Managing Groups

The Jasperactive Groups Manager is used to create and manage groups, assign activities, and adjust rubrics for individual students and groups.
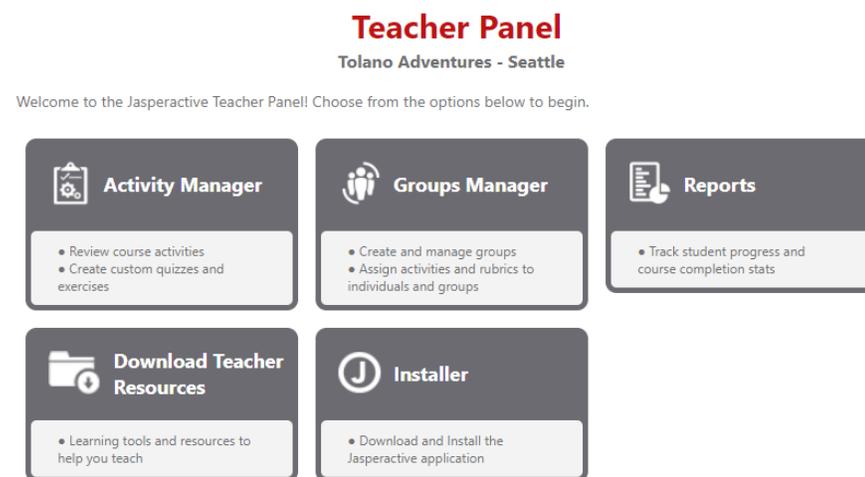
This document explains how to find a group, edit group information, add and remove students in a group, deactivate a group, and delete a group.

Finding a Group

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

To find a group, perform these steps.

Step 1:   Log in to your Jasperactive teacher account.

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

Step 3: 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 4: Click **Search** to display the results.

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	✔	✏✖
	Data Managers	2018-03-05 to 2019-01-31	Center License	Business apps with a focus on data	1	✔	✏✖

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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.

To edit group information, 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 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 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.

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

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.

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.

☐ Select All	Benchmark ❓	Overall ❓	Name	Email	Course Start Date	Course Finish Date	Active Course	Options
☐	0.00 %	0.00 %	Stewart, Mimi	mimi@gps.edu	2018-03-05	2019-01-31	☑	🔧▦🔖🔍✖
☐	0.00 %		Amstutz, Melissa	mamstutz@gmail.com	2018-03-05	2019-01-31	☑	🔧▦🔖🔍✖
☐	0.00 %		Lambert, Terry	tal@gps.edu	2018-03-05	2019-01-31	☑	🔧▦🔖🔍✖

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.

To remove students 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.

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.

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.

To deactivate 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 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.

To delete 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 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.

What's Next?

For information about changing the amount of time allotted to complete the Benchmark and/or the Validate Exercise, refer to the *Modifying Assessment Time Limits* guide available at http://support.jasperactive.com/.

For information about resetting the Benchmark assessment for one or more students within a group, refer to the *How to Reset Benchmark Assessments* guide available at http://support.jasperactive.com/.

If you need assistance, contact Jasperactive Support (http://support.jasperactive.com).