



# **TI-Nspire™ CX Navigator™ Essential Skills Tip Sheet**

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# Essential Skills Tip Sheet

Complete step-by-step guide to the Essential Skills. Topics included in this tip sheet are:

- Using the Class Workspace
- Polling Students
- Capturing Screens
- Using Live Presenter
- Using Pre-Authored Documents
- Creating your own documents
- Responding to questions
- Using the Portfolio Workspace

# Using the Class Workspace


## Adding Classes

When you start using the TI-Nspire™ software, 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.

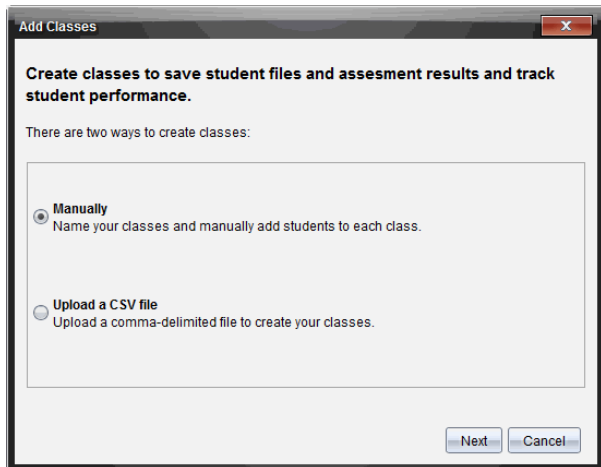
If this is your first time using the TI-Nspire™ software, the classroom area may be empty. You can complete the following steps at any time.

The Add Classes Wizard guides you through the process of setting up classes. The software prompts you to add a class, and to add students to the class. You can choose to add classes manually or using a CSV file.

### Adding Classes Manually

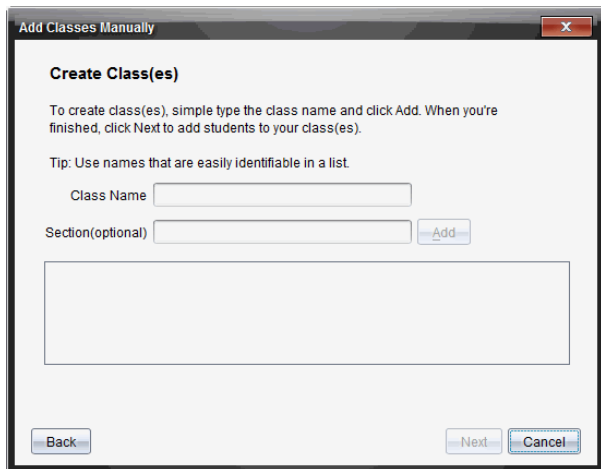
1. Use the Workspace selector to select the Class Workspace.
2. Click **Class > Add Classes** or click  .

The Add Classes dialog box opens.



3. Select **Manually** from the Add Classes dialog box.
4. Click **Next**.

The Add Classes Manually dialog box opens.



5. Type a Class Name. If needed, you can also provide a Section.

A class name must be between 3 and 32 alphanumeric characters. The class name cannot contain the special characters / \ : " | \* ? < > , and cannot contain these words:

lpt1, lpt2, lpt3, lpt4, lpt5, lpt6, lpt7, lpt8, lpt9, com1, com2, com3, com4, com5, com6, com7, com8, com9, aux, con, prn, nul.

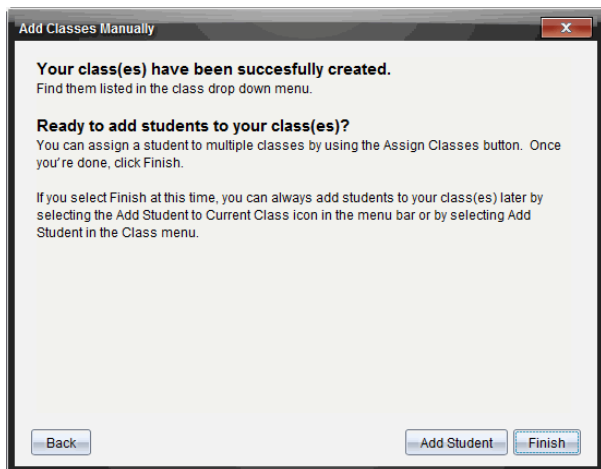
**Note:** In the TI-Nspire™ Navigator™ NC Teacher Software, it is a good idea to append a unique identifier such as the course ID or the teacher name to the class name. This helps the student select the correct class if there are, for example, multiple Algebra I classes running.

6. Click **Add**.

The Add Classes Manually dialog box shows the class listed.

7. Continue adding classes, and click **Next** when you are done.

A dialog box displays showing successful class creation and asking if you want to add students.



8. Click **Add Student**.


**Note:** Click **Finish** to Add Students later.

### Adding Classes with a CSV Upload

You can add classes with a CSV upload, and import a list of students into the class. Use the CSV upload option to import student information from a comma-separated values (CSV) file or a text (.txt) file.

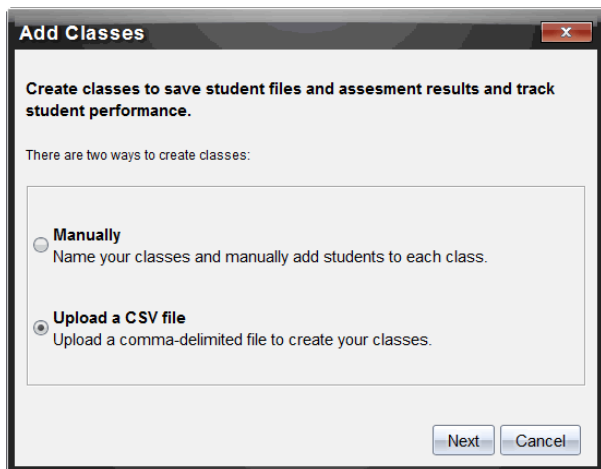
The CSV or .txt file should have this information:

