

Creating a Class and Adding Students

Overview

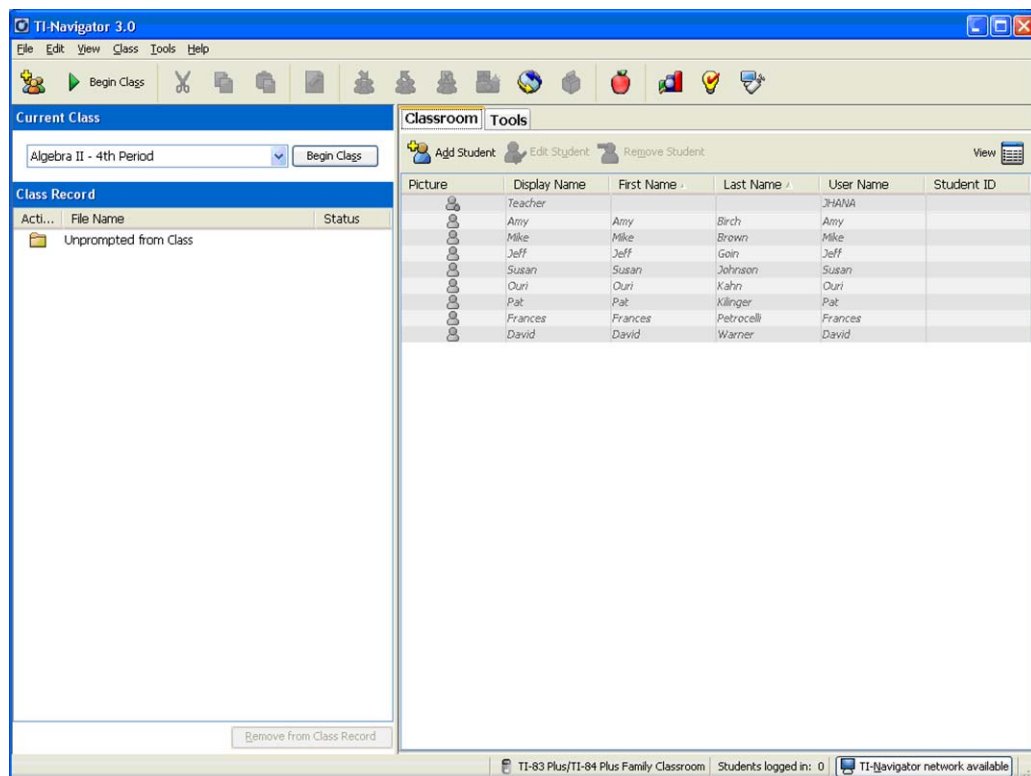
This tour details the creation of a new class in the TI-Navigator™ software and the addition of a new student into the class.

1. Launch the TI-Navigator Software

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

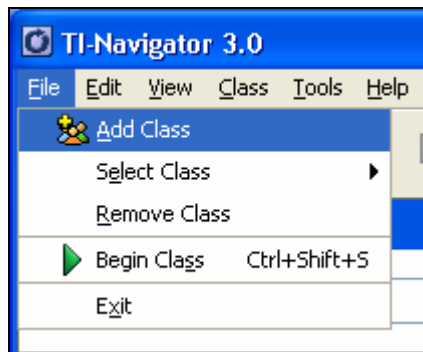
The TI-Navigator computer home screen opens.

If you have not used TI-Navigator before, a prompt opens asking if you want to set up your classroom. Accepting this option will automatically open the **Create a Class** dialog box.

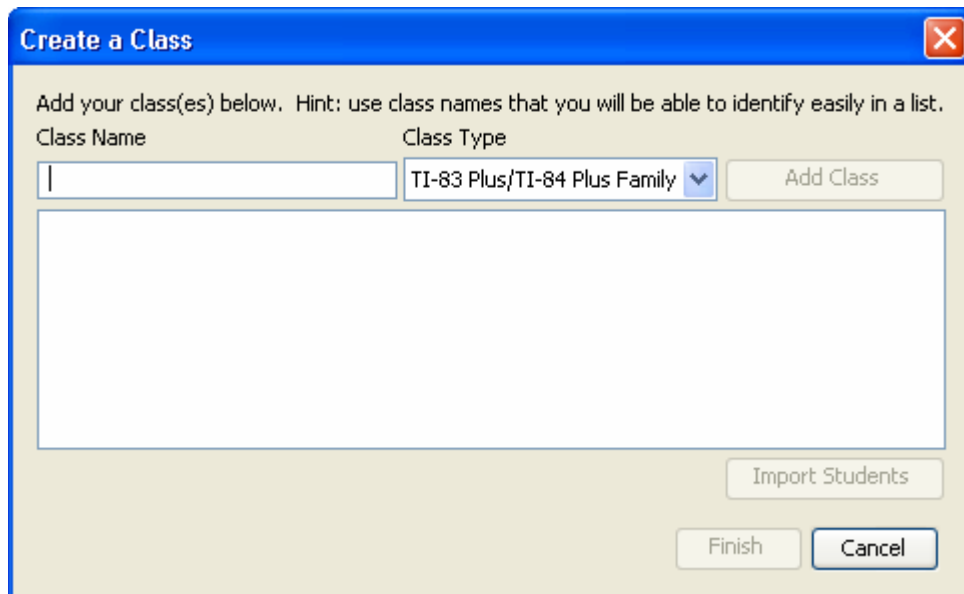


2. Open the Create a Class dialog box

Click **File > Add Class**.



