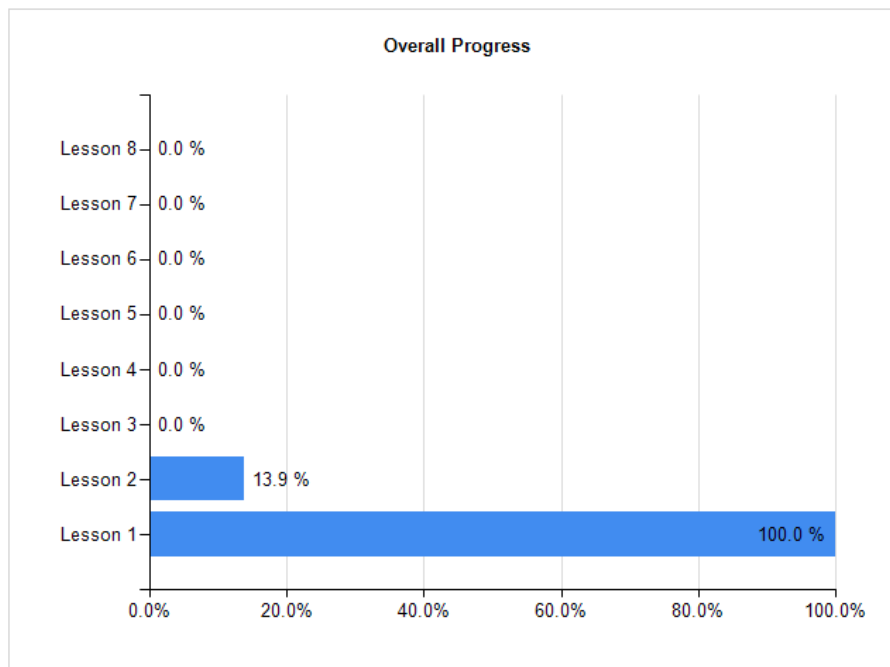
Step 1: In the student table of the Learning Report, locate the row for the student whose course progress details you want to view, then click the completion percentage link in the Overall Progress column.

The Overall Progress report displays in a new window or window tab.



Step 2: To view a graph of the student's overall progress, click the **Last Page** navigation button in the toolbar above the report.

Lesson 8: Sharing Presentations		-	0.0 %
Reducing the Size of a Presentation File		No	-
Protecting and Inspecting a Presentation		No	-
Exporting Presentations in Other Formats		No	-
Packaging Presentations for CD		No	-
Printing a Presentation		No	-
Sharing a Presentation		No	-



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Page 2 of 2

Step 3: Print or export the Overall Progress report data using the toolbar options at the top of the page.

You can click links in the overall progress report to generate reports about quiz scores for each lesson, and to generate reports about scores for individual exercises within each lesson.

Generating an Exercise Result Report for Quiz Details

You can generate an Exercise Result report that displays detailed information about how a student scored on each lesson quiz.

To generate an Exercise Result report containing detailed lesson quiz information, perform these steps.

Step 1: In the Overall Progress report, click the score link for the appropriate lesson in the Quiz Results column.

The Exercise Result report for the selected quiz displays in a new window or window tab.

The screenshot shows the Jasperactive interface with a toolbar at the top containing navigation and zoom controls. The main content area displays the 'Exercise Result' for 'PowerPoint 2016 Lesson 1 Quiz' by 'Wong Sue'. It shows a 'Correct Percentage' of 60.0 % and a timestamp of '2017-10-30'. Below this is a table with three columns: Lesson, Subject, and Question. The table lists six questions related to PowerPoint 2016, with correct answers marked by green checkmarks and incorrect ones by red X's.

Lesson	Subject	Question
Lesson 1: Getting Started	Creating New Presentations	✗ When creating a new presentation, which option is NOT available in the Start screen?
		✗ Which Ribbon tab is used to access slide size options?
	Maintaining Backward Compatibility	✗ What feature is used to ensure your file will convert smoothly to an earlier version of PowerPoint?
	Viewing Presentations	✓ Which presentation view is similar to the Normal view, displays an outline of the text within the presentation, and is useful for editing purposes?
		✓ Which presentation view displays thumbnails of all the slides and allows you to change the order of slides, add special effects, and view sections, but cannot be used to edit the contents of slides?
		✗ Which File tab option allows you to view and modify document properties?
	Using the Ribbon	✓ Which ribbon tab opens into a full-screen window called Backstage

Step 2: Print or export the Exercise Result report data using the toolbar options at the top of the page.