- Class Name
- Section Name (optional)
- Student First Name
- Student Last Name
- Student User Name
- Student ID (optional)
- Password (optional)

1. Use the Workspace selector to select the Class Workspace.
2. Click **Class > Add Classes** or click .

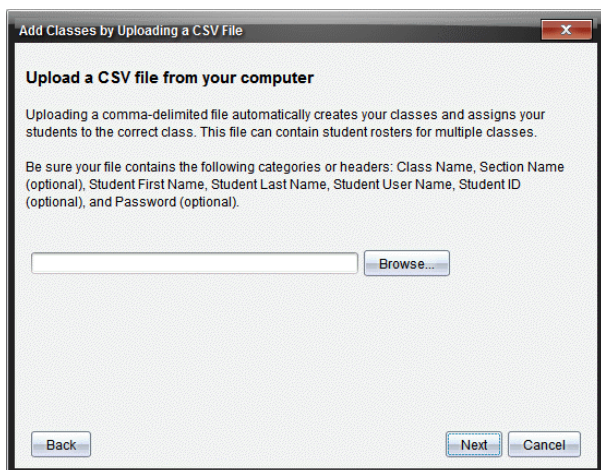
The Add Classes dialog box opens.





3. Select **Upload a CSV file** from the Add Classes dialog box.
4. Click **Next**.

The Add Classes by Uploading a CSV File dialog box opens.

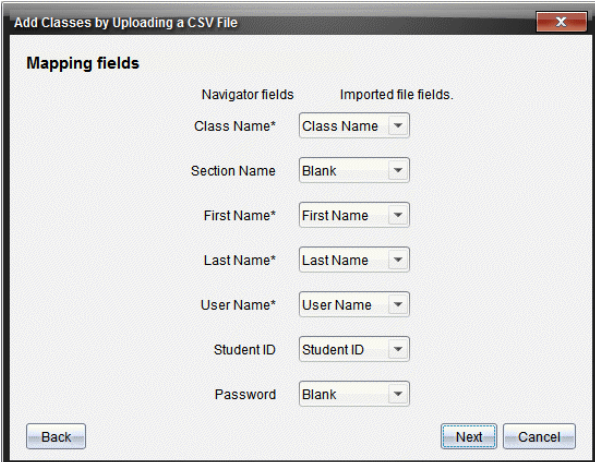


5. Click **Browse** to navigate to the file on your computer.
6. Select the file that contains the students you want to import.
7. Click **Open**.

The Add Classes by Uploading a CSV File dialog box shows the file.

8. Click **Next**.

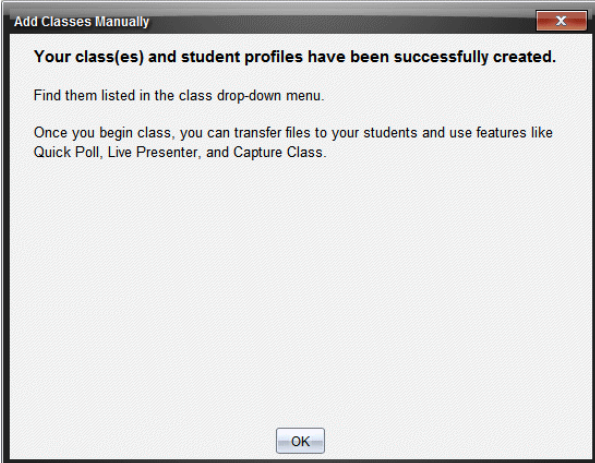
The Mapping fields dialog box opens.



The screenshot shows a dialog box titled "Add Classes by Uploading a CSV File". The main heading is "Mapping fields". Below this, there are two columns: "Navigator fields" and "Imported file fields". The "Navigator fields" column lists: Class Name\*, Section Name, First Name\*, Last Name\*, User Name\*, Student ID, and Password. The "Imported file fields" column lists: Class Name, Blank, First Name, Last Name, User Name, Student ID, and Blank. Each field has a corresponding dropdown menu. At the bottom of the dialog, there are three buttons: "Back", "Next", and "Cancel".

9. Click ▼ and select a field from the drop-down lists to map the headings in your comma-delimited file.
10. Click **Next**.

A dialog box opens showing completion status.



The screenshot shows a dialog box titled "Add Classes Manually". The main heading is "Your class(es) and student profiles have been successfully created." Below this, there is a message: "Find them listed in the class drop-down menu." followed by "Once you begin class, you can transfer files to your students and use features like Quick Poll, Live Presenter, and Capture Class." At the bottom of the dialog, there is an "OK" button.

11. Click **OK** to close

**Note:** If some students did not import successfully, click **View Details** to determine the problem.

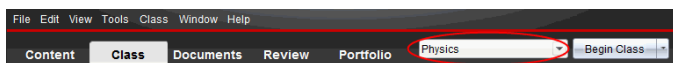
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## Adding Students to Classes

After you create classes, you need to add students to the classes. You can add students to an active class session, or you can add students to any class at any time.

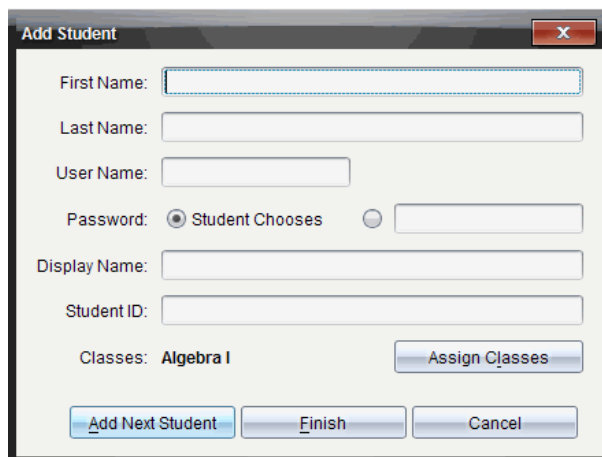
These instructions explain how to add students after you create a class.

