



# TI-Nspire™ Navigator™ Reference Guide

This guidebook applies to TI-Nspire™ Navigator™ software version 1.1.  
To obtain the latest version of the documentation, go to  
[education.ti.com/guides](http://education.ti.com/guides).

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# Installing the TI-Nspire™ Navigator™ software

The TI-Nspire™ Navigator™ classroom learning system provides the hardware and software tools you need to set up a wireless classroom network. The TI-Nspire™ Navigator™ system lets you:

- Create and manage classes on the classroom network.
- Transfer files between your computer or TI-Nspire™ handheld and your students' handhelds.
- Monitor your students with screen captures and polling.
- Use different tools to create, distribute, and analyze educational content.
- Delete files from your students' handhelds, and send files to your students' handhelds.
- Upgrade and install TI-Nspire™ Navigator™ OS files on all students' handhelds at one time.

The system is composed of two parts, hardware and software. The hardware creates a wireless communications network so that your computer can communicate with your students' TI-Nspire™ or TI-Nspire™ CAS handhelds. The software contains a number of tools to enhance your classroom, including:

- **Quick Poll.** Lets you send polls to your students, receive the students' responses to the polls, and review the poll results with your students.
- **Screen Capture.** Lets you capture your students' handheld screens.
- **Transfer tools.** Multiple tools that let you send, collect, and delete data files on your students' handhelds.
- **Portfolio.** Lets you collect student assignments, and review and distribute student assignments and scores.
- **Class Analysis.** Lets you analyze student answers for the entire class or for individual students, share the analysis with the class, and print analysis reports.

You can obtain educational content on the Web at TI's Activities Exchange ([education.ti.com/activities](http://education.ti.com/activities)).

There are a couple of ways to learn to set up and use the TI-Nspire™ Navigator™ system:

- The *Getting Started* poster—a short version of the setup process with fewer details.
- The *TI-Nspire™ Navigator™ Reference Guide* (this guidebook, provided in both printed and PDF formats)—complete installation and setup details, troubleshooting, and technical information. After you install the TI-Nspire™ Navigator™ software on your computer, you can use the book or PDF file as a reference for the software tools.

The process of unpacking the equipment, setting up the hardware, and installing the software will probably require about two hours of your time.

## ***Unpacking the boxes***

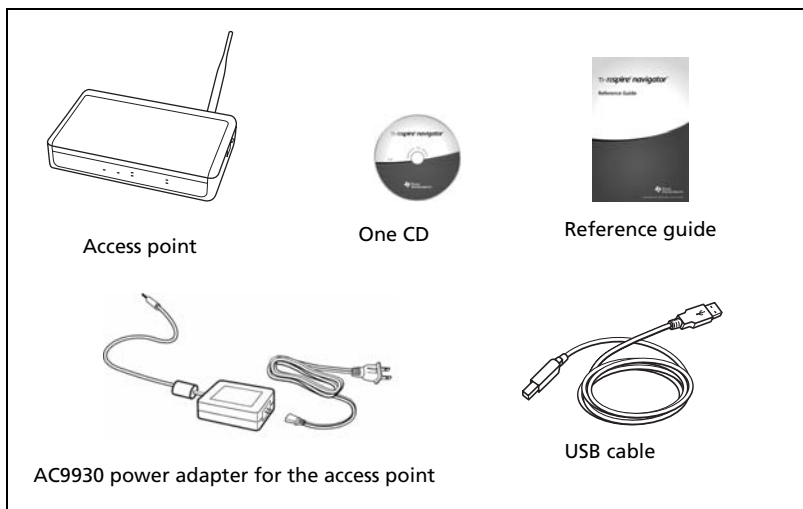
The TI-Nspire™ Navigator™ product consists of one classroom kit and a combination of student kits and individual kits, depending on your specific order. Each kit is packaged separately. If necessary, you can purchase additional kits to accommodate as many as 40 students.

1. Determine which kits you have received.
2. Unpack the items from the packing materials.
3. Identify each item, and check the items against the following lists to make sure your order is complete.



## Classroom kit

- 1 TI-Navigator™ access point
- 1 AC9930 power adapter (includes power supply and power cord)
- 1 USB computer cable
- 1 CD containing system and application software
- This *TI-Nspire™ Navigator™ Reference Guide*

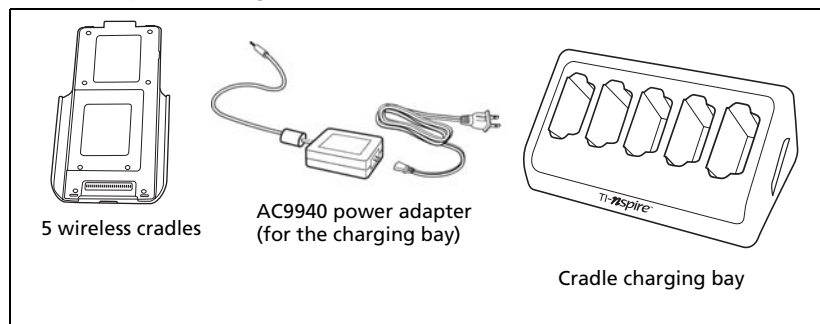


### *Classroom kit*

The Standard-A to Mini-B USB cable and the black and gray TI-GRAPH LINK™ cables do not work with the TI-Nspire™ Navigator™ system.

## Student kit (up to 5 students)

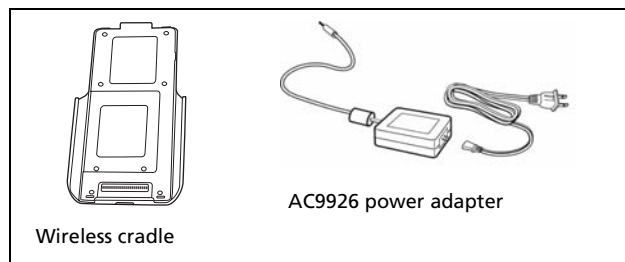
- 1 TI-Nspire™ Navigator™ cradle charging bay
- 1 AC9940 power adapter (includes power supply and power cord)
- 5 TI-Nspire™ Navigator™ wireless cradles



*Student kit*

## Individual kit

- 1 TI-Nspire™ Navigator™ wireless cradle
- 1 AC9926 power adapter (includes power supply and power cord)



*Individual kit*

## Charging the wireless cradles

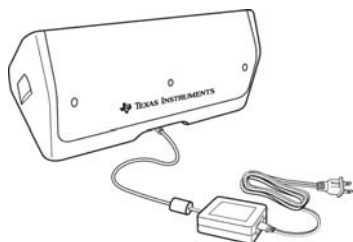
The TI-Nspire™ Navigator™ wireless cradles contain rechargeable batteries. You must charge the batteries overnight before using them in your class. When the cradles are fully charged, they will function all day under continuous use. You should recharge them each night.

The TI-Nspire™ Navigator™ cradle charging bay can hold from one to five wireless cradles. After you place the cradles in the charging bay, they are charged simultaneously until all are fully charged. If the batteries are fully discharged, it may take up to 12 hours to fully charge the batteries.

With five wireless cradles in the charging bay, you should charge them for 12 hours. Typically this is done overnight or over a weekend.

**Note:** You cannot damage the batteries by leaving them in the charging bay beyond the time needed to fully charge them. Also, it is not necessary to fully discharge the batteries before recharging them.

1. Make sure you have enough (3–4) power outlets for the equipment you received. If necessary, obtain a plug strip so that you have plenty of grounded outlets.
2. Insert the small end of the AC9940 power adapter cord into the charging bay's power jack.

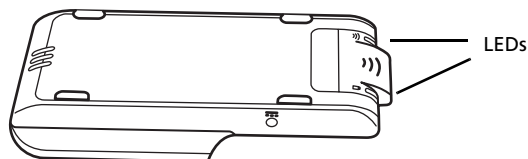




3. Plug the other end of the adapter into a power outlet.
4. Insert each TI-Nspire™ Navigator™ wireless cradle into the TI-Nspire™ Navigator™ cradle charging bay. Make sure the LED is amber.

**Note:** If you purchased the individual kit and do not have a cradle charging bay, you can charge a single wireless cradle using the AC9926 adapter instead.




### Checking the LEDs

Two LEDs (small lights) at the top of each TI-Nspire™ Navigator™ wireless cradle blink or change colors to indicate various operations or status.



The  LED indicates network activity. The  LED indicates battery-charging status. (For more information, see the *Technical Information* chapter.)

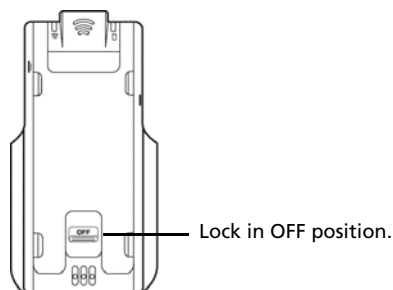
When the wireless cradles are still in the TI-Nspire™ Navigator™ cradle charging bay:

- A solid amber  LED means the wireless cradle is currently recharging.
- A solid red  LED means the wireless cradle is recharging but does not have good contact with the charging bay. Reposition the cradle so it has good contact. The LED should then turn amber to indicate it is recharging.
- A solid green  LED means the wireless cradle is fully charged.

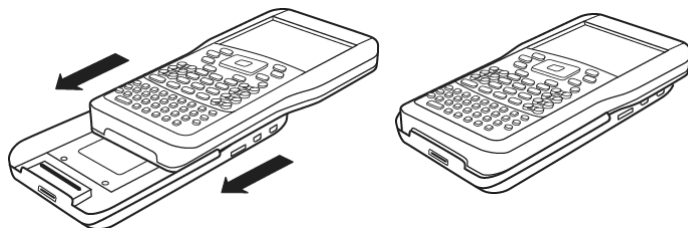
## **Connecting the handhelds to the wireless cradles**

After charging the TI-Nspire™ Navigator™ wireless cradles, you are ready to connect the wireless cradles to the TI-Nspire™ or TI-Nspire™ CAS handhelds.

1. Slide the lock on the back of the cradle to the OFF position.

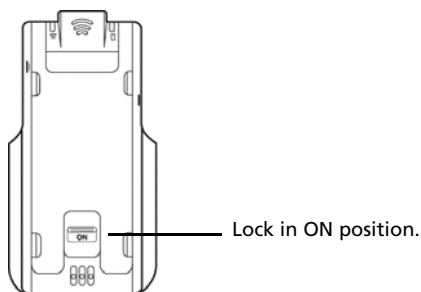


2. To attach the handheld, face the screen upward and slide the handheld onto the top of the TI-Nspire™ Navigator™ wireless cradle. Be sure that both sides of the handheld are inserted into both of the side guides.

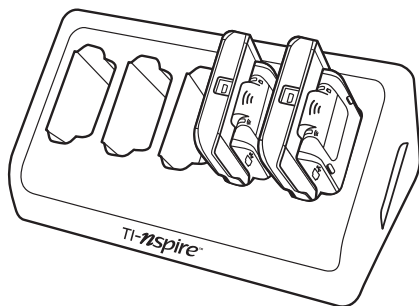


3. Press firmly to make a good connection. When properly connected, the TI-Nspire™ handheld appears to be sitting on top of the cradle.

4. Lock the handheld in place by sliding the lock on the back of the cradle to the ON position.



5. Insert each cradle into the charging bay. Make sure the LED is amber.



At the end of the school day, return the wireless cradle to the charging bay and charge them overnight. The cradles are charged when all the □ (power status) LEDs are solid green or amber.

## ***Installing the software***

Before you install and set up the TI-Nspire™ Navigator™ system, make sure you have the latest operating system installed on your handhelds.

### **Installing the handheld operating system**

Before you can use the handhelds on the network, you must update the operating system on each handheld. You can use the TI-Nspire™ Teacher software 2.0 or the TI-Nspire™ Computer Link software to update the handheld operating system. TI-Nspire™ Computer Link software is available at **education.ti.com**.

All handhelds on the network must have the latest operating system installed for the TI-Nspire™ Navigator™ system to work properly.

1. Download the latest TI-Nspire™ operating software from the CD that comes with your kit or from [education.ti.com/latest](http://education.ti.com/latest). Make note of where you save it on your computer's hard drive.
2. Make sure you have connected a TI-Nspire™ handheld to your computer.

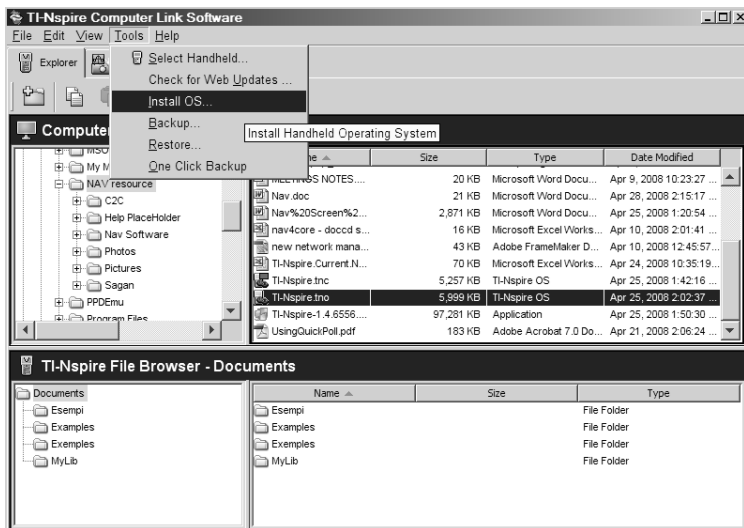
**Note:** The TI-Nspire™ Computer Link Software works with the TI-Nspire™ and TI-Nspire™ CAS handhelds only.

3. Open the Teacher software.

The software displays a list of connected handhelds and lets you select one.

**Note:** You can communicate with only one handheld at a time.

4. If multiple handhelds are connected, click the handheld to which you want to connect.
5. Click **Select**.
6. TI-Nspire™ Computer Link Software displays the Explorer tab. Click **Tools > Install OS**.

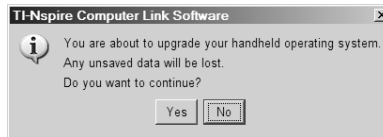


7. Browse to the location you saved the TI-Nspire™ operating system.



8. Highlight the operating system file and click **Install OS**.

TI-Nspire™ Computer Link Software displays a message box. Click **Yes**.



A progress screen is displayed.



9. When the operating system software has transferred to your TI-Nspire™ handheld, click **OK**. You may now disconnect the handheld from your computer, and the operating system software will install itself onto your handheld.

**Note:** Consider keeping one or two spare handhelds with the latest operating system and ample memory. It is also a good idea to have spare cradles on hand. If a problem occurs, you can substitute a spare part.

## Installing the TI-Nspire™ Navigator™ software

To install software on your computer, you must have administrator privileges when you log in to the Windows® operating system. If you don't know whether or not you have administrator privileges, check with your school's help desk or system administrator.

1. Insert the TI-Nspire™ Navigator™ CD in your computer's CD-ROM drive. The window to the CD should open automatically.

**Note:** If your computer is running Windows® XP Service Pack 2, you may see the following message. If so, click **Yes** to continue.



**Note:** If the setup program does not run, click **Start > Run**, and then type `D:\Autorun.exe`, where D is your CD-ROM drive, and click **OK**.

2. Click **TI-Nspire Navigator Software**, and then click **Install TI-Nspire™ Navigator™ Software**.

The TI-Nspire™ Navigator™ Setup dialog displays.

Separate installations will occur:

- TI-Nspire™ Navigator™ software
- TI-Nspire™ Teacher software and TI-Nspire™ CAS Teacher software. Refer to the TI-Nspire™ Teacher software user guide, included with your system, for more information about the TI-Nspire™ Teacher software.

3. When the installation is complete, the TI-Nspire™ Navigator™ Setup dialog displays the status of installed components.
  - If you have already purchased the software, click **Activate this software**, and then click **Next**. Follow the instructions on the screen to activate the software.
  - If you have not purchased the software, click **Continue with trial version**. The screen displays how many days remain in your trial period.
  - If you have been using the trial version and would like to purchase the software, click **Purchase software**. You can complete the



purchase online, and will receive the license and serial number necessary to begin the activation process.

## Activating the software

Activating the software allows to you continue using it past the 30-day evaluation period.

1. To begin the activation process, click **Activate this software**, and then click **Next**.

Regardless of which activation method you prefer, you will need to supply the Serial Number and License Number printed on the license card in your DVD case.

**Note:** Be careful not to enter a zero for the letter O or a letter O for a zero.

- **Internet** — This method uses your Internet connection to activate your software. You provide the Serial Number and License Number only. This process will automatically activate your software.
- **Web Portal** — This alternative method is for a user who does not have an active Internet connection on the computer that is activating the software. Visit this Web page, and insert your Serial Number and License Number when prompted to retrieve an activation ID. The ID is displayed on the Web page. If you provide your e-mail address, the ID is also sent to you by e-mail.

**Note:** The next time you launch the TI-Nspire™ Navigator™ software, you will see an option to activate. Enter the activation ID at this time to complete the activation process.

- **Phone** — You provide a TI representative with the Serial Number and License Number as well as an Installation ID displayed on your screen. The representative then provides an Activation ID.
- **I already have an Activation ID** — After accepting a license agreement, you fill out a screen with the Serial Number, License Number, and the Activation ID.

**Note:** Your activation ID can expire. Be sure to activate as soon as you get your activation ID via the web portal or your call center representative.

2. Click an activation method, and then click **Next** and follow the instructions.
3. To complete the activation and create a user profile, enter the requested information, and then click **Next**.

You are now ready to set up your network.

## **Setting up your TI-Nspire™ Navigator™ network the first time**

A Network Setup wizard helps you activate the access point and wireless cradles for wireless communication.

If you have not used the TI-Nspire™ Navigator™ software before, a prompt opens asking if you want to set up your classroom. You can choose to set up your classroom or continue on to the TI-Nspire™ Navigator™ computer home screen.

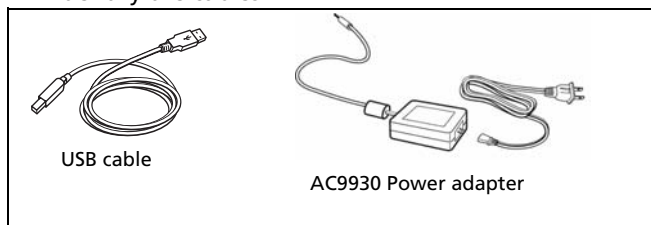
If you have used Connect-to-Class™ software and have class data, a prompt opens asking if you want to import the data. Click **Yes** to import the data. You can skip this step and import the data later by clicking **File > Import Class Data**. You may have to restart the software for the changes to take effect.

### **Before you begin**

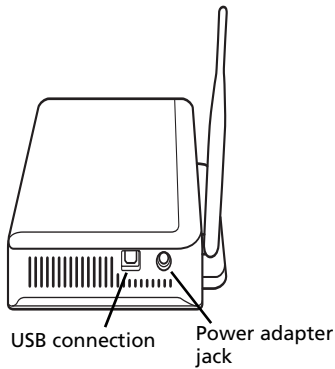
1. Make sure you have installed and activated the TI-Nspire™ Navigator™ software on your computer.
2. Make sure each wireless cradle is charged (LED is solid amber or solid green).

### **Connecting the cables to the access point**

1. Identify the cables.



2. Connect the AC9930 power adapter to the power jack on the access point.
3. Connect the USB cable to the access point.




*Access point, side view*

## Starting the wizard

When you complete the installation of the TI-Nspire™ Navigator™ software, open TI-Nspire™ Network Manager to set up your system. To open TI-Nspire™ Network Manager from the TI-Nspire™ Navigator™ home screen, do one of the following:

- Click **Tools > TI-Nspire™ Network Manager**

- Click  in the toolbar
- Click the **Tools** tab, and then click **TI-Nspire™ Network**

**Manager** 

A setup wizard helps you through the next steps.

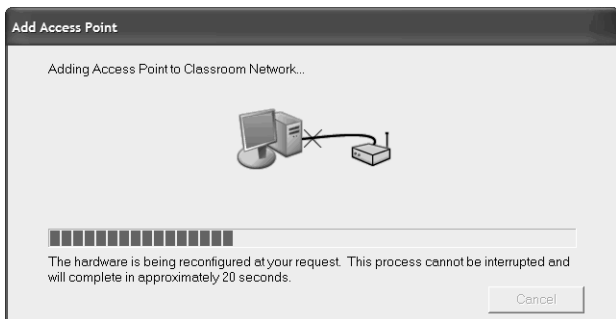
**Note:** You can run the setup wizard later by opening TI-Nspire™ Network Manager and clicking **Actions > Network Setup Wizard**.

1. Confirm that the AC9930 power adapter is connected to the access point.
2. Plug the AC adapter into a power outlet.
3. Plug the USB cable into the computer.
4. Click **Setup** to proceed with the wizard.

TI-Nspire™ Network Manager displays a dialog box to select a country and channel.

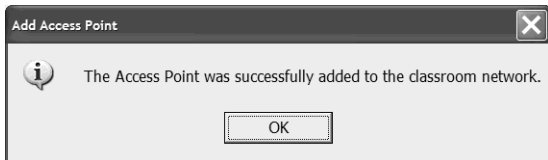


5. Select your country. The operating channel is automatically set to a default setting.
6. Click **OK**.



TI-Nspire™ Network Manager sends signals to the access point to add it to the network.

After the access point is found, the wizard displays a message.



7. Click **OK**.

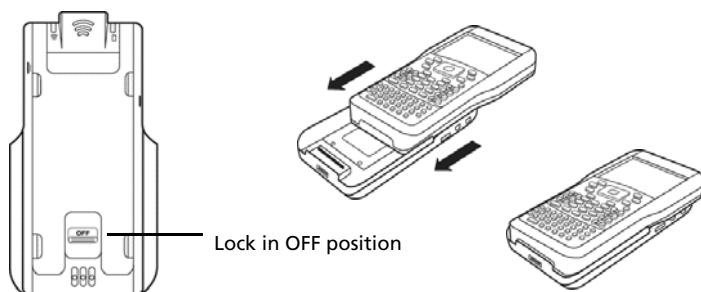
The next step is to add the TI-Nspire™ Navigator™ wireless cradles to your classroom network.

**Note:** The TI-Nspire™ Network Manager wizard automatically guides you through the process for adding cradles. You can automatically or manually add cradles at any time by following the procedures below.

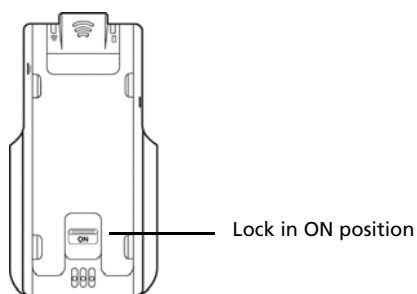
### **To add cradles automatically**

Before you use the auto-discover feature, make sure the TI-Nspire™ Navigator™ wireless cradles are charged.

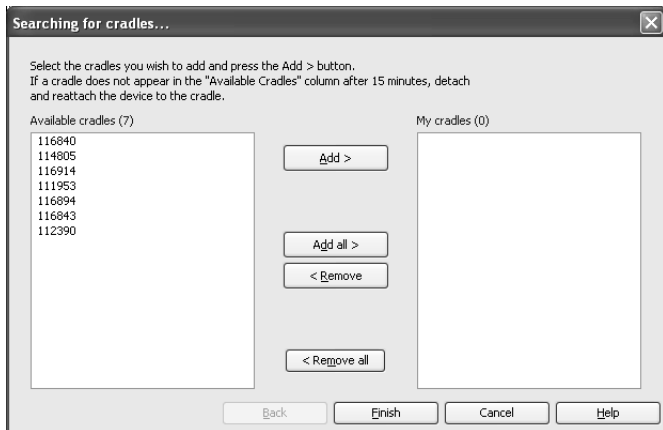
1. Click **Auto-Discover Cradle(s)**.
2. Turn on each TI-Nspire™ learning handheld.
3. Slide the lock on the back of the wireless cradle to the OFF position and attach the handheld to the cradle.



4. Lock the handheld in place by sliding the lock on the back of the cradle to the ON position.



After a brief search for existing wireless cradles, a dialog box opens, listing all cradles that were found.



5. Highlight each wireless cradle you want to add, and click **Add**.

**Note:** If the cradle does not appear in the **Available cradles** column after 6 minutes, try these tips:

- Check the cradle numbers to see which ones are not connecting.
- Detach and reattach the handheld to the cradle.
- Verify that the cradle is locked. (The lock on the back of the cradle is in the ON position.)

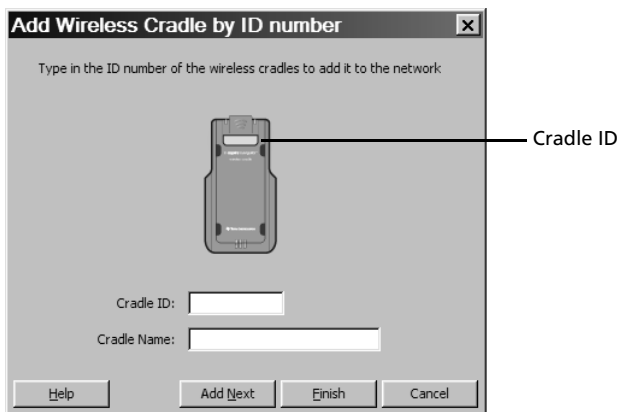
6. When all of the cradles are added, click **Finish**.

### ***To add cradles manually***

When you add a cradle manually, it immediately appears in the TI-Nspire™ Network Manager window.

1. Click **Manually Add Cradle(s)**.

The Add Wireless Cradles by ID Number dialog box displays.



2. Identify the cradle ID number on the back of the cradle, and enter it in the **Cradle ID** box. The cradle ID is six digits.
3. Enter a nickname for the cradle in the **Cradle Name** box (optional).  
Nicknames can consist of letters, spaces, and numbers. A nickname must contain a minimum of 1 character and can contain a maximum of 64 characters. If you do not enter a nickname, the name defaults to "Cradle."
4. Click **Add Next** to add another cradle if you have more than one cradle to add.
5. When you are finished adding all of the cradles, click **Finish**.

## Checking the status of wireless cradles

After you have added wireless cradles automatically or manually, all of the wireless cradles you added appear in the TI-Nspire™ Network Manager window. If the wireless cradle is charged and attached to a TI-Nspire™ handheld that is powered on, TI-Nspire™ Network Manager shows the status as connected. It may take up to 30 seconds to recognize the cradle and show its status as connected.

ID	Name	Status	Battery	Signal
111905	Cradle	Connected	93%	100%
113744	Cradle	Disconnected		
114269	Cradle	Connected	93%	100%
114308	Cradle	Connected	97%	100%
115040	Cradle	Disconnected		
115339	Cradle	Connected	99%	100%
112492	Cradle	Disconnected		

If the wireless cradle is not charged or not connected to a TI-Nspire™ handheld that is powered on, TI-Nspire™ Network Manager displays the status as disconnected. TI-Nspire™ Network Manager remembers the cradle IDs you added, and the next time you turn on the TI-Nspire™ handheld that is connected to the wireless cradle, TI-Nspire™ Network Manager recognizes it.

