Jasperactive

Teacher's Guide

Version 1.0

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The Jasperactive Teacher's Guide

The Jasperactive Teacher's Guide contains all the information you need to teach courses using the Jasperactive Learning Management System. This guide is designed for use by teachers; however, it is also advantageous to take a Jasperactive course as a student to familiarize yourself with the student experience.

For a comprehensive look at how to take a Jasperactive course from a student's perspective, refer to the *Jasperactive Student User Guide* available on the Jasperactive Support web page (http://support.jasperactive.com).

Using the Jasperactive Teacher's Guide

The topics in this guide are presented in the same order that their corresponding options appear in the Teacher Panel (see the *Understanding the Teacher Panel* section).

However, if you are new to using Jasperactive, you may find it helpful to view the topics in the following order:

1. Creating Your Teacher Account
2. Logging in as a Teacher
3. Using the Jasperactive Installer
4. Understanding the Teacher Panel
5. Downloading the Teacher Resources
6. Using the Groups Manager
7. Using the Activity Manager
8. Using Reports

Creating Your Teacher Account

Everything you do in Jasperactive revolves around your user account.
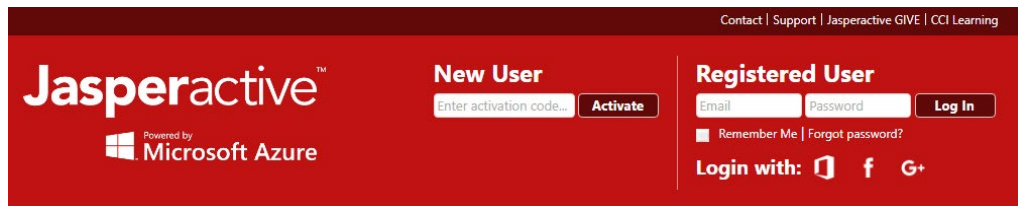
You can create your Jasperactive teacher account when you receive a Teacher Code from your center (school) administrator. The Teacher Code you receive associates your teacher account with your center (school).

If you have not received your Teacher Code, contact your center (school) administrator.

To create your teacher account, perform these steps.

Step 1:   Open your browser and navigate to the Jasperactive home page at http://www.jasperactive.com.

The log in area appears at the top of the home page.

Use the log in area to create a new account or log in to an existing account.
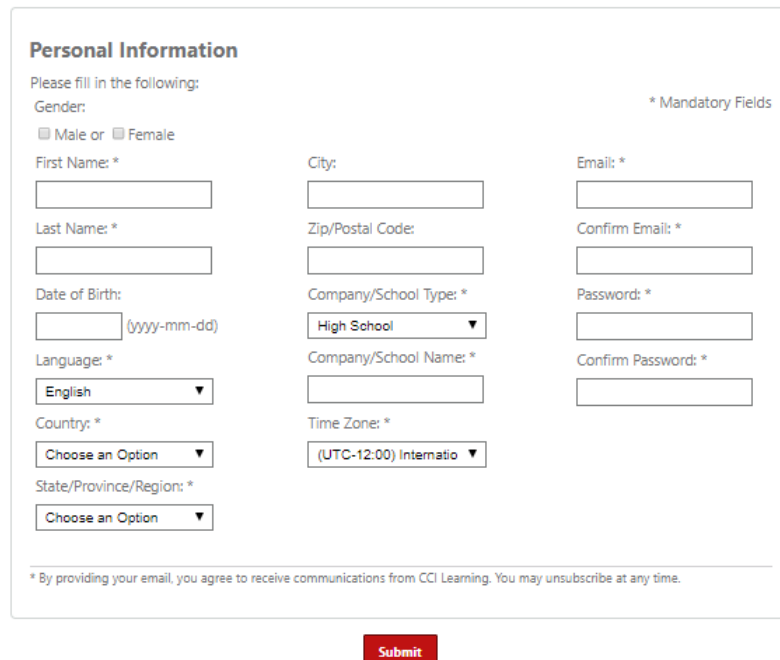
Step 2: In the **New User** section, click in the **Enter activation code** field, enter the Teacher Code that was provided to you, then click the **Activate** button.

The Registration – Connect Your Account page appears, giving you the option to automatically populate some of the fields in the registration form with information from one of your social media accounts.

Step 3: If you want to automatically populate some of the fields in the registration form, click the icon for the social media account you want to use; otherwise, click **Skip**.

An empty registration form appears.

Step 4: Complete the form as appropriate, then click **Submit**.

The Jasperactive End-User License Agreement appears.

Step 5:   Please read the Jasperactive End-User License Agreement carefully, then click **Accept**.

The center (school) associated with your Teacher Code appears.
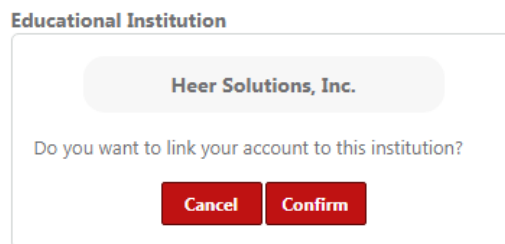
Step 6:   Click **Confirm** to link your teacher account to your center (school).

The Teacher Panel (your personal Jasperactive home page) appears.

Your account has been successfully created. The next time you want to access Jasperactive, you will enter your email address and password in the Registered User section.

Understanding Jasperactive Accounts and Roles

Each Jasperactive user account has one or more roles associated with it. The roles associated with your user account determine what you can and cannot do within Jasperactive.

All account types (except for student accounts) can access the drop-down Role menu, which displays in the navigation bar below your name when you log in. An expanded Role drop-down menu is shown here.

You can select (and work from the perspective of) any role that appears in the drop-down menu. Not all users have the same options available. For example, your choices may be limited to Teacher and Student, or Center Admin and Student, and so on.

Logging in as a Teacher

To log in to your Jasperactive teacher account, perform these steps.

Step 1:   Open your browser and navigate to the Jasperactive home page at
http://www.jasperactive.com.

Step 2:   In the Registered User section, click in the **Email** field and enter the email address associated with your Jasperactive teacher account.
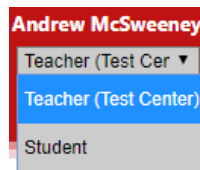
Step 3:   Click in the **Password** field and enter your password.

Step 4:   Press **ENTER** or click the **Log In** button to access your personal Jasperactive home page.

Step 5:   Click the arrow below your name to display the Role drop-down menu.

Step 6:   In the Role drop-down menu, select **Teacher** if necessary to display the Teacher Panel.

If you do not have a teacher account, please contact the Center administrator for your school to obtain a teacher account.

For information about accounts and roles, refer to the *Understanding Jasperactive Accounts and Roles* guide available at http://support.jasperactive.com/.

Understanding the Teacher Panel

When you log in to Jasperactive as a Teacher, the Teacher Panel appears.

The Teacher Panel contains the tools and resources necessary to teach courses using Jasperactive.

Using the options available in the Teacher Panel, you can set up and manage groups (classes), create and manage custom activities, track student progress, access teacher resources, and ensure you are using the latest version of Jasperactive.

Teacher Panel

Test Center

Welcome to the Jasperactive Teacher Panel! Choose from the options below to begin.

Activity Manager	• Review course activities • Create custom quizzes and exercises
Groups Manager	• Create and manage groups • Assign activities and rubrics to individuals and groups
Reports	• Track student progress and course completion stats
Download Teacher Resources	• Learning tools and resources to help you teach
Installer	• Download and Install the Jasperactive application

The navigation bar on the Teacher Panel home page contains icons that mimic the options available in the Teacher Panel. You can use the icons to quickly switch between tasks and return to the home page from anywhere in the system.

The navigation bar includes the following icons:

	Home Page	Click to return to the Teacher Panel home page.
	Activity Manager	Click to access the Activity Manager page, from which you can create and assign custom exercises or quizzes.
	Groups Manager	Click to access the Groups Manager page, from which you can create and manage groups, assign specific courses, adjust rubrics/times, reset passwords, and so on.
	Reports	Click to access the Reports page, from which you can track student progress and gather course completion information.
	Teacher Resources	Click to access the Download Teacher Resources page, from which you can download individual course components or a full resource kit.
	Jasperactive Installer	Click to access the Jasperactive Installer page, from which you can install Jasperactive, check for updates, and review the changes provided in the current release of Jasperactive.

Using the Activity Manager

In Jasperactive, assessments, lesson quizzes, and lesson exercises are called activities. Hundreds of activities are built in to Jasperactive; these are called system activities. Jasperactive also allows you, as a teacher, to create your own supplemental activities; these are called custom activities. Custom activities are shared with all registered Jasperactive teachers at your center (school).

You can use the Activity Manager to view and manage the activities in your courses. You can view the tasks being checked (graded) by Jasperactive in a system activity, but you cannot edit or delete system activities.

Searching for an Activity

This section explains how to search for an activity.

To search for an activity, perform these steps.

Step 1:   In the Teacher Panel, click the **Activity Manager** option.

The Activity Manager page appears.

Use the edit (✏) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

You can use the fields in the Search Activities section to filter your search results. You can filter by activity name, application, activity type, and author.

Step 2:   In the Search Activities section, enter the activity name. If you do not know the name, or if you want to see all the activities that meet the other filtering criteria, leave this field blank.

Step 3:   In the Application drop-down menu, select the application for which you want to see the available activities. For example, if you select Access 2016, then the search results table will display all activities in the Jasperactive Access 2016 course.

Step 4:   In the Activity Type drop-down menu, select the type of activity for which to search. The choices include Benchmark, Quiz, Learn, Create, Validate, Custom Exercise, and Custom Quiz.

If you choose to search for a Custom Exercise or Custom Quiz, the Author drop-down menu is activated. Select All Custom Activities to search for all shared custom activities, or select My Custom Activities to search only for those activities you created.

Step 5: Click **Search** to display a list of the activities that meet your specifications. The activities appear in the search results table.

Activity Manager

Add New Activity

Search Activities

Activity Name:	Application:	Activity Type:	Author:
	Excel 2016 Core ▼	-- All -- ▼	My Custom Activities ▼

Search

Use the edit (✏) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Excel 2016 Core					
Activity Type	**Activity Name**	**Activity Description**	**Author**	**Active**	**Options**
Benchmark	Benchmark	Benchmark	Jasperactive	☑	🔍 ✖
Quiz	Lesson 1 Quiz	Lesson 1 Quiz	Jasperactive	☑	🔍 ✖
Quiz	Lesson 2 Quiz	Lesson 2 Quiz	Jasperactive	☑	🔍 ✖
Quiz	Lesson 3 Quiz	Lesson 3 Quiz	Jasperactive	☑	🔍 ✖
Quiz	Lesson 4 Quiz	Lesson 4 Quiz	Jasperactive	☑	🔍 ✖
Quiz	Lesson 5 Quiz	Lesson 5 Quiz	Jasperactive	☑	🔍 ✖
Quiz	Lesson 6 Quiz	Lesson 6 Quiz	Jasperactive	☑	🔍 ✖
Quiz	Lesson 7 Quiz	Lesson 7 Quiz	Jasperactive	☑	🔍 ✖
Quiz	Lesson 8 Quiz	Lesson 8 Quiz	Jasperactive	☑	🔍 ✖
Custom Quiz	Practice with Formulas	Additional questions to review basic math functions and simple formulas.	Kim Williams	☑	✏ ✖

System activities (authored by Jasperactive) are available for viewing purposes only. Click the **magnifying glass** (🔍) icon in the Options column to view the activity.

Custom activities (authored by you or a coworker) may be viewed, edited, or deleted. Click the **pencil** (✏) icon to edit the activity. Click the **delete** (**X**) icon to delete the activity.

You can view custom activities created by anyone at your center (school) but you can edit or delete only your own custom activities.

Understanding Exercise Elements

This section introduces and explains Jasperactive exercise elements.

Before you begin working in the Activity Manager, it is important to familiarize yourself with the elements that make up a Jasperactive exercise.