1. Select the class to which you want to add students.
  - If class is in session, the student will be added to the current class. You have the option of adding the student to other classes.
  - If class is not in session, use the Class Session controls to select the class to which you want to add the student.



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

The Add Student dialog box opens.

A screenshot of the 'Add Student' dialog box. It has a title bar with 'Add Student' and a close button. The dialog contains several input fields: 'First Name:', 'Last Name:', 'User Name:', 'Password:' (with a radio button for 'Student Chooses' and an empty password field), 'Display Name:', and 'Student ID:'. Below these fields, there is a 'Classes:' label with 'Algebra I' selected and an 'Assign Classes' button. At the bottom, there are three buttons: 'Add Next Student', 'Finish', and 'Cancel'.

3. Type the student's first name and last name.
4. Type a user name.

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

5. 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 type a new password.

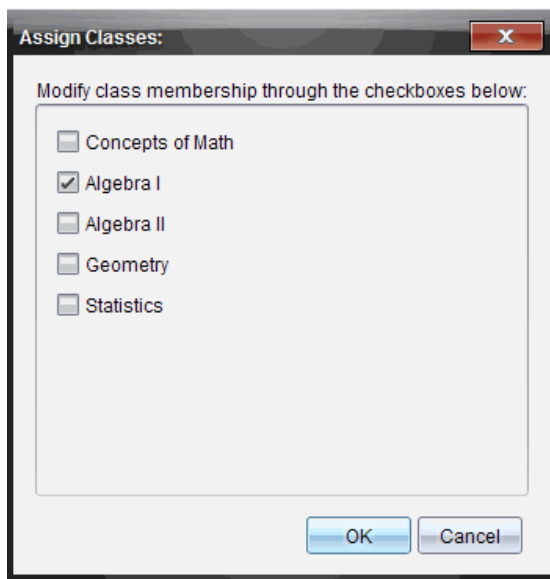
- (Optional) Type a display name.

**Note:** If you leave the display name blank, the software uses the student's first name as the display name.

- (Optional) Type a student ID.
- (Optional) Assign the student to other classes:

- Click **Assign Classes**.

The Assign Classes dialog box opens.



- Select the check boxes of the student's classes.
- Clear the check boxes of the classes to which the student does not belong.
- Click **OK**.

The Add Student dialog box opens.

- If you need to add another student, click **Add Next Student** and repeat steps 3 – 8.
- When all students are added, click **Finish**.

## Beginning and Ending a Class Session

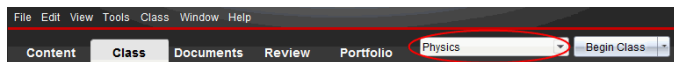
A class session is the period of time the TI-Nspire™ software is active for a specific class. While a class session is running, you can perform communication functions with the selected class. You cannot use software to interact with your class until you begin a class session, and you cannot begin another class until you end the current one.

### Beginning a Class Session

1. Click **Class > Select Class**, or click the Classroom Session list.

A list of available classes opens.

2. Select the class you want to begin.
3. Click **Begin Class**.



### Ending a Class Session

When class is over, or before you start another class, you need to end the current class session. Ending a class stops all communication between your computer and student handhelds or computers. When you end a class, students receive a message saying class is ended, and students are automatically logged off.

- ▶ To end a current class session, select **End Class** from the Class Actions drop down list.

### Pausing a Class Session

This function is available only on TI-Nspire™ software that supports handhelds. There are times you may want to pause a class. If using TI-Nspire™ software that supports handhelds, pausing a class suspends all activity on student handhelds, and they receive a message telling them class is paused. When you resume class, the message clears and students are able to use their handhelds. The students remain logged in when you pause a class.

1. To pause a class in session, click **Pause Class**.
2. To resume the class, click **Resume Class**.

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## Changing the Student View

In the classroom area, you can view the students in the selected class in either the Student List view or the Seating Chart view. The Student List view shows students in a table that contains their display names, first name, last name, user name, and student

ID. The Seating Chart view shows students as student icons with display names. You can change the class view at any time.

In either view, the warning sign next to a student icon indicates that the OS on the student's handheld does not match the software version on the teacher computer. Moving your mouse over the warning sign opens a tooltip indicating that an OS update is required.


### Changing the Class View to Student List

- ▶ Click **View > Student List** or click  in the status bar.

The view changes to Student List.

Picture	Display Name	First Name	Last Name	User Name	Student ID
	Olivia	Olivia	Thompson	101	1
	Maria	Maria	Lopez	102	2
	Samir	Samir	Kapur	103	3
	Jacob	Jacob	Moore	104	4
	Song	Song	Li	105	5
	Susan	Susan	Baker	106	6
	Shen	Shen	Huang	107	7
	Nadine	Nadine	Simmons	108	8
	Rafe	Rafe	Garcia	201	9
	Laxmi	Laxmi	Chopra	202	10
	Carlos	Carlos	Ortega	203	11

### Changing the Class View to Seating Chart

- ▶ Click **View > Seating Chart** or click  in the status bar.

The view changes to Seating Chart view.



## ***Arranging the Seating Chart***

Initially, students are arranged 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 Class Workspace as they do in your actual classroom. You can rearrange the seating chart at any time.

### **Arranging Students in the Seating Chart**

1. Select the class from the Class Session list.
2. Click **View > Seating Chart**.

The classroom area shows your class in the Seating Chart view.

3. Within the classroom area, drag each student icon to the location that you want.

The software moves the student icons to the new locations.

The software remembers the student positions the next time you start the same class.

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

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## ***Resetting Student Passwords***

Because the TI-Nspire™ software maintains the privacy of student passwords, you cannot retrieve passwords for your students if they forget them. However, you can reset student 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.