**Note:** To refresh the TI-Nspire™ Network Manager window, click

**View > Refresh** or click .

### Wireless cradle LEDs

The LEDs on each wireless cradle use various colors and blink patterns to indicate data activity or power status. This can occur either when the cradles are seated in the charging bay or when they are outside the charging bay.

The LEDs indicate status as follows.

#### Activity LED

Color and pattern	Meaning
Blinking green	Indicates data transfer to and from the access point.



## Battery (Power Status) LED

<b>Color and pattern</b>	<b>Meaning</b>
<b>In the charging bay</b>	
Solid amber	The battery is charging.
Solid green	Power on; charged and powered by a charging bay or power adapter.
Solid red	The battery is charging, but does not have good contact with the charging bay. Reposition the cradle so it has good contact. The LED should then turn amber to indicate it is recharging.
<b>Outside the charging bay</b>	
Blinking green	Power on; battery powered. The battery is 30% to 99% charged.
Blinking amber	Low battery (lower than 30% charged).
Blinking red	Battery is critically low (lower than 8% charged).



# Overview

The TI-Nspire™ Navigator™ computer software contains the tools and options you need to run your wireless classroom network. The software automatically opens upon installation, or you can start the software at any time by following the directions below.

## **Starting the TI-Nspire™ Navigator™ software on your computer**

You can start the TI-Nspire™ Navigator™ classroom learning system from your computer's start menu.

1. Click **Start > Programs > TI Tools > TI-Nspire Navigator > TI-Nspire Navigator**.

A Security Alert window opens.



2. Click **Unblock** to allow full access to the TI-Nspire™ Teacher Edition software, if you installed that option. Refer to the *TI-Nspire™ CAS Computer Software Teacher Edition* user guide, included with your system, for more information about the TI-Nspire™ Teacher Edition software.

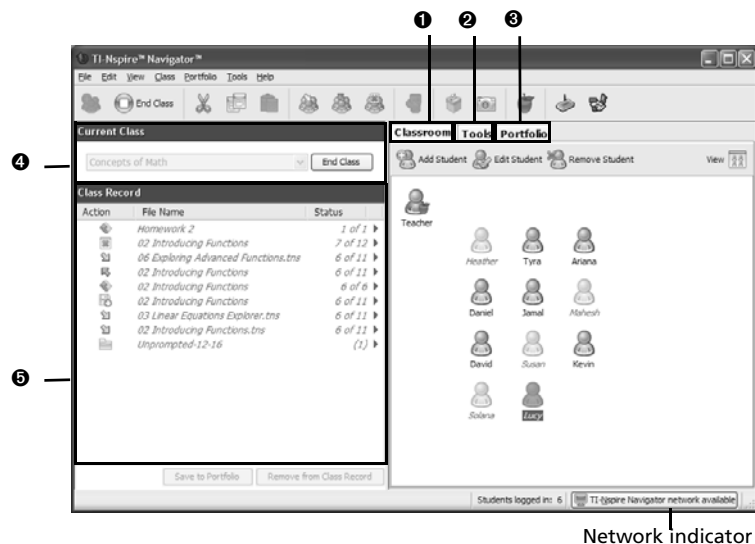
**Note:** If you click **Keep Blocking** or **Ask Me Later**, you will not be able to use the option "Send to Class" in the TI-Nspire™ Teacher Edition software, and this window reappears the next time you open the TI-Nspire™ Navigator™ software. You can choose **Unblock** at that time to gain full access to the TI-Nspire™ Teacher Edition software.

The TI-Nspire™ Navigator™ computer home screen opens.

## The TI-Nspire™ Navigator™ computer home screen

The TI-Nspire™ Navigator™ computer home screen provides the tools and options you need to run the TI-Nspire™ Navigator™ software. Below you can see an example of the TI-Nspire™ Navigator™ computer home screen with its main parts labeled. Following the TI-Nspire™ Navigator™ computer home screen, you can find detailed explanations of each labeled part.

**Note:** The example below shows the Classroom tab in Seating Chart view.



- 1 Classroom tab
- 2 Tools tab
- 3 Portfolio tab
- 4 Current Class
- 5 Class Record

**Note:** Make sure that the network indicator at the bottom of the screen indicates that the TI-Nspire™ Navigator™ network is available. If it is not available, this indicates an error.

## 1: Classroom tab

In the Classroom tab, you can view the students in the selected class and add, remove, or edit students. The Classroom tab has two views, the Seating Chart and Student List views. In the Seating Chart view, you can view your students by their display name and an icon. In the Student List view, you can view your students listed in a table with some of their account information.

**Note:** The example below shows the Classroom tab in Student List view.



**A: Classroom toolbar.** Lets you add a class, and collect, send, and delete files.

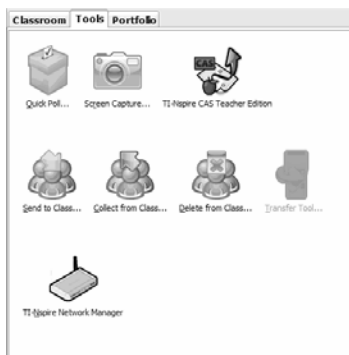
**B: Student roster.**

1) Seating Chart view - Shows students listed with display names and student icons. The Seating Chart view lets you arrange your students in the Classroom tab like they are seated in your classroom.

2) Student List view - Shows students listed in a table with some of their account information. The Student List view lets you sort students by display name, first name, last name, user name, and student ID. **C: View selector.** Lets you toggle between the Seating Chart view and the Student List view.

## 2: Tools tab

The Tools tab contains icons that link to a particular tool in the TI-Nspire™ Navigator™ software.



The task icons let you launch task tools in the TI-Nspire™ Navigator™ software, including Quick Poll, Screen Capture, Send to Class, Collect from Class, Delete from Class, the Transfer Tool, and TI-Nspire™ Network Manager.

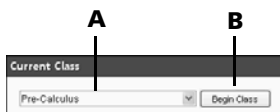
### 3: Portfolio tab

The Portfolio tab displays student names, assignment names and scores, and icons of collected files.

	PreCalcAct1	PreCalcAct2	PreCalcAct3	Pop Quiz	Homework 3	Gasping Math	Homework 1
Student							
Column Actions	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
Date	10-23	10-23	10-23	10-23	10-23	10-23	10-23
Class Average	---	---	---	0	0	---	---
Jackson, Joshua	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]
Katrinzky, Katrina	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]
Wu, Kevin	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]
Lee, Sandra	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]
Patel, Deepak	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]
Johnson, Troy	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]
Davenport, Louisa	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]
Chavez, Liliana	[Icon]	[Icon]	[Icon]	0	0	[Icon]	[Icon]

### 4: Current Class

Current Class lets you select classes you have created, as well as begin and end class sessions for the selected class. Below you can see an example of the Current Class with its main parts labeled.











**A: Class list.** A drop-down list where you can select a class from the ones you have created. The Class list is disabled when you have a class session running.

**B: Begin/End Class button.** Button that lets you begin or end a class session.

## 5: Class Record

The Class Record contains both the current and historical activity for the selected class. Below you can see an example of the Class Record with its main parts labeled, and an explanation of icons.

Action	File Name	Status
	02 Introducing Functions	7 of 12
	06 Exploring Advanced Functions.tns	6 of 11
	02 Introducing Functions	6 of 11
	02 Introducing Functions	6 of 6
	02 Introducing Functions	6 of 11
	03 Linear Equations Explorer.tns	6 of 11
	02 Introducing Functions.tns	6 of 11
	Unprompted-12-16	(1)







**E** — Action icons (Send, Collect, Saved, Redistributed, Deleted, Options)


**F** — File Name



**G** — Buttons: Save to Portfolio, Remove from Class Record

**H** — Status

**Class Record icons**

-  Sent file to class
-  Collected file from class
-  Saved to portfolio
-  Redistributed to class
-  Deleted file from students' handhels
-  Click for options

**A: File deletion.** The deletion of a file from your students' handhels, indicated by the  symbol.

**B: File transfer.** The transfer of files between your computer and your students' handhels. Arrows beside files indicate file transfers. The send symbol  indicates transfers from your computer to your class's handhels. The collect symbol  indicates transfers from your class's handhels to your computer. File transfers remain current until all students receive the file, you stop the transfer, or you end the class session.

**C: Unprompted from Class folder.** A folder that contains the files students have sent to you that were not part of a collect action.

**D: Status.** The progress of an action. For example, "23 of 25" indicates that 23 out of 25 students have received a file.

**E: Current action.** An action (for example, send) that is still active.

**F: Menu icon.** Click this icon for quick access to certain menu items. This icon gives you the same options as a right-click. You can perform the following actions on a selected item in Class Record: Open in Class Analysis, Save to Portfolio, Collect Selected File, Redistribute Selected File, Collect Missing, Remove from Class Record, and Record Item Properties.

**G: Remove From Class Record button.** Button that lets you remove selected historic or active actions from the Class Record. You can remove a single action or multiple actions.

**H: Save to Portfolio button.** Button that enables you to save an item in the Class Record to the Portfolio. The button is available when in full

color:  .

## ***TI-Nspire™ Navigator™ computer tools***

The TI-Nspire™ Navigator™ classroom learning system contains tools that you can use to interact with your students from your computer. This section describes the tools, and tells you how to launch them.

### **The TI-Nspire™ Navigator™ computer tools**



**Quick Poll** – Lets you send polls to your students and receive their poll responses.



**Screen Capture** – Lets you capture your students' handheld screens and display them on your computer.



**Send to Class** – Lets you send TI-Nspire™ handheld-compatible files to your students' handhelds from your handheld or from your computer. You can send files to the whole class, to students who are currently logged in, or to individual students.



**Collect from Class** – Lets you collect TI-Nspire™ handheld-compatible files from your students' handhelds to your computer.



**Delete from Class** – Lets you delete files from your students' handhelds. You can delete files from the whole class or from individual students.





**Transfer Tool** – Lets you transfer document, application, and Operating System (OS) files to a succession of handhelds, without requiring students to log in.

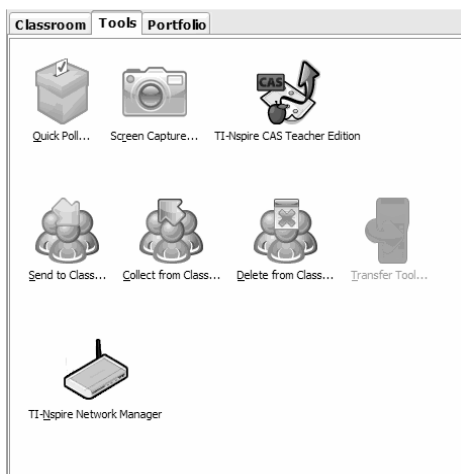


**TI-Nspire™ Network Manager** – Lets you add or remove TI-Nspire™ Navigator™ wireless cradles and TI-Nspire™ access points to your network.

## To launch TI-Nspire™ Navigator™ computer tools

1. Click the **Tools** tab.

The Tools tab opens.




2. If the tool you want to launch is inactive, begin the class session.
3. Click the icon of the tool you want to launch.

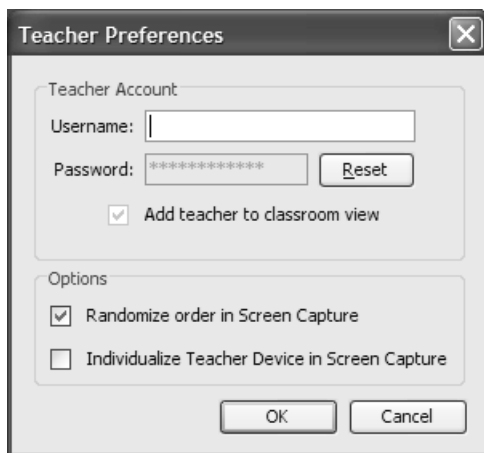
**Note:** You can also launch many of these tools from the **Tools** menu.

## ***Creating and managing your teacher account***

You can create your teacher account in the Teacher Preferences section of the TI-Nspire™ Navigator™ classroom learning system. Your teacher account lets you log in to the TI-Nspire™ Navigator™ network from your handheld. After you create your teacher account, you can later change your password or your user name.

## To create your teacher account

1. If you have a class session running, end it.
2. Click **Tools > Teacher Preferences** or click **Teacher Preferences** . The Teacher Preferences dialog box opens.



Teacher Preferences

Teacher Account

Username:

Password:

Add teacher to classroom view

Options

Randomize order in Screen Capture

Individualize Teacher Device in Screen Capture

3. Enter a username.
4. Enter a password.
5. Select or deselect the preference for the teacher icon to appear in the classroom view.

If you select this preference, the teacher icon will appear in the classroom view, and you will be included as a recipient in Send to Class, Collect from Class and Delete from Class operations. The teacher handheld screen will be included in screen captures of the class.

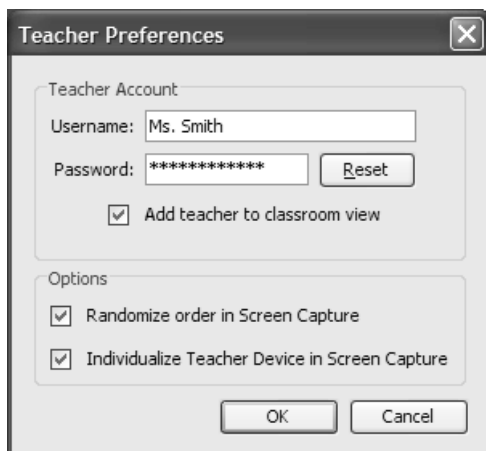
6. Select or deselect the options to randomize the order in Screen Capture, and to individualize the teacher handheld in Screen Capture.
  - Randomize order in Screen Capture: selecting this option captures and displays student screens in a random order, not the order on the class listing. This enables students to concentrate on the assignment, not whose screen they are viewing.
  - Individualize Teacher Handheld in Screen Capture: selecting this option shows the teacher's screen in the screen capture.
7. Click **OK**.

## To change the password of your teacher account

1. Make sure you are not logged in to the TI-Nspire™ Navigator™ network on your handheld.

2. Click **Tools > Teacher Preferences** or click **Teacher Preferences** .

The Teacher Preferences dialog box opens.



Teacher Preferences

Teacher Account

Username: Ms. Smith

Password: \*\*\*\*\*

Add teacher to classroom view

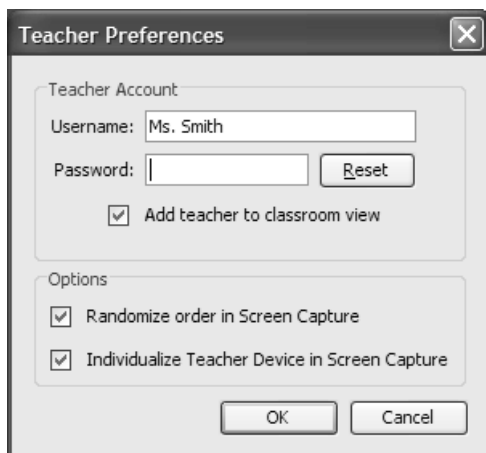
Options

Randomize order in Screen Capture

Individualize Teacher Device in Screen Capture

3. Click **Reset**.

TI-Nspire™ Navigator™ software clears the current password.



Teacher Preferences

Teacher Account

Username: Ms. Smith

Password:

Add teacher to classroom view

Options

Randomize order in Screen Capture

Individualize Teacher Device in Screen Capture

4. Enter a new password.

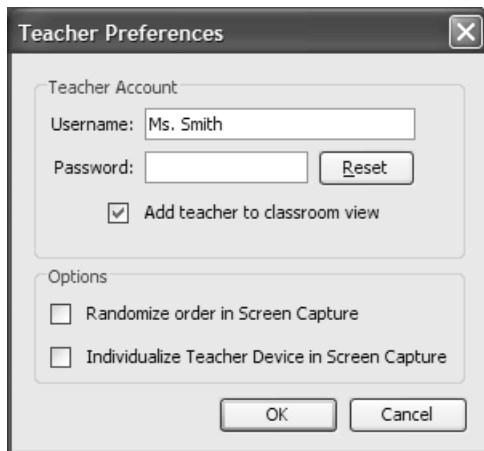
5. Click **OK**.

## To change the user name of your teacher account

1. Make sure you are not logged in to the TI-Nspire™ Navigator™ network on your handheld.

2. Click **Tools > Teacher Preferences** or click **Teacher Preferences** .

The Teacher Preferences dialog box opens.



Teacher Preferences

Teacher Account

Username: Ms. Smith

Password:

Add teacher to classroom view

Options

Randomize order in Screen Capture

Individualize Teacher Device in Screen Capture

3. Enter a new user name.
4. Click **OK**.






## Logging in to the TI-Nspire™ Navigator™ system from the handheld

The TI-Nspire™ Navigator™ classroom learning system uses both your computer and your students' handhelds. Your computer and your students' handhelds communicate through the TI-Nspire™ Navigator™ network.

**Note:** You do not have to log in to communicate with your students' handhelds; you can use the Transfer Tool to delete files or send files and operating systems to the students handhelds. However, if you plan to participate from your handheld during the TI-Nspire™ Navigator™ class session, then you must log in to the TI-Nspire™ Navigator™ network from your handheld.

## TI-Nspire™ handheld login status icons


The icons on the TI-Nspire™ and TI-Nspire™ CAS handheld screens indicate the communication status between the handheld and the access point, cradle, or TI-Navigator™ network. The icons indicate status as follows.

Icon	Status	Meaning
	Blinking	The handheld is searching for an access point.
	Solid	The handheld has found an access point.
	Solid	The handheld is not communicating with the cradle. Unattach the handheld from the cradle, wait for the icon to disappear, and then reattach the handheld to the cradle.
	Blinking	The handheld is connected to the network and is ready to login.
	Solid	The handheld is logged in to the network and is fully charged.

### Before you log in

Create your teacher account in Teacher Preferences.

### To log in to the TI-Nspire™ Navigator™ network

1. If you have not already done so, begin the class session on your computer.
2. Make sure the TI-Nspire™ handheld is ready for login. (The  icon is blinking.)
3. To log in, do one of the following:
  - From the home screen of your TI-Nspire™ handheld, select **5:Settings & Status > 5:Login**.
  - From a screen other than the home screen, press **(doc) > 8:Login**.
4. Type your username and password. (Press **(tab)** to move to the next field.)
5. Select **Login**.

The Login Successful screen displays.



## Logging in to the TI-Nspire™ Navigator™ system (student instruction)

Your computer and your students' handhelds communicate through the TI-Nspire™ Navigator™ network. In order for you and your students to communicate using this network, your students must log in to the network from their handhelds. Below you can find instructions you can use to tell your students how to log in to the TI-Nspire™ Navigator™ network.


### Before your students log in

- Create your students' accounts.
- Provide your students with their usernames and, if necessary, their passwords.



**Student Point of View:** The steps below are from the student's point of view.

### To log in to the TI-Nspire™ Navigator™ network

1. Make sure the TI-Nspire™ handheld is ready for login. (The  icon is blinking, indicating the handheld is fully charged and communicating with the network.)
2. To log in, do one of the following:
  - From the home screen of your TI-Nspire™ handheld, select **5:Settings & Status > 5:Login**.
  - From a screen other than the home screen, press **(doc)** > **8:Login**.
3. Type your username and password. (Press **(tab)** to move to the next field.)
4. Select **Login**.

The Login Successful screen displays.







# Managing classes

The TI-Nspire™ Navigator™ classroom learning system typically includes one or more classes. In order to use TI-Nspire™ Navigator™, you need to create and use classes for each class period that you teach. This section contains the information you need to create and effectively manage your classes.

## Creating classes

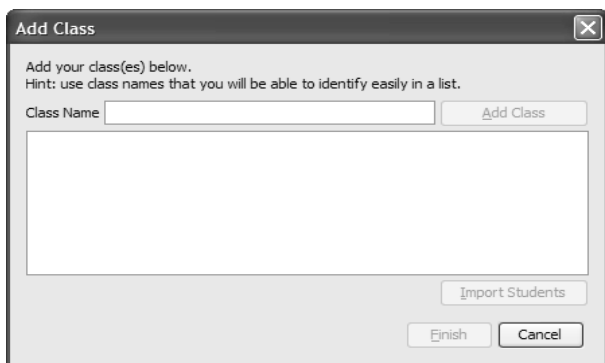
When you start using the TI-Nspire™ Navigator™ classroom learning system, one of the first things you should do is create your classes. Make sure you create a class for each of the class periods you plan to teach with TI-Nspire™ Navigator™.

### To create classes

1. If you have a class session running, end it.

2. Click **File > Add Class** or click **Add Class** .

The Add Class dialog box opens.

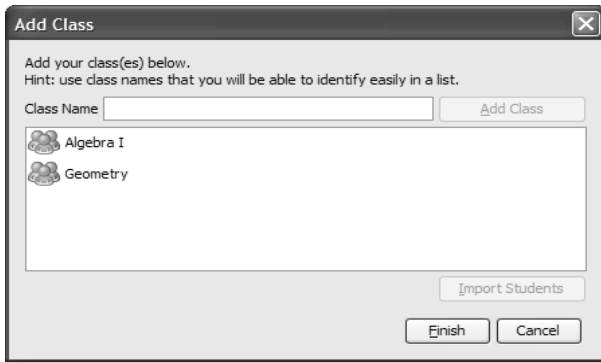


3. Enter a class name.

**Note:** You can use a mix of TI-Nspire™ handhelds and TI-Nspire™ CAS handhelds in the same class.

4. Click **Add Class**.

The new class appears in the Add Class dialog box.



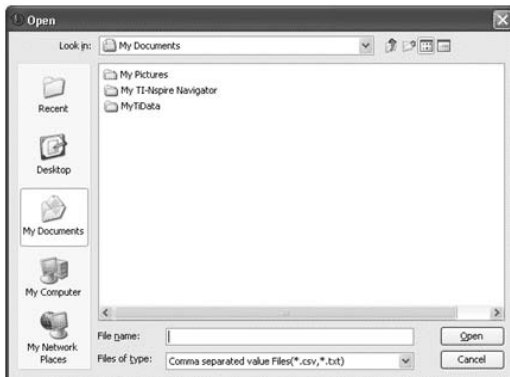
5. (Optional) Import students into the class.

**Note:** You can import a comma-separated value (CSV) file or a \*.txt file. The CSV or .txt file must have all of these headers in this order:

First Name  
Last Name  
User Name  
Password  
Display Name  
Student ID

- Click the class.
- Click **Import Students**.

The Open dialog box opens.



- Select the file that contains the students you want to import.
- Click **Open**.

The Import Status dialog box opens telling you how many students the TI-Nspire™ Navigator™ software successfully imported.



- e) (Optional) If some students did not import successfully, click **View Details** to determine the problem.

The details of the import open in the Import Status dialog box.



- f) Click **OK**.

6. If you need to create another class, repeat steps 3 - 4.
7. Click **Finish**.

## **Selecting a class**

You can create many classes in the TI-Nspire™ Navigator™ classroom learning system. To view or start a class, you must select it from a list of the classes in the Current Class section of the TI-Nspire™ Navigator™ computer home screen.

### **To select a class**

1. If you have a class session running, end it.
2. Click **File > Select Class**.  
A list of classes opens.
3. Click the class you want.


TI-Nspire™ Navigator™ software displays the information for the selected class.

**Note:** You can view and edit information in the selected class, however, you cannot perform any network activities until you begin the class.

## ***Beginning and ending a class session***

A class session is the period when the TI-Nspire™ Navigator™ classroom learning system is active for a specific class. While a class session is running, you can perform TI-Nspire™ Navigator™ communications functions with the selected class. You cannot use TI-Nspire™ Navigator™ software to interact with your class until you begin a class session, and you cannot begin another class in the TI-Nspire™ Navigator™ system until you end the current one.

### **To begin a class session**

1. If you have a class session running, end it.
2. From the Current Class drop-down list, select the class you want to begin.
3. Click **File > Begin Class** or click **Begin Class** .

### **To end a class session**

- ▶ Click **File > End Class** or click **End Class** .

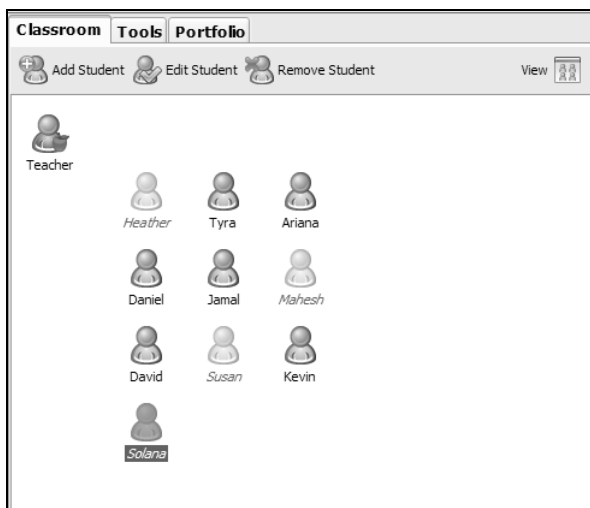
## ***Changing the class view***

In the Classroom tab, you can view the selected class in either the Student List view or the Seating Chart view. The Student List view shows your students in a table that contains their display names, first name, last name, user name, and student ID. The Seating Chart view shows your students as student icons with display names. You can change the class view at any time.

### **To change class view to Student List**

1. Click the **Classroom** tab.  
The Classroom tab opens.

**Note:** The contents of the Classroom tab vary depending on the selected class and view. The example below shows the Classroom tab in Seating Chart view.



- In the menu, click **View > Classroom > Student List**.

-OR-

In the Classroom tab, click **View > Student List**.

The Classroom tab changes the class view to Student List.

Picture	Display Name	First Name	Last Name	User Name	Student ID
	Teacher				
	Heather	Heather	Anderson	Heather	
	Ariana	Ariana	Cardenas	Ariana	
	Mahesh	Mahesh	Chopra	Mahesh	
	David	David	Kim	David	
	Lucy	Lucy	Ling	Lucy	
	Solana	Solana	Millan	Solana	
	Jamal	Jamal	Patel	Jamal	
	Tyra	Tyra	Plum	Tyra	
	Susan	Susan	Stone	Susan	
	Daniel	Daniel	Washington	Daniel	
	Kevin	Kevin	Wu	Kevin	

## To change the class view to Seating Chart

- Click the **Classroom** tab.

The Classroom tab opens.

**Note:** The contents of the Classroom tab vary depending on the selected class and view. The example below shows the Classroom tab in Student List view.