Each exercise consists of the following elements:

- An exercise name
- Instructions for completion
- Exercise tasks
- Task steps (instructions)
- A starter file that is opened automatically or available to be opened by the student at the start of the exercise

- Optional supplemental (resource) files, such as images and text files, that the student will use during the exercise

Several of these elements are shown in the following image.
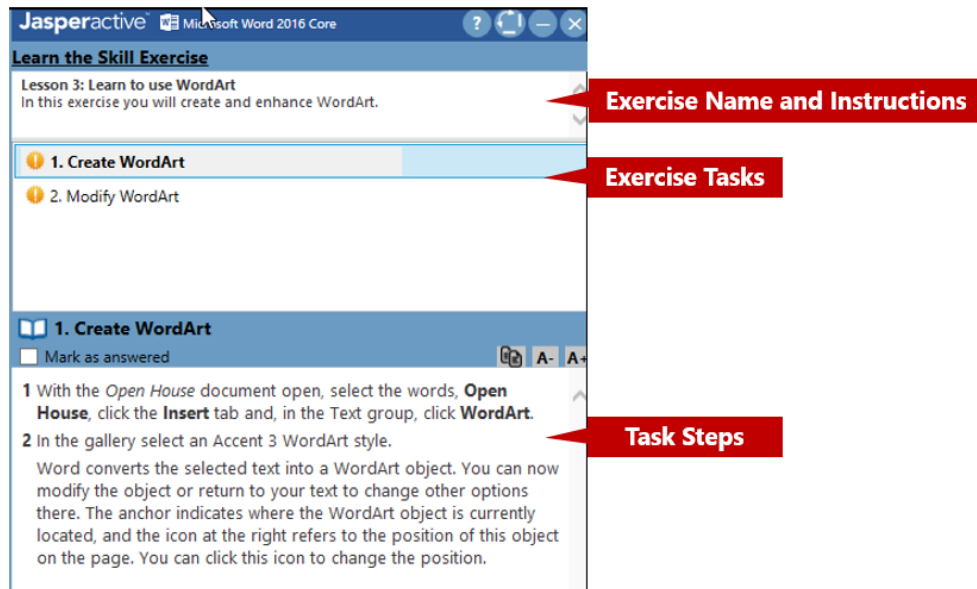
For grading purposes, each exercise task has associated with it graded items called *parameters*.

Each parameter includes the following associated values:

- A validation (or grading) value, called a *Value to Compare*
- Where applicable, a value that indicates the text that will be displayed in the instruction pane, called a *Value to Show*

In the image below, in the Instructions for the Student section, the words appearing in brackets are parameters. The Validation Parameters table lists the parameters and the parameters' associated values.

In the preceding figure, the parameter named [StartsWith] will display the text indicated in the *Value to Show* column in the instruction pane.

When the student sees Step 1, it will read:

> 1 With the *Open House* document open, select the words, **Open House**, click the **Insert** tab and, in the Text group, click **WordArt**.

Jasperactive will compare the text selected by the student to the text indicated in the *Value to Compare* column. If the correct words are selected, the task will be marked as correct.

Keep these concepts in mind as you work with the Activity Manager.

Viewing Jasperactive's Validation Parameters

This section explains how to view Jasperactive validation parameters.

The Activity Manager can be used to determine the validation parameters Jasperactive uses when grading an exercise. This is helpful if a student reports that he or she has completed an exercise task correctly but the task was marked as incorrect by Jasperactive.

To determine which tasks are being validated by Jasperactive, perform these steps.

Step 1:   In the Teacher Panel, click the **Activity Manager** option to display the Activity Manager page.

Activity Manager

Add New Activity

Search Activities

Activity Name:	Application:	Activity Type:	Author:
	Access 2016 ▾	-- All -- ▾	My Custom Activities ▾

Search

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Step 2: In the Application drop-down menu, select the application associated with the exercise you want to view.

Step 3: In the Activity Type drop-down menu, select the type of activity for which to search.

Step 4: Click **Search** to display a list of the activities that meet your specifications.

Search Activities

Activity Name:	Application:	Activity Type:	Author:
	Word 2016 Core ▾	Learn ▾	My Custom Activities ▾

Search

Use the edit (✎) or delete (✖) icon to manage an activity, or view (🔍) to examine the activity.

Word 2016 Core					
Activity Type	Activity Name	Activity Description	Author	Active	Options
Learn	Lesson 1: Learn to create new documents and add text	Default exercise for Lesson 1 Learn Exercise 3	Jasperactive	☑	🔍✖
Learn	Lesson 1: Learn to customize the Quick Access Toolbar	Default exercise for Lesson 1 Learn Exercise 1	Jasperactive	☑	🔍✖
Learn	Lesson 1: Learn to enter text	Default exercise for Lesson 1 Learn Exercise 2	Jasperactive	☑	🔍✖

Step 5: Locate the desired activity, and in the Options column, click the **magnifying glass** (🔍) icon to display the General Information page.

Activity Manager

Lesson 3: Learn to use WordArt

| General Information | Tasks |

Please complete the following and click the **Save** button to complete the activity information:

* Mandatory Fields

Activity Name: *
Lesson 3: Learn to use WordArt

Application: *
Word 2016 Core ▼

Activity Type: *
Learn ▼

Description:
Default exercise for Lesson 3 Learn Exercise 7

Time Limit: ☐ hh:mm
Language: * English ▼

☑ Active Activity

| Instructions | Starter Files | Resources |

Edit and format the activity instructions for the student: *

| File ▼ | Edit ▼ | Insert ▼ | View ▼ | Format ▼ | Table ▼ | Tools ▼ |

Formats ▼ | Font Sizes ▼ | **B** | *I*

A ▼ | A ▼ | <>

Step 6: Click the **Tasks** tab to display the list of exercise tasks.

By default, tasks are displayed in List View (as shown in the image on the left). You can click the Tree View radio button in the View Type section to display the tasks in a hierarchical outline list (as shown in the image on the right).

Step 7: In List View, locate the desired task, and then in the Options column, click the **magnifying glass** (🔍) icon to display the selected task page.

In Tree View, use the expand (⊞) or collapse (⊟) icons to locate the desired task, and then click the task name to display the associated task page.
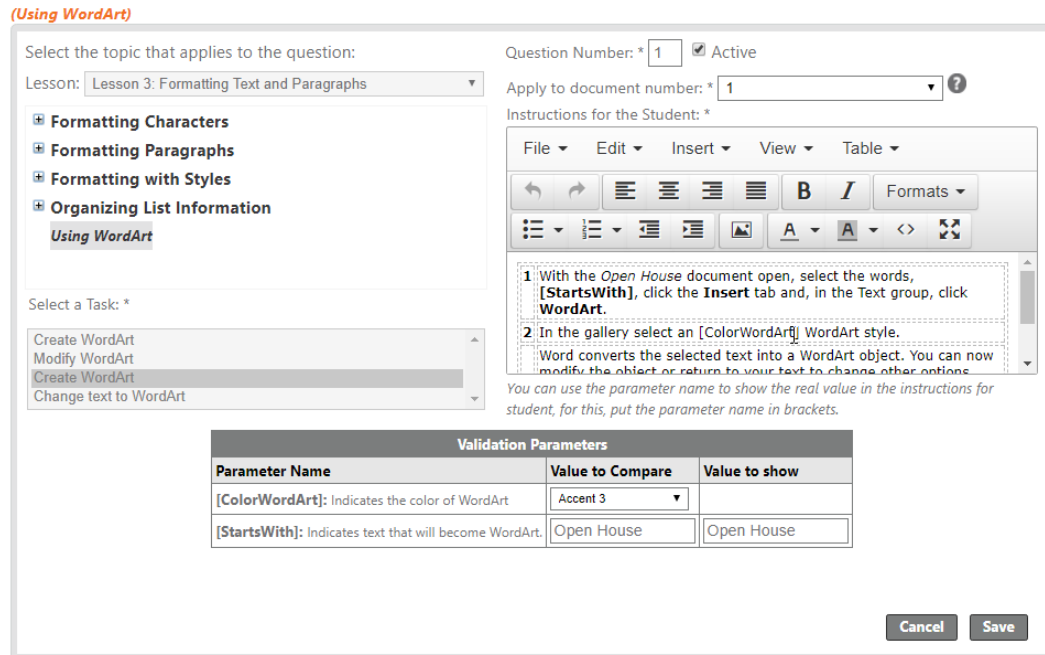
View the Validation Parameters table to determine the validation parameters and the associated values Jasperactive uses to validate (grade) the exercise task.

To familiarize yourself with the elements that make up a Jasperactive exercise, refer to the *Using the Activity Manager > Understanding Exercise Elements* section.

Step 8:   When you have finished reviewing the validation information, click **Cancel** to return to the Tasks page.

To view another exercise, click Cancel on the Tasks page to return to the activity search results list.

You can also determine if an exercise is validating correctly by running a report on the exercise. The report will show you which students have worked on the exercise and whether any of them were able to complete the tasks successfully. Refer to the *Using Reports > Viewing Reports in Export View > Generating an Exercise Result Report for Lesson Exercises* section for information about how to run a report on an exercise.

Any student successfully completing the exercise indicates that Jasperactive is validating the exercise correctly. Students who received an incorrect mark have performed a task or step incorrectly.

Creating a Custom Exercise

This section explains how to create a custom exercise in Jasperactive.

You can use the Activity Manager to create custom exercises from the existing exercise content available in Jasperactive.

To familiarize yourself with the elements that make up a Jasperactive exercise, refer to the *Using the Activity Manager > Understanding Exercise Elements* section.

When creating a custom exercise, you *must* insert portions of existing exercise content for validation (grading) purposes. Although you cannot create new parameters (graded elements), you can modify the value of an existing parameter (the answer Jasperactive is looking for) to suit your needs. For instance, if the [WordArtType] parameter value is Gradient Fill, Blue, you can modify the value to check for a different WordArt type, such as Fill:Gold, Accent color 4.

Additionally, all course starter and resource files are available for your use.

Before beginning the creation process, we recommend that you determine which exercises, tasks, and data files you want to include in the exercise. You may also find it helpful to consult the course Data Map included with the Teacher Resources.

Creating a custom exercise can be broken down into two distinct steps: setting up the custom exercise and adding tasks to the custom exercise.

Setting Up the Custom Exercise

When setting up a custom exercise, you are required to specify:

- an exercise name.
- the application to be used.
- the activity type.
- the instructions necessary to complete the exercise.

You may also decide to include the following:

- A description of the exercise
- A time limit for completion
- Data files to be used while performing the exercise tasks

To set up a new custom exercise, perform these steps.

Step 1:   In the Teacher Panel, click the **Activity Manager** option to display the Activity Manager page.

Step 2:   Click the **Add New Activity** button to create a new activity. The General Information page appears.

Step 3: In the Activity Name field, enter the exercise name.

Step 4: In the Application drop-down menu, select the application you would like to associate with the exercise.

Step 5: Verify the Activity Type is set to **Custom Exercise**.

Step 6: Enter a description of the exercise.

**Step 7:** Enter a time limit, if applicable, to complete the exercise.

You can use the Language drop-down menu to specify the language, English or Spanish.

Step 8: In the Instructions tab, enter instructions for completing the exercise. The instructions will appear in the student instruction pane, as shown below.
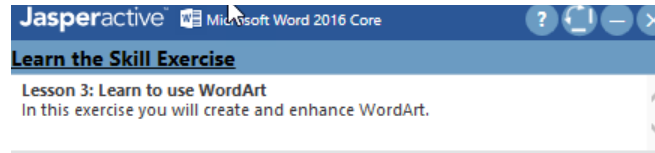
You can use the menus and toolbars to customize the instruction content. To preview the content, select Preview in the View menu.