Step 3: Close the Exercise Result report window (or window tab) to return to the Overall Progress report.

Generating an Exercise Result Report for Lesson Exercises

You can also generate an Exercise Result report that displays detailed information about how a student scored in each lesson exercise.

To generate an Exercise Result report containing detailed lesson exercise information, perform these steps.

Step 1: In the Overall Progress report, click the score link for the appropriate exercise in the Result column.

The Exercise Result report for the selected exercise displays in a new window or window tab.

1 of 1 100%

Jasperactive

2017-10-30

Exercise Result

PowerPoint 2016

Using Themes Correct Percentage **83.3 %**

Wong Sue

The student Learn results from: 2017-10-30 03:11 PM

Lesson	Subject	Question
Lesson 1: Getting Started	Viewing Presentations	Change the view
	Using the Slide Sorter	Change the view
Lesson 2: Working with Slides	Modifying Themes	Apply a theme and add a font
		Create a new theme color
		Apply a theme to selected slides
	Formatting Slide Backgrounds	Modify the slide background

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Step 2: Print or export the Exercise Result report data using the toolbar options at the top of the page.

Step 3: Close the Exercise Result report window (or window tab), and then close the Overall Progress report window (or window tab) to return to the Learning Report page.

Viewing Custom Activity Reports in Export View

If you have assigned custom exercises or quizzes to your students, you can work in the Custom Activity Report tab to generate a report of your students' progress on the custom activities.

To generate a Custom Activity Report, perform these steps.

Step 1: In the Reports page, click the **Custom Activity Report** tab. The Custom Activity Report options display.

Reports

Learning Report **Custom Activity Report**

[Go to Default View](#)

In this section you can see the overall progress of your groups. To start select an application and the groups that you want to see.
Note: Only active groups are listed.

Application: Activity: Group:

☐ Block A Microsoft Office 2016 ☐ Business Apps Period 1 SEM1 1718 ☐ Kims Group

☐ BusApps P2 Sem1 1718 ☐ CCI Internal Training APR2017 ☐ Test

☐ BusApps P2 Sem1 1719 ☐ Dan Test ☐ Test Group

☐ BusApps P2 Sem1 1720 ☐ Kims Group

Show Report

Step 2: Select a course from the Application drop-down menu.

- Step 3:** Select the desired custom activity from the Activity drop-down menu.
- Step 4:** Select the check box(es) for the group(s) for which you want to generate a report.
- Step 5:** Click **Show Report**.

The window expands to display a Custom Activity Report for the selected group(s). The report shows overall scoring for the group(s).

[Go to Default View](#)

In this section you can see the overall progress of your groups. To start select an application and the groups that you want to see.
Note: Only active groups are listed.

Application: PowerPoint 2016 **Activity:** ConceptCheck-1

Group:

- ☐ Block A Microsoft Office 2016
- ☒ BusApps P2 Sem1 1718
- ☐ BusApps P2 Sem1 1719
- ☐ BusApps P2 Sem1 1720
- ☐ Business Apps Period 1 SEM1 1718
- ☐ CCI Internal Training APR2017
- ☐ Dan Test
- ☐ Kims Group
- ☐ Kims Group
- ☐ Test
- ☐ Test Group

Show Report

1 of 1 100%

Jasperactive 2017-10-30

Custom Activity Report
PowerPoint 2016
Activity Name: ConceptCheck-1
Author: Williams Kim

Group Name (Key)			
Last Name	Name	Email	Correct Percentage
BusApps P2 Sem1 1718 (XXXXXXXXXX)			25.0 %
Douglas	Ernie	ernie@douglas.net	50.0 %
Williams	Kim	kwilliams@ccilearning.com	-
Wong	Stan	sfw87@outlook.com	-
Wong	Sue	swong4363@gmail.com	50.0 %

4 student(s) in PowerPoint 2016

Groups


25.0 %

BusApps P2 Sem1 1718

Correct Percentage

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Student information and scores appear in the student table in the report, and a bar chart appears below the table.