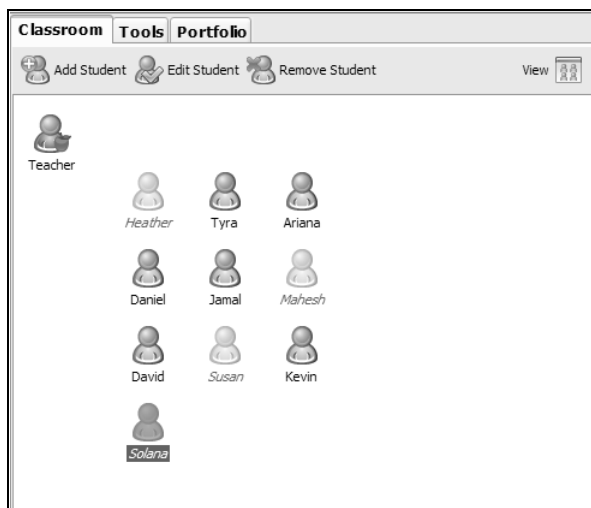
Classroom Tools Portfolio					
Add Student		Edit Student		Remove Student	
Picture	Display Name	First Name	Last Name	User Name	Student ID
	Teacher				
	Heather	Heather	Anderson	Heather	
	Ariana	Ariana	Cardenas	Ariana	
	Mahesh	Mahesh	Chopra	Mahesh	
	David	David	Kim	David	
	Lucy	Lucy	Ling	Lucy	
	Solana	Solana	Milan	Solana	
	Jamal	Jamal	Patel	Jamal	
	Tyra	Tyra	Plum	Tyra	
	Susan	Susan	Stone	Susan	
	Daniel	Daniel	Washington	Daniel	
	Kevin	Kevin	Wu	Kevin	

2. In the menu, click **View > Classroom > Seating Chart**.

-or-

In the Classroom tab, click **View > Seating Chart**.

The Classroom tab changes the class view to Seating Chart.



## **Removing items from the Class Record**

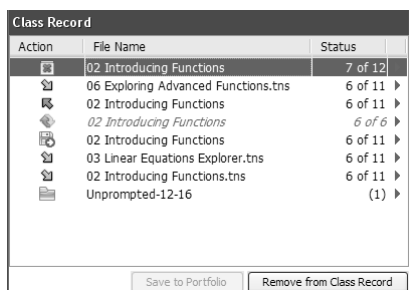
The Class Record maintains a list of all of the actions you have performed in your class. Items remain in this list until you remove the items or you remove the class. You can remove items from the Class Record at any time.

**Note:** If you remove a collected file list from the Class Record without first saving it to Portfolio, the TI-Nspire™ Navigator™ software deletes those students' files.

## To remove items from the Class Record

1. In the Class Record, click the item you want to remove.

The TI-Nspire™ Navigator™ software highlights the selected item in the Class Record.



Action	File Name	Status
	02 Introducing Functions	7 of 12
	06 Exploring Advanced Functions.tns	6 of 11 ▶
	02 Introducing Functions	6 of 11 ▶
	02 Introducing Functions	6 of 6 ▶
	02 Introducing Functions	6 of 11 ▶
	03 Linear Equations Explorer.tns	6 of 11 ▶
	02 Introducing Functions.tns	6 of 11 ▶
	Unprompted-12-16	(1) ▶

Buttons: Save to Portfolio, Remove from Class Record

2. Click **Edit > Remove From Class Record**.

**Note:** If you are removing an item that is still in progress, the Remove From Record dialog box opens asking if you are sure you want to remove the item. Click **Remove**.

## Removing classes

If you have a class you no longer need, you can remove it from the TI-Nspire™ Navigator™ classroom learning system. When you remove a class, the TI-Nspire™ Navigator™ software removes the class from the software and removes the files on the hard drive that correspond to that class. If you have students who are not part of any other classes, the software removes those students from the software as well.

**Note:** You cannot undo the removal of a class.

## To remove classes

1. If you have a class session running, end it.
2. From the Current Class drop-down list, select the class you want to remove.

The TI-Nspire™ Navigator™ system shows the selected class in the Current Class field.



3. Click **File > Remove Class**.

The TI-Nspire™ Navigator™ system asks if you are sure you want to remove the class.

4. Click **Remove**.



# Managing student accounts

The TI-Nspire™ Navigator™ classroom learning system typically contains many student accounts associated with one or more classes. Each of your students must have an account to access TI-Nspire™ Navigator™ on their handhelds. This section contains information on creating and managing your students' accounts.

## Adding students to classes

Once you create your classes, you will want to add students to them. You can add students to your classes at any time.

**Note:** The instructions below explain how to add students once you create a class. You can also add students when you create a class by importing them.

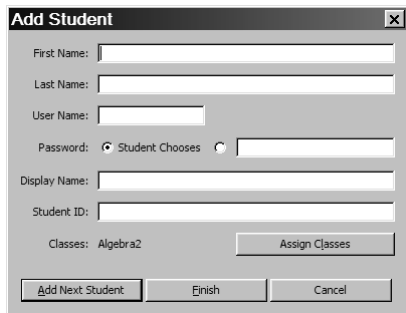
### To add students to classes

1. Select the class to which you want to add the students.

**Note:** If you have a class session running, you must end it to select the class.

2. Click **Class > Add Student** or click **Add Student**  .

The Add Student dialog box opens.



3. Enter the student's first name.
4. Enter the student's last name.
5. Enter a user name.

**Note:** The user name you choose must be unique. It cannot exist in the current class or any other class.

6. If you want your student to create their own password, select **Student Chooses**.  
-or-  
If you want to create a password for your student, select the blank password entry box and enter a new password.
7. (Optional) Enter a display name.  
**Note:** If you leave the display name blank, the TI-Nspire™ Navigator™ software uses the student's first name as the display name.
8. (Optional) Enter a student ID.
9. (Optional) Assign the student to other classes:
  - a) Click **Assign Classes**.  
The Assign Classes dialog box opens.



- b) Select the check boxes of the student's classes.
  - c) Clear the check boxes of the classes to which the student does not belong.
  - d) Click **OK**.
10. If you need to add another student, click **Add Next Student** and repeat steps 3 - 9.
11. Click **Finish**.

## ***Removing a student from a class***

As necessary, you can remove students from your classes. When you remove students, the TI-Nspire™ Navigator™ classroom learning system only removes them from the selected class. If the students are in other classes, then they remain in those classes.

## Notes:

- You cannot remove students who are logged in to the TI-Nspire™ Navigator™ network.
- You cannot undo the removal of students.
- You can access many of the student account items by right-clicking the student and choosing an action from the menu.

## To remove a student from a class

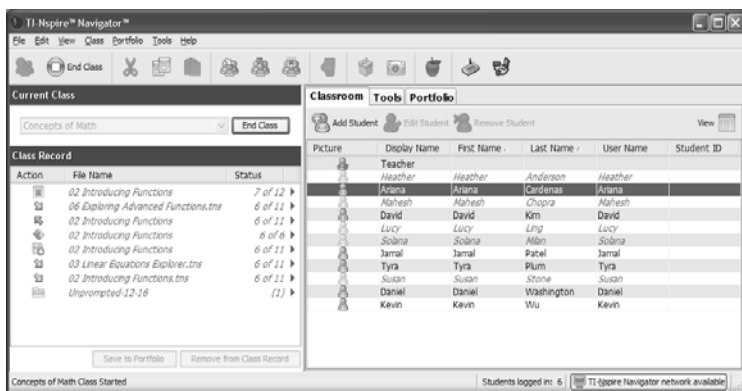
1. Select the class from which you want to remove the student.


**Note:** If you have a class session running, you must end it to select the class.

2. Click the **Classroom** tab.

The Classroom tab opens.

**Note:** The contents of the Classroom tab vary depending on the selected class and view.



3. Click the student you want to remove.
4. Click **Class > Remove Student**, or click **Remove Student** , or right-click the student and choose **Remove Student** from the menu.

The TI-Nspire™ Navigator™ software asks if you are sure you want to remove the student.

5. Click **Yes**.

The TI-Nspire™ Navigator™ software removes the student.

## Resetting student passwords

The TI-Nspire™ Navigator™ classroom learning system maintains the privacy of your students' passwords. Because of this, you cannot retrieve passwords for your students if they forget them. However, if necessary you can reset your students' passwords. You can reset passwords for all of the students in a class or for individual students.

**Note:** You cannot reset the passwords of students who are currently logged in to the TI-Nspire™ Navigator™ network.

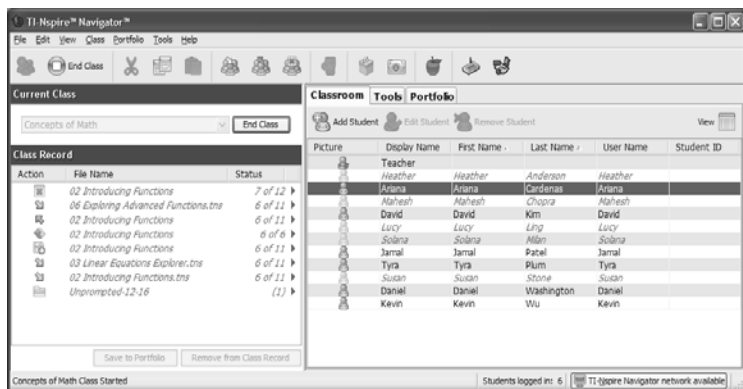
### To reset passwords for all students in a class

1. Select the students' class.

**Note:** If you have a class session running, you must end it to select the class.

2. Click the **Classroom** tab.

The Classroom tab opens.



3. Click a student in the class.

4. Click **Edit > Select All**.

TI-Nspire™ Navigator™ system selects all of the students in the class.

5. Click **Class > Reset Student Password(s)**.

The Confirm Reset Passwords dialog box opens.



6. Click **OK**.

- The next time your students log in, instruct them to enter passwords of their choosing.

## To reset student passwords for individual students

- Select a class of the student whose password you want to reset.

**Note:** If you have a class session running, you must end it to select the class.


- Click the **Classroom** tab.

The Classroom tab opens.

**Note:** The contents of the Classroom tab vary depending on the selected class and view.

The screenshot shows the TI-Nspire Navigator Classroom tab. On the left, the 'Current Class' is 'Concepts of Math'. Below it is a 'Class Record' table with columns for Action, File Name, and Status. The main area displays a 'Classroom' tab with a table of students. The table has columns for Picture, Teacher, Display Name, First Name, Last Name, User Name, and Student ID. The students listed are:

Picture	Teacher	Display Name	First Name	Last Name	User Name	Student ID
	Heather	Heather	Anderson	Heather		
	Ariana	Ariana	Cardenas	Ariana		
	Maheeh	Maheeh	Chopra	Maheeh		
	David	David	Kim	David		
	Lucy	Lucy	King	Lucy		
	Solana	Solana	Allen	Solana		
	Jarrell	Jarrell	Patel	Jarrell		
	Tyra	Tyra	Plum	Tyra		
	Susan	Susan	Stone	Susan		
	Daniel	Daniel	Washington	Daniel		
	Kevin	Kevin	Wu	Kevin		

- Click the student you want to edit.
- Click **Class > Edit Student**, or click **Edit Student** , or right-click the student and choose **Edit Student** from the menu.

The Student Properties dialog box opens.

The Student Properties dialog box is shown with the following fields and options:




- First Name: Emma
- Last Name: Adams
- User Name: EADAMS
- Password: Reset
- Student Choices:  Student Choices
- Display Name: Emma
- Student ID:
- Classes: Algebra I, Pre-Calculus
- Assign Classes
- OK
- Cancel

- Click **Reset**.

6. If you want the student to create his or her own password, select **Student Chooses**.  
-or-  
If you want to create a specific password for the student, select the blank password entry box and enter a new password.
7. Click **OK**.  
The TI-Nspire™ Navigator™ system resets the student's password.
8. The next time the student logs in:
  - If you selected Student Chooses, instruct the student to enter a password of his or her choosing.
  - If you created a password for the student, tell the student the new password.

## Checking student login status

The TI-Nspire™ Navigator™ classroom learning system lets you view the students' login status from the Classroom tab. The color of the icon by your students' display names indicates their login status as well as the class status:

Icon	Class status	Student status	Color
	Class session not started.	N/A	Grey
	Class session started.	Student not logged in.	Light blue
	Class session started.	Student logged in.	Dark blue

## Arranging the seating chart

Initially, the Classroom tab arranges the students in the Seating Chart view in the order that you added them. However, you can rearrange the students so that they have the same seating arrangement in the Classroom tab as they do in your actual classroom. You can rearrange the seating chart at any time.

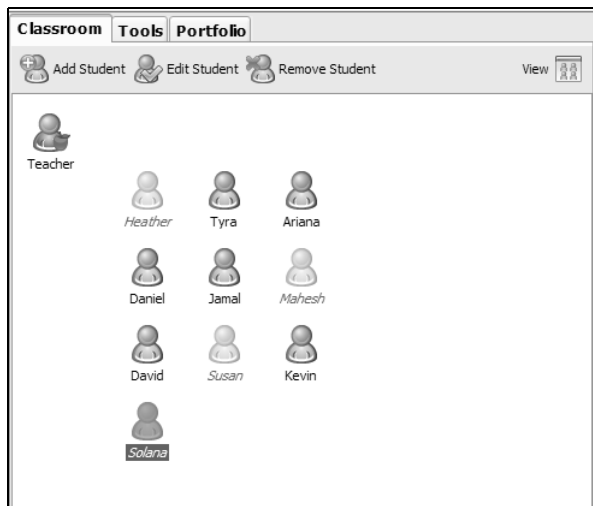
### To arrange students in the seating chart

1. Select the students' class.

**Note:** If you have a class session running, you must end it to select the class.

2. In the menu, click **View > Classroom > Seating Chart**.

The Classroom tab opens displaying your class in the Seating Chart view.



3. Within the Classroom tab, drag each student's icon to the location that you want.

The TI-Nspire™ Navigator™ software moves the student icons to the new locations.

**Note:** Do not place one student's icon on top of another student's icon. If you do this, you will only be able to see one of the student's icons.

## **Sorting student information**

The Student List view in the Classroom tab shows the information for students in the selected class. It includes your students' display names, first names, last names, user names, and student IDs. In the Student List view, you can sort your students' information by each of these categories. The TI-Nspire™ Navigator™ classroom learning system sorts the information alphabetically from A-Z or Z-A and numerically from 1-9 or 9-1. You can sort student information at any time.

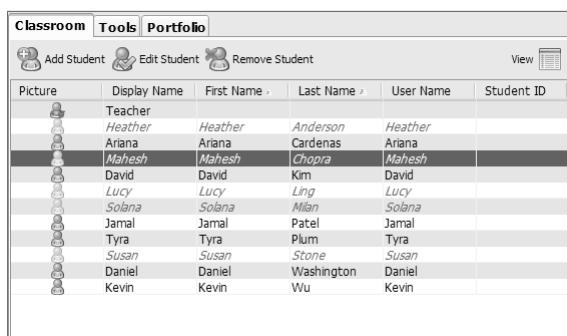
## To sort student information













1. Select the class that contains the student information you want to sort.

**Note:** If you have a class session running, you must end it to select the class.

2. In the menu, click **View > Classroom > Student List**.

The Classroom tab opens displaying the Student List view.



Picture	Display Name	First Name	Last Name	User Name	Student ID
	Teacher				
	Heather	Heather	Anderson	Heather	
	Ariana	Ariana	Cardenas	Ariana	
	Mahesh	Mahesh	Chopra	Mahesh	
	David	David	Kim	David	
	Lucy	Lucy	Ling	Lucy	
	Solana	Solana	Milan	Solana	
	Jamal	Jamal	Patel	Jamal	
	Tyra	Tyra	Plum	Tyra	
	Susan	Susan	Stone	Susan	
	Daniel	Daniel	Washington	Daniel	
	Kevin	Kevin	Wu	Kevin	

3. Click the column title of the list you want to sort.

The TI-Nspire™ Navigator™ software sorts the selected list.

4. If you want to sort the selected information in the opposite order, click the column title again.

## Changing the classes assigned to a student

Occasionally your students may move to a different class, or they may take more than one of your classes. The TI-Nspire™ Navigator™ classroom learning system lets you change your students' classes when necessary.

**Note:** You cannot change the classes of students who are logged in to the TI-Nspire™ Navigator™ network.

**Note:** You can access many of the student account items by right-clicking the student and choosing an action from the menu.

## To change a student's classes

1. Select a class to which the student belongs.

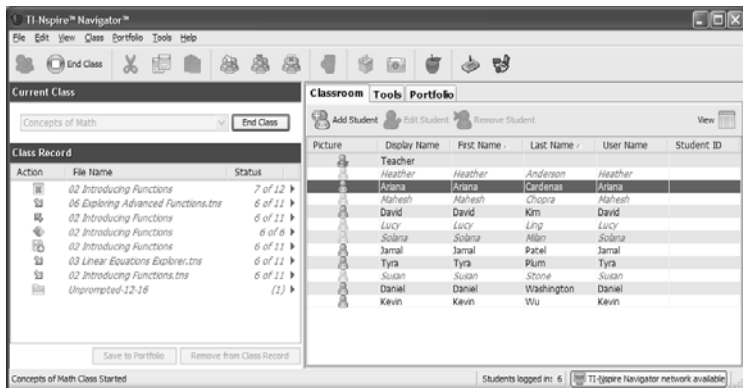
**Note:** If you have a class session running, you must end it to select the class.


2. Click the **Classroom** tab.



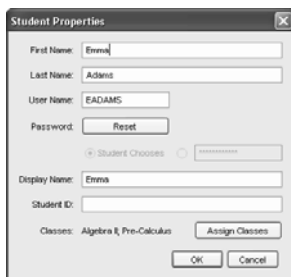
The Classroom tab opens.

**Note:** The contents of the Classroom tab vary depending on the selected class and view.



3. Click the student you want to edit.
4. Click **Class > Edit Student**, or click **Edit Student** , or right-click the student and choose **Edit Student** from the menu.

The Student Properties dialog box opens.



5. Click **Assign Classes**.

The Assign Classes dialog box opens.



6. Select the check boxes of the student's classes.
7. Clear the check boxes of the classes to which the student does not belong.
8. Click **OK**.
9. In the Student Properties dialog box, click **OK**.

## ***Changing student names and identifiers***

After you add your students, you may find that you need to change one of their names or identifiers. In the TI-Nspire™ Navigator™ classroom learning system, there are five different names and identifiers associated with your students, including:

- First name
- Last name
- User name
- Display name
- Student ID

This section covers how to change any of these types of names and identifiers.

**Note:** You cannot change the account information of students who are logged in to the TI-Nspire™ Navigator™ network.

**Note:** You can access many of the student account items by right-clicking the student and choosing an action from the menu.

### **To change a student's names or identifiers**

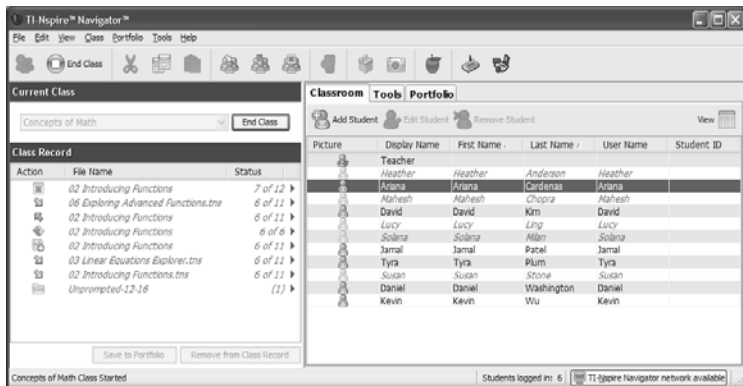
1. Select a class to which the student belongs.


**Note:** If you have a class session running, you must end it to select the class.

2. Click the **Classroom** tab.

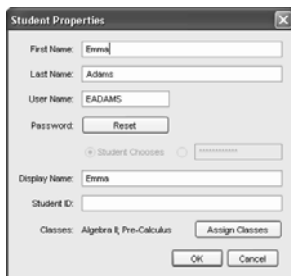
The Classroom tab opens.

**Note:** The contents of the Classroom tab vary depending on the selected class and view.



3. Click the student you want to edit.
4. Click **Class > Edit Student**, or click **Edit Student** , or right-click the student and choose **Edit Student** from the menu.

The Student Properties dialog box opens.



5. Click the field of the name or identifier you want to change.
6. Make the necessary changes.
7. Repeat steps 5 and 6 for any other names or identifiers you want to change.
8. Click **OK**.

## ***Moving a student to another class***

If any of your students move to a different class, you can move them within the TI-Nspire™ Navigator™ classroom learning system as well.

**Note:** You cannot move students who are logged in to the TI-Nspire™ Navigator™ network.

**Note:** You can access many of the student account items by right-clicking the student and choosing an action from the menu.

### **To move a student**

1. Select a class to which the student belongs.

**Note:** If you have a class session running, you must end it to select the class.

2. Click the student you want to move.

3. Click **Edit > Cut** or click **Cut** .

The TI-Nspire™ Navigator™ software removes the student from the class and places his or her student account information on the Clipboard.

4. From the Current Class drop-down list, select the class where you want to move the student.

5. Click **Edit > Paste** or click **Paste** .

TI-Nspire™ Navigator™ software moves the student to the selected class.

## ***Copying a student to another class***

When you have students in more than one of your classes, you may find it convenient to simply copy them from one class to another. Copying students saves you the time of entering all of their information again.

**Note:** You cannot copy students who are logged in to the TI-Nspire™ Navigator™ network.

**Note:** You can access many of the student account items by right-clicking the student and choosing an action from the menu.

### **To copy a student**

1. Select a class to which the student belongs.

**Note:** If you have a class session running, you must end it to select the class.

2. Click the student you want to copy.

3. Click **Edit > Copy** or click **Copy** .

The TI-Nspire™ Navigator™ classroom learning system copies the student onto the Clipboard.

4. From the Current Class drop-down list, select the class to which you want to copy the student.

5. Click **Edit > Paste** or click **Paste** .

The TI-Nspire™ Navigator™ software copies the student to the selected class.



# Using Portfolio

Portfolio gives you a way to save, store, review, and manage files your students send you. Files that you save in Portfolio remain there until you remove them.

The Portfolio tab displays a list of students in the selected class with the scores they have received for each assignment included in Portfolio.

The screenshot shows the TI-Nspire Portfolio window with the following elements:

- A:** Points to the "Open Portfolio Item(s)" button.
- B:** Points to the "Open in Class Analysis" button.
- C:** Points to the column headers: "Student", "PrecalcAct1", "PrecalcAct2", "PrecalcAct3", "Pop Quiz", "Homework 3", "Grading Math", and "Homework 1".
- D:** Points to the "Column Actions" row, which contains icons for file management.
- E:** Points to the "Date" row, which shows the date "10-23" for each column.
- F:** Points to the "Class Average" row, which shows scores of "0" for the assignments.
- G:** Points to the student names listed in the "Student" column: Jackson, Joshua; Katrinzky, Katrina; Wu, Kevin; Lee, Sandra; Patel, Deepak; Johnson, Troy; Davenport, Louisa; Chavez, Liliana.

Student	PrecalcAct1	PrecalcAct2	PrecalcAct3	Pop Quiz	Homework 3	Grading Math	Homework 1
Column Actions	[Icons]	[Icons]	[Icons]	[Icons]	[Icons]	[Icons]	[Icons]
Date	10-23	10-23	10-23	10-23	10-23	10-23	10-23
Class Average	...	...	...	0	0	...	...
Jackson, Joshua	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]
Katrinzky, Katrina	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]
Wu, Kevin	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]
Lee, Sandra	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]
Patel, Deepak	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]
Johnson, Troy	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]
Davenport, Louisa	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]
Chavez, Liliana	[Icons]	[Icons]	[Icons]	0	0	[Icons]	[Icons]

**A. Open Portfolio Item(s)** button. Lets you open a selected .tns file in the TI-Nspire™ software.

**B. Open in Class Analysis** button. Lets you open a selected item in Class Analysis.

**C. Column header.** Shows the name of the file or folder that has been collected or saved to Portfolio. The **Student** header lets you sort by student name. You can resize the column header. The TI-Nspire™ Navigator™ software remembers the size adjustment the next time you start the software.

**D. Column Actions.** Lets you perform certain actions on a column. Clicking a file icon on this row allows you to: Open in Class Analysis, Select Column, Sort, Send Missing, Collect Missing, Redistribute Portfolio Column, Remove Portfolio Column, or Rename Portfolio Column. Each of these actions is explained in further detail in this chapter.

**E. Date.** Shows the date the file was created or saved.

**F. Class Average.** Shows the average score of the class for the item in that column.

**G. File icon.** Shows the type of file. The file types shown are Quick Poll and \*.tns files.

## Viewing Portfolio

1. Select the class that contains the Portfolio you want to view.

**Note:** If you have a class session running, you must end it to select the class.

2. In the menu, click **View > Portfolio**, or click the **Portfolio** tab.

The Portfolio displays.

The screenshot shows the TI-Nspire Navigator interface. The 'Current Class' is 'Concepts of Math'. The 'Class Record' table lists various files and their status. The 'Portfolio' table shows the following data:

	PreCalcAct1	PreCalcAct2	PreCalcAct3	Pop Quiz	Homework 3	Quizzing Math	Homework 1
Student							
Column Actions	⊕	⊕	⊕	⊕	⊕	⊕	⊕
Date	10-23	10-23	10-23	10-23	10-23	10-23	10-23
Class Average	--	--	--	0	0	--	--
Jackson, Joshua	⊕	⊕	⊕	0	0	⊕	⊕
Katinsky, Katrina	⊕	⊕	⊕	0	0	⊕	⊕
Wu, Kevin	⊕	⊕	⊕	0	0	⊕	⊕
Lee, Sandra	⊕	⊕	⊕	0	0	⊕	⊕
Patel, Deepak	⊕	⊕	⊕	0	0	⊕	⊕
Johnson, Troy	⊕	⊕	⊕	0	0	⊕	⊕
Davenport, Louis	⊕	⊕	⊕	0	0	⊕	⊕
Chavez, Liliana	⊕	⊕	⊕	0	0	⊕	⊕


## Saving an item to Portfolio

You can save (add) collected \*.tns files and quick poll results to Portfolio.

1. To save an item to Portfolio from the Class Record, highlight the collected Class file you want added to Portfolio.

**Note:** You can select multiple items listed on a window and add them to Portfolio in one add action.

To save an item to Portfolio from Quick Poll, stop any active poll.


2. Click **Edit > Save to Portfolio** or choose **Save to Portfolio** from the menu icon .
3. The Save to Portfolio dialog box opens. You can create a new Portfolio column, or add the item to an existing Portfolio column.



- Choose **Add as new portfolio column** to create a new column. Type a name for the column and click **Save**.
- Choose **Add to existing portfolio column** to add the file to an existing column. Click the drop-down arrow to select the desired column, and then click **Save**.

The item is added to Portfolio, and the status bar confirms the addition.

Items saved in Portfolio are saved in chronological order from the time of collection.

In the Class Record, the item is marked with a Portfolio icon .

Default names for files saved to Portfolio are as follows. You can edit the names in the text box.

- Quick Polls are named Poll\_mmddyyyy.
- Class records are named with the file name.

**Note:** If one or more items with the same name already exist in Portfolio, you will see a warning that you are using a duplicate name for the file.

## ***Importing an item to Portfolio***

You can import a .tns file from your computer to a student's Portfolio entry.

Before you begin, make sure the column that you are importing the file to is not open in Class Analysis.

1. Highlight the cell in the student's row where you want to import the file.

**Note:** You can import a file for only one student at a time.

2. Right-click the cell and choose **Import Item**.

A Windows Explorer window opens.