Step 9:   Click the **Starter Files** tab to display the list of Starter Files you can use for the exercise. Starter Files are the files that are opened automatically or are made available to the student to open at the beginning of the exercise.
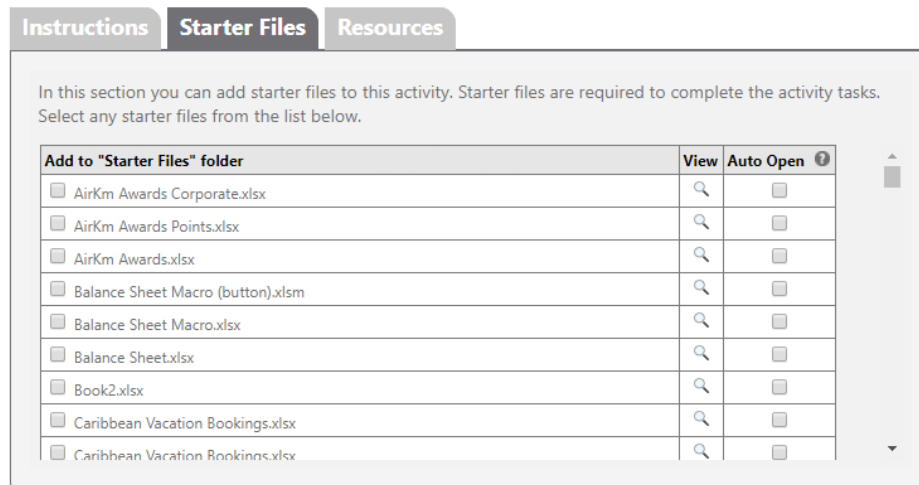
Step 10:   Select the check box(es) to the left of the data file(s) you want to use at the start of the exercise. To preview the file contents, click the **magnifying glass** (🔍) icon in the View column.

To have the file open automatically when the exercise loads, click the check box in the Auto Open column. An exercise may include up to ten files (starter and resource).

Keep in mind that you must keep track of the order in which the files are opened. Jasperactive refers to the files by number; the first file to be opened is document 1, the second file to be opened is document 2, and so on.

Step 11:   If the exercise will include supplemental files that the student will use during the exercise, click the **Resources** tab. Resource files can include text files, graphics, and other file types.

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Step 12: Select the check box(es) to the left of the data file(s) you want to be made available during the exercise.

To preview the file contents, click the **magnifying glass** (🔍) icon in the View column.

Step 13: Click **Save** when you have completed the preliminary setup. A notification bar appears at the top of the window indicating the exercise data has been saved. Notice that the Tasks tab appears to the right of the General Information tab.

You can click Cancel to cancel the changes and return to the Activity Manager home page.

Adding Tasks to the Custom Exercise

After you have completed setting up the custom exercise, you are ready to add exercise tasks.

This section explains how to choose and modify existing exercise tasks to include in the custom exercise.

Step 1: Click the **Tasks** tab to display the Tasks page.

Step 2: Click the **Add New Task** button to display the Add New Task window.

Add New Task

Select the topic that applies to the question:

Lesson: Diagnostic Exam ▼

Select a Task: *

Question Number: * 1   ☑ Active

Apply to document number: * 1 ▼ ❓

Instructions for the Student: *

| File ▼ | Edit ▼ | Insert ▼ | View ▼ | Table ▼ |

↶ ↷ | ≡ ≡ ≡ ≡ | **B** *I* | Formats ▼

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You can use the parameter name to show the real value in the instructions for student, for this, put the parameter name in brackets.

Cancel   Save

Step 3: Verify the appropriate question (task) number appears in the Question Number field.

Jasperactive automatically numbers the questions (tasks). To change the order of the questions, change the entry in the Question Number field.

Step 4: If necessary, select the appropriate document number in the Apply to document number drop-down menu.

Use the Apply to document number drop-down menu to indicate which document Jasperactive should evaluate for the tasks students will perform.

Step 5: On the left side of the window, click the **Lesson** drop-down menu to select a lesson. The available topics appear below the selected lesson.

Step 6: Click the **expand** (⊞) or **collapse** (⊟) icons to the left of the topics to display the available exercises.

Step 7: Select an exercise to display the associated tasks in the Select a Task box.

Step 8: Select a task in the Select a Task box to display the task instructions. The task instructions (steps) appear in the Instructions for the Student box on the right.

(Using WordArt)

Select the topic that applies to the question:

Lesson: Lesson 3: Formatting Text and Paragraphs ▼

⊞ **Formatting Characters** — **Topics**
⊞ **Formatting Paragraphs**
⊞ **Formatting with Styles**
⊞ **Organizing List Information**
Using WordArt — **Exercise**

Parameter
A graded item

Select a Task: *

Create WordArt
Modify WordArt
Create WordArt — **Tasks**
Change text to WordArt

Parameter

Question Number: * 1 ☑ Active

Apply to document number: * 1 ▼ ❓

Instructions for the Student: *

File ▼   Edit ▼   Insert ▼   View ▼   Table ▼

↶ ↷ | ≡ ≡ ≡ ≡ | **B** *I* | Formats ▼

≣ ▼ ≣ ▼ ⇤ ⇥ | 🖼 | **A** ▼ **A** ▼ ⟨⟩ ⛶

1 With the *Open House* document open, select the words, **[StartsWith]**, click the **Insert** tab and, in the Text group, click **WordArt**.
2 In the gallery select an **[ColorWordArt]** WordArt style.
   Word converts the selected text into a WordArt object. You can now modify the object or return to your text to change other options.

Displays in the instruction pane

You can use the parameter name to show the real value in the instructions for student, for this, put the parameter name in brackets.

Validation Parameters		
Parameter Name	**Value to Compare**	**Value to show**
[ColorWordArt]: Indicates the color of WordArt	Accent 3 ▼	
[StartsWith]: Indicates text that will become WordArt.	Open House	Open House

Grading Value
The answer Jasperactive is looking for

Displayed Value
As shown in the instruction pane

ncel   Save

Working with Parameters

In the Instructions for the Student box, text that appears within square brackets, such as [StartsWith], are called parameters. Parameters are used for grading purposes. Not all tasks include parameters.

If the selected task includes graded items (parameters), the Validation Parameters table appears. The Validation Parameters table lists the task parameters and their associated values in alphabetical order.

You can change parameter values in the Value to Compare and Value to Show columns in the Validation Parameters table:

- *Value to Compare* – indicates the information Jasperactive is validating (grading).
- *Value to Show* – indicates the text that will be displayed in the instruction pane.

To familiarize yourself with the elements that make up a Jasperactive exercise, refer to the *Using the Activity Manager > Understanding Exercise Elements* section.

Step 9:   Modify the instructions that appear in the Instructions for the Student section, as needed.

Please note the instruction steps are presented in a table. Use the Table drop-down menu to add or delete rows and columns. You can use the menus and toolbars to format the instruction content.

Step 10:   After you have completed the information in the Add New Task window, click **Save**. A notification bar appears at the top of the window indicating the exercise data has been saved.
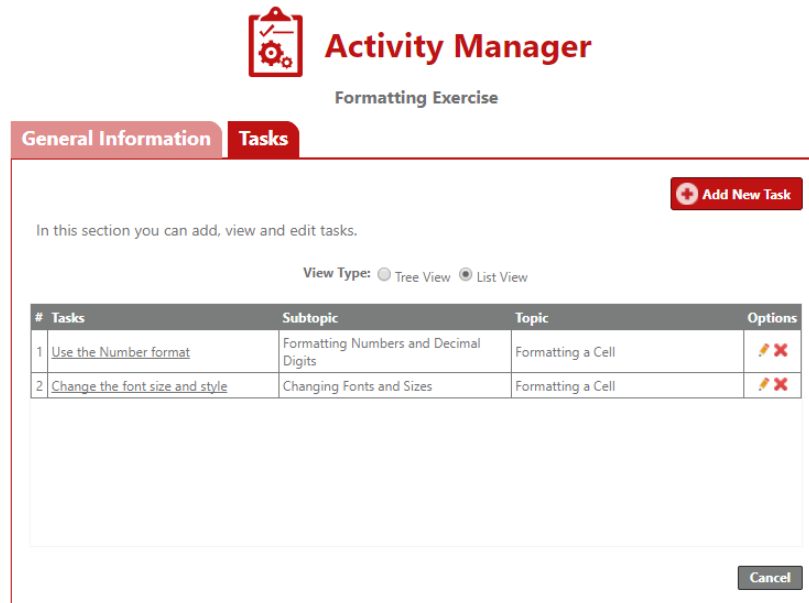
Step 11:   Click **Add New Task** to add additional tasks to the exercise, as applicable.

Remember to keep track of the question (task) number and the Apply to document number as you add new tasks to the exercise.

Click **Save** and repeat the process until the exercise is complete.

Notice that, as you add new tasks, Jasperactive remembers from which lesson you are drawing the topics for this exercise.

As you save tasks to the exercise, they will be added to the Tasks list on the Tasks page.

Jasperactive lists the tasks in the order they will appear when the exercise is assigned to students within the Jasperactive course.

To edit a task or adjust the task order, click the **pencil** (🖉) icon in the Options column.

To delete a task, click the **delete** (**X**) icon in the Options column.

Step 12: When you have finished adding tasks to the exercise, click **Cancel** to return to the main Activity Manager page.

After you create custom exercises, you can use the Groups Manager option in the Teacher Panel to assign the custom exercises to a group, and to delete the custom exercises from a group. Refer to the *Using the Groups Manager > Assigning a Custom Activity* and *Using the Groups Manager > Deleting an Assigned Custom Activity* sections.

Creating a Custom Quiz

This section explains how to create a custom quiz.

You can use the Activity Manager to create custom quizzes.

Creating a custom quiz can be broken down into three distinct steps: setting up the quiz, adding questions to the quiz, and adding answers to the quiz questions.

Setting Up the Custom Quiz

When setting up a custom quiz, you are required to specify:

- a quiz name.
- the application to be used.

- the activity type.
- instructions for the student.

You may also decide to include the following:

- A description of the quiz
- A time limit for completion

Although a description is optional, it is important to note that only the description (not the instructions) will be visible to students when they view the custom quiz that has been assigned to them. It is highly recommended that you enter a description which provides basic instructions to the students. For example, you might enter the text *Select the best answer to each question* as a quiz description.

To set up a new custom quiz, perform these steps.

Step 1:   In the Teacher Panel, click the **Activity Manager** option to display the Activity Manager page.

Step 2:   Click the **Add New Activity** button to create a new activity. The General Information page appears.

Step 3:   In the Activity Name field, enter the quiz name.

Step 4:   In the Application drop-down menu, select the application you would like to associate with the quiz.

Step 5:   In the Activity Type drop-down menu, select **Custom Quiz**.

Step 6:   In the Description field, enter instructions for the student. The text you enter in this field will be displayed in the Description field in the My Tasks window as shown in the following figure.

Step 7:   Enter a time limit, if applicable, to complete the quiz.

> You can use the Language drop-down menu to specify the language, English or Spanish.

Step 8:   In the Instructions tab, enter a few characters of text. The text you enter here will not be visible to students; however, an entry is required in order to save the quiz.

General Information

Please complete the following and click the **Save** button to complete the activity information:

* Mandatory Fields

Activity Name: *
Excel Quiz 1

Application: *
Excel 2016 Core

Activity Type: *
Custom Quiz

Description:
Select the best answer to each question.

Time Limit: 00:10 hh:mm   ☑ Active Activity
Language: * English

Instructions

Edit and format the activity instructions for the student: *

File ▾   Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

↶ ↷   Formats ▾   Font Sizes   ▾   **B** *I*   ≡ ≡ ≡ ≡   ☰▾ ☰▾ ☰ ☰

A ▾ A ▾ ⟨⟩

click

Step 9:   Click **Save** when you have completed the preliminary setup. A notification bar appears at the top of the window indicating the quiz data has been saved. Notice that the Questions tab appears to the right of the General Information tab.

General Information   **Questions**

Please complete the following and click the **Save** button to complete the activity information:

* Mandatory Fields

Activity Name: *
Excel Quiz 1

Application: *
Excel 2016 Core

Activity Type: *
Custom Quiz

> You can click **Cancel** to return to the Activity Manager home page. All saved data is retained by Jasperactive.