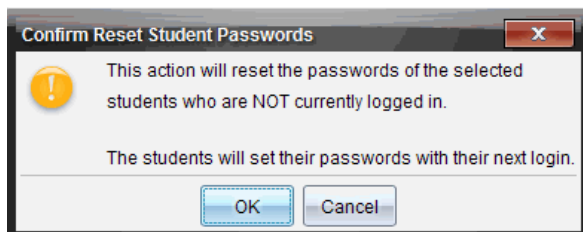
### **Resetting Passwords for all Students in a Class**

1. Select the class.

**Note:** Student(s) must be selected to perform a successful reset of the password.


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

The Confirm Reset Student Passwords dialog box opens.

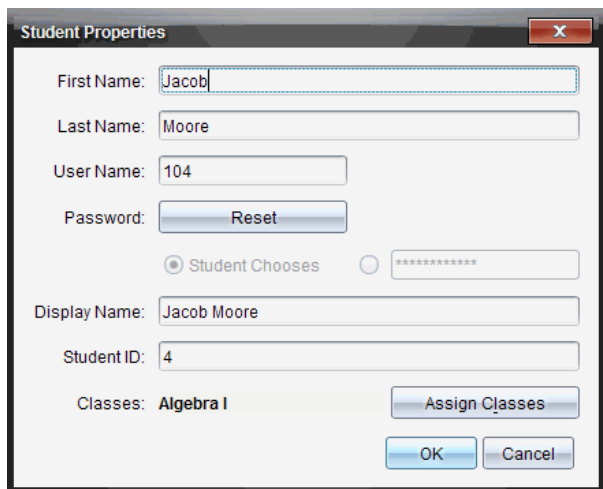


3. Click **OK**.
4. The next time students log in, instruct them to type a new password.

### Resetting Passwords for Individual Students

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

The Student Properties dialog box opens.



3. Click the **Reset** button next to **Password**.
4. If you want a student to create their own password, select **Student Chooses**.

—or—



If you want to create a specific password for the student, select the blank password entry box and type a new password.

5. Click **OK**.

The software resets the student's password.

6. The next time the student logs in:

- If you selected Student Chooses, instruct the student to type a password.
- If you created a password for the student, tell the student the new password.

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# Polling Students

## Opening the Quick Poll Tool

You can open the Quick Poll tool from any workspace. You can send a poll from an existing document, or open a new document to start a poll

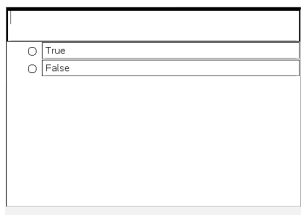
Before you begin, make sure a class is in session

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

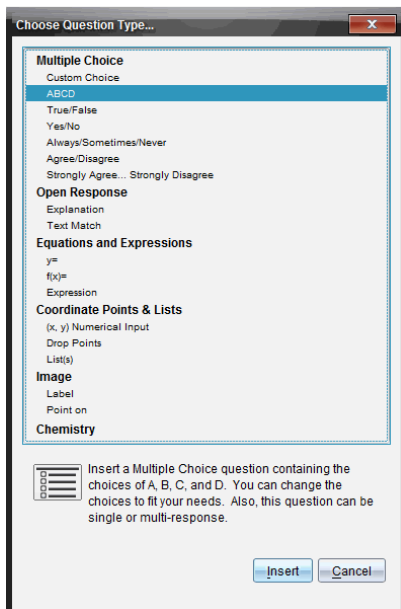
The Choose Question Type dialog box opens.

2. Select a question type and click **Insert**.

A new document opens with the question template open and the cursor in the Question text area.



A screenshot of a document window showing a question template. At the top, there is a text input field. Below it, there are two radio buttons: one labeled "True" and one labeled "False". The rest of the document area is empty.



Quick Poll documents are named *<Class name, Quick Poll Set#, mm-dd.tns>*. For example: Algebra1 - Mrs. Smith QP2 10-26.tns. You can rename the poll when you save it.


**Note:** All Quick Polls for one class session are contained in one tab in the Documents Workspace. A new tab is started when the number of questions in the poll exceeds 30, or when you start a new class session.

**Note:** For more information about question types and about creating and configuring questions, see *Using Question in the Teacher Software*.

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## Sending a Quick Poll

After you have selected the Quick Poll question, entered the information, and selected options, you are ready to send the poll to your students.

- ▶ To send the Quick Poll question, click **Start Poll** .

The poll is immediately sent to students. The Quick Poll interrupts the active TI-Nspire™ document, and the poll becomes the active document.

You can stop a poll and restart it at any time.

### Using Quick Poll Options

When Quick Poll is active, the **Tools > Quick Poll Options** menu is enabled. Available options differ depending on whether you are using software that supports connected handhelds or connected laptops. The Allow Document Access option is not available in the TI-Nspire™ Navigator™ NC Teacher Software.

- **Allow Document Access.** Allows you to grant or deny students access to the Scratchpad and any documents on their handheld. The students may access a document, do some math, and copy the results back into the poll.

**Note:** If a data collection sensor is attached to the computer or handheld during a Quick Poll that does not have Allow Document Access turned on, the Quick Poll is dismissed and the data collection console becomes active.

- **Allow Resubmit.** Allows the students to submit their responses several times.


When teachers send quick polls during class, the question opens as a new document on top of any document you may currently have open. You can access other applications to perform calculations, and check or clear answers before submitting your answer to the question or quick poll.

**Note:** On TI-Nspire™ CX or TI-Nspire™ CX CAS handhelds, questions appear in color if the teacher applied color when writing the question. Although you can see color in the questions you receive, you cannot add color to the responses you submit.

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## Stopping Polls

You can stop polls at any time. Your students do not need to do anything on their handhelds or computers to stop the poll. When you stop a poll, the students can no longer submit answers.

- ▶ To stop a poll, click **Stop Poll**  .