3. Navigate to the file you want to import and click it.

**Note:** You can import only one file at a time.

4. Click **Import**.

If a file already exists in that cell, the software displays a dialog box asking you to confirm replacing the file.

- Click **Replace** to save your imported file over the existing file.
- Click **Keep Existing** to keep the existing file and cancel the import file function.

## ***Sorting information in Portfolio***

1. Click the column header of the list you want to sort.  
The TI-Nspire™ Navigator™ software sorts the selected list.
2. If you want to sort the selected information in the opposite order, click the column header again.

## ***Viewing assignment details***

- ▶ Double-click the Class Average cell for the Portfolio item you would like to view. The desired assignment opens in Class Analysis.

**Note:** A dashed line (---) indicates there is not a Class Analysis file to open.

## ***Deleting files from Portfolio***

There may be times you want to delete files from Portfolio. For example, a student turned in a Quick Poll file before it was completed, and the low grade gives a false class average; or an incorrect file was sent to or collected from a student.

1. Select the items you want to delete. You may select multiple files in a column.
2. Do one of the following:
  - Click **Portfolio > Column Actions > Remove Item(s)**.
  - Right-click and select **Remove Item(s)**
  - Press the Delete key on your computer.
3. The system displays a delete confirmation screen. Click **Remove** to perform the deletion; click **Don't Remove** to cancel the request.

**Note:** If a file is saved to the Portfolio and later deleted from the Class Record, that delete action does not affect the file copy in the Portfolio. The copy remains in Portfolio until it is deleted.


## ***Opening a Portfolio item***

You can open a Portfolio item in the TI-Nspire™ software, or you can open an item or a selected column of items in Class Analysis.

### **To open an item in the TI-Nspire™ software**

1. Select the .tns file you want to open.

**Note:** You can open more than one file in a column, but you can not open multiple files from different columns.

2. Do one of the following:
  - Click **Portfolio > Column Actions > Open Portfolio item(s)**.
  - Click the **Open Portfolio Item(s)** button .
  - Press the **Enter** key on your computer.
3. The TI-Nspire™ software opens the item.

If you selected a column, all files are opened, one by one.

### **To open an item in Class Analysis**

You can open a .tns or Quick Poll file in Class Analysis.

**Note:** You can not open a file if you collected it using the **Custom Files** option.

To open a file or multiple files, do one of the following:

- Select a single file or multiple files in a column and click the **Open in Class Analysis** button.
- Click a file icon on the **Column Actions** row and select **Open in Class Analysis** to open all items in that column.
- Double-click a cell in the **Class Average** row to open all items in that column.

### ***Redistributing a Portfolio item***

This is a useful way to return graded assignments. It is also useful if you clear the students' handhelds (for example, before a test) and later want to return assignments for additional work.

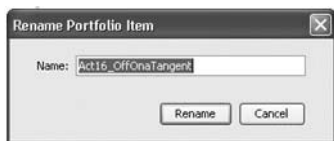
1. Select the item you want to redistribute (highlight the item.)
2. Click **Portfolio > Column Actions > Redistribute Portfolio item**, or right-click the column and choose **Redistribute Portfolio Item**.
3. The system sends the respective file to each student logged onto the TI-Nspire™ Navigator™ network.

### ***Renaming a Portfolio item***

You can rename a column header.

1. Select the column you want to rename by double-clicking the column header.
2. Click **Portfolio > Column Actions > Rename Portfolio Column** or click the **Rename Portfolio Column** button.

- The system displays the Rename Portfolio Item dialog. Type the new name, then press **Rename** to complete the rename operation.



- The column appears in Portfolio with the new name.

## ***Collecting missing files from students***

There may be times when you store a set of student files to the Portfolio and the collection is incomplete because not all students were present, had the file ready for collection, or were not logged on.

- Select an individual file, or click a file icon on the **Column Actions** row to select all files in that column.

**Note:** You can send only one column of files at a time.

- Select **Collect Missing**.
- Missing files are collected from those students who are logged onto the network and whose files were not initially collected.

**Note:** You can also collect missing files from the Class Record.

## ***Sending missing files to students***

There may be times when you send a set of student files to the students and the send is incomplete because not all students were present, or logged on, or a new student was added to the class.

- Select an individual file, or click a file icon on the **Column Actions** row to select all files in that column.

**Note:** You can send only one column of files at a time.

- Select **Send Missing**.
- Missing files are sent to those students who are logged onto the network and who did not initially receive the files.

**Note:** You can also send missing files from the Class Record.

# Exchanging files with students

The TI-Nspire™ Navigator™ classroom learning system lets you exchange information with the students in your classes. From the TI-Nspire™ Navigator™ system, you can send files to your students and collect files from your students, as well as delete files from your students' handhelds. Your students can send files to you and receive files from you. This section covers the different ways to work with files in the TI-Nspire™ Navigator™ system, and includes both instructions for you to use and instructions for you to give your students.

## ***Sending files***

You can send handheld-compatible files (such as .tns files) to your students' handhelds from your computer or your handheld. Choosing the location that you want to send files from depends on the location of your files and the number of choices you want about where you send the files. If you choose to send the files from your handheld, then you send files to your whole class. When you send files from your computer, you can:

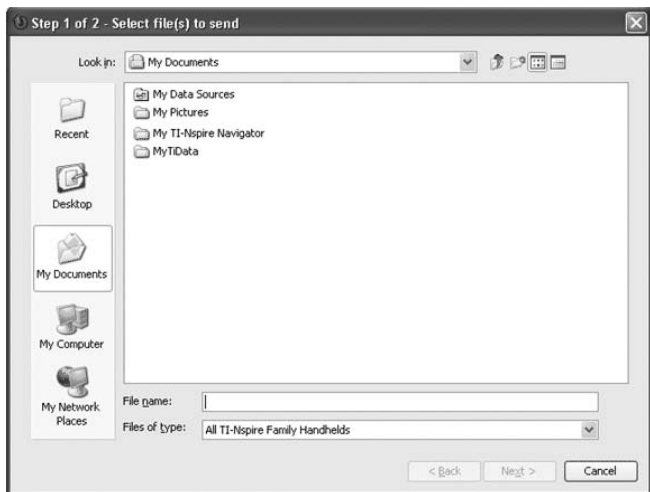
- Send files to your whole class, or
- Send files to members of the class currently logged in, or
- Send files to individual students.

### **To send files from your computer**

1. If you have not already done so, begin the class session.

2. Click **Tools > Send to class** or click **Send to class** .

The Select file(s) to send dialog box opens.



3. Click the **Folders** button to choose folders, or click the **Files** button to choose files.

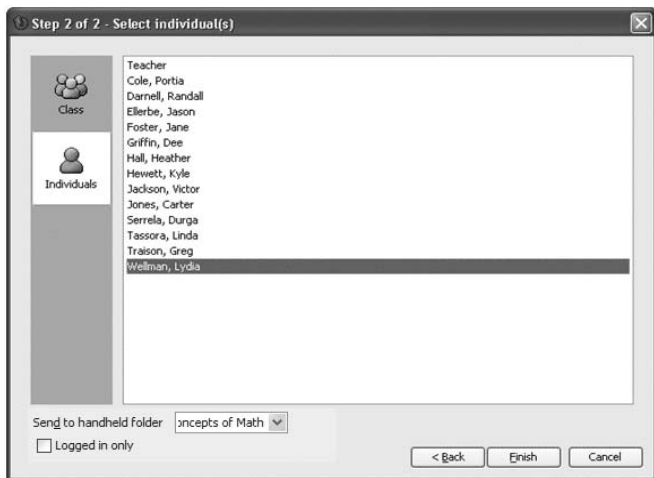
**Note:** You can send only files or folders, not a combination of files and folders.

4. To choose the files or folders you want to send, do one of the following:
  - Navigate to the file or folder you want to send and click it. To select multiple files or folders, press and hold the **Ctrl** key while clicking each file name.
  - Type the name of the file or folder in the **File name** or **Folder name** box. Folder names may use alphanumeric characters. You can enter slashes (/ and \), but double slashes (// and \\) and some special characters (? | : \* " " < > |) are not allowed.



**Note:** You can also drag and drop files from a file browser window onto the TI-Nspire™ Navigator™ window to send files.

5. Click **Next**.

The Select individual(s) dialog box opens.



6. Select the student(s) to whom you want to send the file:

- To send the file to the whole class, click **Class** . To send the file only to class members who are currently logged in, check the **Logged in only** checkbox.
- To send the file to an individual student, click **Individuals**  and then click the student.

**Note:** If you had any students selected in the Classroom tab, the TI-Nspire™ Navigator™ software already has them selected.

7. Click **Finish**.

The file transfer appears in the Class Record.

Class Record		
Action	File Name	Status
	Unprompted-02-08	
	Act12_KeplersLaw.tns	0 of 1
	Act4_DiminishingSquare	1 of 3
	Act12_KeplersLaw.tns	1 of 3

Save to Portfolio    Remove from Class Record

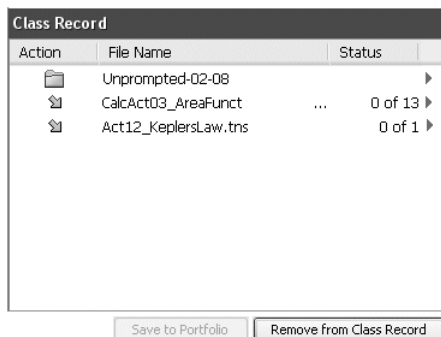
Once students receive the file, they can open it on their handhelds.

## To send files from your handheld

1. If you have not already done so, begin the class session.
2. On your handheld, log in to the TI-Nspire™ Navigator™ network.
3. From the TI-Nspire™ handheld, open the file you want to send to the class.

Press **(doc)** > **1:File** > **6:Send**.

The file sent from the teacher's handheld appears in the Class Record.



Action	File Name	Status
	Unprompted-02-08	
	CalcAct03_AreaFunct	... 0 of 13 ▶
	Act12_KeplersLaw.tns	0 of 1 ▶

Buttons: Save to Portfolio, Remove from Class Record

On the student's handheld, the message **Transfer Complete** displays.

The file transfer appears in the Class Record when you view the TI-Nspire™ Navigator™ software on your computer.

After your students log in to the TI-Nspire™ Navigator™ network, they can receive the file from their transfer screen. Once they receive the file, they can open it on their handhelds.

## ***Sending files (student instruction)***

Your students may send files to you outside of a collection. Students can send files to you unprompted at any time during a class session. Below you can find instructions you can use to tell your students how to send files during a collection and how to send files unprompted.



**Student Point of View:** The steps below are from the student's point of view.




## To send files

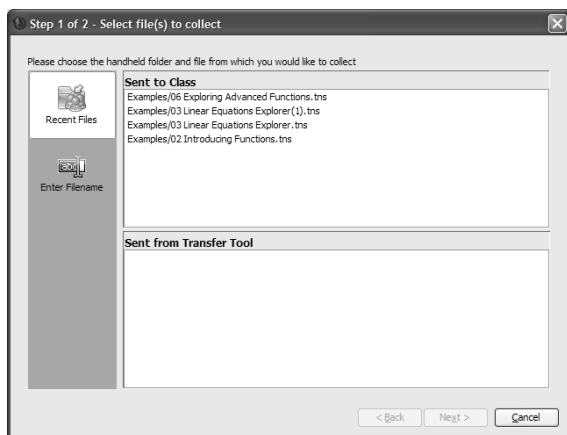
1. If you have not already done so, log in to the TI-Nspire™ Navigator™ network.
2. Open the file on the handheld.
3. Press **(doc)** > **1:File** > **6:Send**.

## Collecting files

You can collect handheld-compatible files (such as .tns files) from your students' handhelds to your computer. You also have the option of deleting the collected files from your students' handhelds.

### To collect files

1. If you have not already done so, begin the class session.
2. Click **Tools** > **Collect from Class** or click **Collect from Class** .  
The Select file(s) to collect dialog box opens.



3. If you want a file already listed in the dialog box, navigate to the file you want to collect and click it.

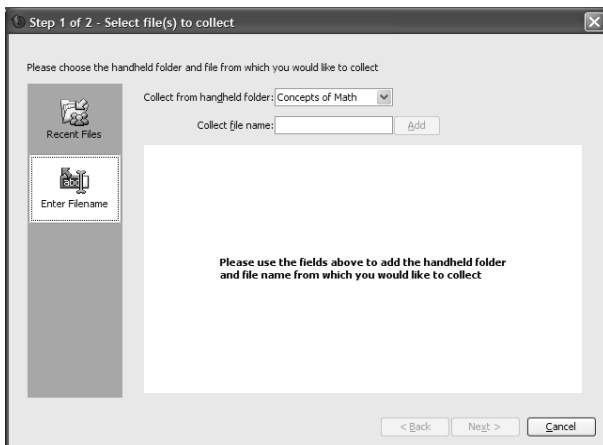
-or-

Right click on the sent file in the Class Record, and select **Collect Selected File(s)**.

-or-

If you want a custom file not in the dialog box:

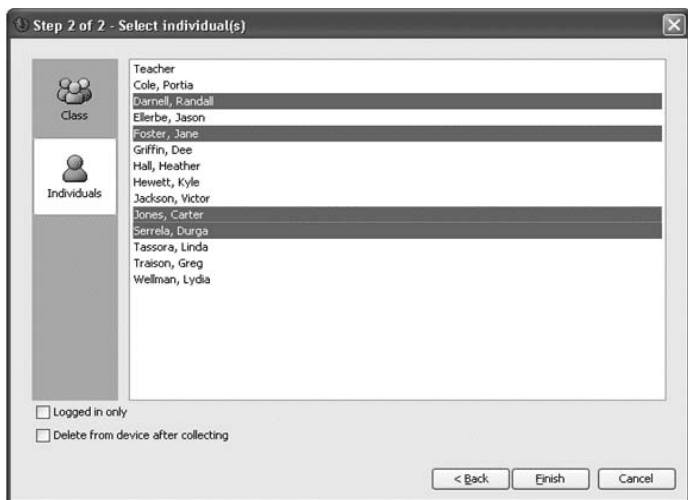
- a) Click **Enter Filename**.  
The dialog box opens.




- b) Enter the file name, such as homework.tns.  
c) Click **Add**.


4. Click **Next**.

The Select individual(s) dialog box opens.



5. Select the student(s) from whom you want to collect the file:





- To collect the file from the whole class, click **Class** .

- To collect the file from an individual student, click **Students**  and then click the student.

**Notes:**

- To select a contiguous range of students in the list, press Shift + click. To select multiple students, press Ctrl + click.
  - If you had any students selected in the Classroom tab, the TI-Nspire™ Navigator™ software already has them selected.
- If you want to remove the file from the students' handhelds after you collect it, select **Delete from device after collecting**.
  - Click **Finish**.

The file transfer appears in the Class Record.

Class Record		
Action	File Name	Status
	Unprompted-02-08	
	Act12_KeplersLaw.tns	0 of 1
	Act4_DiminishingSquare	1 of 3
	Act12_KeplersLaw.tns	1 of 3

**Note:** You can correct the files or add notes and resend the files to the students.

## ***Managing Unprompted actions***

When a student logged into a Class session sends you a file outside of a collection, an Unprompted action is created.

These files, which are stored in a database, display in the Class Record until they are removed. This section shows how to manipulate these files, including:

- Viewing
- Saving to Portfolio
- Removing
- Exporting

## Reviewing and opening Unprompted actions

Unprompted actions are named "Unprompted" followed by the month and date. Each Class session contains all .tns files received from students in one Unprompted folder.

The latest Unprompted action appears at the top of the Class Record for the most recent files sent by a student during a Class session. During the next Class session, more recent Unprompted actions appear in the Class Record above the previous action.

To open the Unprompted action:

1. Double-click the action or right-click and choose **Record Item Properties**.

The Unprompted dialog opens. By default, no items in the Unprompted action are selected.

2. From the Unprompted dialog, you can view one or more items, save the items to Portfolio, remove the items, export the items to another file location, or do nothing.

## Viewing items in an Unprompted action

1. From the Unprompted dialog, click on the checkbox to the left of the item(s) you want to view.

**Note:** You can also click on the View icon beside an item to quickly access the item.

2. Click **View**.

The items open as read-only files.

## Adding items to a new Portfolio record

1. From the Class Record, double-click on the Unprompted action to open it.
2. Select the items to add to the new Portfolio record.
3. Click **Save to Portfolio**.

The **Save to Portfolio** dialog opens.

**Note:** If you receive an error while saving, there are probably multiple documents assigned to a single user. You will be returned to the Unprompted dialog. Review the files on display, de-select the duplicate file that you do not want to keep, and continue with the save.

4. Type the name for the new portfolio column and click **Save**.

The items are saved to the Portfolio and you return to the Unprompted dialog.

**Note:** The files you have saved in Portfolio display in the Class Record until you remove them using the Remove command.

### **Adding items to an existing portfolio record**

**Note:** Using this option replaces existing files, so be sure this is what you want to do.

1. From the Class Record, double-click on the Unprompted action to open it.
2. Select the items to add to the new Portfolio record.
3. Click **Save to Portfolio**.

The **Save to Portfolio** dialog opens.

**Note:** If you receive an error while saving, there are probably multiple documents assigned to a single user. You will be returned to the Unprompted dialog. Review the files on display, de-select the duplicate file that you do not want to keep, and continue with the save.

4. Click on **Add to existing portfolio column**.
5. Select the column name you want from the drop-down list.
6. Click **Save**.

### **Removing individual items from an Unprompted action**

The Class Record displays items in Unprompted actions until you remove the Unprompted action. Even if you have exported or saved items, its Unprompted action continues to display until you remove it. To remove items from an Unprompted action:

1. From the Class Record, double-click on the Unprompted action to open it.
2. From the Unprompted dialog, click on the checkbox to the left of the item(s) you want to remove.
3. Click **Remove**.

### **Removing an entire Unprompted action**

You can remove an Unprompted action from the Class Record. This removes all items contained within the Unprompted action, as well as removing the Unprompted action from the Class record.

1. From the Class Record, click on the Unprompted action to highlight it.

2. Click **Remove from Class Record**.

## Exporting Unprompted action items


You can export items from the database to the file system. To export items from an Unprompted action:

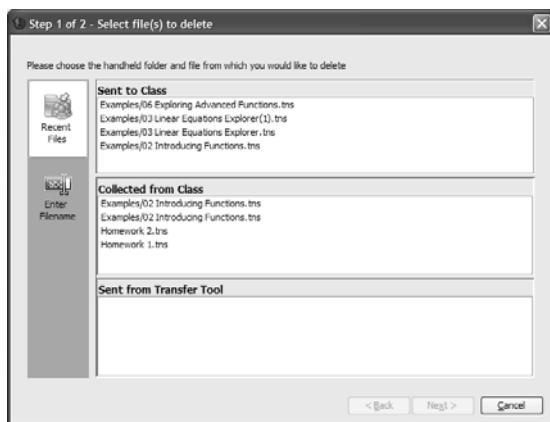
1. From the Class Record, double-click on the Unprompted action to open it.
2. Select the files you want to export.
3. Click **Export**.  
A file browser opens.
4. Select the location for the export.
5. Click **Select Folder**.

## Deleting files from handhelds

When necessary, you can delete files from your students' handhelds.

### To delete files from handhelds

1. If you have not already done so, begin the class session.
2. Click **Tools > Delete from class** or click **Delete from class** .  
The Select file(s) to delete dialog box opens.

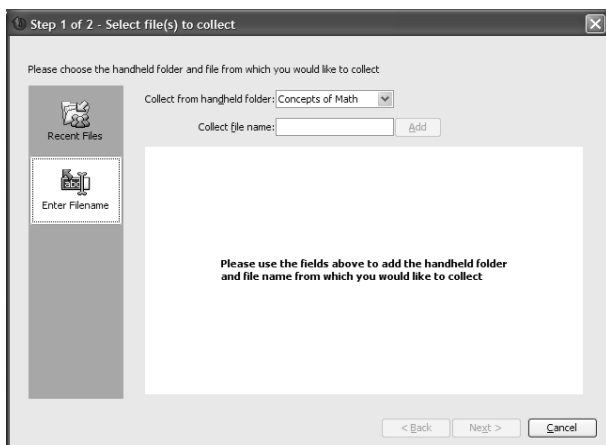


3. If you want to delete a file already listed in the dialog box, navigate to the file you want to delete and click it.

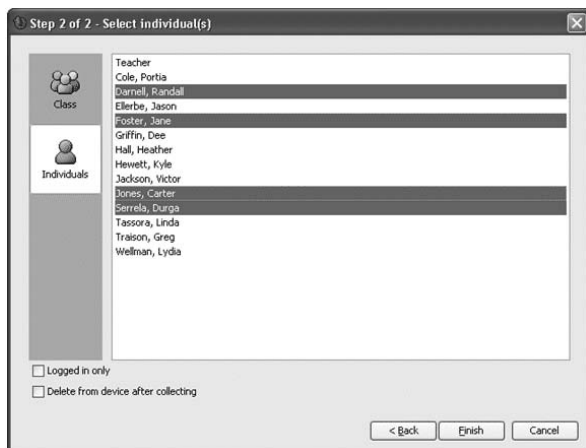
-or-

If you want delete a custom file not in the dialog box:



- a) Click **Enter Filename**.  
The dialog box opens.



- b) Enter the file name.
  - c) Click **Add**.
4. Click **Next**.  
The Select individual(s) dialog box opens.




5. Select the student(s) whose files you want to delete:

- To delete the file from the whole class's handhelds, click **Class** .
- To delete the file from an individual student's handheld, click **Individuals**  and then click the student.

**Note:** If you had any students selected in the Classroom tab, the TI-Nspire™ Navigator™ software already has them selected.

6. Click **Finish**.

The file deletion appears in the Class Record.

Class Record		
Action	File Name	Status
	Unprompted from Class	
	Copy of Act16_OffOnaTangent	1 of 3 ▶
	Act12_KeplersLaw	1 of 3 ▶
	Act4_DiminishingSquare	1 of 3 ▶
	Act12_KeplersLaw.tns	1 of 3 ▶

Save to Portfolio    Remove from Class Record

## ***Checking the status of file transfers***

When you are sending or collecting files, you may want to check to see which of your students have received or sent their files.

### **To check the status of file transfers**

1. Click the **Classroom** tab.  
The Classroom tab opens.



**Note:** The contents of the Classroom tab vary depending on the selected class and view.



- In the Class Record, click the file whose status you want to check. The TI-Nspire™ Navigator™ software indicates the status of your students as follows:



- A green background indicates that students have sent/received the file.



- A yellow background indicates that a student received the collect or delete action, but they do not have the file on their handheld.



- A red background indicates that students have not yet sent/received/deleted the file.

**Note:** You can also see the file transfer status in the file's Properties dialog box.

## ***Canceling file transfers***

If you change your mind about a file transfer, you can cancel the transfer in the Class Record. Canceling file transfers stops the TI-Nspire™ Navigator™ classroom learning system from transferring more files. Any files TI-Nspire™ Navigator™ transfers before you cancel remain on the students' handhelds.

### **To cancel file transfers**

1. In the Class Record, click the file whose transfer you want to cancel.
2. Click **Edit > Remove From Class Record** or click **Remove From Class Record**.

The TI-Nspire™ Navigator™ software asks if you're sure you want to remove the action.

3. Click **Remove**.

The TI-Nspire™ Navigator™ software stops the file transfer and removes the file from the Class Record list.

## ***Viewing file properties***

Each file that you send or collect has a set of properties that you can view. These properties include the file's name, size, date sent, and status. You can view the file properties at any time.

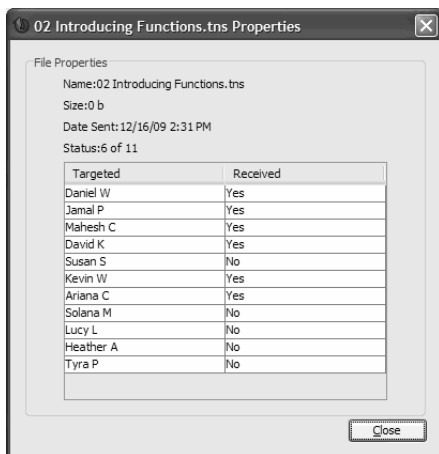
### **To view file properties in the TI-Nspire™ Navigator™ system**

1. Select the class with the file in the Class Record.

**Note:** If you have a class session running, you must end it to select the class.

2. Click the file.
3. Click **Edit > Record Item Properties** or right-click the file in Class Record and select **Record Item Properties**.

The Properties dialog box opens displaying the file's properties.





# Polling students

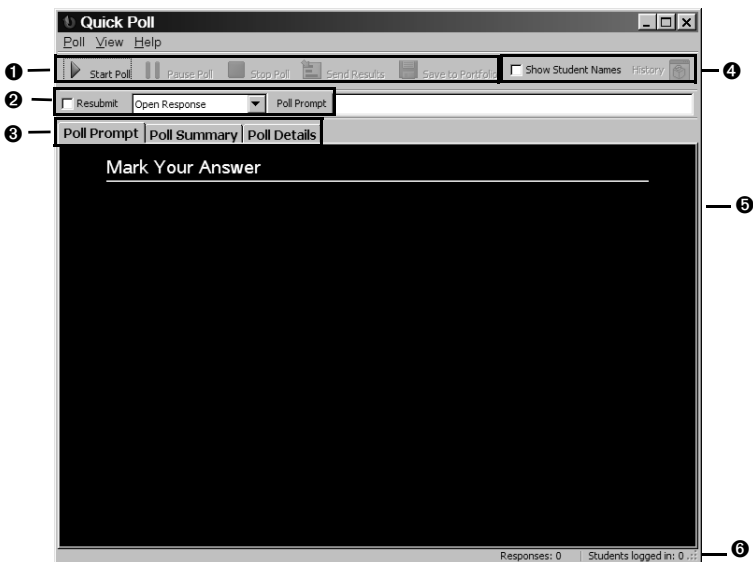
The Quick Poll tool in the TI-Nspire™ Navigator™ system lets you “poll” your students. A poll is a survey you send to your students that they immediately receive on their calculators. After your students receive the poll, they can then send their responses back to your computer. Once you receive your students’ responses, you can use the Quick Poll tool to review the responses by yourself or with your class. This section contains information you need to know to use the Quick Poll tool in your class.

## ***The Quick Poll tool window and tabs***

The Quick Poll tool window contains several sets of controls and three tabs that you can use to run and view polls in the TI-Nspire™ Navigator™ system. Below you can find the:

- Quick Poll tool window
- Poll Prompt tab
- Poll Summary tab
- Poll Details tab

## **The Quick Poll tool window**



❶ **Poll controls.** Controls that let you start, pause, and stop polls, as well as send poll results to your students, update the poll results, and save them in Portfolio.

❷ **Poll set up bar.** A set of options that let you create the questions and polls you send to your students.