Adding Questions to the Custom Quiz
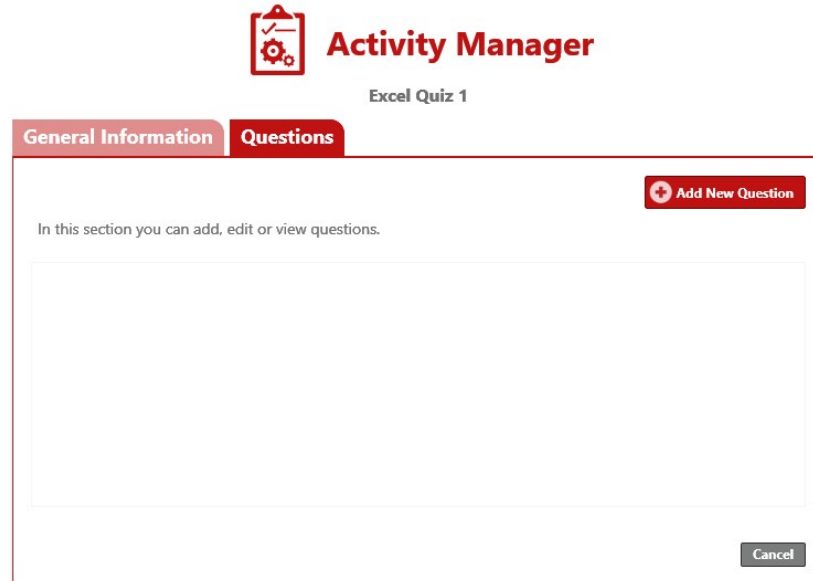
After you have completed setting up the custom quiz, you are ready to add quiz questions.

This section explains how to add questions to the custom quiz, edit questions, and adjust the order in which the questions appear.

> If you exited the quiz, perform the steps in the *Using the Activity Manager > Searching for an Activity* section to reopen the custom quiz.

To add questions to the custom quiz, perform these steps.
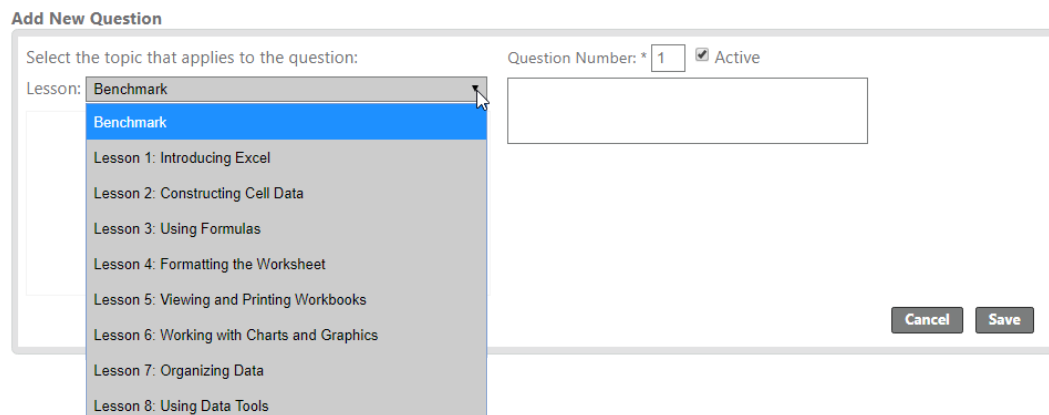
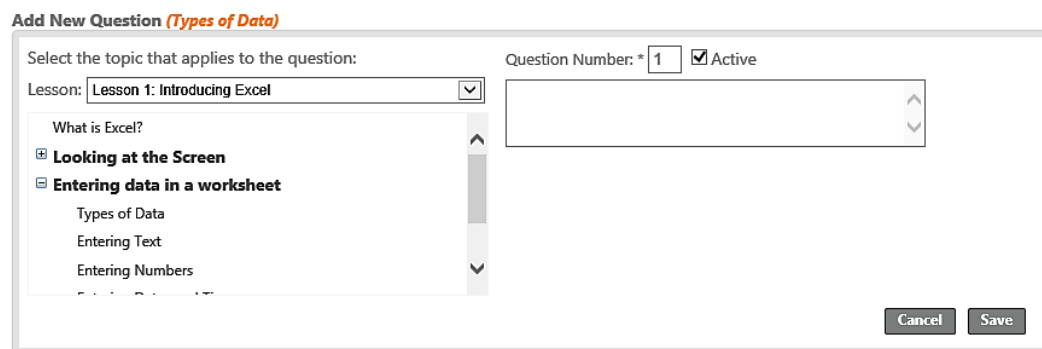Step 1:   Click the **Questions** tab to display the Questions page.

Step 2: Click the **Add New Question** button to display the Add New Question window.

Step 3: Click the **Lesson** drop-down menu and select a lesson. After you a select a lesson, the available topics will appear in the left side of the window.

Step 4: Click the **expand** (⊞) or **collapse** (⊟) icons to the left of the topics to display the available subtopics.

Step 5: Click the desired subtopic to select it.

It is important to specify the subtopic so that Jasperactive can provide remediation and properly point students to where the information can be found.

The Add New Question window title updates to include the subtopic you selected.

Step 6: Verify the appropriate question number appears in the Question Number field.

Jasperactive automatically numbers the questions. To change the order of the questions, change the entry in the Question Number field.

Step 7: Click in the text box below the Question Number field and enter the question stem.

If you have question text stored in another file, you can copy and paste the text from that document into Jasperactive.

Step 8: Click **Save** to save the question. A notification bar appears at the top of the window indicating the quiz question has been saved and the question appears in the Questions table.

Alternatively, you can click Cancel to return to the Activity Manager home page.

You may add answers to the quiz question now or continue adding questions and add the answers later. To add answers, refer to the *Using the Activity Manager > Creating a Custom Quiz > Adding Answers to the Quiz Questions* section.

Step 9: To add another question to the quiz, click **Add New Question** and repeat Steps 3 - 8.

As you save questions to the quiz, the question list updates. The Questions page lists the questions in the order they will appear.

You can click **Cancel** to return to the Activity Manager home page. All saved data is retained by Jasperactive.

Editing a Question

To edit a question or adjust the question order, perform these steps.

If you exited the quiz, follow the steps in the *Using the Activity Manager > Searching for an Activity* section to reopen the custom quiz. Then click the **Questions** tab to open the Questions page.

Step 1: In the Questions table, locate the row for the question you want to edit, and in the Options column, click the **pencil** ( ) icon. The question detail section appears below the Questions table.

Step 2:   Edit the question information as needed, and then click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

To delete a question, click the **delete** (**X**) icon in the Options column or click the **Delete** button in the question detail section. A message window appears asking you to confirm that you want to proceed. Click **OK** to delete the question. A notification bar appears at the top of the window indicating the changes have been saved, and the Questions table updates to reflect the change.

Adding Answers to the Quiz Questions

After you have added questions to the custom quiz, you are ready to add answers to the questions.

This section explains how to add answers to quiz questions.

If you exited the quiz, follow the steps in the *Using the Activity Manager > Searching for an Activity* section to open the custom quiz. Then click the **Questions** tab to open the Questions page.

Step 1:   In the Questions table, locate the row for the question to which you want to add answers, and in the Options column, click the **pencil** ( ) icon. The Questions page displays the question detail section for the selected question.

You will use the Add New Answer button to enter all answers for the question. The answers include the correct answer and the distractors (incorrect answer options). The answers will appear in random order during the quiz.

Step 2:   Click the **Add New Answer** button to display the Add new answer to question window.

Step 3:   In the Answer field, enter the correct answer for the question.

By default, the first answer provided is designated as the correct answer.

Step 4:   Click **Save** to save the answer. A notification bar appears at the top of the window indicating the question answer has been saved and the answer appears in the Answer table.

Alternatively, you can click Cancel to return to the Activity Manager home page.

To edit an answer, click in the Answer field, edit the answer as needed, and then click **Save** in the question detail section.

To deactivate an answer, deselect the check box in the Active column, and then click **Save** in the question detail section. When you deactivate an answer, it will not be visible to students when they view the custom quiz.

To delete an answer, click the **delete** (**X**) icon to the right of the answer. A message window appears asking you to confirm that you want to proceed. Click **OK** to confirm the deletion. The Answer table updates to reflect the change.

Step 5:   To add an explanation to help students understand the correct answer, enter the explanatory text in the Supplementary Answer field. The supplementary answer is visible to students when they review the quiz questions they answered incorrectly.

Step 6:   To add another answer to the question, click **Add New Answer** and repeat steps 2 – 4.

When you have finished entering the question answers, the answer section will appear similar to the following figure.

To designate a different answer as the correct answer, click the check box in the Correct column to select it. A message window appears asking you to confirm that you want to proceed. Click **OK** to confirm you want to mark the answer as correct. A notification bar appears at the top of the window indicating the change was saved. The Answer table updates to reflect the change.

Step 7:   When you have finished adding answers to the question, click **Cancel** to return to the main Activity Manager page.

Step 8:   Click the **Home Page** ( ) icon in the navigation bar to return to the Teacher Panel page.

After you create custom quizzes, you can use the Groups Manager option in the Teacher Panel to assign the custom quizzes to a group, and to delete the custom quizzes from a group. Refer to the *Using the Groups Manager > Assigning a Custom Activity* and *Using the Groups Manager > Deleting an Assigned Custom Activity* sections.

Deactivating a Custom Activity

This section explains how to deactivate a custom activity.

You can use the Activity Manager to deactivate custom exercises and quizzes that you have authored. A custom activity that has been deactivated can still be assigned to students, but students will be unable to see (or perform) the assigned activity until it has been reactivated.

To deactivate a custom activity, perform these steps.

Step 1:   In the Teacher Panel, click the **Activity Manager** option.

Step 2: Enter the activity name. If you do not know the name, leave this field blank to display a list of all activities associated with the chosen application and activity type.

Step 3: In the Application drop-down menu, select the application associated with the activity.

Step 4: In the Activity Type drop-down menu, select the type of activity for which to search.

Step 5: In the Author drop-down menu, select **My Custom Activities**.

Step 6: Click **Search** to display a list of the custom activities you specified.

Activity Type	Activity Name	Activity Description	Author	Active	Options
Custom Quiz	ConceptCheck-1	Lesson 1 concept check	Kim Williams	☑	✏ ✖

Step 7: In the search results table, locate the row for the activity you want to deactivate, and in the Options column, click the **pencil** (✏) icon to display the General Information page.

Step 8: Click the **Active Activity** check box to deselect it. Deselecting this check box will deactivate the activity.

ConceptCheck-1

General Information   **Questions**

Please complete the following and click the **Save** button to complete the activity information:

* Mandatory Fields

Activity Name: *
ConceptCheck-1

Application: *
PowerPoint 2016

Activity Type: *
Custom Quiz

Description:
Lesson 1 concept check

Time Limit: 00:05 hh:mm
Language: * English

☑ Active Activity

Instructions

Step 9: Click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

To view the change, you must refresh the search results table.

Step 10: Click the **Activity Manager** ( ) icon in the navigation bar to return to the Activity Manager home page.

Step 11: Re-enter the activity's search information, and then click **Search**.

Notice that, in the Active column of the search results table, the check box for the specified activity is deselected, indicating that the activity is now inactive.

Activity Type	Activity Name	Activity Description	Author	Active	Options
Custom Quiz	ConceptCheck-1	Lesson 1 concept check	Kim Williams	☐	✏ ✖

PowerPoint 2016

If you want to reactivate an inactive activity, navigate to the General Information tab for the activity you want to reactivate. Click the **Active Activity** check box to select it, and then click **Save**. Refresh the search results table to confirm that the activity is now active.

Deleting a Custom Activity

This section explains how to delete a custom activity.

You can use the Activity Manager to delete custom exercises and quizzes that you authored.

To delete a custom activity, perform these steps.

Step 1: In the Teacher Panel, click the **Activity Manager** option.

Step 2:   Enter the activity name. If you do not know the name, leave this field blank to display a list of all activities associated with the chosen application and activity type.

Step 3:   In the Application drop-down menu, select the application associated with the activity.

Step 4:   In the Activity Type drop-down menu, select the type of activity for which to search.

Step 5:   In the Author drop-down menu, select **My Custom Activities**.

Step 6:   Click **Search** to display a list of the custom activities you specified.

Step 7:   In the search results table, locate the row for the activity 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. Click **OK** to confirm the deletion. A notification bar appears at the top of the window and the search results table updates to reflect the deletion of the custom activity.

Using the Groups Manager

The Groups Manager serves as a central location for managing courses, individual students, student groups (classes), grading rubrics, and assignments.