- Step 6:** Print or export the Custom Activity Report using the toolbar options at the top of the page.
- Step 7:** Click the **Home Page**  icon in the navigation bar to return to the Teacher Panel.

Downloading the Teacher Resources

The Teacher Panel includes an option for downloading the teacher resources developed for each Jasperactive course. You can use these resources to prepare for your class.

To download the Teacher Resources, perform these steps.

Step 1: In the Teacher Panel, click the **Download Teacher Resources** option. The Download Teacher Resources page appears.



Teacher Resources include learning tools and resources to help you successfully teach using Jasperactive courseware. These resources can easily be blended with your own teaching resources.

Each Jasperactive course includes the following Teacher Resources:

- **Course Outline** – The course contains the course description, course audience, prerequisites, and table of contents.
- **Lesson Notes** – Each lesson notes document contains lesson topics, notes, tips and suggested timing for each lesson section.
- **Lesson Presentations** – Each presentation can be used to project lesson learning objectives and salient points and/or graphics to increase student understanding.
- **Course Mapping** – The course mapping contains a mapping of course topics, exam objectives to the location where the information can be found in the Jasperactive courseware, as well as exercise file mapping.
- **Lesson Data Files** – Data files include the files Jasperactive displays at the beginning of an exercise and the resources files required to complete the exercise.
- **Data Map** – The data map document maps the course data files to the Jasperactive exercises.
- **Quiz Answer Keys**

Select a Course:

If this is your first time accessing this option, the Licensing Agreement will appear. Read the end user license agreement carefully, click the **I ACCEPT the license agreement** radio button, and then click **Continue** to access the Download Teacher Resources page.

Step 2: Select a Jasperactive course from the Select a Course drop-down menu.

The teacher resources for the selected course appear in a table.

Select a Course: Excel 2016 Core ▼

Excel 2016 Core

Resource Files	
Course Outline (PDF, 313 KB)	Lesson Notes (ZIP, 1.1 MB)
Lesson Presentations (ZIP, 5.3 MB)	Course Mapping (PDF, 338 KB)
Lesson Data Files (ZIP, 4.1 MB)	Data Map (PDF, 253 KB)
Quiz Answer Keys (PDF, 683 KB)	Download All (ZIP, 11.9 MB)

Instructions

Click the name of the resource you wish to download, or click **Download All** to download all available Teacher Resources.

Each resource includes the format type, such as PDF, and a file size to the right of the link name.

Download times depend on the file size and speed of your connection.

If you encounter any difficulties downloading teacher resources, please contact [Jasperactive Support](#).

Accessing Downloaded Resource Files

Typically, to access the downloaded resource file, locate the saved file and double-click the file to open it. If you encounter any difficulties accessing downloaded teacher resources, please contact [Jasperactive Support](#).

File Formats

- **.PDF** - Requires Adobe Acrobat. If you do not have Adobe Acrobat, you can download [PDF Reader](#) from the Adobe website.
- **.PPT** - Require Microsoft PowerPoint. If you do not have Microsoft PowerPoint, you can download the [PowerPoint Viewer](#) from the Microsoft website.
- **.ZIP** - Contains large files that have been compressed to speed up download times. If you are using Windows, you do not need any extra software to decompress or extract these files. Simply download the file to your Desktop, locate the file, and double-click it to open it. Then, drag the enclosed file to a new location (such as the Desktop).

To extract the entire contents of a compressed folder, right-click the folder, click Extract All, and then follow the onscreen instructions.

Step 3: Click an individual resource to open/download, or click **Download All** to download a ZIP file that contains all the resources.




Using the Jasperactive Installer

As a teacher, you need not install the Jasperactive application on your local system. You can log in to Jasperactive online to perform all teacher functions. However, you do need to install Jasperactive if you want to take a Jasperactive course as a student.

The current version of the Jasperactive application must be installed on your system before you can take any Jasperactive courses.

This section explains how to use the Jasperactive Installer.


When you log in to your account, the J-icon in the navigation bar on your personal Jasperactive home page displays the current status of the software by displaying one of the three icons described in the following table.