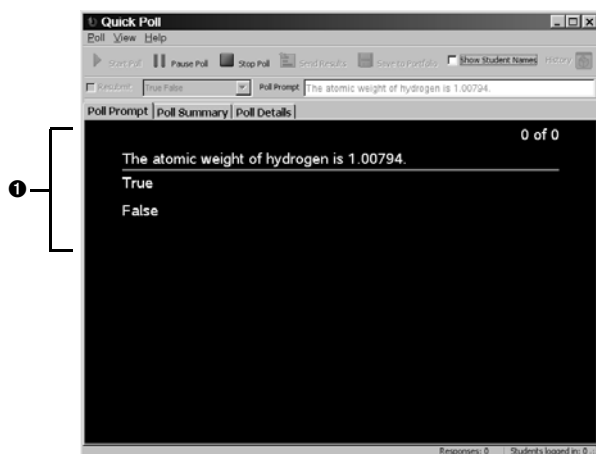
❸ **Poll data tabs.** Tabs that let you view poll results in either a list or a graph.

❹ **Data controls.** Controls that let you show/hide display names in Poll Listing and view previous poll results.

❺ **Poll responses.** Displays number of responses and number of students logged in.

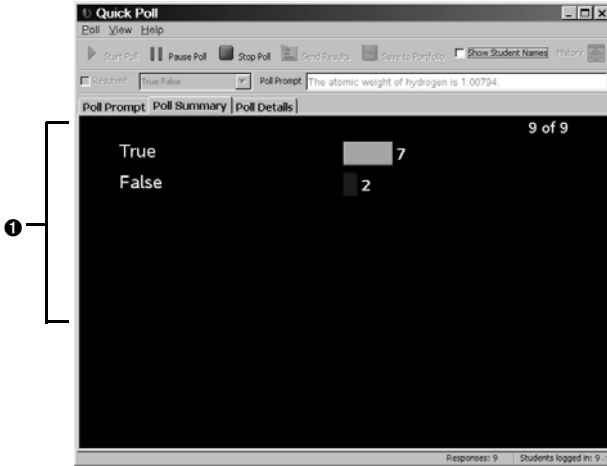
❻ **Status bar.** Displays number of responses and number of students logged in.

## Poll Prompt tab



❶ **Active Poll.** Displays question and possible answers for currently active poll.

## Poll Summary tab



**1 Graph.** The graphical representation of the poll responses you receive from your students.

## Poll Details tab

Display Name	Response	Time Stamp
<Hidden>	False	7/9/08 11:20:53 AM
<Hidden>	False	7/9/08 11:21:24 AM
<Hidden>	True	7/9/08 11:20:01 AM
<Hidden>	True	7/9/08 11:20:21 AM
<Hidden>	True	7/9/08 11:20:37 AM
<Hidden>	True	7/9/08 11:21:08 AM
<Hidden>	True	7/9/08 11:21:38 AM
<Hidden>	True	7/9/08 11:21:56 AM
<Hidden>	True	7/9/08 11:22:11 AM

Three callout numbers are present: '1' points to the 'Display Name' column header, '2' points to the 'Response' column header, and '3' points to the 'Time Stamp' column header.

**1 Display Name column.** Column containing the display names for the students who respond to the poll. By default, the Quick Poll tool hides the display names.

**2 Response column.** Column containing a list of the poll responses received from your students.

**⌚ Time Stamp column.** Column containing the dates and times that your students sent their poll responses.

## ***Opening the Quick Poll tool***

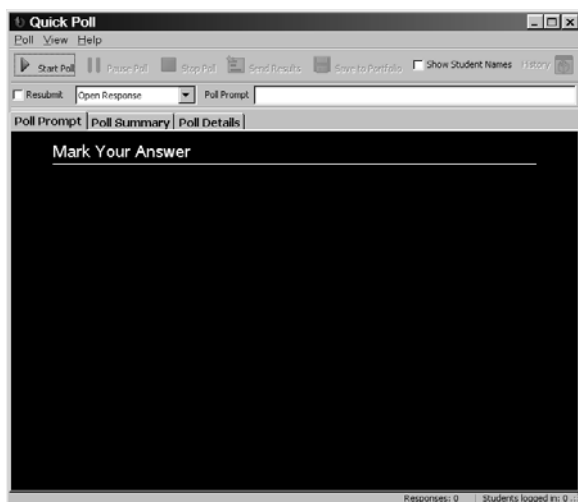
You can open the Quick Poll tool from the home screen of the TI-Nspire™ Navigator™ system.

### **To open the Quick Poll tool**

1. If you have not already done so, begin the class session.

2. Click **Tools > Quick Poll** or click  **Quick Poll**.

The Quick Poll tool window opens.



## ***Polling your students***

The Quick Poll tool lets you poll your class from the TI-Nspire™ Navigator™ system. There are a variety of polling question types you can send, including:


- Open Response
- Agree/Disagree
  - Agree/Disagree (5)
  - Agree/Disagree (3)
  - Agree/Disagree (2)



- Yes/No
- True/False
- Right/Wrong
- Always/Sometimes/Never
- Multiple Choice
- Multiple choice: A-E, A-D, A-C, or A-B

You can poll your students from your computer. When you poll your students from your computer, you can create the question to send to your students.

### To poll students from your computer

1. Select or clear the **Resubmit** check box.
2. Select a question type from the drop-down list.
3. Enter your question at the poll prompt.
4. Click **Poll > Start Poll** or click  **Start Poll**.  
Your students receive the poll on their calculators.
5. Instruct your students to respond to the poll.

### Stopping polls

You can stop polls at any time. Once you stop a poll, you cannot restart it. If you plan to continue the poll, you should pause the poll instead of stopping it. Your students do not need to do anything on their calculators to stop the poll.

### To stop polls sent from your computer

- ▶ Click **Poll > Stop Poll** or click  **Stop Poll**.

### Pausing polls

If you want to temporarily keep students from responding to a poll, you can pause the poll. While you have the poll paused, your students cannot perform any polling actions on their calculators.

### To pause polls

- ▶ Click **Poll > Pause Poll** or click  **Pause Poll**.

## Resuming paused polls

After you pause a poll, you can resume the poll again at any time.

### To resume paused polls

- ▶ Click **Poll > Resume Poll** or click  **Resume Poll**.

## Responding to polls (student instruction)



The poll you send to your students interrupts whatever your students are doing. When they receive the poll, they can choose to respond to it or they can exit the poll and resume what they were doing before. You can use this section to instruct your students on how to respond to the polls you send them, including both multiple choice and open response polls.

**Note:** Multiple choice refers to Agree/Disagree, Yes/No, True/False, Right/Wrong, and Always/Sometimes/Never questions as well as standard multiple choice questions.



**Student Point of View:** The following instructions are from the student's point of view.

### To respond to multiple choice polls


1. If the poll says "Mark your answer," wait for your teacher to ask you the poll question.
2. Use your calculator's up and down arrow keys or the tab key to navigate to your response.
3. Press the tab key to select **Send** and then press  or  to send your answer to the teacher.

Your calculator sends your poll response to your teacher and returns you to the last screen you used. Your poll response appears on your teacher's computer in the Quick Poll tool window.

**Note:** The contents of the Quick Poll tool window vary depending on the tab your teacher has selected and the poll responses your teacher has received from your classmates.

### To respond to open choice polls

1. If the poll says "Mark your answer," wait for your teacher to ask you the poll question.
2. Press the tab key to move the cursor to the answer box, and type your response.

3. Press the tab key to select **Send** and then press the enter key or the click button  to send your answer to the teacher.

Your calculator sends your poll response to your teacher and returns you to the last screen you used. Your poll response appears on your teacher's computer in the Quick Poll tool window.


**Note:** The contents of the Quick Poll tool window vary depending on the tab your teacher has selected and the poll responses your teacher has received from your classmates.

## ***Sending poll results to students***


After you receive the results of your poll from your students, you may want to discuss the results with your class. You can send the poll results to your class to help with your discussion.

**Note:** You cannot send open response poll results.

### **To send poll results to students**

1. If a poll is in process, stop the poll.
2. Click **Poll > Send Results** or click  **Send Results**.

## ***Saving polls***

1. If a poll is in progress, stop the poll.
2. Click **Poll > Save to Portfolio** or click  **Save to Portfolio**.

**Note:** After the first save, subsequent changes to the poll can be updated in Portfolio by clicking **Poll > Update Portfolio**. All of the quick polls you conduct and update in Portfolio in a class session will update the score as one assessment.

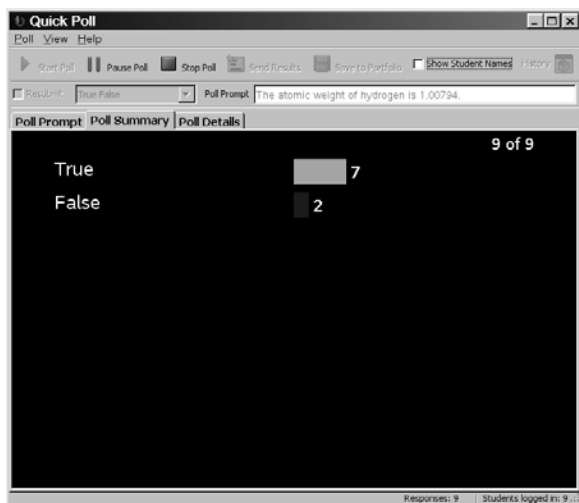
## ***Viewing poll results***

After your students send their poll responses to you, you can view their results as a histogram or in a table. In the Quick Poll tool window, you can view poll results graphically in a bar chart or listed in a table.

## To view poll results graphically

Click **View > Poll Summary** or click the **Poll Summary** tab.

The Poll Summary tab opens displaying the poll results as a histogram.



## To view poll results in a table

Click **View > Poll Details** or click the **Poll Details** tab.

The Poll Details tab opens displaying the poll results listed in a table.

Display Name	Response	Time Stamp
<Hidden>	False	7/9/08 11:20:53 AM
<Hidden>	False	7/9/08 11:21:24 AM
<Hidden>	True	7/9/08 11:20:01 AM
<Hidden>	True	7/9/08 11:20:21 AM
<Hidden>	True	7/9/08 11:20:37 AM
<Hidden>	True	7/9/08 11:21:08 AM
<Hidden>	True	7/9/08 11:21:38 AM
<Hidden>	True	7/9/08 11:21:56 AM
<Hidden>	True	7/9/08 11:22:11 AM

## Sorting poll data

The poll data that the Quick Poll tool collects includes the students' display names, poll responses, and time of submission. You can sort the poll data by each of these categories.

### To sort poll data

1. Click **View > Poll Details** or click the **Poll Details** tab.

The Poll Details tab opens.

2. Click the column title of the information you want to sort.

The Quick Poll tool sorts the information in the selected column.

**Note:** The example below shows the poll details sorted by Time Stamp.

Display Name	Response	Time Stamp
<Hidden>	True	7/9/08 11:20:01 AM
<Hidden>	True	7/9/08 11:20:21 AM
<Hidden>	True	7/9/08 11:20:37 AM
<Hidden>	False	7/9/08 11:20:53 AM
<Hidden>	True	7/9/08 11:21:08 AM
<Hidden>	False	7/9/08 11:21:24 AM
<Hidden>	True	7/9/08 11:21:38 AM
<Hidden>	True	7/9/08 11:21:56 AM
<Hidden>	True	7/9/08 11:22:11 AM

3. If you want to sort the information in the opposite order, click the column title again.

## Showing and hiding display names

The Poll Details tab gives you the option of showing or hiding the display names of the students who respond to the poll.

**Notes:** By default, the Quick Poll tool hides the display names.

### To show or hide display names

- ▶ Select or clear the **Show Student Names** check box.

If you selected the Show Student Names check box, the students' names appear in the Display Name column.

If you cleared the Show Student Names check box, the word

“Hidden” replaces the students’ names in the Display Name column.

## ***Viewing previous polls***

The Quick Poll tool stores all of the polls for the current class session in its history. You can open and view these polls as necessary until you end the class session.

### **To view previous polls**

1. If a poll is in process, stop the poll.
2. Click **History**.  
A drop-down list of previous polls opens.
3. Click the poll you want to view.  
The selected poll opens in the Quick Poll tool’s window.

## ***Closing the Quick Poll tool***

You can close the Quick Poll tool from your computer.

### **To close the Quick Poll tool on your computer**

- ▶ Click **Poll > Close**.

# Capturing handheld screens

The Screen Capture tool in the TI-Nspire™ Navigator™ classroom learning system enables you to do the following:

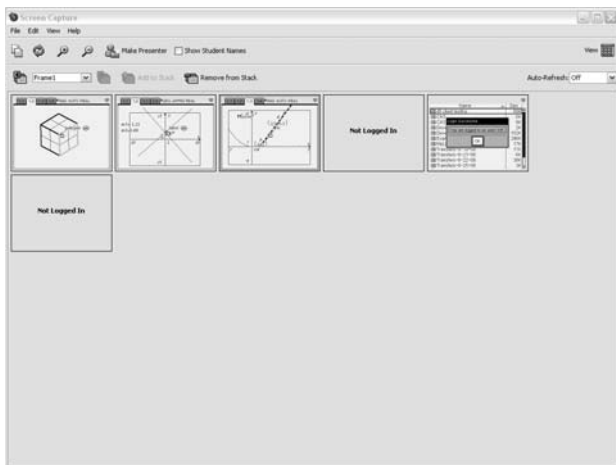
- monitor and view your students' handheld screens. This enables you to ensure all students are on track with an assignment.
- capture one or several students' screens for discussion in the classroom. You can hide student names to focus the discussion on teaching aims and not on individuals.
- select and display an individual student's screen and view work as a live presentation.

This section contains the information you need to know to use the Screen Capture tool in your classroom.

## Views in the Screen Capture tool

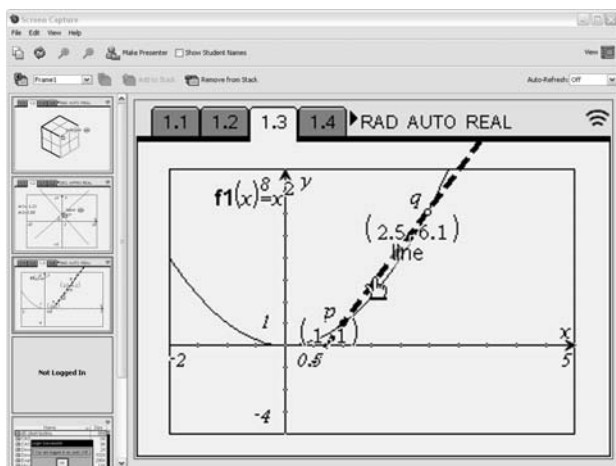
There are three ways to view captured screens in the Screen Capture tool:

- Tiled - This view shows all captured screens as thumbnails on the computer display. This is the traditional view for screen captures within TI-Nspire™ Navigator™ software.



- Gallery - This view shows tiles of all captured screens down the left side of the display. When you select one screen, it is enlarged and

displayed on the right side of the display so you can view it in greater detail.



- **Live Presenter** - This feature enables the student or teacher to project what they are doing on their handheld.


More details about Gallery and Live Presenter views are provided later in this chapter.

## ***Capturing handheld screens***

In the TI-Nspire™ Navigator™ classroom learning system, you can use the Screen Capture tool to capture and view your students' handheld screens. You can capture the handheld screen of one student, of selected students, or of all the students in your class.

**Notes:** In order for you to capture your students' handheld screens, they must be logged onto the TI-Nspire™ Navigator™ software.

### **To capture handheld screens**

1. If you have not already done so, begin the class session and ask your students to log in.
2. Click **Tools > Screen Capture** or click **Screen Capture**  from the Tools tab.

The Select Students dialog box opens.



**Note:** If you selected one or more students in the Classroom tab before you started the Screen Capture tool, TI-Nspire™ Navigator™ software has these students pre-selected in the Select Students dialog box.

3. Select the students whose handheld screens you want to capture:

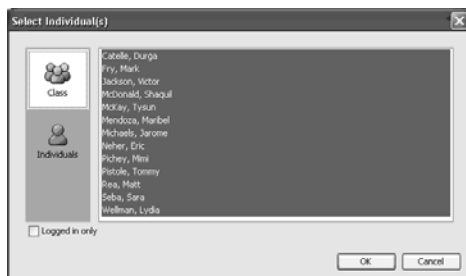
- To capture all of your students' handheld screens, click **Class**



- To capture the handheld screens of individual students, click



**Individuals** and then click the name of each student from whom you want to capture a screen.

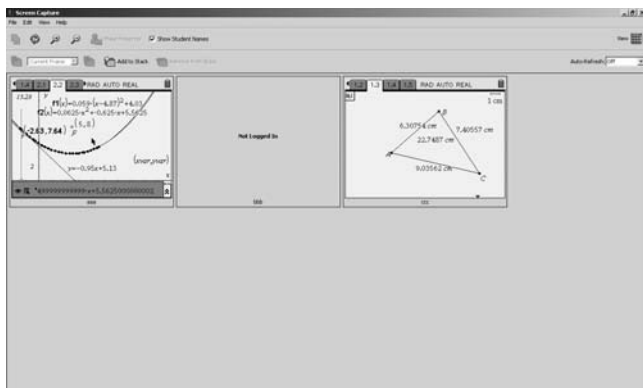


**Note:** To collect screens from only those students currently logged in, click the **Logged in only** check box under the left pane. If you refresh your screen, any students who log in after the initial collection will be listed at the end of the screen capture window.

4. Click **OK**.

The TI-Nspire™ Navigator™ software captures the selected students' screens and displays them in the Screen Capture tool window.

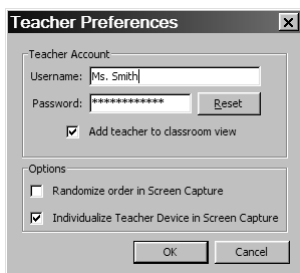
**Note:** The example below shows the screens from three selected students' handhelds.



5. Decide if you want to display or hide the students' names. The default is to hide student names, but you can change this. To do this, click **View > Show Student Names** or click the checkbox on the toolbar.

**Note:** Each time you initiate a screen capture, the default will reset to hide student names. You need to change this option each time if you want to display names.

You can log in and capture your own handheld screen along with the students. You can also select to make your screen stand out on the display by going to the Teacher Preferences screen from the main TI-Nspire™ Navigator™ window, and selecting "Individualize Teacher Device in Screen Capture."





## Viewing captured screens

Once you have captured screens, you can rearrange their order and zoom the view.

### To rearrange captured screens

1. Click to select the desired screen.
2. Holding the left mouse button down, drag the screen to the desired location and release.

### To zoom the view of captured screens

- Click  to see a larger view of the screens, or  to make the view smaller.

These commands are also available from the **View** menu or by using keyboard shortcuts, Ctrl + ↑ (zoom in) and Ctrl + ↓ (zoom out).

### To resize captured screens

Select the **View** menu and select a magnification level. The default zoom level is 50% of the screen size.

In Tiled view, you can enlarge or shrink the entire view of all captured screens by a specified percentage. These are shown in a grid formation, and if the size of the tiles increases, then the screens wrap on the display so that all are completely displayed. To see all enlarged captured screens, scroll down the page.

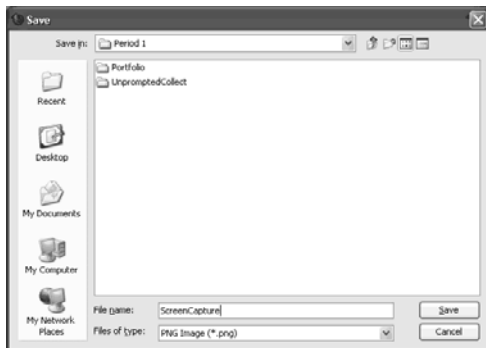
## Saving captured screens

You can save the individual screens you capture from your students onto your computer.

### To save one screen

1. Click the screen you want to save.
2. Click **File > Save Selected Screen(s)**.

The Save dialog box opens.



3. Navigate to the location where you want to save the captured screen.
4. Enter a file name.
5. Click **Save**.

The TI-Nspire™ Navigator™ software saves the image as a Portable Network Graphics file (.png).

### To save multiple screens

1. Select the screens you want to save.

To select more than one screen, Press **Ctrl** and click on each screen you want to save.

2. Click **File > Save Selected Screen(s)**.
3. Select the location to save the screens.
4. Click **Save**.

**Note:** The keyboard shortcut, **Ctrl + S**, can be used as a shortcut for saving screen captures.

### Refreshing captured screens

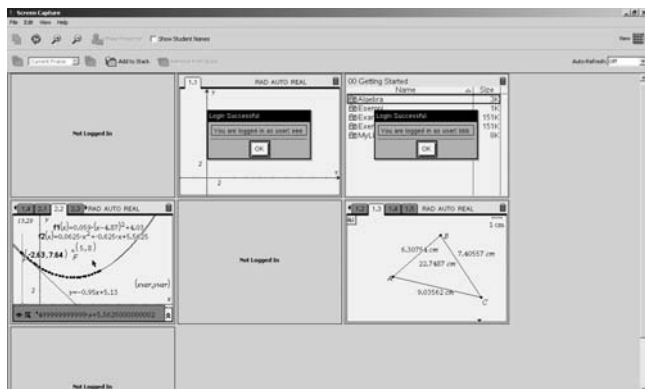
After you capture screens from your students, you can refresh them in the Screen Capture tool's window. When you refresh screens, the Screen Capture tool captures the latest screens from your students' handhelds.

### To refresh captured screens

- Click .


The Screen Capture tool captures the latest screens from the selected students' handhelds.

**Note:** If the Screen Capture tool cannot refresh the screen of a student, a yellow box appears around the student's previously captured screen.



## To refresh one or more selected student screens

There may be times when it is useful to refresh the screen captures of only one or a few students in a class. To do this:

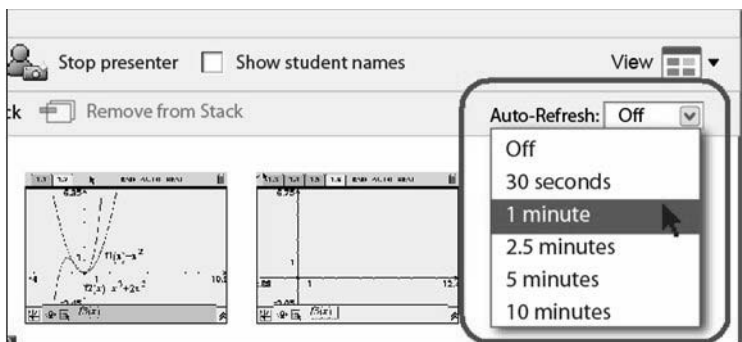
1. From the Tiled view display of a class' screens, click to select the student(s) for whom you want to obtain a new screen capture.
2. Click . A new screen is captured for each student selected.

## To enable the auto-refresh screen capture feature

This feature is useful in monitoring a class' performance. When the TI-Nspire™ Navigator™ Screen Capture tool is initially launched, auto-refresh is Off by default. To enable the feature:

1. Click **View > Auto Refresh** or click the Auto-Refresh dropdown box on the toolbar.
2. Select one of the available time interval options.

**Note:** Auto-refresh is available when using either the Tiled or Gallery view. It is not available for Presentation mode.



## Using the Gallery View

Do one of the following to switch to the Screen Capture tool's Gallery View.

- Click **View > Gallery** or
- Click the View icon drop down menu and select **Gallery**.

The thumbnail images of captured screens are displayed in a column in the left pane of this view. They appear in the same order as in the Tile View. When you select a screen to view in detail, it is displayed in the right pane. If you select multiple thumbnails to view in the left pane, they are displayed in the right pane. If you select more than four thumbnails, you view the additional screens by scrolling down the right pane.

### Tips and Hints for using the Gallery View:

If you elected to show student names, these are centered under each student's captured screen.

Zoom functions are disabled in Gallery View.


You can reorder screens in the Gallery View.

The width of the thumbnail pane cannot be changed.

## Creating stacks of student screens

This feature of the Screen Capture tool enables you to collect a history of one or more students' screen captures. These collections are called stacks, and you can add or remove screens from each student's stack as well as navigate within and through student stacks. Using stacks is a convenient way to check progress in a lesson, collect student presentations or assignments for review and grading later, or for showing performance and progress in parent/teacher meetings.

### To add screens to a stack


- ▶ Click **View > Stacks > Add to Stack**, click the toolbar icon () , or open the **Context** menu and select **Stacks > Add to Stack**.



### Tips for creating/ladding to stacks:



- When the first set of screens are added to a new stack, they are labeled Frame1. Each subsequent addition increases the number by one; e.g., Frame2, Frame3, etc.

### To remove a frame from a stack

- ▶ Click **View > Stacks > Remove from Stack**, click the toolbar icon () , or open the **Context** menu and select **Stacks > Remove from Stack**.

As frames are removed from a stack, their frame names are adjusted to remain sequential and reflect the deletion. For example, if Frame6 is deleted, Frame7 is renamed to Frame6 and all subsequent frame numbers are adjusted downward by one digit.

### To navigate through stacks

- ▶ **View > Stacks > Next Frame**, click the toolbar icon () , or open the **Context** menu and select **Stacks > Next Frame**.
- ▶ **View > Stacks > Previous Frame**, click the toolbar icon () , or open the **Context** menu and select **Stacks > Previous Frame**.

**Note:** These options are available only if there is a next or previous frame to view.

You can navigate a stack of frames from either the tiled or gallery view.

## ***Using the Compare Student Screens feature***

This feature enables you to compare two students' screens in one step. It uses the Gallery view to show the screen comparison, but you can access this feature from the Tiled view. In both views, you select student screen tiles to compare.

### **To start a comparison**

1. Select student screen tiles to compare. When you select each screen, the border changes color.

**Note:** If you select more than four screens, you will have to scroll the viewing pane to see them.

2. Click **View > Gallery**. The view changes to Gallery view and enlarges the screens to fit the pane.

You can select to see student names or hide them.

### **To end a comparison**

Click on any student screen tile to stop the comparison feature. When you end a comparison, the selected student screen retains the highlighted border.

## ***Randomizing screens***

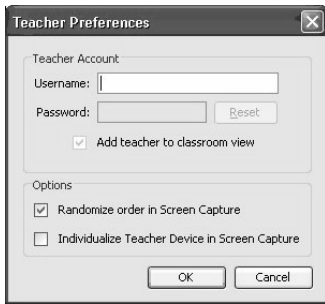
If you use a digital projector to show screen captures to your class and you do not show student names, then over time, your students may be able to identify their screen as well as other students' screens. This feature is checked by default. Randomizing screens scrambles the order of screen captures.

### **To select or deselect Randomize Screen Capture**

1. Open **Teacher Preferences** in the main TI-Navigator™ window.
2. Click the **Randomize order in Screen Capture** box.

If you select not to randomize captures, then student screens are captured and displayed in alphabetical order by Display Name. Refreshing the screens does *not* change the order. Changing this setting applies to all your classes. It is not possible to specify a different setting for different classes.






## ***Copying and pasting a screen***

You can select a captured screen and copy it to the clipboard for inclusion into other documents or applications. You can also print copied screens. Copied screens are captured at 100% zoom level, and they are copied in the order of selection.

The applications that can receive copied screens are:

- Microsoft Word®
- Microsoft PowerPoint®
- Microsoft Excel®

### **To copy a screen**

1. Select the screen to copy.
2. Click **Edit > Copy Selected Screen**, click the Copy icon , or press **Ctrl + C**.

### **To paste a screen**

- ▶ Depending on the application you are pasting to, click **Edit > Paste**, or press **Ctrl + V**.