You can use the Groups Manager to:

- create student groups.
- manage groups.
- modify the available course list and course duration.
- view and edit student information.
- reset the Benchmark assessment.
- assign and delete custom exercises and quizzes.
- adjust the grading rubrics for individual students and groups.
- modify assessment time limits.

Creating a Group

In Jasperactive, a group is made up of students (or users) linked to a specific class/teacher. Group members are assigned a group key that associates their account with a center (school), license, teacher, and course(s).

To enable reporting, groups should be created regardless of the type of license (Center or User Activation Codes) purchased by your organization.

This section explains how to create a group.

To create a new group, perform these steps.

Step 1:   In the Teacher Panel, click the **Groups Manager** option.

The Groups Manager page appears.

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	☐ 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.

Step 2:   Click the **Add New Group** button. The New Group window opens and displays the General Information tab.

New Group

Step 3:   Use the fields in the General Information tab to enter information for the new group.

The fields are described in the following table.

Group Key	A unique group key will be generated and will appear in this field after the new group has been created.
Group Name	Enter a descriptive name for your group (for example, BusApps P2 Sem1 1718).
Current Licenses	The number and type of licenses your organization has purchased will appear in the Current Licenses drop-down menu. Select the license you have been authorized to use for your group(s). If you select a **Center License**, you will need to enter a start date and finish date in the associated fields. Your group key will act as an activation code for new users and will automatically link students to your group. Students who already have a Jasperactive account can use the code to link to your group.

> For information about where and when to enter a Center license-generated group key, refer to the *Using the Groups Manager > Creating a Group > Distributing Group Keys* section.
>
> If you select a **User Activation Codes** license, then the group key will allow students to link to your group, but students will still need a separate activation code to create and activate a Jasperactive account. Please ensure you have been given the student User Activation Codes for your location so that you can distribute these to your students along with your group key. If you have not received the codes, please contact your system administrator.
>
> For information about where and when to enter a User Activation Codes License-generated group key, refer to the *Using the Groups Manager > Creating a Group > Distributing Group Keys* section.

After you have selected a license from the Current Licenses drop-down menu, the Jasperactive courses that have been purchased for your location appear. Each suite of courses displays in its own tab.

If you are using a User Activation Codes license, the courses are pre-selected and you can skip to Step 6.

Step 4:   If you are using a Center license, you may select the courses you want to make available to your group. Click an application suite tab and select the desired courses.

Step 5:   Click **Save** to create the group and generate the group key.

Step 6:   Distribute the Group Key to each student on your class roster, and provide instructions about where to enter the key. Refer to the *Distributing Group Keys* section for details.

Step 7:   Click **Cancel** to return to the Groups Manager page.

Step 8:   To verify the creation of the new group (and to list all groups associated with your teacher account), clear all criteria in the Search Groups section, and then click **Search**.

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

Group Key	Group Name	Dates	License Type	Description	Students	Active	Options
	Data Managers	2018-03-05 to 2019-01-31	Center License	Business apps with a focus on data	1	☑	✏ ❌

To view or edit a group's information, locate the row for the group you want to access, and in the Options column, click the **pencil** (✏) icon.

To delete a group, locate the row for the group you want to delete, and in the Options column, click the **delete** (**X**) icon.

Distributing Group Keys

A group key associates a student account with a school, a license, a teacher, and one or more courses. A student can use a group key to create an account, activate a course, link to a teacher, or change the license associated with a course.

As a teacher, you can generate a group key from a User Activation Codes license, or from a Center license.
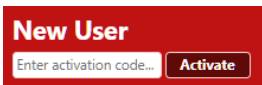
A group key that is generated from a User Activation Codes license is used to link an existing student account to your group. If you are distributing a User Activation Codes-generated group key, instruct students to go to the course home page, then click the **Link to a teacher** (👤) icon in the course navigation bar to open the Teacher window. Students should enter the group key code in the Group Key field, click **Search** to find the group and teacher, and then click **Link to this Group**.
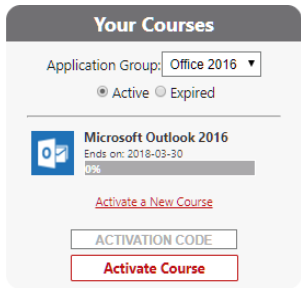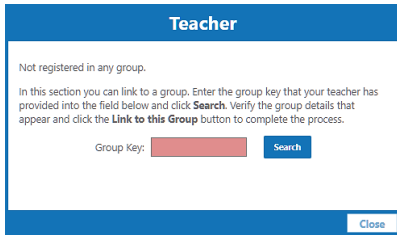
For information about linking to a group, refer to the *Linking to a Teacher* guide available at http://support.jasperactive.com/.

A group key that is generated from a Center license can be used to:

- create a new student account.
- activate a new course.
- link a student account to a group (and the courses associated with the group).

The Center license-generated group key should be entered in one of three specific locations, depending upon the situation, as described in the following table.

If the key will be distributed to …	Enter the group key in the …	Comments
students who have not yet created their Jasperactive student accounts	**Enter activation code** field in the New User section on the Jasperactive home page	Enter the group key code in the field, then click the **Activate** button to create a new Jasperactive student account and associate the new course(s) with the student account.

students with active accounts who have not yet activated the course(s) for which you have generated the key	**ACTIVATION CODE** field in the Your Courses section **Your Courses** Application Group: Office 2016 ▼ ◉ Active ○ Expired Microsoft Outlook 2016 Ends on: 2018-03-30 0% Activate a New Course ACTIVATION CODE Activate Course	In the Your Courses section on your personal Jasperactive home page, click the **Activate a New Course** link to access the ACTIVATION CODE field. Enter the group key code, click **Activate Course**, then click **Confirm** to associate the new course(s) with the student account.
students who have previously activated the course (for example, with another teacher) for which you have generated the key OR students whose courses have expired	**Group Key** field in the Teacher window **Teacher** Not registered in any group. In this section you can link to a group. Enter the group key that your teacher has provided into the field below and click **Search**. Verify the group details that appear and click the **Link to this Group** button to complete the process. Group Key: [ ] Search Close	Go to the course home page, then in the course navigation bar, click the **Link to a teacher** (👤🔗) icon to open the Teacher window. Enter the group key code, click **Search**, and then click **Link to this Group** to associate the course with the new group and apply the license to the course.

If a student tries to use a group key code to activate a course that he or she has already activated, the student will receive an error message resembling the one shown here.

Informative Message

The following courses have not been activated because they are already associated with your account. if you want to update the license of these courses, please select each course in the **My Courses** list and linked it to the teacher using the same group code: ▮▮▮ ▮▮▮

- Microsoft Outlook 2016

Because the student has already activated the course, he or she must link to your group. Refer to the third scenario outlined in the preceding table.

For information about creating a new Jasperactive student account, refer to the *Activating a Brand New Account* guide available at http://support.jasperactive.com/.

For information about activating a new course, refer to the *Viewing Your Courses* guide available at http://support.jasperactive.com/.

For information about applying a new license to a course, refer to the *Linking to a Teacher* guide available at http://support.jasperactive.com/.

Managing Groups

This section 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.

Step 1:   In the Teacher Panel, click the **Groups Manager** option.

The Groups Manager page appears.

Step 2:   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 3:   Click **Search** to display the results.

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.

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.

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.

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.

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.

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.

Modifying the Available Course List

This section explains how to use the Groups Manager to modify the courses that are available to students enrolled in your groups.

To modify the courses that are available to students in 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.

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

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	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	☑	✎ ✖

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

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.

General Information   Group Students   Assessment Rubrics and Activities   Customize Time

The available courses display in the lower portion of the General Information tab. Application suites display on separate tabs. Courses for which the check box is currently selected are available to students in the group.

Step 3:   Click the appropriate tab, if necessary, then select or deselect the course check boxes to adjust which courses will be available to students in the group.

Step 4:   Click **Save**. A notification bar appears at the top of the window, indicating the changes were saved.

Viewing and Editing Student Information

This section explains how to view and edit information for a student from within the Groups Manager. First, you must find the group to which the student is linked, then you can find the student in the Group Students tab.

To view and edit information for a student, 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.

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

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	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	☑	✏️ ❌

> For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2:   In the search results table, locate the row for the group you want to examine, 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.

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

Step 3:   Click the **Group Students** tab and select a course in the Show students enrolled in drop-down menu to display the list of students enrolled in that class.

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

The Options column displays icons for viewing or editing student information:

🔑📋🌐🔍❌

🔑	Click this to set or reset the student's user name or password.
	User and Password*(Mimi Stewart)*
	You can change the access data of the student. Remember that the password is case sensitive.
	Email:
	mimi@gps.edu
	Password:
	123456
	Cancel Save

	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%. You can also click the **Assign Activity** button in the Rubrics window to assign a custom exercise or quiz to the student. (For more information, refer to the *Using the Groups Manager > Assigning a Custom Activity* section.)
	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.
	Click this to view student information and overall course progress percentages.

	Click this to remove the student from the group permanently.

Resetting Passwords

This section explains how to reset a password for a student from within the Groups Manager. First, you must find the group to which the student is linked, then you can find the student in the Group Students tab.

To reset a student's password, 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.

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

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	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	✔	✏❌

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2:   In the search results table, locate the row for the group you want to examine, 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.

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

Step 3:   Click the **Group Students** tab, and select a course 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 ▼]   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 4:   In the student list, locate the row for the student whose password you want to reset, and in the Options column, click the **key** (🔑) icon. The User and Password dialog box appears.

Step 5:   Change the password in the Password field, and then click **Save** to reset the student's password. A notification bar appears at the top of the window, indicating the change was saved.

Resetting Benchmark Assessments

This section 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.

To reset the Benchmark assessment, 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.

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

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	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	☑	✏️❌

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2:   In the search results table, locate the row for the group you want to examine, 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.

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

Step 3:   Click the **Group Students** tab, and select a course in the Show students enrolled in drop-down menu to display the list of students enrolled in that class.

Step 4: 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 5: Click the **Reset Benchmark** link. A message window appears asking you to confirm that you want to proceed.

Step 6: Click **OK** to reset the Benchmark for the selected students. A notification bar appears at the top of the window, indicating the Benchmark has been successfully reset.

Assigning a Custom Activity

This section explains how to use the Assessment Rubrics and Activities tab in the Groups Manager to assign a custom activity to a group, adjust the grading rubric, and set a due date.

To assign a custom activity 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.

> For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group to which you want to assign a custom activity, 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 **Assessment Rubrics and Activities** tab.

Step 4: In the Show settings of drop-down menu, select the course with which the custom activity is associated.

Step 5: Click the **Assign Activity** button to display the Assign Activity window. The custom activities available for the specified course appear.

> To display your school's shared custom activities, click the **All Custom Activities** option in the Author section.

Step 6: Select a custom activity from the list, and then click **Assign** to add this activity to the list of activities students should complete. A notification bar appears at the top of the window indicating the activity has been assigned to the group. The Assessment Rubrics and Activities table updates to include the activity.

Step 7: Enter the appropriate dates in the from and to fields in the Exam Availability column.

Step 8: In the custom activity row, assign a percentage value in the Value column.

Step 9: Adjust the percentage values for the remaining activities as needed so the sum of all values equals 100%.

The values contained in the Value column must equal 100%.

Step 10: Click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

Step 11: Repeat Steps 5-10 to assign additional activities to the group, as necessary. Change the appropriate percentage values so that the total percentage value equals 100%.

When students access the course to which you assigned the new activities, the Tasks icon in the navigation bar will reflect the number of activities currently assigned.

As you add or remove activities, this number automatically adjusts to reflect the assigned number of activities. In the example shown in the preceding figure, if you delete an assigned activity, the number will automatically change to 1.

Students can click the ⬚ icon to display the custom activities that need to be completed.

Removing the Assignment of a Custom Activity

This section explains how to use the Assessment Rubrics and Activities tab in the Groups Manager to remove the assignment of a custom activity.

To remove the assignment of a custom activity 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.

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2: In the search results table, locate the row for the group from which you want to remove the assignment of a custom activity, 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 **Assessment Rubrics and Activities** tab and, in the Show settings of drop-down menu, select the course with which the custom activity is associated.