Icon	Indicates
	The application is not installed. Click the icon to open the Jasperactive Installer window.
	The application is installed but is not the latest version. Click the icon to update.
	The application is installed and is up-to-date.

You can click the J-icon in the navigation bar, or you can click the Installer option in the Teacher Panel to install Jasperactive.

To install Jasperactive, perform these steps.

Step 1: In the Teacher Panel, click the **Installer** option (or click the **J-icon** in the navigation bar). The Jasperactive Installer page appears.



Jasperactive Installer

In this section, you can download the latest version of Jasperactive, install the latest updates and check current mandatory version number.

To download the complete version of Jasperactive, click the Download link in the Complete Version column.

To download the latest update patch, click the Download link in the Update Patch column.

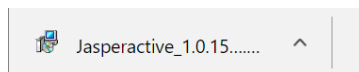
Version	Complete Version	Size (MB)	Update Patch	Size (MB)	Mandatory Version to Update	Description	Release Date
1.0.153.0	Download	318	Download	27	1.0.148.0		2017-09-22

You may review the latest (and archived) release notes at [Jasperactive Support - Changelog](#).

Step 2: In the Complete Version column, click the **Download** link to begin the download process.

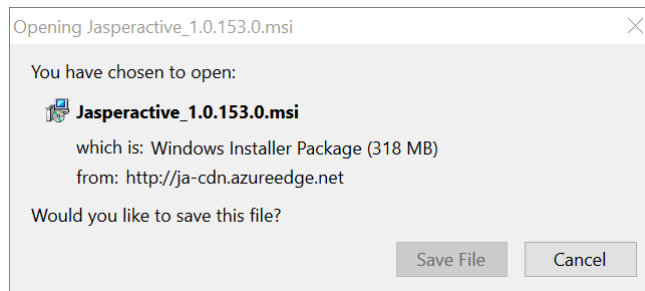
Step 3: Because the steps to install Jasperactive differ slightly depending on the browser you are using, this step shows you how to install Jasperactive in three browsers: Chrome, Mozilla Firefox, and Internet Explorer.

- **If you are using the Chrome browser**, the downloaded file will appear as a button in the status bar.

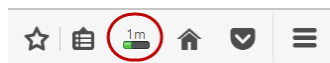


The projected time for completing the download will appear on the button. After the file has finished downloading, only the file name displays on the button. Click the button and proceed to Step 4.

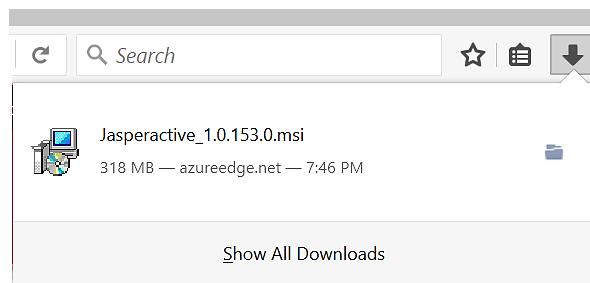
- **If you are using the Mozilla Firefox browser**, a dialog box appears.



Click the **Save File** button in the dialog box and watch the progress indicator in the upper-right portion of the browser window.



When the progress indicator changes to a down-facing arrow (↓), click the arrow to display a menu of downloaded items, then click the **Jasperactive.msi** item in the menu and proceed to Step 4.



- **If you are using the Internet Explorer browser**, a notification bar appears at the bottom of the browser window.

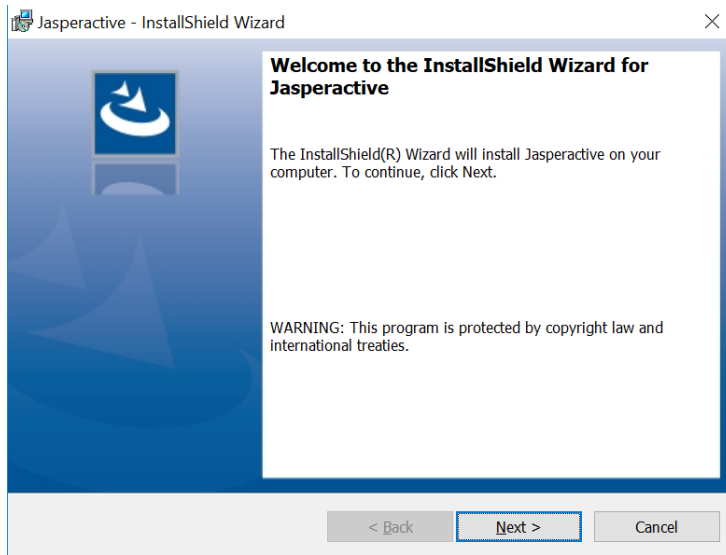


In the notification bar, click **Save**. When the file has been downloaded, the options in the notification bar update.