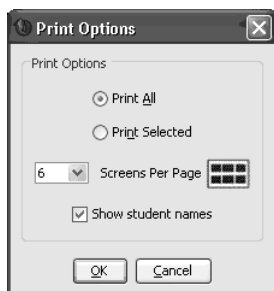
**Note:** You can also drag a screen capture to another application. This functions as a copy and paste.

## ***Printing screens***

You can print one, multiple or all class screen captures. For each printed page, the class name is printed in the page header, and the date and page number is printed in the page footer.

## To print screen captures

1. Select the screen captures that you want to print.
2. Click **File > Print**.
3. If you select more than one screen, then select the number of screen captures that you want per page. You can select one screen per page, six screens per page, or all screens on the page.



4. Select the individual printer options for your printer.
5. Select the number of copies you want printed.
6. Select if you do or do not want the students' names to be printed under their screens.
7. Click **Print** to begin printing.

## Using Live Presenter

You can display your own handheld screen, or you can select any student's handheld screen, to display work as it is being performed and discuss the step-by-step progress with the class. While the live presentation is displayed, you can record key strokes, show the TI-Nspire™ Navigator™ handheld being displayed, and show a key press history.

Your computer starts and stops the Live Presenter session. You also control what appears on the presentation screen: student's name, handheld display, key press history display, and movie record mode.

While Live Presenter is active, all other students' handhelds are unaffected by the presentation and can be used.


**Note:** During a Live Presentation, all menu and corresponding toolbar/context menu options are disabled except the items listed:

**File > Close**  
**Edit > Copy Selected Screen(s)**  
**View > Show Student Names**  
**View > Live Presenter**  
**Stop Presenter**  
**Help.**

## To start Live Presenter using a student screen

Make sure the student who you select to be the live presenter is logged in to an active session.

1. Select the student's screen.
  - Click the student screen capture from either a tiled or gallery view, or
  - select the student from the Context menu and choose **Live Presenter**.


**Note:** If the students' names are displayed in tiled or gallery view, the name is also displayed in live presenter mode.
2. Click **View > Live Presenter > Make Presenter**, or click the Make Presenter icon .

The selected screen displays as a Live Presenter screen.

Although only one student can present at a time, you can select any student to present as long as the student is logged in and the session is active.

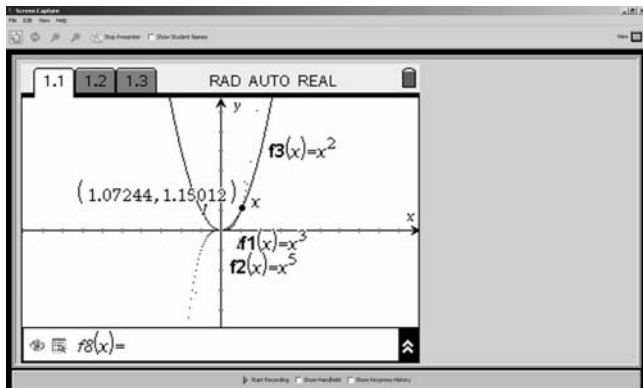
## To start Live Presenter using the teacher's handheld

There may be times when you want to use your own handheld in Live Presenter mode. This is very effective in demonstrations using a digital projector.

1. Log in your handheld.
2. Select the handheld labeled Teacher.
3. Click **View > Live Presenter > Make Presenter**, or click the Make Presenter icon .

## The Live Presenter display

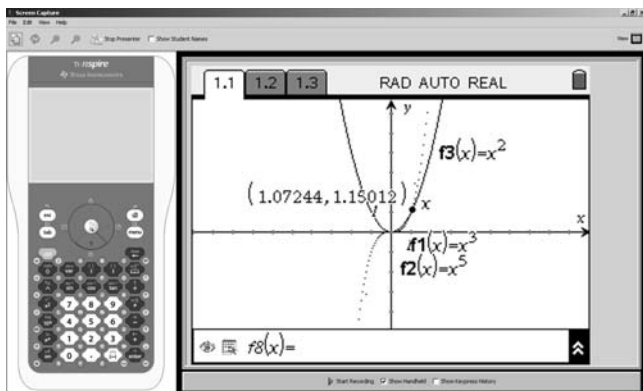
The default display for Live Presenter shows only the selected screen. If student names are displayed, the name is shown under the screen.



The Show Handheld and Show Key press History options are available from the bar under the display.

### To add the handheld to the display

Click the check box to select Show Handheld. The screen is split to display the handheld to the left of the presentation screen. The control bar shows that Show Handheld is active.

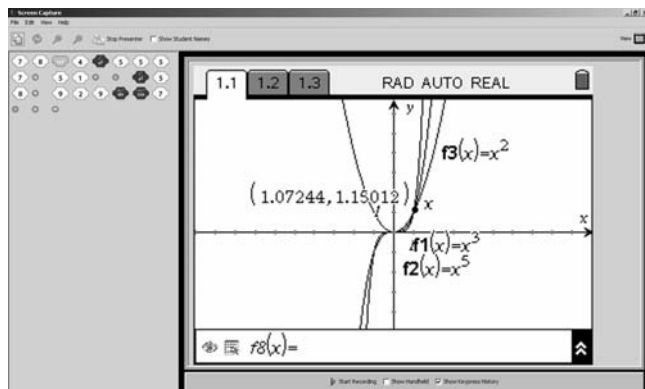


The handheld display enables the class to see what keys are pressed during the presentation. The last key pressed remains highlighted until a different key is pressed.

**Note:** The keys on the handheld display are not pressable (or clickable). This visual display only shows what the live presenter presses on their handheld.

## To add the key press history to the display

Click the check box to select Show Keypress History. If you start from the default display, the screen is split to display the history to the left of the presentation screen. The control bar shows that Show Keypress History is active.



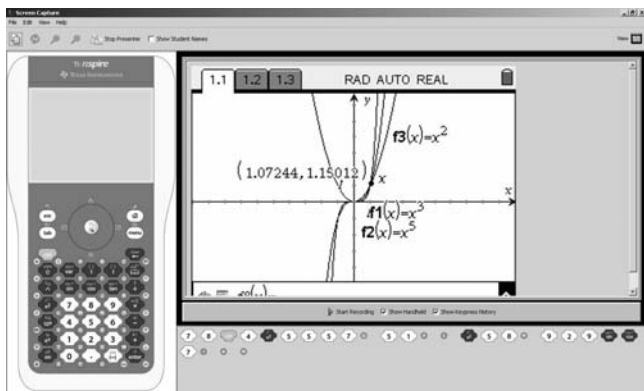
As keys are pressed during the live presentation, they appear in the history area of the display. The order of key press addition is from left-to-right, then top-to-bottom.

If the presenter presses the same key more than once, each repeated key press is shown in the history. If the presenter presses and holds one key (as when moving the cursor), then the key is recorded in the history only one time.

You can copy the key press history onto the clipboard and then paste it into another document. You can also clear the key press history. (Students are not able to do this.)


## To add handheld and keypress history

Click both check boxes on the bar under the display. The screen is split to display the handheld to the left of the presentation screen. The keypress history displays under the screen.



During lengthy live presentation sessions, the keypress history may expand beyond the display area. When this happens, a scroll bar appears so you can review all key presses during the session.

## To stop Live Presentation

To stop the live presentation, click the Stop Presenter icon , or click **View > Live Presenter > Stop Presenter**. The presentation window closes, and the view you selected Live Presentation from is redisplayed. For example, if the tile view was active, your computer display returns to that tile view.

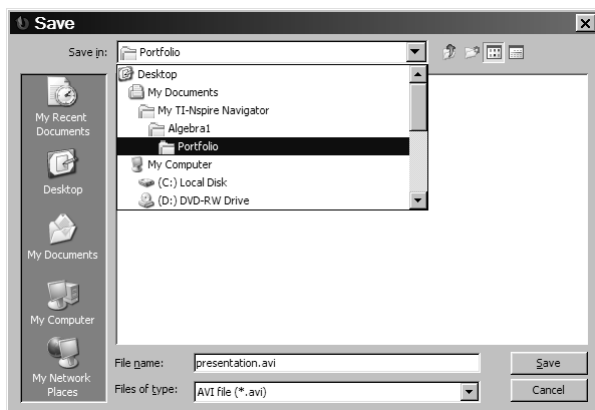
## To save a Live Presentation as a movie

You can save a live presentation as a movie. This can be your own presentation or a student's presentation. Movies are a useful way to present demonstrations to a class or provide additional tutoring lessons for difficult concepts. Live Presentation files are stored with the .avi file extension.

You control the movie creation (start and stop) from your computer. Deciding to save a live presentation has no impact on the actual presentation.

- ▶ To begin the movie, click **View > Live Presenter > Start Recording** or click the **Start recording** button on the control bar under the live presentation screen.
- ▶ To end the movie, click **View > Live Presenter > Stop Recording** or click the **Stop recording** button on the control bar under the live presentation screen.

When you stop recording, the software prompts you to save the movie. The default name for the movie is "presentation" and the default save location is the student portfolio location for the class that is active. You can change both the movie file name and the storage location.



- To change the file name, type a new name over the default name.
- To change the storage location, type a new location including the drive designation.

## ***Keyboard Shortcuts for Screen Capture***

The following table shows the keyboard shortcuts available when using the Screen Capture tool.

<b>Menu</b>	<b>Option</b>	<b>Shortcut</b>	<b>Comment</b>
<b>File</b>	Save Selected Screen(s)	<b>Ctrl + S</b>	Saves to your computer
	Print	<b>Ctrl + P</b>	Sends class snapshot to default printer
	Close	<b>Ctrl + W</b>	
<b>Edit</b>	Copy	<b>Ctrl + C</b>	One or more screens must be selected
	Select All	<b>Ctrl + A</b>	
<b>View</b>	Tiled	<b>Ctrl + T</b>	
	Gallery	<b>Ctrl + G</b>	
	Refresh now	<b>F5</b>	

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	Zoom In	<b>Ctrl + ↑</b>
	Zoom Out	<b>Ctrl + ↓</b>
<b>Help</b>	Screen Capture Help	<b>F1</b>

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# The Class Analysis Tool

The TI-Nspire™ Navigator™ Class Analysis tool enables you to:

- Review and analyze student answers for a selected TI-Nspire™ assignment. With TI-Nspire™ Navigator™ network, you collect the answers electronically from the whole class.
- View a class summary, a student-by-student analysis, or an item-by-item analysis. These views are available from tab selections in Class Analysis.
- Include grades from open response questions in the analysis, and give partial credit or extra credit for answers of any question type.
- Share the analysis with the class, using the slide show feature.

## ***Opening Class Analysis***

There are different ways to open Class Analysis:

- Open a collected assignment from the Class Record (except those collected using the **Custom Files** option)
- Open an analysis from Portfolio

### **To open from the Class Record**

1. Locate the collected assignment to analyze.

**Note:** You can not open a file if you collected it using the **Custom Files** option.

2. Right click on the assignment name, and select **Open in Class Analysis**.
3. The selected assignment is opened in the Class Analysis window.

Class Analysis reads and grades each student's response using a master for the assignment, then displays the results.

Students	1	2	3	4	5	6	Score	% Score	Exclude
<b>Maximum Score</b>	0	1	1	1	1	1	5	100%	
Aandrik, Adam	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
<b>Class Average</b>	0	1	1	1	1	1	5	100%	
Behm, Sara	0	0	1	0	1	0	2	40%	<input type="checkbox"/>
Bharr, Ansh	0	1	1	1	1	1	5	100%	<input type="checkbox"/>
Busch, Rose	0	1	1	1	1	1	5	100%	<input type="checkbox"/>
<b>Class Total</b>	0	0	1	1	1	0	3	60%	
<b>Docl, Dan</b>	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
<b>Gapalphon, Ayana</b>	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
Harmonic, Phil	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
Kan, Lisa	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
Mosier, Pete	0	1	1	1	1	1	5	100%	<input type="checkbox"/>
<b>Item Average</b>	0%	37.5%	100%	87.5%	100%	37.5%	3.62	72.5%	
<b>Exclude Item:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

In order to perform the assessment, you must have sent the files to the students, and then the collected files can be analyzed. For Open Response question types, Class Analysis enables you to electronically evaluate and grade the response. The revised grade is automatically stored, and all grade calculations are updated to reflect the change.

**Note:** If there are no question pages in the assignment, Class Analysis will not open. If there are any question pages without answers provided in the master file, Class Analysis opens the assignment, but cannot grade those questions. You will need to manually grade those questions.

## To open from Portfolio

1. Locate the assessment to open.
2. Double click the Class Average cell, or highlight the Class Average cell for the assessment and click the Open Portfolio Item(s)

button  .

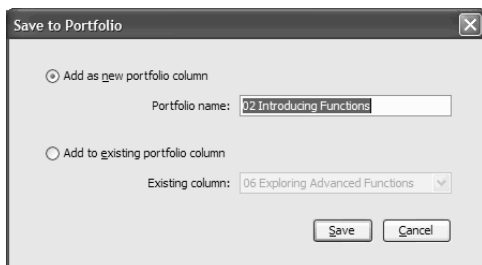
**Note:** There must be a score in the cell for the assessment to open.

3. The selected assessment is opened in the Class Analysis window.

## To select a collected assignment and send to Portfolio with automatic grading

This option is a "silent" analysis of results. The assignments are sent directly to Portfolio and automatically evaluated in the background. If the assignment has questions, a score displays in Portfolio. If the assignment does not have questions, an icon displays in Portfolio. The analysis resides in Portfolio until you open it for review.

1. To send a collected assignment to Portfolio with automatic grading, do one of the following:
  - From the Class Record, right click on the collected assignment and select **Save to Portfolio**.
  - Highlight the collected assignment and click the **Save to Portfolio** button.
  - Highlight the collected assignment and click **Edit > Save to Portfolio**.
2. The Save to Portfolio dialog displays. You can save the assessment file as a new Portfolio column, or add it to an existing column.



The screenshot shows a dialog box titled "Save to Portfolio". It has a close button in the top right corner. There are two radio buttons: "Add as new portfolio column" (which is selected) and "Add to existing portfolio column". Below the first radio button is a text input field labeled "Portfolio name:" containing the text "02 Introducing Functions". Below the second radio button is a dropdown menu labeled "Existing column:" with the selected item "06 Exploring Advanced Functions". At the bottom are "Save" and "Cancel" buttons.

3. Enter the assessment file name, and click **Save**.

When the file name is entered, the background evaluation starts.

The class session status does not affect autograding.

## ***Using Views to interpret Class Analysis results***

### **Class Summary View**

When Class Analysis initially displays, it displays in Class Summary view.

1: Class average box (72%, High: 100%, Median: 60%, Low: 40%)

2: Maximum Score row

3: Exclude column

4: Item Average row

5: Raw score column

6: Score column

7: % Score column

8: Status field (of 11)

Students	1	2	3	4	5	6	Score	% Score	Exclude
Maximum Score	0	1	1	1	1	1	5	100%	<input type="checkbox"/>
Aardark, Adam	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
Albin, Peter	0	1	1	1	1	1	5	100%	<input type="checkbox"/>
Bellum, Cara	0	0	1	0	1	0	2	40%	<input type="checkbox"/>
Bheer, Anita									<input checked="" type="checkbox"/>
Busch, Rose	0	1	1	1	1	1	5	100%	<input type="checkbox"/>
Cheney, Ann									<input type="checkbox"/>
Druif, Dan	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
Harmonik, Barbara									<input type="checkbox"/>
Hernandez, Phil	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
Karr, Lisa	0	0	1	1	1	0	3	60%	<input type="checkbox"/>
Moisse, Pete	0	1	1	1	1	1	5	100%	<input type="checkbox"/>
Item Average	0%	37.5%	100%	87.5%	100%	37.5%	3.62	72.5%	
Exclude Rem:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

### Interpreting this summary:

- 1: Just under the Class Summary tab is the class average for the assignment. In the above example, the class average is 72%. The high score is 100%, the median score is 60%, and the low score is 40%.
- 2: The student name with the blue background (or your computer's color choice) is the currently selected student.
- 3: The student name with the red background is a student for whom no file was collected. When no file is received for evaluation, then that student is automatically excluded from the class summary results. (Note the check in the box at the far right side of the screen.)
- 4: The Exclude Items row contains check boxes to allow you to exclude one or more items from the evaluation. Note that the fifth item in the assignment has been excluded by the teacher in the example.
- 5: The Item Average shows the average class grade for each item in the assignment.
- 6: This column displays the student's raw score.

**7:** % Score column converts each students' raw score into a percentage grade.

**8:** Exclude check boxes enable you to manually exclude a student's grades from all calculations. This does not erase the student's file. Note that in the example, the third student has been excluded by the teacher. Students who do not turn in documents are always excluded.

### ***Things to remember:***

- Students are listed alphabetically by ascending last name.
- If you want to share the results with the class by using an overhead projector, you can hide the student names by clicking **View > Class Summary > Students**.
- When you manually exclude a student or an item from the assessment, the software automatically italicizes that student row or item column. No student or value is actually deleted; instead, the excluded values are not used in any calculations.
- When a file is requested of a student but none is received, that student's row has a red background and the student's grades are automatically excluded from class and item averages calculations.
- If you close Class Analysis before all files are collected from students, the collect action completes, but the analysis is cancelled unless it was saved to Portfolio.
- You cannot edit any student's answers, but you can edit their scores for each item.
- You can give partial credit or extra credit for responses.
- If a file is collected from a student but the student does not answer one or more questions, then the response cell shows a grade of 0.
- The background color for a selected student may vary from the color shown in the example. The color you see is based upon your computer preferences.
- Any edits made in this view are carried over to all views, in real time.
- You can hide columns of data from the display. When Class Analysis initially opens, all columns are shown. To hide a column, right click on the header of any column and select the columns you want to show or hide by selecting them on the menu. A check mark next to a column name indicates it will be shown. A blank next to a column name indicates it will be hidden. You can choose to hide: students, item columns, score, and % score. You can also hide selected items from the View menu.

- To sort the data, click the label at the top of the column by which you want to sort.

The data becomes sorted and a sort indicator is shown next to the label you clicked.

Score	% Score ▲	Exclude
100	100%	
0	0%	<input type="checkbox"/>
0	0%	<input type="checkbox"/>
100	100%	<input type="checkbox"/>
100	100%	<input type="checkbox"/>

To reverse the order of the sort, click the label again.

- To change the width of a column:
  - At the top of the column, point to the boundary that you want to move.

The mouse pointer changes to a double-headed arrow.

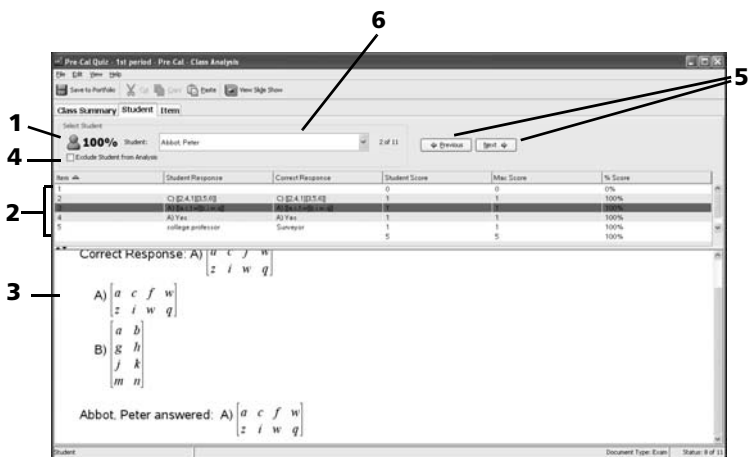
Score	←→ % Score
100	100%
0	0%
0	0%
100	100%
100	100%

- Drag the boundary left or right.

## Student View

To review one student's performance on an assessment:

- Click the **Student** tab or click **View > Student**.
- The display shows the student's response to each question along with the actual question and the correct answer.



3. To view another student's results, either click the **Previous / Next** buttons or use the Student drop down list to locate and select the desired student.


### ***Interpreting this view***

- 1: The percentage grade for the selected student on the assessment.
- 2: The item table of all the items in the assignment. You can select an assessment question for review. Use the ↑ and ↓ keys on your computer to review other items.
- 3: Details of the selected question. The original question and all possible answers display along with the student's response and the correct answer. The example shows a correct student response by displaying a check box next to the question. An incorrect response would show a red X in the box.
- 4: The Exclude Student from Analysis check box. Should you wish to exclude the student from the class analysis, you can do it here rather than returning to the Class Summary view. If you checked this box on the Class Summary view, the box remains checked in this view.
- 5: The **Previous / Next** buttons to review other students' performances. These are to the right of the student roster drop down box.
- 6: The student whose assessment is being reviewed. You can select another student from the drop down list, or click the **Previous / Next** buttons to review another student's results.

## **Copying and pasting cell data**


You can copy and paste rows of text while in edit mode.

### ***To copy text to the Clipboard***

1. Double-click the row.
2. Click **Edit > Copy**, click , or press **Ctrl + C**.

The selected row is now available for pasting.

### ***To paste text from the Clipboard***

1. Double-click the item.
2. Click to insert the text cursor where you want to paste the Clipboard row of text.
3. Click **Edit > Paste**, click , or press **Ctrl + V**.


The Clipboard text is inserted at the cursor location. The text is not removed from the Clipboard, so you can paste it into additional locations.

### ***Tips to remember***

- You cannot edit any student responses.
- Any images or non-question applications such as notes, calculator items, or graphs that are included in the assessment are not displayed.
- The background color for a selected item may vary from the color shown in the example. The color you see is based upon your computer preferences.
- If you click on a specific item in the table, the question and all possible answers along with the student's response display. The correct answer is identified.
- You can hide columns of data from the display. When Class Analysis initially opens, all columns are shown. To hide a column, right-click on the header of any column and select the columns you want to show or hide by selecting them on the menu. A check mark next to a column name indicates it will be shown. A blank next to a column name indicates it will be hidden.
- To sort the data, click the label at the top of the column by which you want to sort.

The data becomes sorted and a sort indicator is shown next to the label you clicked.




Score	% Score 	Exclude
100	100%	
0	0%	<input type="checkbox"/>
0	0%	<input type="checkbox"/>
100	100%	<input type="checkbox"/>
100	100%	<input type="checkbox"/>

To reverse the order of the sort, click the label again.

- To change the width of a column:
  - At the top of the column, point to the boundary that you want to move.

The mouse pointer changes to a double-headed arrow.

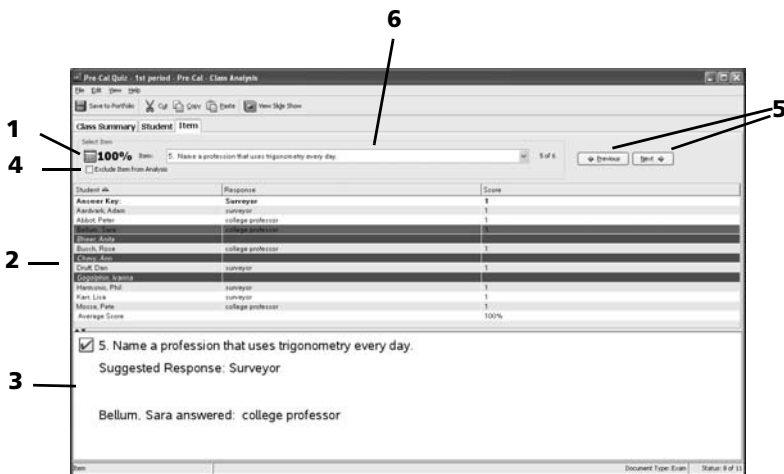
Score 	% Score
100	100%
0	0%
0	0%
100	100%
100	100%

- Drag the boundary left or right.

## Item View

To review all student responses for an item:

1. Click the **Item** tab or click **View > Item > Item Tab**.
2. Use the Item drop down listing to select the desired item, or use the **Previous / Next** buttons to display the desired item.
3. The item and all student responses display.



### Interpreting this view

- 1: The class average for the selected item.
- 2: Student roster showing each student's response and grade.
- 3: The selected assessment question, in detail.
- 4: Exclude item from Analysis check box. You can click it to exclude the item from performance calculations. If you checked the box on the Class Summary view, then it will automatically be checked here.
- 5: **Previous / Next** buttons. These are to the right of the Item drop down box to enable you to view as many individual items as you desire.
- 6: The item currently being reviewed. You can select another item from the drop down list, or click the **Previous / Next** buttons to review another item.

### Tips to remember

- Students manually excluded on the Class Summary or Student View screens remain italicized in this view.
- Students who did not submit the assignment are displayed with a red background.
- You cannot edit any student responses, but you can edit their scores.
- Any images or non-question applications such as notes, calculator items, or graphs that are included in the assessment are not displayed.

- The background color for a selected student may vary from the color shown in the example. The color you see is based upon your computer preferences.
- To sort the data, click the label at the top of the column by which you want to sort.

The data becomes sorted and a sort indicator is shown next to the label you clicked.

Score	% Score ▲	Exclude
100	100%	
0	0%	<input type="checkbox"/>
0	0%	<input type="checkbox"/>
100	100%	<input type="checkbox"/>
100	100%	<input type="checkbox"/>

To reverse the order of the sort, click the label again.

- To change the width of a column:
  - At the top of the column, point to the boundary that you want to move.

The mouse pointer changes to a double-headed arrow.

Score	◀▶ % Score
100	100%
0	0%
0	0%
100	100%
100	100%

- Drag the boundary left or right.

## ***Grading questions and fine tuning correct responses***

### ***Grading an open response question***

All Open Response questions must be graded by the teacher. To set the score for an open response question:

1. Click the **Student** tab.
2. In the open response question row, double-click the Max Score cell, and change the max score from 0 to the question value.

3. Press **Enter**.
4. Review the student's response.
5. Double-click the Student Score cell and change the student score from 0 to the desired value.
6. Click the **Previous / Next** button to review and grade another student's question.
7. Click the **Save to Portfolio** button to update the class scores and students' scores.

### ***Changing a student's score for an item***

There may be times when a student fills in an Open Response with an equivalent answer to the correct answer. For example, an assignment contains a question that requires the word "Autumn" as the correct answer. One student has entered "Fall." If you want to give the student full or partial credit, you can do so by changing the student's score for the question. While you cannot change the student's answer, you can change the score earned by the student for that question.

1. Click the **Class Summary** tab.
2. In the student's row, double-click the item score.
3. Type the replacement score, and press **Enter**. To cancel, press **Esc**.

The analysis is recalculated, based on the student's new score.

### ***Changing the maximum score possible for an item***

There can be times when you want to split the question credit for an item in different ways.

To make this change:

1. Click the **Class Summary** tab.
2. In the **Maximum Score** row, double-click the item score.
3. Type the replacement score, and press **Enter**. To cancel, press **Esc**.

The analysis is recalculated for all students, based on the new maximum score.

### ***Changing the correct response for an item***

There may be times when you find you selected a wrong correct answer for an item. For example, a multiple-choice question in the assignment erroneously shows the identifier of the correct response as C. You recognize that the correct choice is actually A. You can change the correct response from C to A.