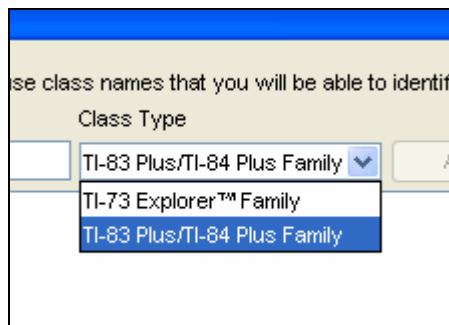
The **Create a Class** dialog box opens.



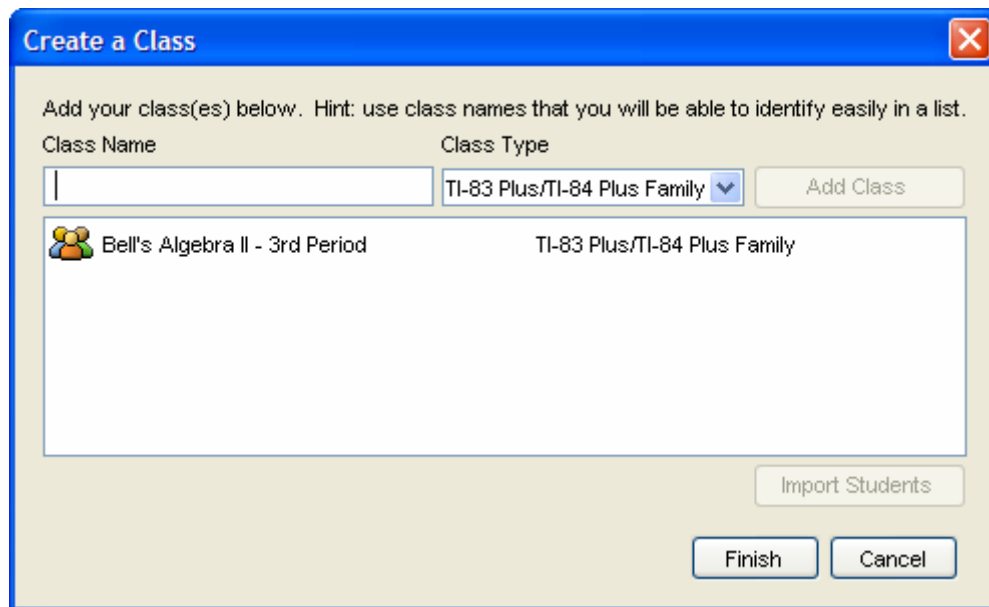
3. Add a Class

A. Enter a **Class Name**.

B. Select the **Class Type**.



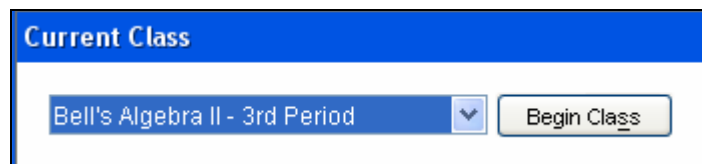
C. Click **Add Class**.



To import students into this class, see the steps in the software tour “Importing Students”

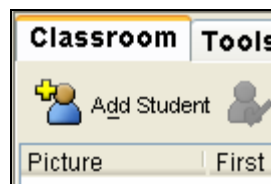
D. Click **Finish**.

The newly created class will be displayed in the **Current Class** selector on the TI-Navigator home screen.



4. Add a Student

Click the Add Student icon on the **Classroom Tab**.



The **Add Student dialog** box will open.

The screenshot shows a dialog box titled "Add Student" with a close button in the top right corner. The dialog contains the following fields and controls:

- First Name: [Text Input Field]
- Last Name: [Text Input Field]
- User Name: [Text Input Field]
- Password: Student Chooses [Text Input Field]
- Display Name: [Text Input Field]
- Student ID: [Text Input Field]
- Classes: Bell's Algebra II - 3rd Period [Assign Classes Button]
- [Add Next Student Button] [Finish Button] [Cancel Button]

A. Enter the student's first name.

B. Enter the student's last name.

C. Enter a user name.

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

D. Enter a password for the student or select **Student Chooses** to allow the student to enter their own password the first time they login.

E. (Optional) Enter a display name.

Note: If you leave the display name blank, TI-Navigator uses the student's first name as the display name.

F. (Optional) Enter a student ID.

G. (Optional) Assign the student to other classes:

H. If you want to add another student, click **Add Next Student** and repeat steps A - G.

I. Click **Finish**.

5. Verify the student account from the Classroom Tab.

Double-click the icon corresponding to the newly created student's icon to open the **Student Properties** dialog box and verify the added student.

Note: this is a non-essential step, included for orientation only.

