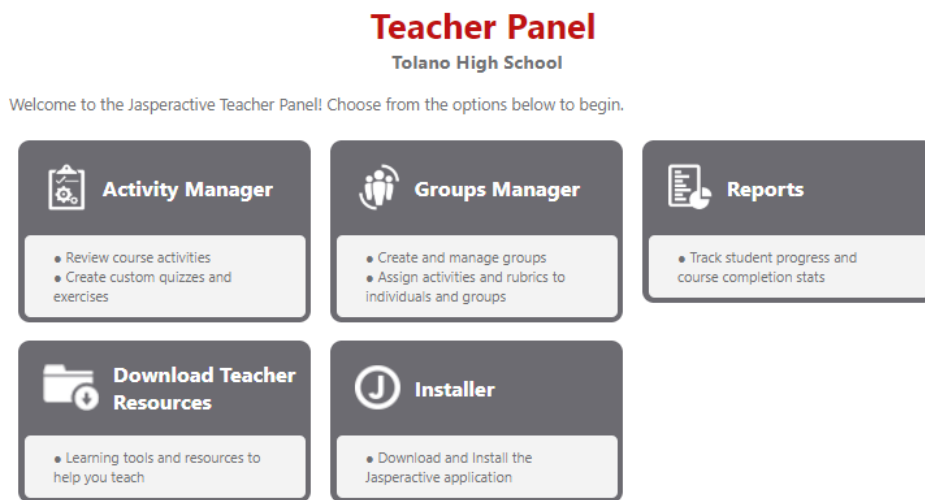


Viewing and Editing Student Information

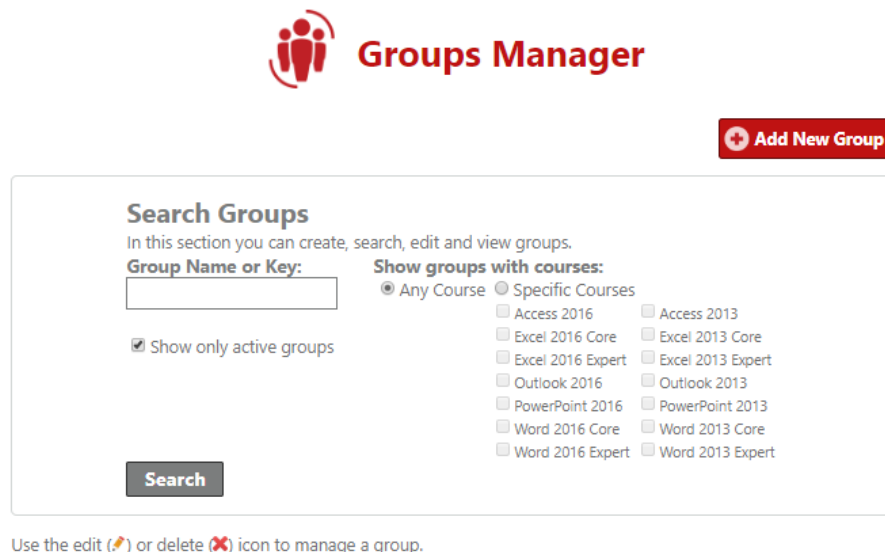
The Jasperactive Groups Manager is used to create and manage groups, assign activities, and adjust rubrics for individual students and groups. You can also view and edit student information from within Groups Manager.

This document explains how to view and edit information for a student from within the Groups Manager.

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



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



Step 3: Click the **Search** button to display all groups associated with your teacher account.

You can use the search fields, radio buttons, and check boxes to refine your search and narrow the search results.

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
	inniss.curtis@somersetcollegeprep.org	2018-05-24 to 2018-12-28	Center License		0	<input checked="" type="checkbox"/>	✎ ✖
	Office Basics	2018-04-19 to 2018-12-31	Center License	Learn the basics for document creation	9	<input checked="" type="checkbox"/>	✎ ✖
	testgroup	2018-06-09 to 2018-06-22	Center License	Test Create group naja	0	<input checked="" type="checkbox"/>	✎ ✖

Step 4: In the search results table, click the ✎ (pencil) icon for the group you want to modify. The General Information window appears.

Groups Manager

Office Basics

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 **Tolano High School**: *

Order: 19 Center License Duration: 2017-09-06 to 2018-12-31 ▼

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
☐ Excel Expert
☐ Outlook
☒ PowerPoint
☒ Word Core
☒ Word Expert

Step 5: Click the **Group Students** tab and select an option in the **Show students enrolled in** drop-down menu to display the list of students enrolled in that class.

General Information
Group Students
Assessment Rubrics and Activities
Customize Time

Show students enrolled in: Excel 2016 Core 9 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"/>	26.22 %	99.81 %	Duque, Daisy	daisy@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>	18.03 %	13.58 %	Gomez, Lauren	lauren@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>	60.65 %	6.25 %	Krandall, Ken	ken@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>	3.27 %	0.00 %	Rivers, Joel	joel@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>	3.27 %	0.00 %	Smith, Rosie	rosie@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>	19.67 %	96.71 %	Stevens, Carolyn	carolyn@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>	60.65 %	5.56 %	Sweeney, Charley	charley@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>	1.63 %	0.00 %	van Pelt, Lucy	lucy@jasperactive.com	2018-04-19	2018-12-31	<input checked="" type="checkbox"/>	   
<input type="checkbox"/>		0.00 %	Winters, Jonathan	jonathan@jasperactive.com	2018-04-19	2018-12-31	<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 password for a student.


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%.

Duque, Daisy, Excel 2016 Core Rubrics

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

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				10.00 %	
GMetrix				0.00 %	




The Rubrics list shown is based on license type. If you are licensed to access the Jasperactive/GMetrix integrated solution, the GMetrix row is activated and the Validate row is dimmed. If you are licensed to access the stand-alone version of Jasperactive, the Validate row is activated and the GMetrix row is dimmed.

You can also click the **Assign Activity** button within the Rubrics window to assign a custom exercise or quiz to the student. (For more information, refer to the ***Creating Custom Quizzes and Activities*** article.)



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


Duque, Daisy

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




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

User Information

First Name: Daisy Last Name: Duque
 Gender: Female Date of Birth: 1959-09-07
 Country: United States State/Province/Region: Washington
 City: Zip/Postal Code:
 Language: English
 Company/School Type: Other Company Type Company/School Name:
 Time Zone: Pacific Standard Time
 Email: daisy@jasperactive.com ☒ Active

Code	Teacher Required	Course	Start Date	Finish Date	Percentage
MOFF-_____	<input checked="" type="checkbox"/>	Microsoft Word 2013 Core	2017-09-18	2022-01-01	77.39 %
MOFF-_____	<input checked="" type="checkbox"/>	Microsoft Excel 2013 Core	2016-03-10	2022-01-01	14.72 %
MOFF-_____	<input checked="" type="checkbox"/>	Microsoft PowerPoint 2013	2016-03-10	2022-01-01	8.46 %
-----	<input type="checkbox"/>	Microsoft Word 2013	2016-05-	-----	-----

[Close](#)



Click this to remove the student from the group permanently.

jasperactive.com says

Really want to remove the student from the group?

[OK](#) [Cancel](#)

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