### ***To change the correct response for an open response***

## **question**

1. Click the **Item** tab.
2. Locate the item whose correct response you want to change.
3. Double-click the correct response.
4. Type the new correct response, and press **Enter**. To cancel, press **Esc**.  
The analysis is recalculated for all students, based on the new correct response.

## **To change the correct response for a multiple choice question**

1. Click the **Item** tab.
2. Locate the item whose correct response you want to change.
3. Click the correct response.  
A drop-down menu of possible answers is displayed.
4. Select the correct answer from the menu. If the question was created to allow multiple answers, use Shift+click or Ctrl+click to select more than one option.
5. Press **Enter**.


## **Displaying Class Analysis results**

If you have the ability to connect your computer to an overhead display device, you can share assessment results with the class by presenting a slide show of the questions and responses or by showing a histogram for each item.

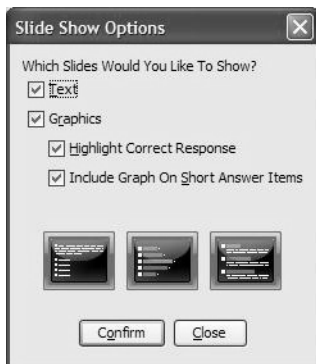
### **Notes:**

- If you included any graphics or non-question applications such as notes, calculator items, or graphs in the original assessment file, they are not displayed with their questions in Class Analysis.
- Students who did not submit an assignment are not included in the No Response category nor in the results graphs.

## **Slide Shows**

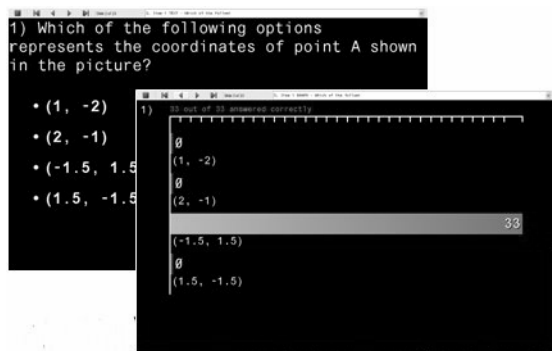
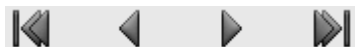
1. There are two ways to produce a slide show:
  - a) From the main menu, click **View > Slide Show**.
  - b) From the toolbar, click the **View Slide Show** icon .

2. If you use **View > Slide Show**, the Slide Show Options dialog box opens. By default, all options are selected. Uncheck the options you do not want.



3. Click **Confirm** to begin the slide show.

The Class Analysis window is minimized. You control the slide show presentation using the **First**, **Prev**, **Next**, and **Last** buttons at the top of the slide show window to view the slides. To end the slide show at any point, press **ESC**. To close the slide show, click **Stop** (■).



The Slide Show shows each item as originally seen by the students, including all possible answers for multiple choice/short answer items. The second slide for each item shows the number of responses for each possible answer along with a No Response when one or more students did not answer the question. The correct response percentage bar displays in green and all incorrect and No Response bars display blue.

## ***Saving and exporting Class Analysis results***

If you launched Class Analysis from the Class Record or Student views, you will need to save the analysis if you want it available for future reference.

### **To save to Portfolio**

1. Do one of the following:

- From the Class Analysis view, click the **Save to Portfolio** icon



- Click **File > Save to Portfolio** (available from all views.)

**Note:** If you close Class Analysis without first saving the analysis, or if you have made changes to the analysis since you last saved it, the Save to Portfolio dialog displays.

2. If this is the first save for the analysis, enter the title for the stored analysis. The default name is the file name.

- Click **Save** to store the analysis. If the analysis already exists in the Portfolio, the analysis is saved with the existing name.
- Click **Cancel** to close Class Analysis without saving the analysis. If you select Cancel and unsaved changes are in the file, you are prompted to save the changes before exiting Class Analysis.

### **Exporting results**

If you or your school district use electronic grade storage and reporting, you may want to export percent scores to these programs. The file type created by the export service is .csv. Exported scores are not saved in the Portfolio.

1. Click **File > Export Scores**.
2. Class Analysis prompts you for an export location.



The default location is the My Documents folder. The default name is the analysis name.

3. Click **Save**.

Information included for each student in the file are:

- "Lastname, Firstname"
- Student ID
- Item scores
- Point score
- Maximum score
- % score
- Maximum % score

All items and students excluded from the analysis are included in this file.

**Note:** Your class' status does not affect your ability to create an export file.

## ***Additional information***

### **File types used in Class Analysis**

Class Analysis works with two file types, .edc and .tns.



**assignment (.tns) file** – A PC file containing the assignment title, the text and images of each item, possible responses, correct-response identification, and all other information for a specific assignment.

**LearningCheck™ Creator (.edc) file** – A LearningCheck™ Creator document file. LearningCheck™ Creator lets you create exams or self-check tests.

## ***Glossary***

**Assignment Type** – Can be Self Check or Examination. On Self Check assignments, students can view the correct answers on their handhelds. On Examination assignments, students are not permitted to view the correct answers (available in the Class Summary view only).

**Correct Response** – The text of the correct response (for fill-in-the-blank questions) or the identifier (such as 1, 2, 3 or a, b, c) of the designated correct response for an item.

**Maximum Score** – The highest number of points that can be earned for an item (available in the Class Summary and Student views only).

### **Score –**

In the Class Summary view, the number of points earned for an item or for all items.

In the Student view, the number of points earned by the current student for each item.

In the Item view, the number of points earned for the current item by each student.

### **% Score –**

In the Class Summary view, the student's score for the entire assignment divided by the maximum score possible for the entire assignment, expressed as a percentage. This value can be greater than 100%.

In the Student view, the current student's score on an individual item divided by the maximum score possible for that item, expressed as a percentage. This value can be greater than 100%.

**Student** – The name that the student used to log in to class from the handheld.

**Student Response** – The sequential identifier (such as 1, 2, 3 or a, b, c) of the student's response to a multiple-choice item.

# The Transfer Tool

TI-Nspire™ Navigator™ software includes a Transfer Tool that you can use to transfer files or folders to TI-Nspire™ handhelds when a class session is not active. The Transfer Tool allows you to transfer document files and Operating System (OS) files to a succession of handhelds, without requiring students to log in.

The Transfer Tool streamlines the file transfer process. You can select folders, or TI-Nspire™ document and OS files that you have stored on your computer and install them on your students' TI-Nspire™ handhelds. Once the transfer begins, it continues until you stop it. TI-Nspire™ handhelds can be connected in succession and receive queued files. The TI-Nspire™ Navigator™ software keeps track of what handhelds have been connected and the status of file transfers to those handhelds.

This section covers the information you need to know to use the Transfer tool.

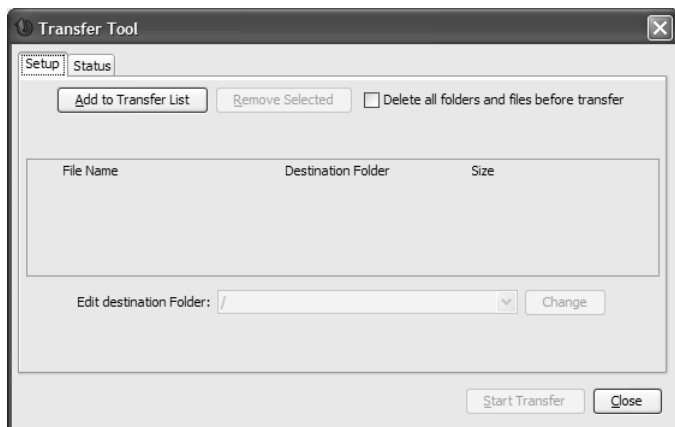
## ***Opening the Transfer Tool***

You can open the Transfer Tool from the TI-Nspire™ Navigator™ software home screen, click the Transfer Tool icon on the TI-Nspire™ Navigator™ toolbar, or use the keyboard shortcut, Ctrl + T.

### **To open the Transfer Tool from the TI-Nspire™ Navigator™ home screen**

1. If you have a class session running, end it.
2. Select **Tools > Transfer Tool**.

The Transfer Tool dialog displays.



## ***Adding files to the transfer list***

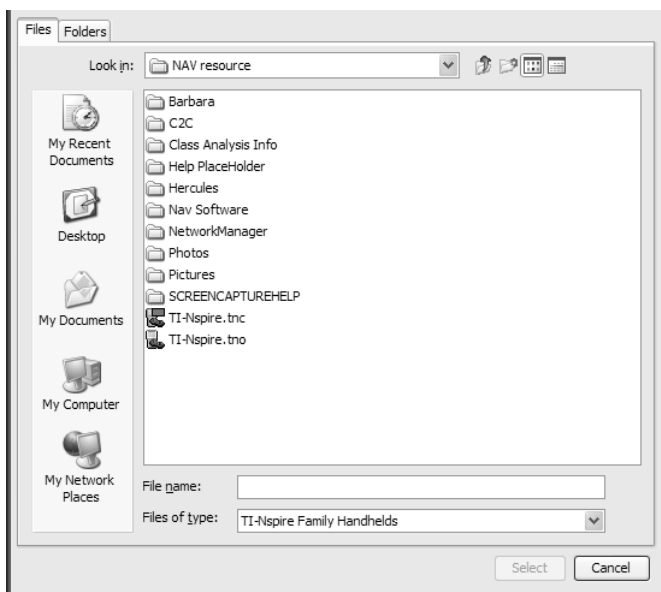
You must add TI-Nspire™ document files, folders, or Operating System files (OS) to the transfer list in order to transfer them.

Only one OS per handheld type may be added to the list.

## **Adding files or folders to the transfer list**

1. Click the **Add to Transfer List** button.

The Open window displays.



- To select files to send, click the **File** tab. To select folders, click the **Folder** tab.
- Navigate to the file or folder you want to add, and click to select it.  
**Note:** To select multiple files or folders, press and hold the **Ctrl** key while clicking each file name.
- Click **Select**. The file(s) are added to the list on the Transfer Tool screen.
- Repeat Steps 2 - 6 until all files or folders for transfer are added to the list.
- Click **Start Transfer** to send the files.

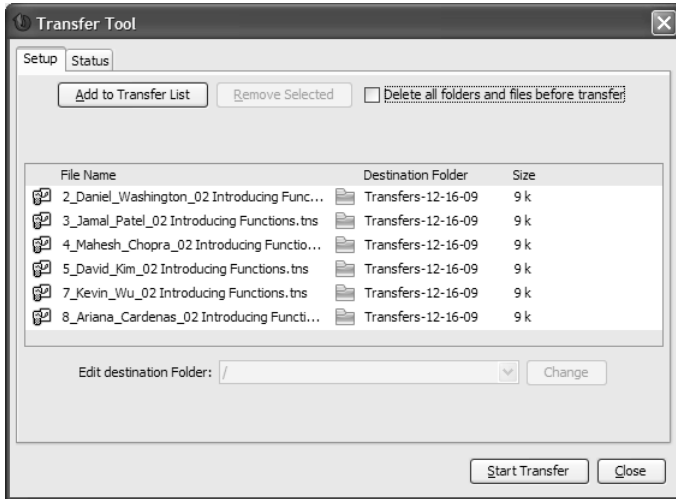
**Note:** Clicking **Start Transfer** transfers *all* of the files and folders in the Transfer Tool, including files that may have already been in the list when you added new files.

## ***Removing files from the transfer list***

If there are TI-Nspire™ documents, folders, or OS files in the transfer list that you no longer want to have available for transfer, you can remove the files from the transfer list.

1. Click the name of the file you want to remove from the transfer list.

**Note:** To select multiple files or folders, press and hold the **Ctrl** key while clicking each file name.



2. Click **Remove Selected**.

## ***Changing the destination folder***

You can change the destination folder for a file transfer.

1. Click on the current folder name.
2. Type a new name in the **Edit destination folder** box.

**Note:** Folder names may use alphanumeric characters. You can enter slashes (/ and \), but double slashes (// and \\) and some special characters (? | : \* " " < > |) are not allowed.

3. Click **Change**.

In addition, you can select a destination folder from a list of previously used folder names. To do this, click on the cell, then click the down arrow at the right side of the cell to list previously used class names. Click on the class name you want to use.

## ***Viewing transfer status***

To view the status of individual file transfer for a selected handheld, click the Status tab and then click on the + before the file name to expand the display.

In the expanded view, the following information displays for each connected handheld:

- Handheld ID (and handheld icon).
- Name of file
- Progress bar for that file on that handheld.
- Error conditions:
  - Low battery
  - Wrong handheld type
  - Memory full
  - Lost connectivity

### **Other transfer status information**

- When a new handheld is connected, the status updates.
- The handheld progress of a file disappears when it reaches 100%.
- Incomplete transfers remain in the expanded view of the file status.
- During a transfer session, the transfer tool keeps track of what handheld IDs have connected and successfully completed one or more transfers.
- If a handheld unplugs and then replugs into the transfer session, the transfer tool shows the status of completed transfers, and resumes transfer of other files, if necessary.
- During a transfer, if you select the Setup tab, all the controls are disabled (read only).

### **If you stop a transfer**

- Files under the Setup tab remain listed.
- Status information for the transfer no longer displays under the Status tab. The message “No transfers are active. Use the Setup tab to configure and start the transfer” displays.

## ***Deleting all handheld folders and files***

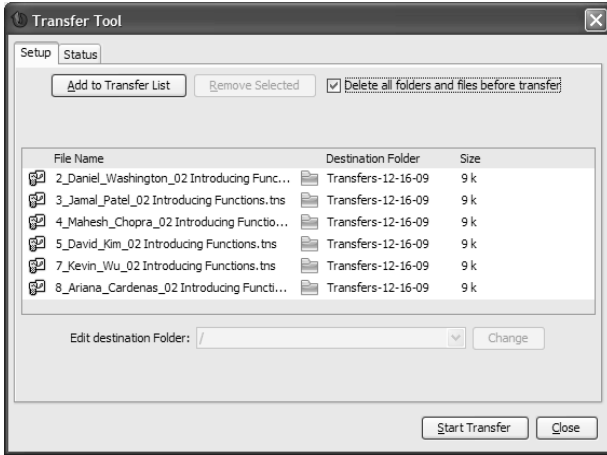
The Transfer Tool provides the option to delete all files and folders on each connected handheld before beginning a new file transfer. This allows you to “baseline” your students’ handhelds to ensure that only the files you want your students to work with are stored on their handhelds. By default, this option is not selected.

The ability to delete all folders and files also exists as a command on the TI-Nspire™ Navigator™ Tools menu. You can invoke this command while class is in session. It performs the same actions as the command available from the Transfer Tool.

**Note:** You do not have to send a file to delete all files.

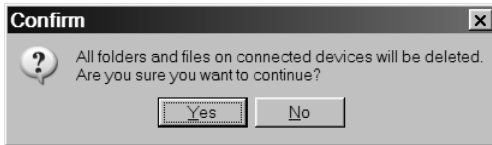
### To delete folders and files on connected handhelds

1. Click the check box next to the option.



2. Click the **Start Transfer** button to begin the deletion.

A message displays to confirm that you want to delete the folders and files.



3. Click **Yes** to confirm.

The status tab tracks the progress of the delete actions as they occur, displaying which handhelds have been plugged in, and when the actions are completed.

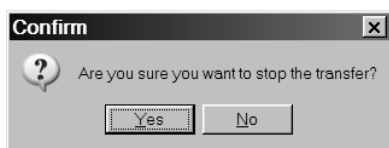
### Stopping file transfers

You can stop a file transfer at any time.



## To stop a file transfer

1. Press the **Stop Transfer** button.
2. A warning dialog displays, asking if you are sure you want to stop the transfer.



3. To confirm that you want to halt transmission, click **Yes**. Transfers are stopped.

**Note:** If any student handhelds received the file or files, those files remain on the handhelds.

## *Closing the Transfer tool*

When you finish transferring files to your students' TI-Nspire™ handhelds, close the Transfer tool. To do this, click **Close**.



# Managing the hardware

This section gives additional information about the TI-Nspire™ Navigator™ wireless cradles, and steps on how to add or disconnect the access point.

## *Wireless cradles*

### **Identifying selected wireless cradles**

At times you may have a problem with one or two TI-Nspire™ Navigator™ wireless cradles in your network that aren't responding. When you look at the list of cradles in the TI-Nspire™ Network Manager window, you can identify which ones are not responding by the Status message, and you can see the serial numbers.

You could match the serial numbers in the window with the ones printed on the back of each wireless cradle. However, TI-Nspire™ Network Manager gives you an easier way to physically locate them. You can use the **Identify selected** command to quickly tell which cradles are working properly in your classroom.

1. From the list of hardware components in the TI-Nspire™ Network Manager window, click to select all of the working cradles. To select more than one cradle, press and hold the **Shift** or **Ctrl** key, and click the items you want to select.
2. Click **Actions > Identify Selected**.
3. Look around your classroom at the cradles in your network. Both LEDs on the cradles that you selected will blink rapidly with a green color. You can identify the cradles that are not working because their LEDs are **not** blinking.

Now that you know where the non-working cradles are, you can add the cradles to the network again.


### **Removing cradles from an existing network**

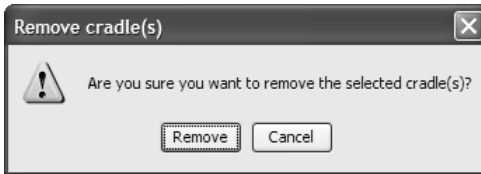
Even though a classroom network has been set up correctly, sometimes you may need to remove TI-Nspire™ Navigator™ wireless cradles from the network.

You might need to remove cradles because your access point has been associated with cradles that should belong to another classroom.

1. In the TI-Nspire™ Network Manager window, select the TI-Nspire™ Navigator™ wireless cradles that you want to remove from the network.

**Note:** To select more than one cradle, hold down the **Shift** key or the **Ctrl** key while clicking the cradles that you want to select.

2. Click **Actions > Remove Selected** or click .
3. Click Remove at the prompt.



The cradle is no longer listed in the Network Manager window.

## Battery information for wireless cradles

- You cannot damage the batteries by leaving them in the charging bay beyond the time needed to fully charge them. Also, you will not damage the wireless cradles by inserting or removing them from the charging bay at any time.
- It is not necessary to unplug the power adapter from the charging bay, even when no wireless cradles are present.
- To charge as many as five wireless cradles at a time, use the charging bay. If you only need to charge one cradle, you can connect the AC9926 power adapter (available in the individual kit) directly from the cradle to a power outlet.
- It is not necessary to fully discharge the batteries before recharging them.
- Do not leave the wireless cradles in an extremely cold or extremely warm location, such as inside an automobile in hot weather.
- Every few weeks, you should clean the electrical contacts on the charging bay and the wireless cradles using a clean, dry cloth.

## Storing the wireless cradles

If you need to store the TI-Nspire™ Navigator™ wireless cradles for more than two weeks, store the cradles in a cool, dry place.

Fully charge the cradles at least once every 10-12 months.

## Wireless access point

An access point is essential to any wireless network. In the TI-Navigator™ system, the access point lets the computer communicate with the TI-Nspire™ Navigator™ wireless cradles, which communicate with the students' handhelds. Normally, your access point is configured with the Setup Wizard when you first set up your classroom network.

If you need to replace a TI-Navigator™ access point because of a problem or failure, you must disconnect the old access point, disconnect the cradles, add a new access point, and then reconnect the cradles.


### Disconnecting the access point

Before you disconnect an access point, first make sure you remove the wireless cradles from the network.

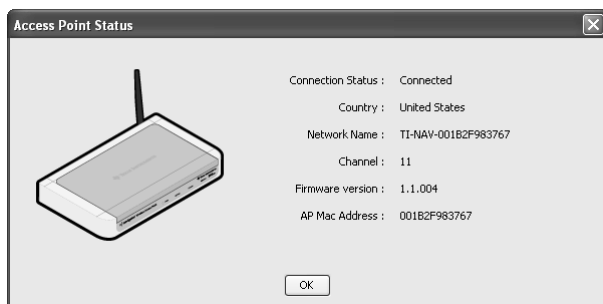
1. Disconnect the USB cable from the TI-Navigator™ access point.
2. Disconnect the power adapter from the access point.

The Network Status window displays the message "Access point disconnected."

### Adding the access point

1. Ensure that the TI-Navigator™ access point:
  - Is properly connected to the computer with the USB cable
  - Is connected to a power adapter that is plugged into an AC power outlet.
2. Click **Actions > Check Access Point**, or click .
3. Click **OK**.

TI-Nspire™ Network Manager finds the access point and displays a status window.



4. Click **OK**.

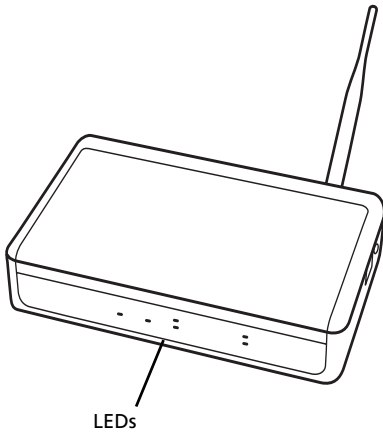
**Note:** To refresh the TI-Nspire™ Network Manager window, click

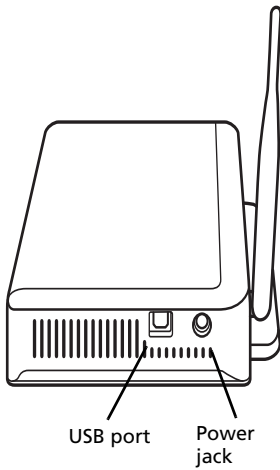
**View > Refresh** or click .

### **Wireless access point technical information**

The TI-Nspire™ Navigator™ classroom learning system includes a wireless local-area network based on the IEEE 802.11b/g industry standard, also known as Wi-Fi (wireless fidelity). This networking standard provides high-speed data transfer in the license-free 2.4 GHz band. The TI-Nspire™ Navigator™ system has been tested to perform at a range of 70 feet.

If possible, avoid sources of potential interference, such as metal walls, microwave ovens, and wireless phones.





## Access point LEDs

**POWER** – Indicates that the access point is receiving power from the power adapter.

**TEST** – The access point is in self-test mode. This LED should blink for a minute and then stop.

**STATUS: 100 LINK/ACT** – Indicates data transfer.

**SIGNAL: 802.11 b/g** – Indicates wireless link activity.





# Troubleshooting

This section contains information to help you quickly solve any problems you may encounter while using the TI-Nspire™ Navigator™ classroom learning system. If you are unable to find an answer to your question here or in the help, visit the TI-Cares KnowledgeBase.

## ***Frequently-asked questions***

Below you can find frequently-asked questions about the TI-Nspire™ Navigator™ classroom learning system. To help you find answers faster, the questions are divided into the following categories:

- Classes
- File transfers
- The Quick Poll tool
- The Screen Capture tool
- Students
- TI-Nspire™ Navigator™ network

### **Classes**

#### ***Why can't I create a class?***

You cannot create a class because you have a class session running. If you need to create a class, you must first end the running class session.

#### ***Why can't I select a class?***

You cannot select a class because you have a class session running. If you need to select a class, you must first end the running class session.

#### ***How many characters can I use in my class name?***

Your class name can have 3 to 32 letters and/or numbers.

### **File transfers**


#### ***Why won't the TI-Nspire™ Navigator™ system let me change my default file location?***

You have a class session running. You can only change the default file location if there is not a class session running.

#### ***Why can't I send or collect files?***

You haven't started your class session yet. You cannot perform any TI-Nspire™ Navigator™ network tasks until you start a class session.

***When I send files to my students' handhelds from the TI-Nspire™ Navigator™ system, where on the handhelds does the TI-Nspire™ Navigator™ system send the files?***

The files you send to the TI-Nspire™ handhelds go to the My Documents folder on the handheld Home screen, separated into folders by their class name. To access the documents on the handheld, press .

***Where does the TI-Nspire™ Navigator™ system store the unprompted files I receive from my students?***

By default, the TI-Nspire™ Navigator™ system stores unprompted files at My Documents\My TI-Nspire Navigator, and separates them into folders by their class name. However, you can change the default file location for unprompted files if necessary.

***Can I send files to individual students from my handheld?***

No. From your handheld, you can only send files to the whole class.

## **The Quick Poll tool**

***What types of poll questions can I send?***

You can send any of the following types of poll questions:

- Open Response
- Agree/Disagree
- Yes/No
- True/False
- Right/Wrong
- Always/Sometimes/Never
- Multiple Choice

***Is there a length limit for my poll questions?***

Yes. Your questions cannot contain more than 249 characters.

***Do I have to enter a question to send a poll?***

No, you do not have to enter a question to send a poll. If you do not enter a question, the Quick Poll tool sends the text "Mark your answer" by default.

***Why haven't my students received the poll I sent them?***

There are a couple of reasons why your students might not receive a poll:

- The students are not logged in to the network.

- The students' TI-Nspire™ handheld is disconnected from the wireless cradle.

### ***Why can't I send poll results to my students?***

There are a couple of reasons why you might not be able to send a poll:

- You cannot send poll results to your students because you have not stopped the current poll. You must stop the current poll to send poll results.
- The poll is an Open Response poll. You cannot send the results of an Open Response poll to your students.

### ***What happens when I choose "Update Portfolio"?***

All of the quick polls you conduct and update in Portfolio in a class session will update the score as one assessment.

### ***Why did the open poll on my computer close?***

The open poll may have closed because you started a new poll from your handheld. If you start a new poll on your handheld, the open poll on the computer closes and the new one you sent from your handheld opens.

## **The Screen Capture tool**

### ***Can I capture screens from my own handheld?***

Yes. You can capture screens from your handheld as well as from the students' handhelds.

### ***Can I capture the screens of students who aren't currently logged in?***

Yes. Students are included in a screen capture if they have logged in at least once during the class session, even if they are not currently logged in.

### ***Why is there a yellow outline around a captured screen?***

The yellow outline indicates that the screen did not refresh.

### ***Why is there a yellow screen with the words "Communication Error" in it?***

This indicates that the TI-Nspire™ Navigator™ software cannot find the student on the network. The student's handheld may have become disconnected from the wireless cradle.

## **Students**

### ***Why can't I see a student's icon?***

Another student's icon may be on top of the icon you are trying to find.

***If I delete a student from a class, can I later restore the student to the class?***

It depends on whether or not the student is also in other classes. If the student is in other classes, then you can restore the student's information to the class by copying him or her to the class. If the student is not in other classes, then the deletion is permanent.

***Can I retrieve my students' account passwords in the TI-Nspire™ Navigator™ system if they forget them?***

No. Once you enter your students' passwords, they become hidden. If your students forget their passwords and you do not have their passwords recorded elsewhere, you must reset their passwords in the TI-Nspire™ Navigator™ system.

***Why can't I edit a student's information?***

You can't edit your students' information because they are logged in to the TI-Nspire™ Navigator™ network.

***Why can't I delete a student?***

You cannot delete the student because the student is logged in to the TI-Nspire™ Navigator™ network.

