

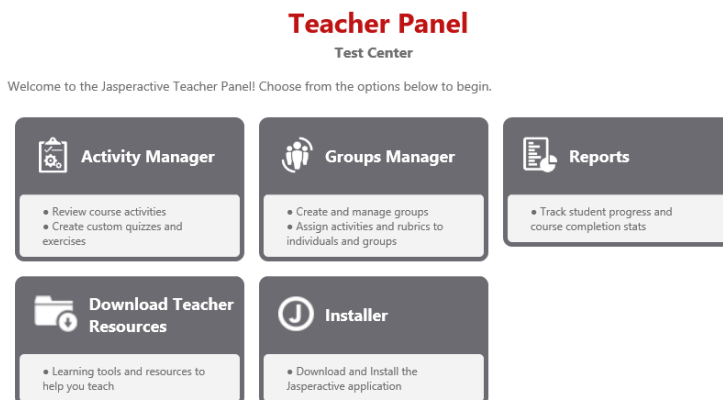
Using the Teacher Panel – Using Groups Manager: Modifying Assessment Time Limits

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 it to modify assessment time limits.

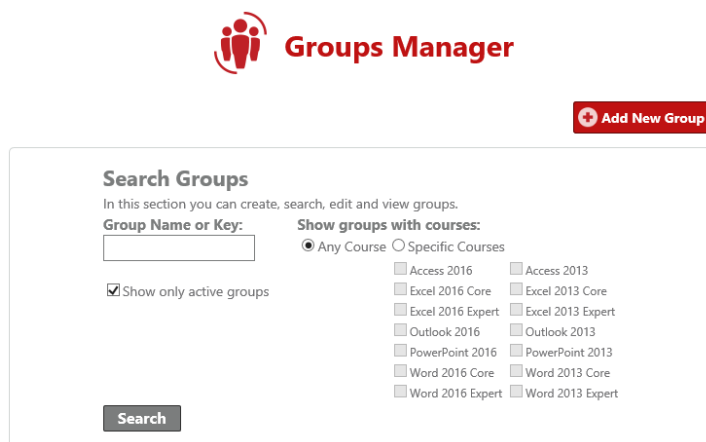
This document explains how to use the Customize Time tab in the Groups Manager page to change the amount of time allotted to complete the Benchmark and/or the Validate Exercise. Changes made in this tab apply to all students in the course.

To customize the time limits for an individual student, please refer to the [Using the Teacher Panel - 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.



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

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.



+ 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

Search

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
58808-4283-0817	Block A Microsoft Office 2016	2017-09-15 to 2018-04-30	Center License	Full semester learning on popular Office programs used in post secondary or corporate organizations	0	<input checked="" type="checkbox"/>	✎ ✖
54426-6180-0817	COMP111FT	2017-09-20 to 2017-12-29	Center License		0	<input checked="" type="checkbox"/>	✎ ✖
57323-6775-0817	Dan Test	2017-09-03 to 2017-10-27	Center License		0	<input checked="" type="checkbox"/>	✎ ✖
FK18170	Kims Group		Center License		1	<input checked="" type="checkbox"/>	✎ ✖
5AC25-4836-0717	Kims Group	2017-07-09 to 2017-09-29	Center License		1	<input checked="" type="checkbox"/>	✎ ✖
57045-7790-0817	Test Group	2017-08-06 to 2017-10-31	Center License		0	<input checked="" type="checkbox"/>	✎ ✖

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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.



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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 **Oliver**: *
 Order: 4 Center License Duration: 2017-05-23 to 2018-05-25

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

Description:

Active Group

Office 2016 | **Office 2013**

Select the courses that will be available in the group:

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

Step 6: 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 is set to 00:50 (zero hours and 50 minutes) – the amount of time allotted when you take a Microsoft Office Specialist certification exam.



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

Show settings of:

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

Name	Time to Complete (hh:mm)
Benchmark	<input type="text" value="00:50"/>
Validate Exercise	<input type="text" value="00:50"/>

Step 7: Click in the **Time to Complete (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 8: Click **Save**. A notification bar appears, indicating your changes were saved.

What's Next?

Check out the [Using the Teacher Panel - Using Groups Manager: Modifying Course Rubrics](#) article.

If you need further assistance, contact [Jasperactive Support](#).