**Note:** If you pause a class while a Quick Poll is running, the Quick Poll remains on the students' handhelds, but students are not able to answer or submit the poll until you resume the class. Pausing class is not available in TI-Nspire™ Navigator™ NC Teacher Software.

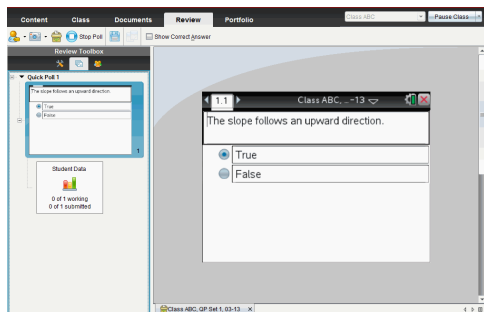
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## Viewing Poll Results

Review Quick Poll results in the Review Workspace.

Polls sent in one class session are contained in a Quick Poll tab in the Review Workspace. Each new question is added as a new problem in the page sorter, and the

software automatically opens to the last question that was sent. A new tab is started when a poll exceeds 30 questions.



You can view the results as a bar chart, graph, or table. The results automatically update as students send their responses, until you stop the poll.

The following example shows the poll results listed in a table.


Student	Response
Chopra, Laxmi	$y=3-x$
Garcia, Rafe	$y=x-3$
Moore, Jacob	$y=x+3$
Ortega, Carlos	$y=3-x$
Simmons, Nadine	$y=3-x$

For more information about viewing and sorting poll results, see *Using the Review Workspace*.

# Capturing Screens

## Accessing Screen Capture

The Screen Capture tool is available from all workspaces. To access Screen Capture:

- ▶ From the menu bar, click **Tools > Screen Capture**.
- ▶ From the toolbar, click .

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## Using Capture Class

In the classroom, use the Screen Capture tool to view and capture student screens. You can capture the screen of one selected student, of multiple selected students, or of all the students in the class.

If using TI-Nspire™ Navigator™ NC Teacher Software, you can select to view only the work area of the student software on the student screens, or the entire computer screen, which may include all applications the student has open at the time.

**Note:** To view and capture student screens, they must be logged into class.

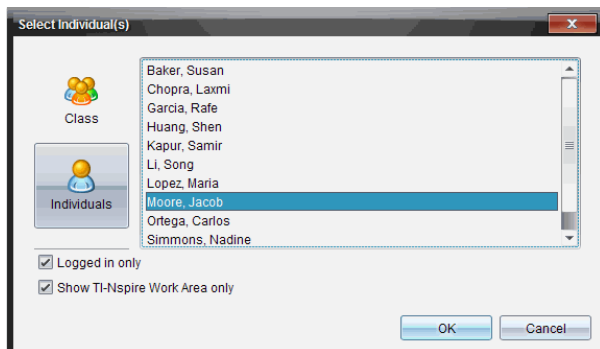
### Capturing Student Screens

1. If you have not already done so, begin the class session and ask your students to log in.
2. From the **Tools** menu, select **Screen Capture > Capture Class**.



—OR—

From the toolbar, click , and then click **Capture Class**.

The Select Individual(s) dialog box opens. If you selected specific students in Class Workspace, only those names are highlighted. If no students were selected, all student names in the class are selected.



3. To change the selected student or add more students:

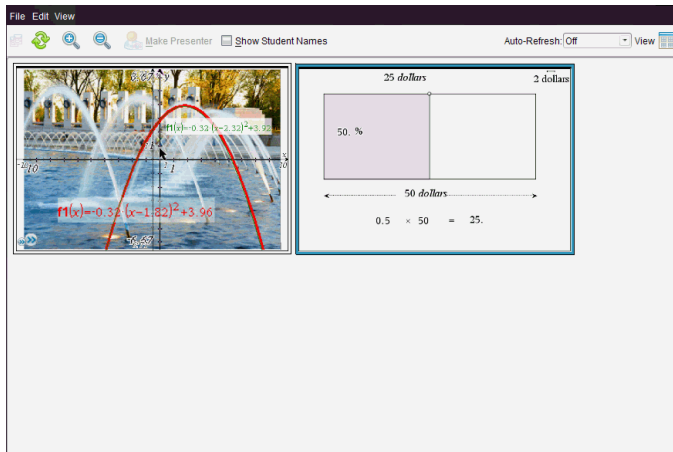
- Click  to display the screens of all students in the class. If a student is not logged in, the handheld display indicates "Not Logged In." As students log in, click refresh to update your screen.
- Click , and then click the name of each student to display the screens of individual students. To select multiple students, hold down the **Shift** key. To select students in random order, hold down the **Ctrl** key (Mac®: **⌘**) and click each student name.
- Select the **Logged in only** check box under the left pane to display screens from only those students currently logged in. When you refresh your screen, any students who log in after the initial screen capture will be listed at the end of the Class Screen Capture window.

4. Click **OK**.

To view only the work area and not the entire student screen, select **Show TI-Nspire Work Area Only**.

The screens of the selected students are displayed in the Class Screen Capture window.

**Note:** The following example shows the screens from two selected students who are logged in. The default view is Tiled, which shows all screens captured in the window.



5. Decide if you want to display or hide the student names. To hide or show student names, select the check box on the toolbar to toggle between hide and show or click **View > Show Student Names**.

**Note:** Your selection to show or hide student names remains in effect until you change it. For example, if you select to hide student names, the student names will remain hidden when you close the Class Screen Capture window and return to the

Class Workspace. If you select to hide student names in the Class Workspace, they will be hidden when the Class Screen Capture window opens.

