# Modifying Course Rubrics

The Jasperactive Groups Manager is used to create and manage groups, assign activities, and adjust rubrics for individual students and groups.

This document 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, please refer to the *Viewing and Editing Student Information* article.

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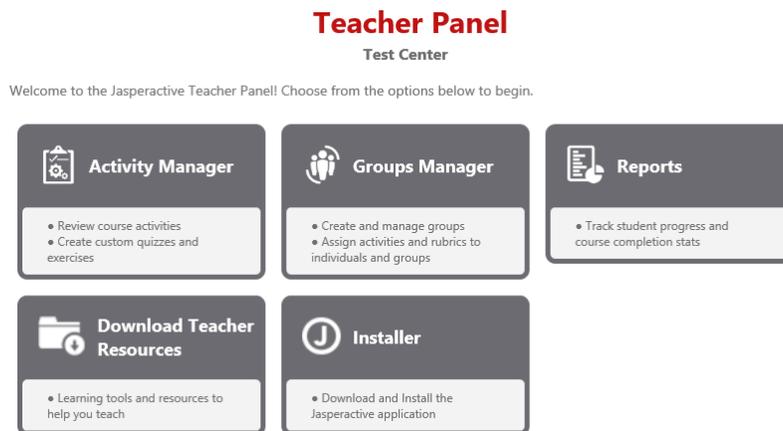
Step 2:   Click the **Groups Manager** option in the panel to display the Groups Manager page.

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.

Step 5:   In the search results table, locate the row for the group you want to edit, and in the
Options column, click the 🖊 (pencil) icon. The General Information, Group Students,
Assessment Rubrics and Activities, and Customize Time tabs appear in the Groups
Manager page.

Step 6: 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.

Step 7: To alter the weighting for any of the listed elements, click in the **Value** field for that element and type the new value. The total value of all elements must add up to 100.0%.

Step 8: Click **Save**. A notification bar appears, indicating your changes were saved.

What's Next?

Refer to the ***Modifying the Available Course List*** and ***Modifying Assessment Time Limits*** articles.

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