***Why can't I see my students' passwords?***

The TI-Nspire™ Navigator™ system hides the passwords to protect your students' privacy. You cannot retrieve the passwords in the TI-Nspire™ Navigator™ system. However, you can reset the passwords.

***Can my students create their own passwords?***

Yes. When you add or edit your student, select Student Chooses. This lets your student choose their own password the first time they log in.

***Why wasn't a student's password reset?***

There are two reasons why a student's password might not be reset:

- You did not select the student when you reset the passwords.
- The student was logged in at the time you reset the password. You cannot reset the password of a student who is logged in.

***How many characters can I use in a student's user name?***

You can use 3 to 12 letters and/or numbers.

***How many characters can I use in a student's password?***

You can use 3 to 12 letters and/or numbers.

### ***Can I give students the same user name?***

No, you cannot give students the same user name, even if they are in different classes. All student user names must be unique.

### ***Why can't I move or copy students to different classes?***

Either the students are logged in or the students already exist in the class where you are trying to move them.

### **TI-Nspire™ Navigator™ network**

#### ***Why do I get a "Cannot start a class session" error?***

The TI-Nspire™ Navigator™ system cannot locate the appropriate network hardware (for example, an access point and one or more wireless cradles). Check your hardware connections. If you still see this error, open TI-Nspire™ Network Manager and make sure your network hardware is properly configured.

#### ***Why does my home screen say "TI-Nspire Navigator network unavailable" in the bottom right-hand corner?***

The TI-Nspire™ Navigator™ system cannot locate appropriate network hardware (for example, an access point and one or more wireless cradles). Check your hardware connections. If you still see this error, open TI-Nspire™ Network Manager and make sure your network hardware is properly configured.

#### ***During class sessions, can multiple students log in to the TI-Nspire™ Navigator™ network from one handheld?***

Yes. Multiple students can log in to the TI-Nspire™ Navigator™ network on each handheld. However, only the last student to log in is active in the classroom.

#### ***What do I need to log in to the TI-Nspire™ Navigator™ network from my handheld?***

To log in to the TI-Nspire™ Navigator™ network from your handheld, you need a teacher account. You can create your teacher account under Teacher Preferences.

### ***How many characters can I use in my teacher account user name?***

You can use 3 to 12 letters and/or numbers.

### ***Can I retrieve my password if I forget it?***

No. You cannot retrieve previously entered passwords. If you forget your password, you must reset it.

### ***How many characters can I use in my teacher account password?***

You can use 3 to 12 letters and/or numbers.

### ***What can I do if I forget my password?***

If you forget your password, you can reset your teacher account password.

### ***What can I do after I log in to the TI-Nspire™ Navigator™ network from my handheld?***

After you log in to the TI-Nspire™ Navigator™ network from your handheld, you can:

- Send files to students
- Collect files from students

## ***Error messages***

Below you can find solutions to error messages that you or your students might come across while using the TI-Nspire™ Navigator™ classroom learning system, including:

- Computer error messages
- Handheld error messages
- TI-Nspire™ Navigator™ software error messages

## Computer error messages

<b>Error message</b>	<b>Possible causes or solutions</b>
TI-Nspire™ Navigator™ Network Unavailable	The TI-Nspire™ Navigator™ system cannot locate appropriate network hardware (for example, an access point and one or more wireless cradles). Check your hardware connections. If you still see this error, open TI-Nspire™ Network Manager and make sure your network hardware is properly configured.
Cannot start a class session	The TI-Nspire™ Navigator™ system cannot locate the appropriate network hardware (for example, an access point and one or more wireless cradles). Check your hardware connections. If you still see the error, open TI-Nspire™ Network Manager and make sure your hardware is properly configured.
Invalid First Name	In the Add Student dialog box, you did not enter the student's first name or you included invalid characters in the first name.
Invalid Last Name	In the Add Student dialog box, you did not enter the student's last name or you included invalid characters in the last name.
Invalid User Name	In the Add Student dialog box, you either did not enter a user name or you did not meet the user name requirements. User names must contain 3 to 12 letters and/or numbers.

<b>Error message</b>	<b>Possible causes or solutions</b>
Invalid Password	In the Add Student dialog box, you either did not enter a password or you did not meet the password requirements. Passwords must contain 3 to 12 letters and/or numbers.
No Classes Selected	You do not have any classes selected for the student you are creating or editing.

## Handheld error messages


<b>Error message</b>	<b>Possible causes or solutions</b>
Communication failed Check the connection	<ul style="list-style-type: none"> <li>The handheld is not connected to the wireless cradle. Check the connections to the handheld, then try again.</li> <li><i>(Student point of view only)</i> The teacher hasn't started the TI-Nspire™ Navigator™ system on his or her computer. Wait until the teacher starts the TI-Nspire™ Navigator™ system and the class, then try again.</li> </ul>
Class not started	<i>(Student point of view only)</i> The teacher hasn't started the class in the TI-Nspire™ Navigator™ system. Wait until the teacher starts the class and try again.



<b>Error message</b>	<b>Possible causes or solutions</b>
Could not login	<ul style="list-style-type: none"><li data-bbox="396 145 791 302">• The user name or password you entered is not correct. Make sure you are using the correct user name and password and try again.</li><li data-bbox="396 310 791 467">• The teacher has not yet started the class session. Wait until the teacher has started the class and try again.</li></ul>
No file selected	You did not select a file to transfer.

## TI-Nspire™ Navigator™ software error messages

Problem or message	Possible causes or solutions
<p><b>Device not found (cradle)</b></p>	<ul style="list-style-type: none"> <li>• Make sure the TI-Nspire™ handheld is securely connected to the TI-Nspire™ Navigator™ wireless cradles.</li> <li>• Ensure that the access point is connected and its power adapter is plugged in.</li> <li>• Right-click <b>My Computer</b> on the Windows® Desktop, and click <b>Properties</b>. Under the General tab, make sure your computer lists Windows Vista® Ultimate, Home, or Business with Service Pack 1; Windows® XP Professional with Service Pack 2 or 3; or Windows® 7 Home Premium, Ultimate, or Professional installed.</li> </ul>
<p><b>Device is incorrectly configured</b></p> <p>An access point was located, but one or more configuration parameters are set incorrectly.</p>	<p>Repeat the Access Point procedure to reconfigure this device.</p>
<p><b>Device did not respond, or Device not found</b></p> <p>No access point was located by the system. The cradles cannot be configured until this is corrected.</p> <p>The access point is turned on but still initializing.</p>	<ul style="list-style-type: none"> <li>• Run TI-Nspire™ Network Manager and click on <b>Check Access Point</b>.</li> </ul>

<b>Problem or message</b>	<b>Possible causes or solutions</b>
Cannot add the access point to the network	<ul style="list-style-type: none"> <li>• The access point is not in a receptive state. If its configuration has been corrupted, reset the access point to the original settings. You will need to repeat the Access Point procedure and add all the cradles to the network again.</li> </ul>
The Access Point did not update successfully.	<ul style="list-style-type: none"> <li>• Call TI Support and Service for help.</li> </ul>
<p><b>Device is incorrectly configured</b></p> <p>This cradle has been located, but one or more configuration parameters are set incorrectly.</p>	<ul style="list-style-type: none"> <li>• Repeat the Add cradles procedure to reconfigure this cradle.</li> <li>• Remove the cradle and then add it back into the network.</li> </ul>
<p><b>The device did not respond</b></p> <p>The cradle was previously added to the classroom network, but was not located at this time.</p>	<ul style="list-style-type: none"> <li>• Click <b>View &gt; Refresh</b> or click .</li> <li>• The cradle is too far away from the access point. Try to keep the cradles within 70 feet of the access point.</li> <li>• If you changed the channel, try removing all the cradles and then adding all the cradles back into the network.</li> </ul>

Problem or message	Possible causes or solutions
<p><b>The device did not respond</b>, or cradle is not listed in the TI-Nspire™ Network Manager window.</p>	<ul style="list-style-type: none"> <li>• Refresh the network status. After checking for the previous conditions, refresh the status screen to see if the cradle has been detected.</li> <li>• Make sure the cradle's battery is charged or verify that the power adapter is connected.</li> <li>• Make sure the cradle is within range of the access point.</li> <li>• When in the process of adding cradles, be patient. It may take up to 30 seconds after resetting a cradle before it is recognized and configured by the software.</li> <li>• Sometimes you must choose a different channel to avoid interference and improve reception. If you changed the channel, try removing all the cradles and then adding all the cradles back into the network.</li> <li>• If more than one network is located in the same area, cradles sometimes associate with the wrong access point. To avoid this, make sure that cradles are added to only one TI-Nspire™ Navigator™ system at a time, and make sure a TI-Nspire™ Navigator™ system in a nearby classroom is not adding cradles at the same time.</li> </ul>
<p><b>Communication Error</b> One or more cradles is not communicating with the access point.</p>	<ul style="list-style-type: none"> <li>• To restore communication between the cradle and access point, click <b>View &gt; Refresh</b>.</li> <li>• If the error message remains, select the cradles that are not working, remove them from the network, and then add them back into the network.</li> </ul>

<b>Problem or message</b>	<b>Possible causes or solutions</b>
The batteries in the wireless cradles run down during class time, resulting in dead or low batteries.	<ul style="list-style-type: none"> <li>• Make sure the wireless cradles are recharged overnight at least every other night. If your system is used heavily during the day, recharge the batteries every night.</li> <li>• Normally, the wireless cradle's rechargeable batteries can be recharged and used for up to three years. If you charge a battery overnight and the LED on the network cradle still blinks red or amber, contact Texas Instruments for help.</li> </ul>
Extra cradles appear on the network	<ul style="list-style-type: none"> <li>• Do not attempt to configure more than one classroom network at the same time.</li> <li>• Remove the handhelds from cradles that you do not want to add to your network.</li> <li>• Compare the cradle numbers listed in the TI-Nspire™ Network Manager window with the numbers stamped on the backs of the cradles themselves. Highlight and remove any cradles in the list that should not be part of your network.</li> </ul>
Data is received by some handhelds, but not all.	<ul style="list-style-type: none"> <li>• Make sure the TI-Nspire™ handheld is securely connected to the TI-Nspire™ Navigator™ wireless cradles.</li> <li>• Make sure all of the handhelds have the latest operating system from Texas Instruments installed.</li> <li>• Make sure the handheld's RAM is not completely full.</li> <li>• Make sure an alternate operating system, such as Mirage, is not installed. If found, remove it from the handheld.</li> </ul>
The handheld does not respond in any way, and appears to be "locked up."	<ul style="list-style-type: none"> <li>• Reset the handheld. For instructions, refer to the guidebook for the handheld.</li> </ul>

Problem or message	Possible causes or solutions
<p>You have a conflict on the operating channel used by your TI-Navigator™ access point.</p>	<ul style="list-style-type: none"> <li>• A conflict could be caused if another access point or a cordless telephone is using the same channel.</li> <li>• To try a different channel, open TI-Nspire™ Network Manager. Switch hardware types if necessary. Click <b>Actions &gt; Change Operating Channel</b>. On the Operating Channel Selection screen, in the Operating Channel list, click a different channel number, and click <b>OK</b>. If the changing the channel doesn't correct the problem, try a different channel.</li> </ul>

### Lost connections

Certain actions, such as resetting the access point, can cause the TI-Nspire™ Navigator™ network to lose its connection to one or more wireless cradles. This can occur even when TI-Nspire™ Network Manager reports that the cradles are responding.

If you attempt to transfer data to or from handhelds, and some of the wireless cradles do not respond (even though they are listed as "found"), try to disconnect the TI-Nspire™ handheld from the offending cradle, and then re-connect it.

# Glossary

This section provides reference material that you may find helpful while using the TI-Nspire™ Navigator™ classroom learning system. In it, you can find terminology and file types.

## Terms

**App** – A TI graphing calculator software application.

**class** – A group of student accounts with an associated class record, seating layout, and various preferences and settings.

**Class Record** – A component of the TI-Nspire™ Navigator™ computer home screen. The Class Record shows the network actions of a class as well as a list of historical actions.

**class session** – A period of time when the TI-Nspire™ Navigator™ network is available for a particular class.

**Classroom tab** – A component of the TI-Nspire™ Navigator™ computer home screen. In the Classroom tab, you can view representations of the students in the current class; add, edit, or remove students from the current class; view visual indications of the students' log in status; and view the status of the current network action.

**classroom view** – A means of representing the students in a class. The two classroom views available in the TI-Nspire™ Navigator™ system are the Seating Chart view and the Student List view.

**collect** – To transfer files from your students' handhelds to your computer.

**current class** – Part of the TI-Nspire™ Navigator™ home screen that lets you select previously created classes and start/end class sessions for the selected class.

**display name** – The name of a student that appears in the TI-Nspire™ Navigator™ window.

**force collect** – A collect action that interrupts your students to retrieve the file immediately.


**force send** – A send action that interrupts your students to send the file to the calculator immediately.

**poll** – A survey of the class. In a poll, students use the TI-Nspire™ Navigator™ network to respond to a verbal or written prompt.

**point** – Mathematical data (often a set of X and Y values) that represents the idea of a location in the graph.

**network application** – An application that connects to the TI-Nspire™ Navigator™ network. An example of a network application is Screen Capture.

**network status indicator** – A component of the TI-Nspire™ Navigator™ computer home screen. The network status indicator shows whether or not you are connected to the TI-Nspire™ Navigator™

network. The indicator shows the Network Available icon  if the network hardware is connected and powered on and the Network

Unavailable icon  if it is not.

**Seating Chart** – The Classroom view that shows a class's students as icons labeled with their display names.

**send** – To transfer files from your computer to your students' calculators and from your students' calculators to your computer.

**screenshots** – Images of screens captured from your students' calculators.

**status** – The progress of a current network action or the final state of an historical action. For example, the status "15 of 20" means that the TI-Nspire™ Navigator™ network has transferred 15 out of a possible 20 files.

**student list** – The Classroom view that lists a class's students with their display names, first names, last names, user names, and student IDs.

**teacher account** – An account (user name and password) that lets you log into the TI-Nspire™ Navigator™ network as a teacher.

**TI-Nspire™ handheld** – A TI-Nspire™ or TI-Nspire™ CAS handheld.

**TI-Nspire™ Navigator™ computer** – A computer running the TI-Nspire™ Navigator™ software.



**Tools tab** – A component of the TI-Nspire™ Navigator™ computer home screen. The Tools tab contains shortcuts to the Apps and tools available in the TI-Nspire™ Navigator™ system.

**transfer** – The exchange of calculator data between TI-Nspire™ Navigator™ computers and TI-Nspire™ handhelds. For example, a send or a collect.

**Unprompted from Class** – Files students send you that you did not request with a collect.

**user name** – The name used to identify your students when they log in to the TI-Nspire™ Navigator™ network from their handhelds. Each user name must be unique throughout all of your classes.

## ***File types***

Below you can find a list of file types that you can send to your students' calculators using the TI-Nspire™ Navigator™ system.

<b>Type</b>	<b>TI-Nspire™ or TI-Nspire™ CAS extension</b>
Assignment file	.tns
Operating System file	.tno or .tnc
Apps	.edc or .fig



# Regulatory Information

## ***USA FCC Information Concerning Radio Frequency Interference***

Product Name: TI-Nspire™ Navigator™ Wireless Cradle  
FCC ID: V7R-TINAVWC2

Product Name: TI-Navigator™ Access Point  
Model Number/Name: NAV-AP-US  
FCC ID: V7R-TINAVAP

### **Federal Communication Commission Interference Statement**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Caution: The TI-Navigator™ access point and the TI-Nspire™ Navigator™ wireless cradle comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) These devices may not cause harmful interference, and (2) these devices must accept any interference received, including interference that may cause undesired operation.

## **RF Radiation Exposure and Hazard Statement:**

To ensure compliance with FCC RF exposure requirements, the TI-Navigator™ access point must be installed in a location such that the antenna of the device will be greater than 20 cm (7.9 inches) away from all persons. Using higher gain antennas and types of antennas not covered under the FCC certification of this product is not allowed. Installers of the radio and end users of the product must adhere to the installation instructions provided in this manual.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

## **Non-modification Statement:**

Use only the integral antenna supplied by the manufacturer when operating these devices. Unauthorized antennas, modifications, or attachments could damage the TI-Navigator™ access point or TI-Nspire™ Navigator™ wireless cradle and violate FCC regulations. Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

## **Deployment Statement:**

This product is certified for indoor deployment only. Do not install or use this product outdoors.

## **Canadian IC Information**

Product Name: TI-Nspire™ Navigator™ Wireless Cradle  
IC ID: 451E-TINAVWC2

Product Name: TI-Navigator™ Access Point  
IC ID: 451E-TINAVAP  
Model Number/Name: NAV-AP-US

## **Industry Canada Statement:**

Operation is subject to the following two conditions in Canada:

1. these devices may not cause interference, and
2. these devices must accept any interference, including interference that may cause undesired operation of the device

To prevent radio interference to the licensed service (i.e. co-channel Mobile Satellite systems) these devices are intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing and not supported by the TI-Navigator™ access point or TI-Nspire™ Navigator™ wireless cradle.

## **European Union and European Free Trade Association (EFTA) Regulatory Compliance**

This equipment may be operated in the countries that comprise the member countries of the European Union and the European Free Trade Association. These countries, listed in the following paragraph, are referred to as The European Community throughout this document:

AUSTRIA, DENMARK, FINLAND, FRANCE, GERMANY, ITALY, NETHERLANDS, PORTUGAL, SPAIN, SWEDEN, UNITED KINGDOM, NORWAY, SWITZERLAND

The TI-Navigator™ access point communicates with either a TI-Navigator™ network hub or TI-Nspire™ Navigator™ wireless cradle via a wireless 802.11b/g link to provide wireless local area networking (WLAN) capabilities and with a personal computer using a standard USB cable. The TI-Navigator™ access point includes one 802.11a and one 802.11b/g radio. In the current model, NAV-AP-US, the 802.11a radio is disabled at the factory and via software preventing it from being configured and used when installed at an end user facility.

## **Declaration of Conformity**

Marking by this symbol:



indicates compliance with the Essential Requirements of the R&TTE Directive of the European Union (1999/5/EC).

This equipment meets the following conformance standards:

Safety: EN 60950-1:2001 + A11:2004

EMC: EN 55022:2006, EN 55024:1998 + A1:2001 + A2:2003, EN 301-489-1 v1.7.1, EN 301-489-17 v1.3.2, CISPR22:1997, CISPR24

Including: EN 61000-3-2, -3-3, -4-2, -4-3, -4-4, -4-5, -4-6 and -4-11. The product is also licensed as required for additional country specific standards as required for the International Marketplace.

Radio: EN 300-328 v.1.7.1 (2006-10)

Electromagnetic compatibility and Radio spectrum Matters (ERM); Wideband transmission systems; Data transmission equipment operating in the 2,4 GHz ISM band and using wide band modulation techniques. Certifications are harmonized to the EN standards covering essential requirements under article 3.2 of the R&TTE Directive. Compliance includes testing with the supplied integral antenna.

SAR: EN 50385:2002

## European Community Declaration of Conformity

Hereby, Texas Instruments declares that the TI-Navigator™ access point and TI-Nspire™ Navigator™ wireless cradle are in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

English	<p>Hereby, Texas Instruments declares that the TI-Navigator™ access point and TI-Nspire™ Navigator™ wireless cradle are in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.</p> <p>The Declaration of Conformity may be consulted in the Product Stewardship page at <b>education.ti.com</b>.</p>
Dansk	<p>Texas Instruments erklærer hermed, at dette TI-Navigator™-adgangspunkt og denne trådløse TI-Nspire™ Navigator™-holder er i overensstemmelse med de væsentlige krav og andre relevante bestemmelser i direktiv 1999/5/EF.</p> <p>Overensstemmelsesdirektivet (Declaration of Conformity) kan findes på Product Stewardship siden på <b>education.ti.com</b>.</p>
Norsk	<p>Hierbij verklaart Texas Instruments dat het TI-Navigator™ toegangspunt en de TI-Nspire™ Navigator™ draadloze houder voldoen aan de wezenlijke vereisten en andere relevante bepalingen van de Richtlijn 1999/5/EC.</p> <p>Samsvarserklæringen kan konsulteres på produktforvaltningssiden (Product Stewardship) på <b>education.ti.com</b>.</p>

Suomi	<p>Texas Instruments vakuuttaa, että tukiasema TI-Navigator™ ja langaton teline TI-Nspire™ Navigator™ täyttävät niitä koskevat oleelliset vaatimukset ja muut direktiivin 1999/5/EY ehdot. Vaatimustenmukaisuusvakuutus on saatavilla tuotteen ympäristövaikutuksen sivulta osoitteessa <b>education.ti.com</b>.</p>
Français	<p>Par le présent, Texas Instruments déclare que le point d'accès TI-Navigator™ et le support sans fil TI-Nspire™ Navigator™ sont conformes aux conditions essentielles et aux autres dispositions appropriées de la Directive 1999/5/EC.</p> <p>La déclaration de conformité peut être consultée sur le site <b>education.ti.com</b> à la page Responsabilité Produit (Product Stewardship)</p>
Deutsch	<p>Hiermit erklärt Texas Instruments, dass der Zugang zu TI-Navigator™ und das drahtlose System TI-Nspire™ Navigator™ den wesentlichen Anforderungen und anderen relevanten Bestimmungen der Richtlinie 1999/5/EC entsprechen.</p> <p>Die Konformitätserklärung ist unter Produktbetreuung (Product Stewardship) bei <b>education.ti.com</b> einzusehen.</p>
Italiano	<p>Texas Instruments dichiara che il TI-Navigator™ access point e il caricatore wireless TI-Nspire™ Navigator™ sono conformi con i requisiti essenziali e altri provvedimenti pertinenti della Direttiva 1999/5/EC.</p> <p>La dichiarazione di conformità può essere consultata sulla pagina Product Stewardship del sito <b>education.ti.com</b>.</p>

Nederlands	<p>Texas Instruments erklærer herved at TI-Navigator™ aksesspunkt og TI-Nspire™ Navigator™ trådløs krybbe er i overensstemmelse med de vesentligste kravene og andre relevante bestemmelser i Direktivet 1999/5/EC.</p> <p>De verklaring van overeenstemming kan worden geraadpleegd op de pagina Product Stewardship (Productverantwoordelijkheid) op <b>education.ti.com</b>.</p>
Português	<p>Texas Instruments declara por meio deste documento que TI-Navigator™ access point e TI-Nspire™ Navigator™ wireless cradle estão em conformidade com os requisitos essenciais e outras disposições relevantes da Directiva 1999/5/CE.</p> <p>Pode-se consultar a Declaração de Conformidade na página de Gestão de Produto, (Product Stewardship) no sítio <b>education.ti.com</b>.</p>
Español	<p>Por el presente documento, Texas Instruments declara que este punto de acceso TI-Navigator™ y la base de conexión inalámbrica TI-Nspire™ Navigator™ cumplen los requisitos básicos y otras disposiciones relevantes de la Directiva 1999/5/EC.</p> <p>La Declaración de Conformidad puede consultarse en la página de Administración de Productos (Product Stewardship) en <b>education.ti.com</b>.</p>
Svenska	<p>Texas Instruments intygar härmed att åtkomstpunkten TI-Navigator™ och den trådlösa vaggan TI-Nspire™ Navigator™ uppfyller de väsentliga kraven och andra relevanta bestämmelser enligt direktivet 1999/5/EG.</p> <p>Förenlighetsdeklarationen kan konsulteras på Produktförvaltningssidan (Product Stewardship) på <b>education.ti.com</b>.</p>



## **Countries of Operation and Restrictions of Use in the European Community**

### ***Operation Using the 2.400 to 2.4835 GHz Channels in the European Community***

The installer and/or end user should use the configuration utility provided with this product to verify the current channel of operation, the expected transmit power level, and to confirm that the device is operating in conformance with the spectrum usage rules for the selected European Community country. **If operation is occurring outside of the allowable channels as indicated in this guide, then operation of the product must cease immediately and the installer must consult with the local technical support staff responsible for the wireless network.**

These devices are intended to be operated in all countries of the European Community. Additional restrictions of use for the TI-Navigator™ access point within the European Community countries in the 2.400 to 2.4835 GHz band are listed below.

- The frequencies associated with channels 1 to 13 in the 2.400 to 2.4835 GHz band are allowed to be used either indoors or outdoors in all countries of the European Community, except where noted below:
- In Greece, Italy, Latvia, and Spain the end-user must apply for a license from the national spectrum authority to operate this device outdoors. Please consult the TI-Navigator™ User's Guide for further information regarding restrictions and operating conditions for outdoor configurations.
- In France, the following operation is permitted:
  - Outdoor operation is only permitted using the 2.400 - 2.454 GHz band, which includes channels 1 to 7, at a maximum EIRP of 100 mW (20 dBm).
  - Outdoor operation is permitted in the 2.400 to 2.4835 GHz band on channels 1 to 13 at a maximum EIRP of 10 mW (10 dBm).
  - Indoor operation is permitted in the 2.400 to 2.4835 GHz band on channels 1 to 13 at a maximum EIRP of 100 mW (20 dBm).

## ***Warning Statements***

**Warning!** Install the TI-Navigator™ access point in such a manner as to maintain a minimum of 20 cm (7.9 inches) separation distance between the radiating element(s) and all persons. This safety warning conforms to FCC radio frequency exposure limits.

**Warning!** Do not touch or move the TI-Nspire™ access point when the antennas are transmitting or receiving.

**Warning!** The TI-Nspire™ access point and TI-Nspire™ Navigator™ wireless cradle are intended for indoor use only. Do not install the device nor operate it outdoors.

**Warning!** Intentional radiators, such as the TI-Nspire™ access point and TI-Nspire™ Navigator™ wireless cradle, are not intended to be operated with any antenna(s) other than those furnished by Texas Instruments. An intentional radiator may only be operated with the antenna(s) with which it is authorized.

**Warning!** The TI-Nspire™ access point radio(s) are disabled by default and can be enabled only by the system administrator using the Management software application.

**Warning!** The radio frequency band, operating channels, and transmit power depend on the country of operation specified by the system administrator during setup and configuration using the Management software.

**Warning!** Only qualified personnel must perform installation. Read and follow all warning notices and instructions marked on the product or included in the documentation.

# Texas Instruments Support and Service

## For general information

**Home Page:** [education.ti.com](http://education.ti.com)

**KnowledgeBase and e-mail inquiries:** [education.ti.com/support](http://education.ti.com/support)

**Phone:** (800) TI-CARES / (800) 842-2737  
For U.S., Canada, Mexico, Puerto Rico, and Virgin Islands only

**International information:** [education.ti.com/international](http://education.ti.com/international)

## For technical support

**KnowledgeBase and support by e-mail:** [education.ti.com/support](http://education.ti.com/support)

**Phone (not toll-free):** (972) 917-8324

## For product (hardware) service

**Customers in the U.S., Canada, Mexico, Puerto Rico and Virgin Islands:** Always contact Texas Instruments Customer Support before returning a product for service.

**All other customers:** Refer to the leaflet enclosed with this product (hardware) or contact your local Texas Instruments retailer/distributor.



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