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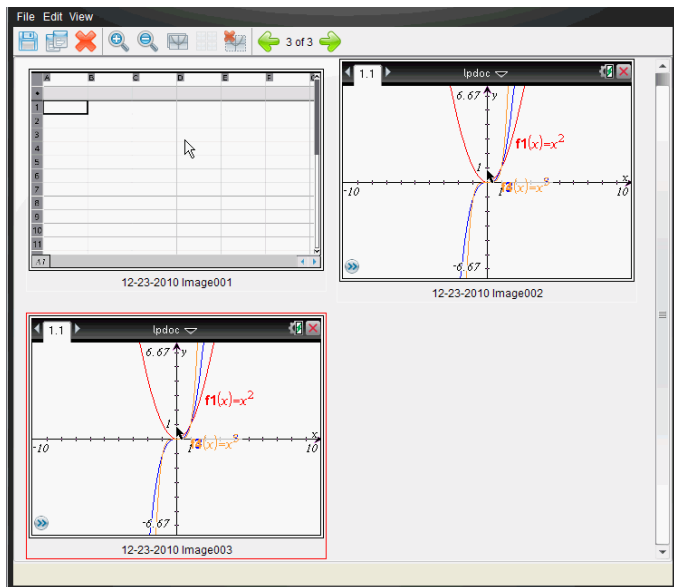
## Using Make Presenter

Select a captured screen from the Class Screen Capture window, and then click the **Make Presenter** option on the toolbar to launch Live Presenter and present a student screen to the class. You can only choose one student at a time to be the Live Presenter. For more information, see *Using Live Presenter*.

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## Viewing Captured Screens

When you capture a page or screen, it is copied to the Screen Capture window.



### Zooming the View of Captured Screens

In the Screen Capture window, use the zoom in and zoom out options to increase or decrease the size of the captured screens.

- ▶ From the toolbar, click  to increase the size of the screens in the view. You can also click **View > Zoom In** from the menu.
- ▶ From the toolbar, click  to decrease the size of the screens in the view. You can also click **View > Zoom Out** from the menu.



## Using Live Presenter

### *Hiding and Showing Student Names*

If showing, the student name is shown under the handheld screen in Live Presenter.



Student name is shown here.

The student name is shown in the same format selected in Capture Class. If you select to show or hide student names in Capture Class, the student name will be shown or hidden when you start Live Presenter.

To hide the student name in Live Presenter:

- ▶ Clear  Show Student Names.

The student name is hidden.

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### *Hiding and Showing the Presenter Handheld*

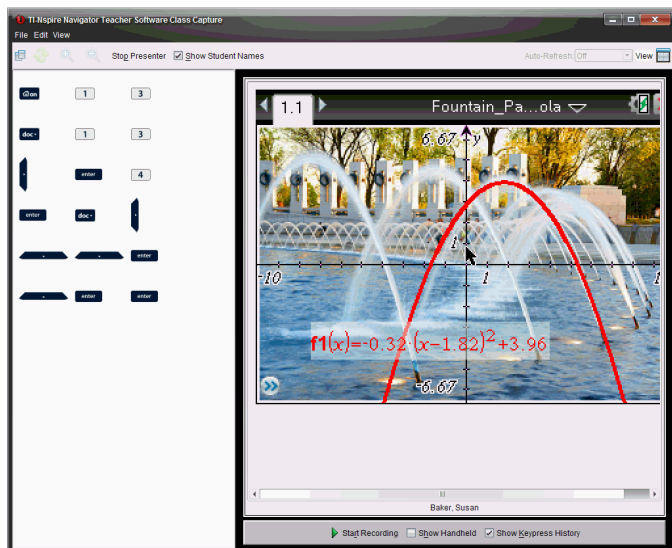
By default, the handheld is shown when you start Live Presenter. Showing the handheld enables the class to see which keys are pressed during the presentation. When the handheld is shown:

- The key turns red in the display so that the class can follow along when the presenter presses a key.
- The last key pressed remains highlighted until a different key is pressed.
- The keys on the handheld display cannot be pressed or clicked. This visual display only shows what the presenter presses on their handheld.

### Hiding the Handheld Display

- ▶ To hide the handheld, clear **Show Handheld** in the View Options bar.

The handheld is hidden and the Keypress History is shown in the left pane.



### Showing the Handheld

- ▶ If the handheld is hidden, click **Show Handheld** to show the presenter's handheld in the left pane.

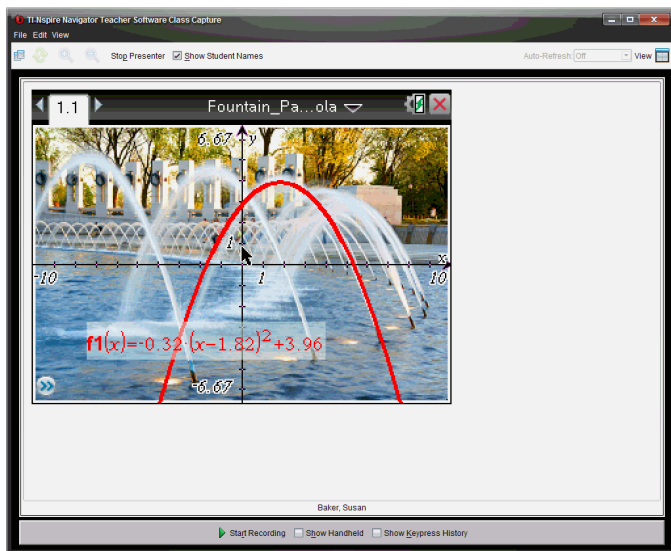
The handheld is displayed in the left pane and the Keypress History pane opens under the handheld screen if selected.

### Showing the Handheld Screen Only

To show only the presenter's handheld screen during the Live Presenter session:

- ▶ Clear the **Show Handheld** and the **Show Keypress History** options.

The Handheld and Keypress History panes close and the handheld screen is displayed in the window.



## Stopping Live Presenter

- ▶ To stop Live Presenter, click **Stop Presenter**.

—or—

Click **View > Live Presenter > Stop Presenter**.

The presentation window closes and the Class Workspace is displayed. The class is still active. When you are ready to end the class, click **End Class**.