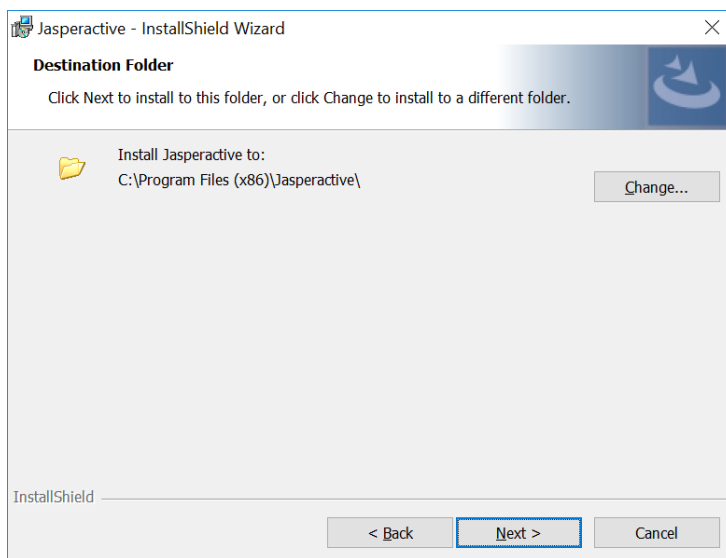


In the notification bar, click **Run** and proceed to Step 4.

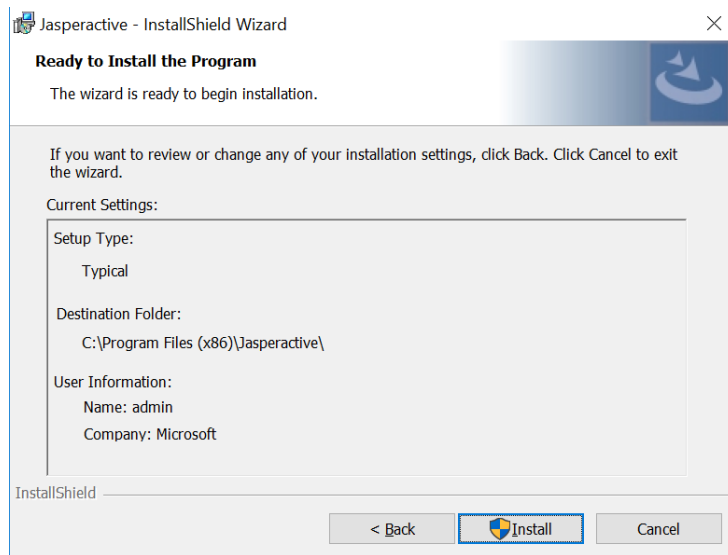
Step 4: A Windows Installer dialog box may display briefly and then the first screen of the InstallShield Wizard appears.



Step 5: Click **Next** to move to the second wizard screen, in which you specify an installation location.

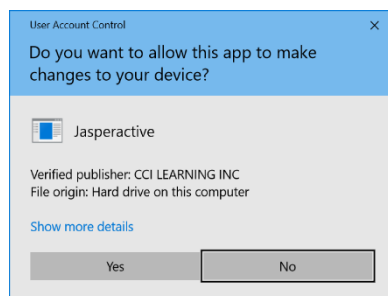


Step 6: Click **Next** to accept the suggested installation location and display the third wizard screen, in which you can view or change the installation settings.