Step 4: Locate the row containing the custom activity you want to delete, and then in the Options column, click the **delete** (**X**) icon. A message window appears asking you to confirm that you want to proceed. Click **OK** to confirm the deletion. The rubric table updates to reflect the change.

Step 5: Adjust the percentage values for the remaining activities as needed so the sum of the values equals 100%.

The values contained in the Value column must equal 100%.

Step 6: Click **Save**. A notification bar appears at the top of the window indicating the changes have been saved.

Modifying Course Rubrics

This section 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, refer to the *Using the Groups Manager > Viewing and Editing Student Information* section.

To modify the rubrics for a course, 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.

For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2:   In the search results table, locate the row for the group for which you want to modify the course rubrics, 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.

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

Step 3:   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.

Data Managers

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

Show settings of: Excel 2016 Core ⌄   ⊕ Assign Activity

In this section you can assign activities and rubrics to a specific group.
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				20.00 %	

Cancel   Save

Step 4:   To alter the weighting for any of the listed elements, click in the **Value** field for that element and enter the new value. The total value of all elements must add up to 100.0%.

Step 5:   Click **Save**. A notification bar appears at the top of the window indicating the changes were saved.

Modifying Assessment Time Limits

This section 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, refer to the *Using the Groups Manager > Viewing and Editing Student Information* section.

To modify assessment time limits, 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.

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

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	2018-03-04 to 2019-01-31	Center License	Business apps with a focus on data	3	✓	✏ ✖

> For instructions about using the search feature, refer to the *Using the Groups Manager > Managing Groups > Finding a Group* section.

Step 2:   In the search results table, locate the row for the group for which you want to change time limits, 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.

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

Step 3:   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 exercise is set to 00:50 (zero hours and 50 minutes) – the amount of time allotted when you take a Microsoft Office Specialist certification exam.

Groups Manager

Data Managers

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

Show settings of: 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

Cancel   Save

Step 4:   In the Time to Complete column, click in the (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 5:   Click **Save**. A notification bar appears at the top of the window indicating the changes were saved.

Using Reports

You can use the Reports option in the Teacher Panel to track student progress and provide course completion statistics for each course in Jasperactive.

You can work with reports in Default view or in Export view.

Viewing Reports in Default View

This section explains how to work with reports in Default view. To work with reports in Default view, perform these steps.

Step 1:   In the Teacher Panel, click the **Reports** option.

The Reports page appears and displays the Learning Report and Custom Activity Report tabs.

Use the Learning Report tab to view reports that show student progress and scores on the default (built-in) assessments, lesson quizzes, and lesson exercises.

Use the Custom Activity Report tab to view reports that show student progress and scores on custom activities that you have assigned.

You can click the Go to Export view link to work with reports in Export view. For information about working with reports in Export view, refer to the *Using Reports > Viewing Reports in Export View* section.

Viewing Learning Reports in Default View

Learning reports show student progress and scores on the default assessments, lesson quizzes, and lesson exercises in each Jasperactive course. You can view these reports from the Learning Report tab in the Reports page.

To view Learning Reports, perform these steps.

Step 1:   In the Learning Report tab, select a course from the Application drop-down menu, then click **Show Report**.

The window expands to list the groups (classes) for the selected application that are associated with your teacher account.

The summary information for each group includes the group name and key, the number of students linked to the group, a description of the group, and the overall progress of the group.

Step 2:   In the group list, click the **Group** link for the group you want to examine.

Jasperactive displays a table of student information.

Viewing Assessment Score Details for a Student

You can view the score details about the individual skills tested in each Jasperactive assessment by clicking the score in the appropriate column in the student table. Assessment score details display in a new window (or window tab, depending upon your browser settings).

To view the score details for an assessment for an individual student, perform these steps.

Step 1:   In the table of student information, locate the row for the student whose score details you want to view, then click the appropriate score link in the Benchmark, Create, or Validate column.

The assessment results display in a new window or window tab.

Exercise Results

Correct Percentage: **81%**

Course: **Microsoft Excel 2016 Core**
Exercise: **Create**
Student: **Douglas Robert**

Lesson	Topic		Question
Lesson 2: Constructing Cell Data	Renaming Worksheets	✓	The worksheets must be named according to the instructions
	Hiding/Unhiding Rows & Columns	✓	Hide rows
	Managing Worksheets	✓	Two or more worksheets
		✗	Hide a Worksheet
Lesson 3: Using Formulas	Using Absolute Cell References	✓	Include absolute references in the formulas or functions
	Using Math and Statistical Functions	✓	Use functions that allow you to obtain the higher and lower expenses
		✓	Use a function that allows you to count all expenses higher than $500
		✓	Show the average of expenses
		✓	Show the average monthly or the actual expenses for transportation
	Using Text Functions	✓	Use the concatenate function and the right function
	Using the Subtotal Function	✓	Use the subtotal function
Lesson 4: Formatting the Worksheet	Using Cell Styles	✓	Apply cell styles
	Conditional Formatting	✓	Use conditional formatting
Lesson 5: Viewing and Printing Workbooks	Page Formatting	✓	The grid lines are printed in the worksheet
	Customizing the Page Layout	✗	Change Page Orientation
	Adding a Header or Footer	✗	Check Header

Step 2:   Close the Exercise Results window (or window tab) to return to the Reports page.

Viewing Course Progress Details for a Student

You can view detailed data about a student's course progress by clicking the student's name in the student table and drilling down through the available information. Each link that you click as you drill down into the data expands the level of detail shown. You can click the link again to collapse the progress details.

To view a student's detailed course progress, perform these steps.

Step 1:   In the table of student information, locate the row for the student whose course progress details you want to view, then click the student's name in the Name column.

The table expands to show the student's overall progress statistics by lesson.

Group: **1718 BusApp S1P2** (▓▓▓ ▓▓ ▓▓)
Total Students: 5   Overall Progress: 1%
Description: 2017-2017 Business Applications Semester 1 Period 2

Overall Progress	Name	Email	Benchmark	Create	Validate
3%	Douglas Chip	chipper@douglas.net	0 %		

Overall Progress	Lesson	Quiz
23%	Lesson 1: Introducing Excel	90 %
0%	Lesson 2: Constructing Cell Data	0 %
0%	Lesson 3: Using Formulas	0 %
0%	Lesson 4: Formatting the Worksheet	0 %
0%	Lesson 5: Viewing and Printing Workbooks	0 %
0%	Lesson 6: Working with Charts and Graphics	0 %
0%	Lesson 7: Organizing Data	0 %
0%	Lesson 8: Using Data Tools	0 %

Overall Progress	Name	Email	Benchmark	Create	Validate
1%	Douglas Robert	robby@douglas.net	0 %	81 %	84 %
0%	Jacobs Stephen	sjacobs@tolano.com			
0%	Lott Jennifer	jlott@tolano.com	33 %		
0%	Picoult Paulette	ppicoult@tolano.com			

Step 2:   To view details about each exercise within a specific lesson, click the lesson name in the Lesson column.

The table expands to show performance statistics for each lesson exercise.

Overall Progress	Name	Email	Benchmark	Create	Validate
3%	Douglas Chip	chipper@douglas.net	0 %		

Overall Progress	Lesson	Quiz
23%	Lesson 1: Introducing Excel	90 %

Optional	Exercise	Percentage of Correct Marks	Practiced	Last Result	Time Taken to Answer
☑	Using the Ribbon	33 %	1	2017-09-07 09:59 PM	0h 4m 9s
☐	Entering Text	100 %	4	2017-09-11 10:44 PM	0h 0m 17s
☐	Entering Numbers	100 %	1	2017-09-07 10:02 PM	0h 1m 47s
☐	Entering Dates and Times				h m s
☑	Saving Workbooks				h m s
☑	Creating a New Workbook				h m s
☐	Switching Between Workbooks				h m s
☐	Closing a Workbook				h m s
☑	Working with the Compatibility Mode				h m s
☑	Selecting Cells				h m s

Overall Progress	Lesson	Quiz
0%	Lesson 2: Constructing Cell Data	0 %
0%	Lesson 3: Using Formulas	0 %
0%	Lesson 4: Formatting the Worksheet	0 %

Step 3:   To view details about each task within an exercise, click the exercise name in the Exercise column.

The table expands to show which tasks were and were not performed correctly.

Overall Progress	Name		Email	Benchmark	Create	Validate
5%	Douglas Chip		chipper@douglas.net	0 %		

Overall Progress	Lesson		Quiz
23%	Lesson 1: Introducing Excel		90 %

Optional	Exercise	Percentage of Correct Marks	Practiced	Last Result	Time Taken to Answer
☑	Using the Ribbon	33 %	1	2017-09-07 09:59 PM	0h 4m 9s

Status	Question
✖	Change the screen view
✖	Change zoom percentage
✔	Use keyboard shortcuts

Optional	Exercise	Percentage of Correct Marks	Practiced	Last Result	Time Taken to Answer
☐	Entering Text	100 %	4	2017-09-11 10:44 PM	0h 0m 17s
☐	Entering Numbers	100 %	1	2017-09-07 10:02 PM	0h 1m 47s
☐	Entering Dates and Times				h m s
☑	Saving Workbooks				h m s

Step 4: To hide the report details for a student, click the student's name in the Name column.

Viewing Custom Activity Reports in Default View

If you have assigned custom exercises or quizzes to your students, you can work in the Custom Activity Report tab to view a report about a student's progress on the custom activities.

You can view detailed performance and score statistics for a custom activity by clicking the activity name in the custom activities table and drilling down through the available information. Each link that you click as you drill down into the data expands the level of detail displayed. You can click the link again to collapse the report details.

To view a Custom Activity Report, perform these steps.

Step 1: In the Reports page, click the **Custom Activity Report** tab.   The Custom Activity Report options display.

Step 2: Select a course from the Application drop-down menu, then click **Show Report**.

The window expands to list the groups (classes) for the selected application that are associated with your teacher account, and within which, you have assigned custom activities.

The summary information for each group includes the group name, the number of students who have performed the assigned custom activities, a description of the group, and the overall progress (percentage) of group participation in the custom activities.

Step 3:   In the group list, click the **Group** link for the group you want to examine.

Jasperactive displays a table of custom activities assigned to members of the group.

Step 4:   To view details about which students have attempted a custom activity, in the table of custom activities, locate the row for the activity you want to see, then click the appropriate activity name link in the Custom Exam column.

The table expands to show the overall progress of those students who have attempted the activity.

Step 5:   To view the activity scoring details for a student, click the appropriate student name link.

The table expands to show which specific tasks/questions were or were not performed/answered correctly.

Step 6: To hide the report details for a custom activity, click the activity name link in the Custom Exam column.

Viewing Reports in Export View

This section explains how to work with reports in Export view. To work with reports in Export view, perform these steps.

Step 1: In the Teacher Panel, click the **Reports** option.

The Reports page appears and displays the Learning Report and Custom Activity Report tabs, and a Go to Export view link. To work with reports in Export view, you must first switch to Export view.

Step 2: In the upper-right corner of the window, click the **Go to Export view** link to switch to Export view. The window updates to show the options available in Export view.

Reports

Use the Learning Report tab to view reports that show overall progress and assessment scores for students in each of your groups.

Use the Custom Activity Report tab to view reports that show student progress and scores on custom activities that you have assigned.

> You can click the Go to default view link to work with reports in Default view. For information about working with reports in Default view, refer to the *Using Reports > Viewing Reports in Default View* section.

Generating Learning Reports in Export View

Learning reports show course progress percentages and assessment scores for students within a Jasperactive group. You can generate these reports from the Learning Report tab in the Reports page.

To generate Learning Reports, perform these steps.

Step 1:   In the Learning Report tab, select a course from the Application drop-down menu.

Step 2:   Select the check box(es) for the group(s) for which you want to generate a report.

Step 3:   Click **Show Report**.

The window expands to display a Learning Report for the group. The report shows overall progress and grade statistics for the group. Student information and scores appear in the student table in the Learning Report, and a bar chart appears below the table.

