

TIP SHEET FOR IMPLEMENTATION OF TI-84 PLUS CE online calculator

This tip sheet covers some common questions and best practices in setting up the TI-84 Plus CE online calculator for use by your teachers and students. For complete directions, please visit our [OrgAdmin License and Entitlement Management System e-guide](#).

Topics covered:

- What to expect when making your purchase
- Accepting a license invitation and initial setup of account
- Creating a group and importing students
- List of resources

WHAT TO EXPECT WHEN MAKING YOUR PURCHASE

Key items to include in your purchase information

- **Start Date:** This is the date you would like for your subscription to start. When the order is set up in our system, the start date cannot be in the past.
- **License Administrator:** The name and email address for the license administrator who will manage the licenses and assign students.

Once you make your purchase

When the Instructional Products Dealer places the order with TI, two emails are automatically generated:

1. An Order Confirmation email from Texas Instruments (from no-reply@ti.com) is sent to the License Administrator, as well as the email address of the purchaser from the school or district, if it was provided. This is a record of the order and can help identify anything that may need to be corrected (start date, number of seats, License Administrator email address, etc.).
2. The License Administrator will receive the license invitation from Texas Instruments (from noreply@edtech-mail.ti.com) for the software purchased. This is the email address that the License Administrator will use to kick off the process to accept the license and assign it to students. The invitation can be accepted only by the addressee and should not be forwarded.

Note: Some districts' email systems may reject emails originating from external domains, resulting in students or secondary administrators not receiving the expected emails. You will not receive notification that an email was rejected. To avoid this, be sure to add noreply@edtech-mail.ti.com to your "safe vendors" list, and then send a test email invitation and confirm the user received it.

ACCEPTING A LICENSE AND INITIAL SETUP OF ACCOUNT

After accepting the license, the License Administrator will need to create an account in the OrgAdmin Portal. There are two options for creating an account.

- **Create a new account:** This requires you to create an account including your name, email address, and password.
- **Sign in with Google:** This allows you to use your Google credentials (email address and password) to set up your account. (Note: TI will not have any access to your Google account or knowledge of your password.)

Tip: It is a best practice to have more than one individual capable of making changes within the OrgAdmin system. To add additional administrators to the system, follow the directions for “*Inviting IT Admin or Other Users*” located in the [OrgAdmin License and Entitlement Management System e-guide](#).

The screenshot shows a web interface with a 'Contents' sidebar on the left. The sidebar lists various topics, with 'Inviting IT Admin or Other Users' highlighted. The main content area is titled 'Inviting IT Admin or Other Users' and contains the following text:

Invite users to join, maybe another administrator to help manage licenses. Invitations may be issued to a user to join a particular group or class. An invitation may be issued to a student, teacher, or another administrator who were not in the original bulk import process.

Note: This is used when inviting teachers or other users to be Admin. When using **Google Sign In** no invitation is sent.

Inviting a User

Selecting the **Create** button opens the **INVITE USER** dialog box. Enter the following information:

- Email
- Name
- Invite user to select group(s)
 - SELECT ALL
 - [name of group(s)]
- Assign Admin access
- Message

At the bottom of the page, there is a button labeled 'CREATE USER'.

CREATING A GROUP AND IMPORTING STUDENTS

When your OrgAdmin account is initially set up, there is a default group named “employees.” This group is an appropriate place to keep all of your Administrators who have access to update the system.

The same license can be assigned to more than one group. How you create groups is up to you and what works best for your school or district. Possible setups include:

- One group for everyone
- One group for teachers, one group for students
- One group for each school in a multi-school district
- One group for each grade level

Importing students into your groups is the one step in which you're most likely to run into an error. Here are some tips to minimize errors:

- Export the CSV file out of your school information system or Google Workspace, if possible.
- Save the CSV file with UTF-8 encoding.
- Ensure the CSV file contains a header row with the following columns: Email Address, Last Name, First Name.
- Check to make sure there are no extra lines, incomplete lines, or extra commas in the CSV file.
- Do not export more than 2,000 students at a time, as the file could take a long time to import.

Tip: If you need to remove a lot of students or make other large changes to your organization, consider deleting the existing groups and reimporting with fresh or corrected data.

LIST OF RESOURCES

OrgAdmin portal: education.ti.com/adminportal

Guidebooks

OrgAdmin License and Entitlement Management System e-guide: education.ti.com/Admin-eGuide

User guide to the TI-84 Plus CE online calculator:

<https://education.ti.com/en/guidebook/details/en/CAB5A527FF7F4535A931449CA5A1A135/TI-84-Plus-CE-OLC>

Link to access TI-84 Plus CE online calculator (Chrome Browser Only): <https://84plusce.ti.com/8eu/>

Contact TI: If you have questions or need assistance, contact us at 1-800-TI-CARES or ti-cares@ti.com.