# Using Pre-Authored Documents

## Opening an Existing Document

To open an existing document:

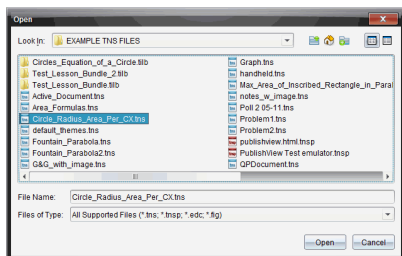
1. Click **File > Open Document**.

—or—



Click

The Open dialog box opens.



2. Use the file browser to locate the file you want to open and click the file to select it.
3. Click **Open**.

The document opens in the work area.

**Note:** To select from your 10 most recent documents, click **File > Recent Documents** and select a document from the drop-down list.

---

## Sending Files to a Class

You can send files and folders to your whole class, members of the class currently logged in, or to individual students. Class must be in session for you to send the files.

When you send a file to the whole class, all students currently logged in will receive the file immediately. Students not logged in will receive the file when they log in.

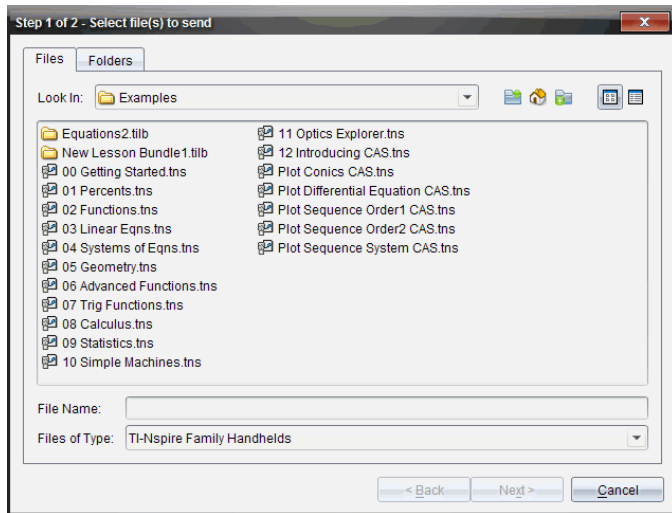
### Notes:

- Only TI-Nspire™ (.tns) and PublishView™ (.tnsp) file types open in the TI-Nspire™ software.
- Other file types (if supported) such as images, word processing, or spreadsheet files, open in the application the operating system has associated with the file type.

## Sending Files


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

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



2. Click the **Files** tab to choose files, or click the **Folders** tab to choose folders.

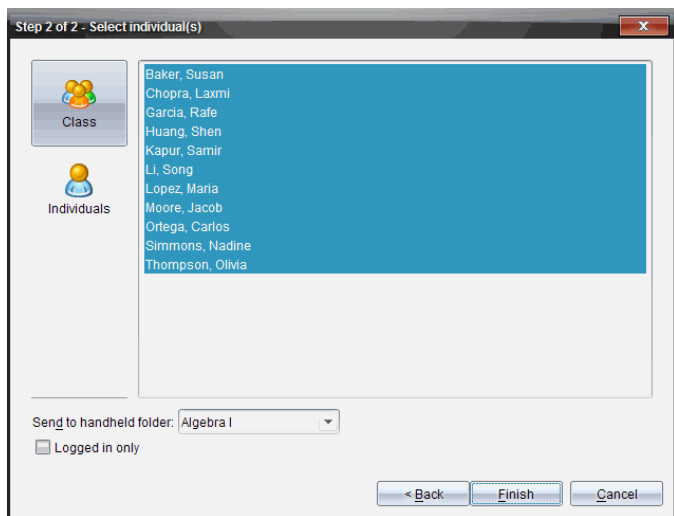
**Note:** You can send only files or folders, not a combination of files and folders.

- TI-Nspire™ CX Navigator™ Teacher Software for handhelds transfers only .tns files.
  - TI-Nspire™ Navigator™ NC Teacher Software transfers all files.
3. 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 (Mac®: ) 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, but cannot contain the special characters / \ : " | \* ? < > , and cannot contain these words:  
lpt1, lpt2, lpt3, lpt4, lpt5, lpt6, lpt7, lpt8, lpt9, com1, com2, com3, com4, com5, com6, com7, com8, com9, aux, con, prn, nul.



**Note:** You can also drag files from a file browser window to the Class Record to send files.

4. Click **Next**.

The Select individual(s) dialog box opens.



5. 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, select the **Logged in only** check box.
- 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 area, the software already has them selected.

- Use the **Send to handheld folder** drop-down list to choose from the current class folder, the top level folder on the handheld, or the last 10 folders that files were sent to. (Available only in TI-Nspire™ software that supports handhelds.)
  - You can also enter a folder name path in the drop-down list.

6. Click **Finish**.

The file transfer appears in the Class Record.

## **Sending Missing Files**

The Send Missing function becomes active after you have completed the original transfer. This function resends files to only those students who were not logged in or targeted for the original transfer.

1. From the Class Record, select the send action of file that was sent to class.

**Note:** The send action cannot be active.

2. Click **File > Send Missing**.

## **Redistributing Selected Files to Class**

The Redistribute Selected to Class function allows you to review, modify, and send selected assignments back to your students.

1. From the Class Record, select the collect action of the modified original file or files.
2. Click **File > Redistribute Selected to Class**.

**Note:** It will only send files back to student's collected from.

---

## ***Collecting Files from Students***

You can collect any previously sent files located in student class folders by using the Class Record. You can also collect new files from students by typing the full file name.

When you collect files from the menu or icon, you have the option of deleting the collected files from student class folders.

**Note:** If a student deleted a file, renamed a file, or stored it in another location, the file cannot be collected.

To collect files, class must be in session. If any students are not logged in, files you collect are automatically transferred when they log in.

## **Collecting Files from the Class Record**

1. From the Class Record, choose the file or files that have been sent to class.

**Note:** By default, the first 100 records are listed. To display additional records, click **Load Next 100** or click **Load All Entries**.

