# How to Reset Benchmark Assessments

The Jasperactive Groups Manager is used to create and manage groups, assign activities, and adjust rubrics for individual students and groups. You can also use the Groups Manager to reset the Benchmark assessment.
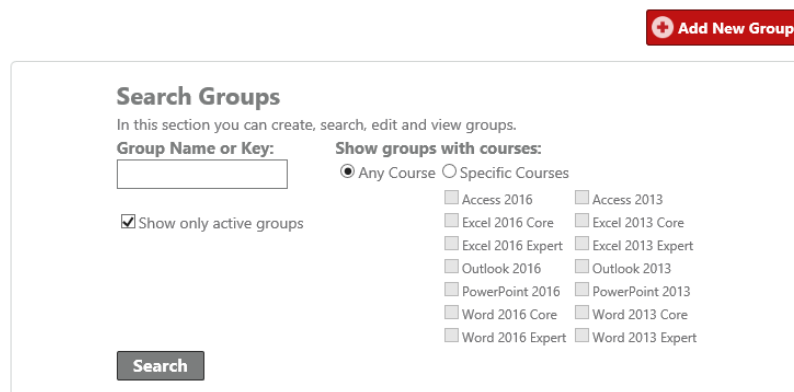
This document explains how to reset the Benchmark assessment for one or more students within a group. Resetting the Benchmark allows students to take the assessment again.

Step 1: Log in to your Jasperactive Teacher account.
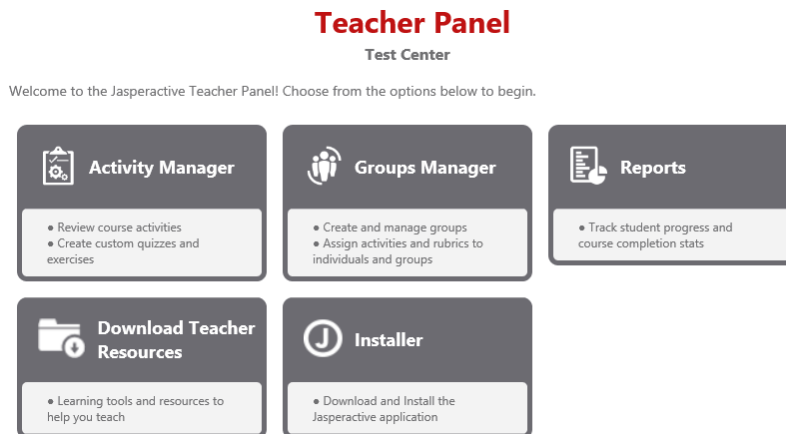
Step 2: Click the **Groups Manager** option in the panel to display the Groups Manager page.

Step 3: In the Groups Manager page, enter a group name or key in the **Group Name or Key** field or select specific courses by clicking the appropriate check boxes. (You can also perform a search without entering any criteria if you want to see all the groups associated with your teacher account.)

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

Groups Manager

Add New Group

Search Groups

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

Group Name or Key:

Show groups with courses:

○ Any Course ○ Specific Courses

☑ Show only active groups

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

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

Search

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

| Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
58608-4282-0917	Block A Microsoft Office 2016	2017-09-15 to 2018-04-30	Center License	Fulll semester learning on popular Office programs used in post secondary or corporate organizations	0	☑	✏✖
56626-8180-0917	COMP111FT	2017-09-20 to 2017-12-29	Center License		0	☑	✏✖
57CE3-6FF5-0917	Dan Test	2017-09-03 to 2017-10-27	Center License		0	☑	✏✖
FX18170	Kims Group		Center License		1	☑	✏✖
5AC35-4E36-0717	Kims Group	2017-07-09 to 2017-09-29	Center License		1	☑	✏✖
57DE5-F790-0817	Test Group	2017-08-06 to 2017-10-31	Center License		0	☑	✏✖

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Step 5: In the search results table, locate the row for the group for which you want to reset the Benchmark, 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 6: Click the **Group Students** tab and select a course in the **Show students enrolled in** drop-down menu.

Step 7: 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 8: Click the **Reset Benchmark** link. A confirmation dialog box appears.
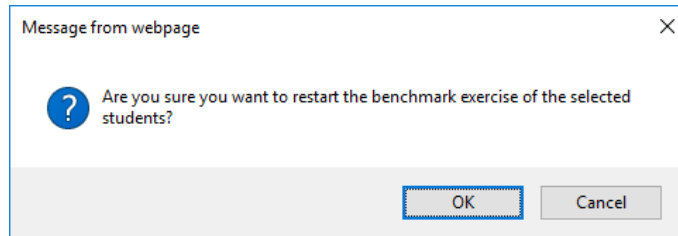
Step 9:   Click **OK** to confirm and reset the Benchmark for the selected students. A notification bar appears, indicating the Benchmark has been successfully reset.

What's Next?

Refer to the ***Modifying Assessment Time Limits*** article.

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