You can use the toolbar options that appear immediately below the Show Report button to navigate the report, change the zoom setting, print the report, and export the report in various formats. In the preceding figure, the available toolbar options are:
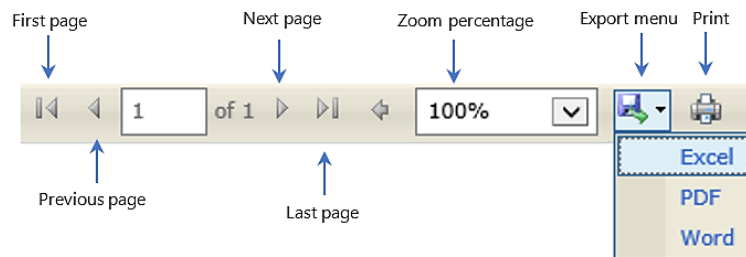
Not all toolbar options are available in all report types.

For each student listed in the student table, you can generate an Exercise Result report to show assessment score details, or you can generate an individual Overall Progress report to view student performance for each lesson in the course.

Generating an Individual Exercise Result Report for an Assessment

An Exercise Result report will show score details for the individual skills tested in each Jasperactive assessment. To generate an Exercise Result report for an assessment, click the score in the appropriate column in the student table. The Exercise Result report displays in a new window (or window tab, depending upon your browser settings).

To generate an Exercise Result report for an assessment for an individual student, perform these steps.

Step 1:   In the student table of the Learning Report, locate the row for the student whose score details you want to see, then click the appropriate score link in the Benchmark Results, Create Results, or Validate Results column.

The Exercise Result report for the assessment appears in a new window or window tab.

Step 2:   Print or export the Exercise Result report data using the toolbar options at the top of the page.

Step 3:   Close the Exercise Result report window (or window tab) to return to the Learning Report.

Generating an Overall Progress Report for a Student
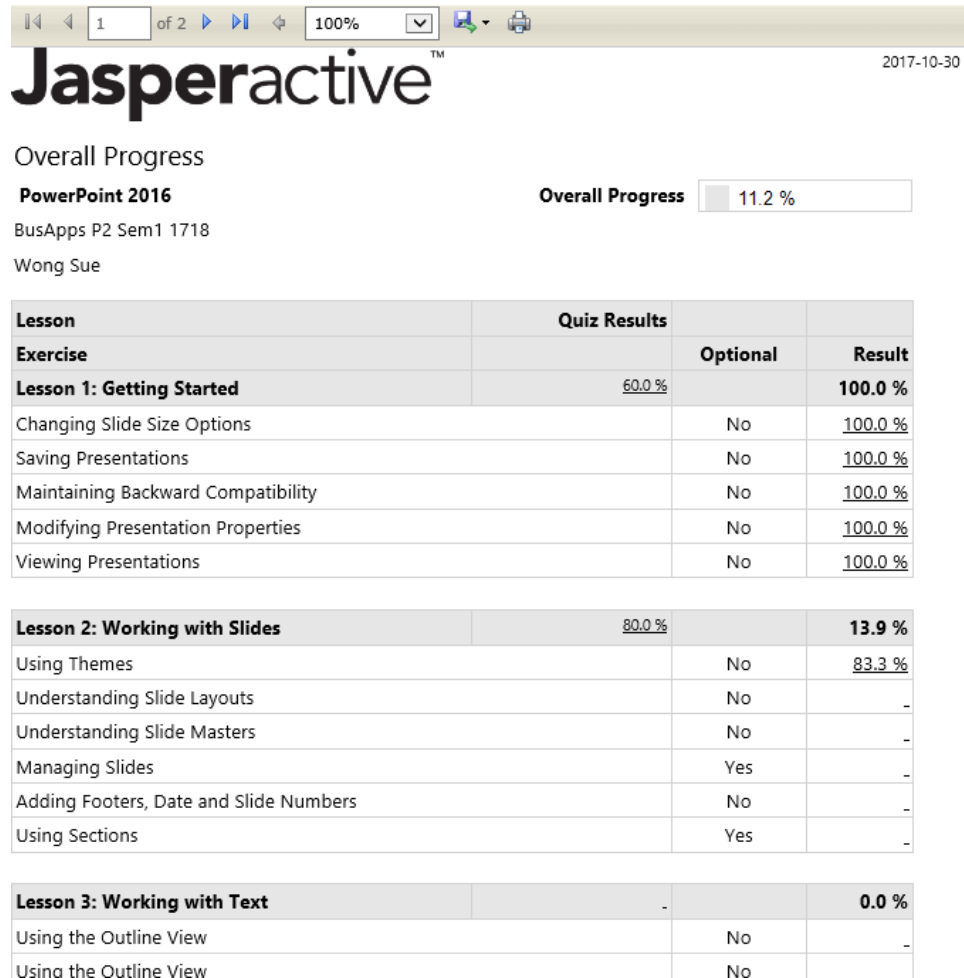
You can generate an Overall Progress report for a student by clicking the student's name in the student table of the Learning Report. You can also drill down through the available information in the Overall Progress report. Each link that you click as you drill down into the data generates a new report about the

specific details and displays the report in a new window (or window tab). You can close the new window or window tab to return to the Overall Progress report.

To generate an Overall Progress report for a student, perform these steps.

Step 1:   In the student table of the Learning Report, locate the row for the student whose course progress details you want to view, then click the completion percentage link in the Overall Progress column.

The Overall Progress report displays in a new window or window tab.

Step 2:   To view a graph of the student's overall progress, click the **Last Page** navigation button in the toolbar above the report.

Lesson 8: Sharing Presentations		-	0.0 %
Reducing the Size of a Presentation File		No	-
Protecting and Inspecting a Presentation		No	-
Exporting Presentations in Other Formats		No	-
Packaging Presentations for CD		No	-
Printing a Presentation		No	-
Sharing a Presentation		No	-

Overall Progress

Lesson 8 –	0.0 %
Lesson 7 –	0.0 %
Lesson 6 –	0.0 %
Lesson 5 –	0.0 %
Lesson 4 –	0.0 %
Lesson 3 –	0.0 %
Lesson 2 –	13.9 %
Lesson 1 –	100.0 %

0.0%   20.0%   40.0%   60.0%   80.0%   100.0%
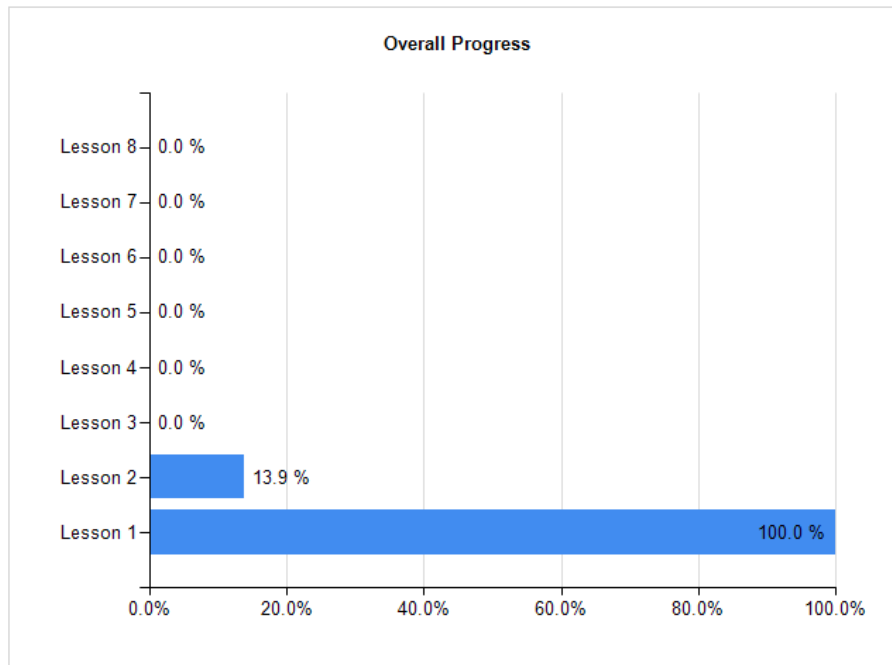
Step 3:   Print or export the Overall Progress report data using the toolbar options at the top of the page.

You can click links in the overall progress report to generate reports about quiz scores for each lesson, and to generate reports about scores for individual exercises within each lesson.

Generating an Exercise Result Report for Quiz Details

You can generate an Exercise Result report that displays detailed information about how a student scored on each lesson quiz.

To generate an Exercise Result report containing detailed lesson quiz information, perform these steps.

Step 1:   In the Overall Progress report, click the score link for the appropriate lesson in the Quiz Results column.

The Exercise Result report for the selected quiz displays in a new window or window tab.

Step 3: Close the Exercise Result report window (or window tab) to return to the Overall Progress report.

Generating an Exercise Result Report for Lesson Exercises

You can also generate an Exercise Result report that displays detailed information about how a student scored in each lesson exercise.

To generate an Exercise Result report containing detailed lesson exercise information, perform these steps.

Step 1: In the Overall Progress report, click the score link for the appropriate exercise in the Result column.

The Exercise Result report for the selected exercise displays in a new window or window tab.

Step 2: Print or export the Exercise Result report data using the toolbar options at the top of the page.

Step 3: Close the Exercise Result report window (or window tab), and then close the Overall Progress report window (or window tab) to return to the Learning Report page.

Viewing Custom Activity Reports in Export View

If you have assigned custom exercises or quizzes to your students, you can work in the Custom Activity Report tab to generate a report of your students' progress on the custom activities.

To generate a Custom Activity Report, perform these steps.

Step 1: In the Reports page, click the **Custom Activity Report** tab. The Custom Activity Report options display.

Step 2: Select a course from the Application drop-down menu.

Step 3:   Select the desired custom activity from the Activity drop-down menu.

Step 4:   Select the check box(es) for the group(s) for which you want to generate a report.

Step 5:   Click **Show Report**.

The window expands to display a Custom Activity Report for the selected group(s). The report shows overall scoring for the group(s).

Student information and scores appear in the student table in the report, and a bar chart appears below the table.

Step 6:   Print or export the Custom Activity Report using the toolbar options at the top of the page.

Step 7:   Click the **Home Page** (🏠) icon in the navigation bar to return to the Teacher Panel.

Downloading the Teacher Resources

The Teacher Panel includes an option for downloading the teacher resources developed for each Jasperactive course. You can use these resources to prepare for your class.

To download the Teacher Resources, perform these steps.

Step 1: In the Teacher Panel, click the **Download Teacher Resources** option. The Download Teacher Resources page appears.

Teacher Resources include learning tools and resources to help you successfully teach using Jasperactive courseware. These resources can easily be blended with your own teaching resources.

Each Jasperactive course includes the following Teacher Resources:

- **Course Outline** – The course contains the course description, course audience, prerequisites, and table of contents.
- **Lesson Notes** – Each lesson notes document contains lesson topics, notes, tips and suggested timing for each lesson section.
- **Lesson Presentations** – Each presentation can be used to project lesson learning objectives and salient points and/or graphics to increase student understanding.
- **Course Mapping** – The course mapping contains a mapping of course topics, exam objectives to the location where the information can be found in the Jasperactive courseware, as well as exercise file mapping.
- **Lesson Data Files** – Data files include the files Jasperactive displays at the beginning of an exercise and the resources files required to complete the exercise.
- **Data Map** – The data map document maps the course data files to the Jasperactive exercises.
- **Quiz Answer Keys**

Select a Course: [_____ ▾]

If this is your first time accessing this option, the Licensing Agreement will appear. Read the end user license agreement carefully, click the **I ACCEPT the license agreement** radio button, and then click **Continue** to access the Download Teacher Resources page.

Step 2: Select a Jasperactive course from the Select a Course drop-down menu.

The teacher resources for the selected course appear in a table.

Step 3: Click an individual resource to open/download, or click **Download All** to download a ZIP file that contains all the resources.

Using the Jasperactive Installer

As a teacher, you need not install the Jasperactive application on your local system. You can log in to Jasperactive online to perform all teacher functions. However, you do need to install Jasperactive if you want to take a Jasperactive course as a student.

The current version of the Jasperactive application must be installed on your system before you can take any Jasperactive courses.

This section explains how to use the Jasperactive Installer.

When you log in to your account, the J-icon in the navigation bar on your personal Jasperactive home page displays the current status of the software by displaying one of the three icons described in the following table.