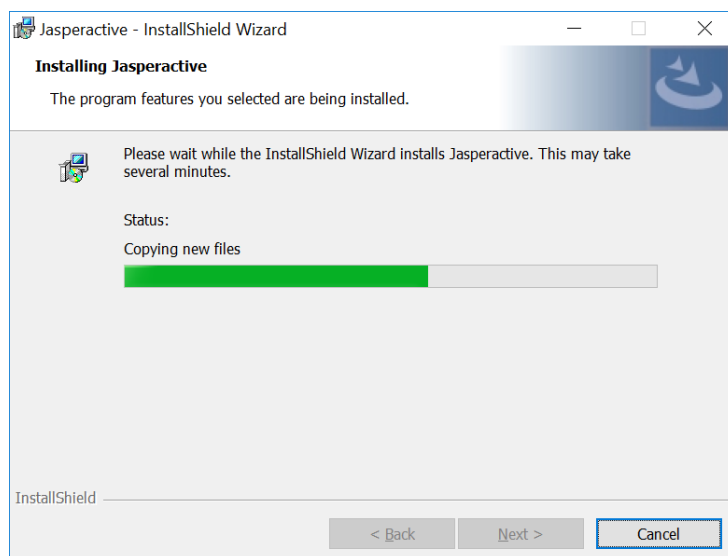


Step 7: Click **Install** to install the program.

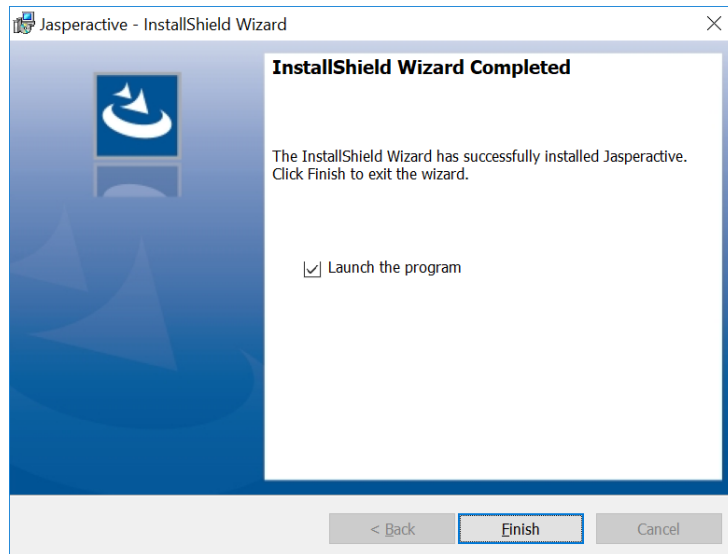
Step 8: Click **Yes** in the User Account Control prompt to proceed with the installation.



The wizard displays the progress of the installation. It may take several minutes to complete the process.



When the installation is complete, the final wizard screen appears.



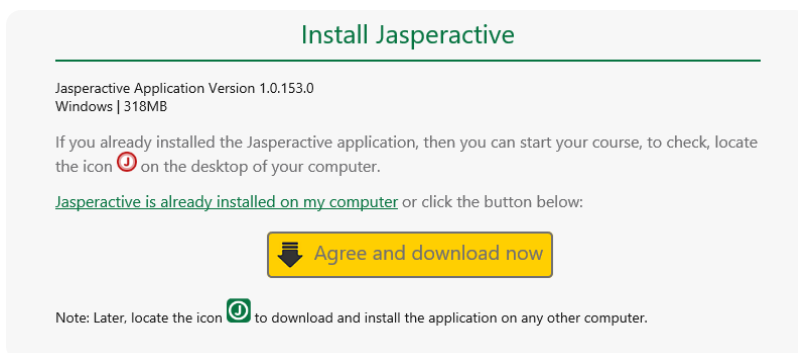
Step 9: Click **Finish**.

The wizard closes and your personal Jasperactive home page displays.

If, after installing Jasperactive, your screen does not reflect the installation, log out of Jasperactive and then log in again.

The Install Jasperactive Alert

Jasperactive will display an Install Jasperactive alert the first time a student tries to access one of his or her activated courses – regardless of whether Jasperactive has been installed. This is also true when a teacher changes to a student role and tries to access an activated course while working as a student.



Instruct students to proceed as outlined here:

Step 1: If Jasperactive has not been installed yet, click **Agree and download now** and follow the instructions to download and install the software.

If Jasperactive has already been installed, click **Jasperactive is already installed on my computer**.

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