Icon	Indicates

	The application is not installed. Click the icon to open the Jasperactive Installer window.
	The application is installed but is not the latest version. Click the icon to update.
	The application is installed and is up-to-date.

You can click the J-icon in the navigation bar, or you can click the Installer option in the Teacher Panel to install Jasperactive.

To install Jasperactive, perform these steps.

Step 1:   In the Teacher Panel, click the **Installer** option (or click the **J-icon** in the navigation bar). The Jasperactive Installer page appears.

Step 2:   In the Complete Version column, click the **Download** link to begin the download process.

Step 3:   Because the steps to install Jasperactive differ slightly depending on the browser you are using, this step shows you how to install Jasperactive in three browsers: Chrome, Mozilla Firefox, and Internet Explorer.

- **If you are using the Chrome browser**, the downloaded file will appear as a button in the status bar.
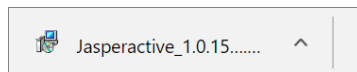
The projected time for completing the download will appear on the button. After the file has finished downloading, only the file name displays on the button. Click the button and proceed to Step 4.

- **If you are using the Mozilla Firefox browser**, a dialog box appears.
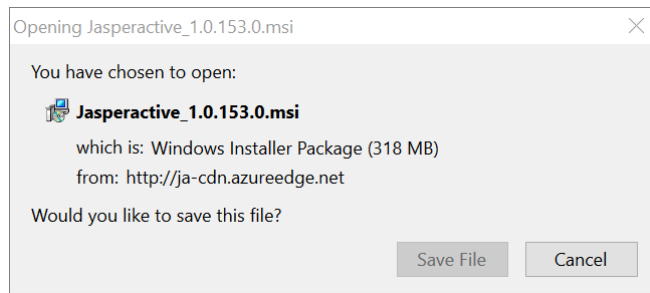

Click the **Save File** button in the dialog box and watch the progress indicator in the upper-right portion of the browser window.

When the progress indicator changes to a down-facing arrow (), click the arrow to display a menu of downloaded items, then click the **Jasperactive.msi** item in the menu and proceed to Step 4.
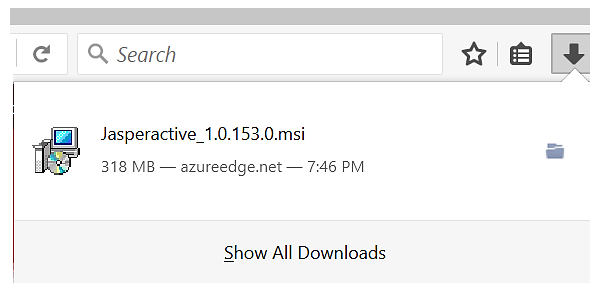
- **If you are using the Internet Explorer browser**, a notification bar appears at the bottom of the browser window.
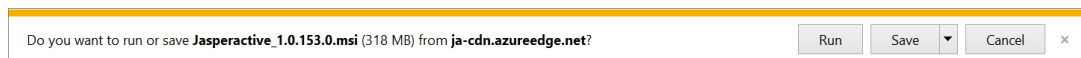
In the notification bar, click **Save**. When the file has been downloaded, the options in the notification bar update.

In the notification bar, click **Run** and proceed to Step 4.

Step 4:   A Windows Installer dialog box may display briefly and then the first screen of the InstallShield Wizard appears.
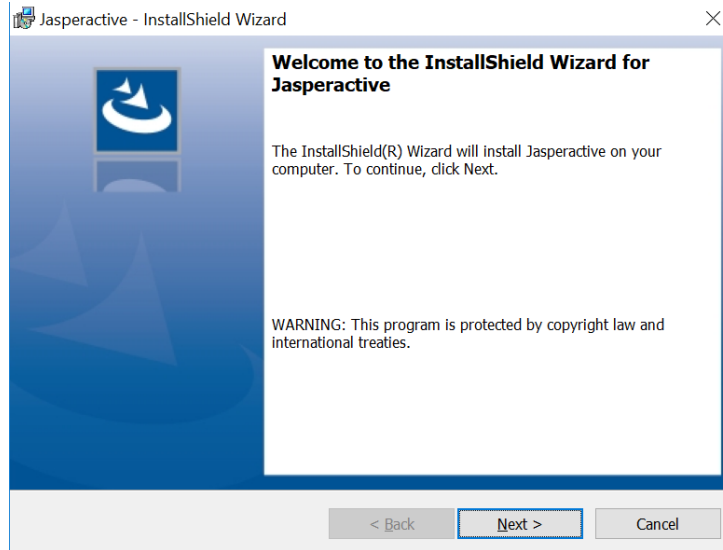
Step 5:   Click **Next** to move to the second wizard screen, in which you specify an installation location.
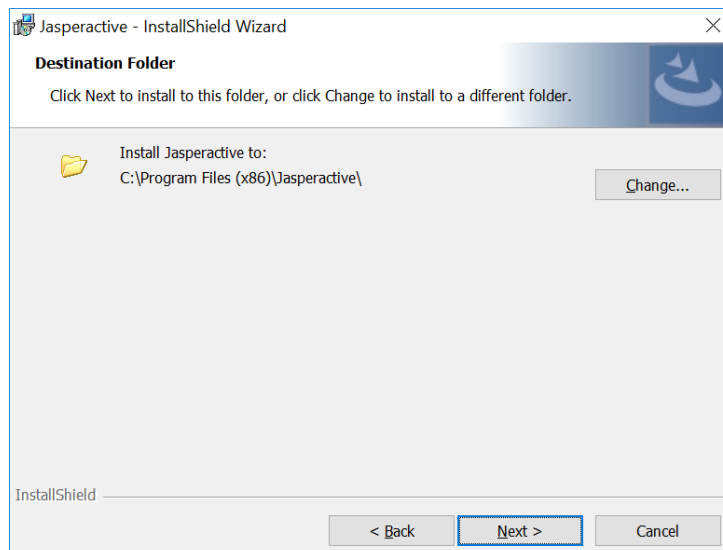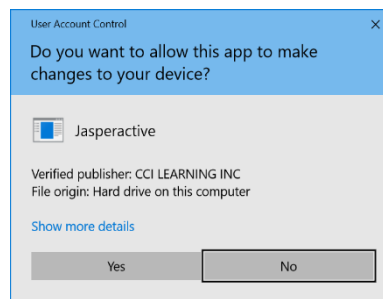

Step 6:   Click **Next** to accept the suggested installation location and display the third wizard screen, in which you can view or change the installation settings.
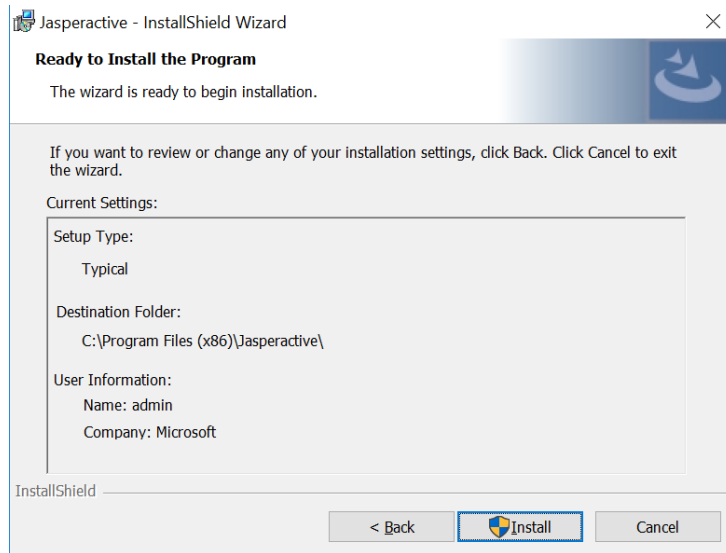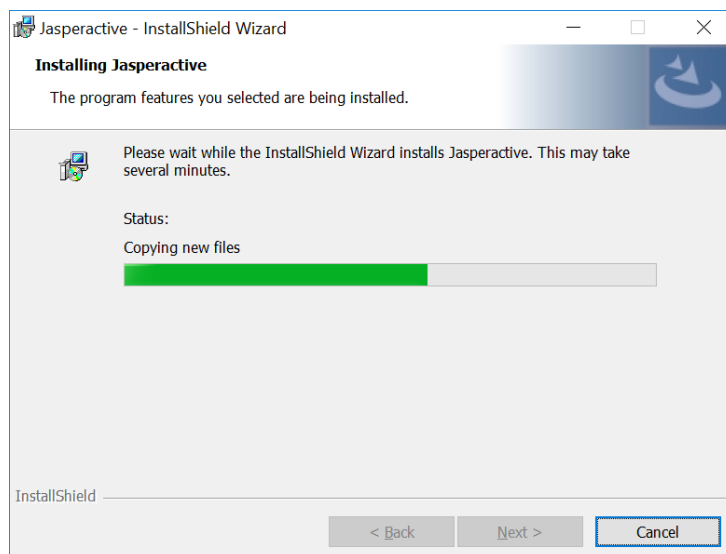
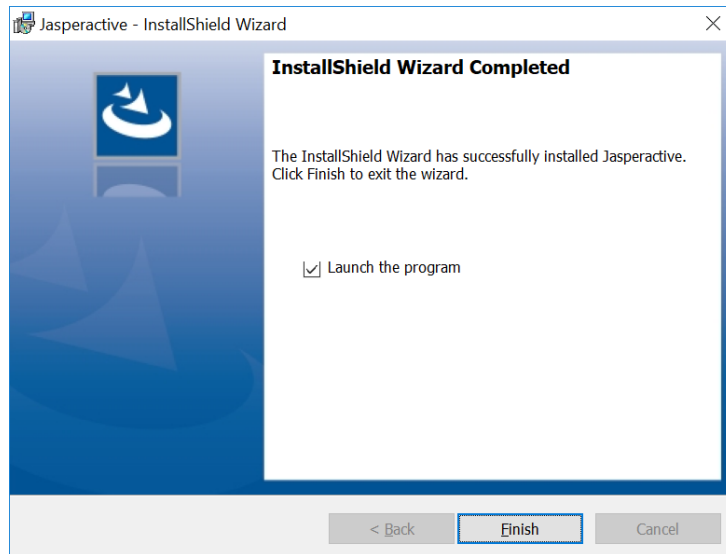Step 7:   Click **Install** to install the program.

Step 8:   Click **Yes** in the User Account Control prompt to proceed with the installation.

The wizard displays the progress of the installation. It may take several minutes to complete the process.

When the installation is complete, the final wizard screen appears.

Step 9:   Click **Finish**.

The wizard closes and your personal Jasperactive home page displays.

> If, after installing Jasperactive, your screen does not reflect the installation, log out of Jasperactive and then log in again.

The Install Jasperactive Alert

Jasperactive will display an Install Jasperactive alert the first time a student tries to access one of his or her activated courses – regardless of whether Jasperactive has been installed. This is also true when a teacher changes to a student role and tries to access an activated course while working as a student.
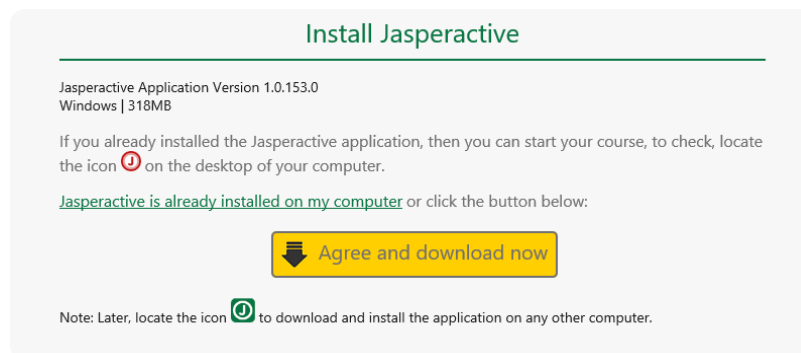
Instruct students to proceed as outlined here:

Step 1:   If Jasperactive has not been installed yet, click **Agree and download now** and follow the instructions to download and install the software.

If Jasperactive has already been installed, click **Jasperactive is already installed on my computer**.

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