Class Record		
Action	File Name	Status
	AlgebraTest1	4 of 4 ▶
	Algebra Test 1.tns	4 of 4 ▶
	Concepts of Math - KP...	▶
	Homework3	0 of 1 ▶
	Algebra Test 2.tns	1 of 1 ▶
	Concepts of Math - KP...	▶
	Concepts of Math - KP...	▶
	Concepts of Math - KP...	▶
	Concepts of Math - KP...	▶
	Concepts of Math - KP...	▶
	Lists	1 of 1 ▶
	AlgebraTest2.tns	1 of 1 ▶
	Lists.tns	1 of 1 ▶
	AlgebraTest1	0 of 1 ▶
	AlgebraTest1	2 of 2 ▶
	AlgebraTest1	2 of 2 ▶
	AlgebraTest1	2 of 2 ▶
	AlgebraTest1.tns	2 of 2 ▶
	Concepts of Math - KP...	▶
	Concepts of Math - KP...	▶
	Concepts of Math - KP...	▶

2. Click next to any of the highlighted files and choose **Collect Selected from Class**.

The file transfer appears in the Class Record.

### Collecting Files from the Menu or Icon

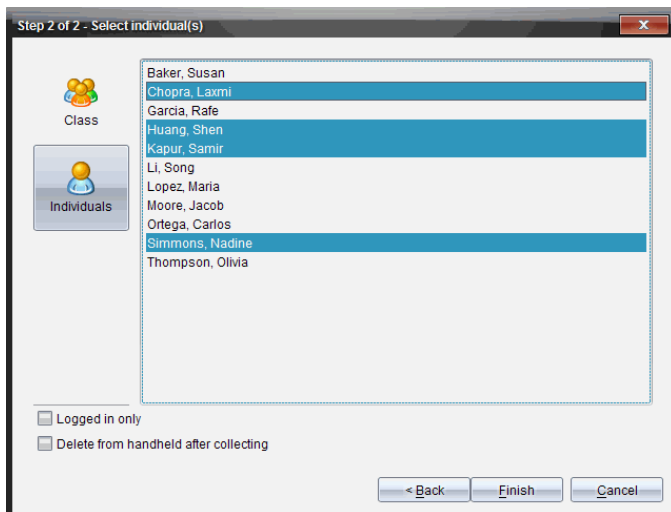
1. Click **Tools > Collect from Class** or click



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

2. To choose the files or folders you want to collect, do one of the following:
  - Click **Recent Files** and navigate to the file you want to collect and click it. To select multiple files or folders, press and hold the **Ctrl** key (Mac®: **⌘**) while clicking each file name.
  - Click **Enter Filename** and type the name of the file in the **File name** box, and then click **Add**.
3. Click **Next**.

The Select individual(s) dialog box opens.





4. 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 only from class members who are currently logged in, select the **Logged in only** check box.
  - To collect the file from an individual student, click **Individuals** , and then click the student.

**Note:** If you had any students selected in the classroom area, the software already has them selected.

5. If you want to remove the file from student class folders after you collect it, select the check box next to the option to delete the file after it is collected.
6. Click **Finish**.

The collected file appears in the Class Record.

### Collecting Missing Files

The Collect Missing function becomes active for files that have not been received from students.

1. From the Class Record, select the collect action of file that was sent to class.
2. Click **File > Collect Missing**.

**Note:** The collection action cannot be active.




---

## Checking the Status of File Transfers

When you send, collect, or delete files, you may want to check to see which of your students have received or sent their files.

- ▶ In the Class Record, click the file whose status you want to check.

In the classroom area, the software indicates the status of students as follows:

-  A green background indicates that students have sent/received/deleted the file.
-  A yellow background indicates that students received the collect or delete action, but they do not have the file in their class folder.
-  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.

# Creating your own documents

## Creating a New TI-Nspire™ Document

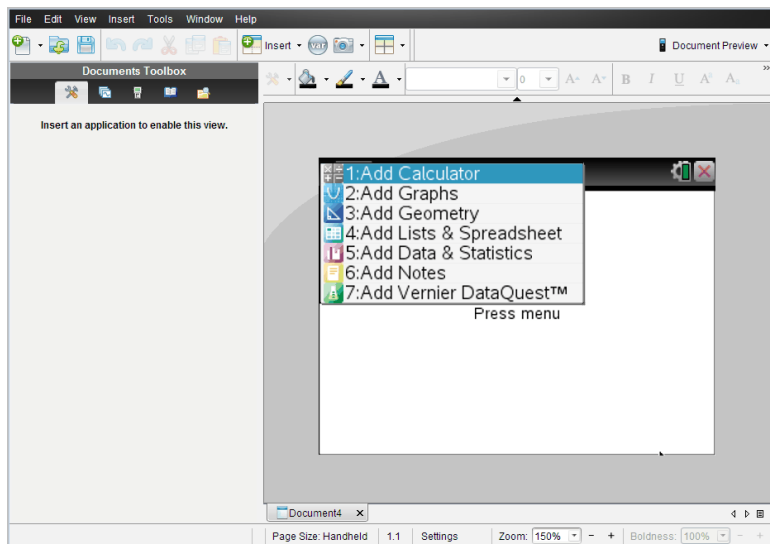
When you open the software, the Documents Workspace opens with a blank document containing one problem. You can add applications and content to this problem to create a document.

**Note:** The Welcome Screen is displayed when you open the software if the "always show this at startup" option is selected. Click an application icon to add a problem with an active application to a new document.

To create a new document, complete the following steps:

1. On the TI-Nspire™ **File** menu,
  - Select **New TI-Nspire™ Document - Handheld Page Size**.
  - or—
  - Select **New TI-Nspire™ Document - Computer Page Size**.

The new document opens in the Documents Workspace, and you are prompted to select an application.



2. Select an application to add a problem to the document.

The problem is added to the document.

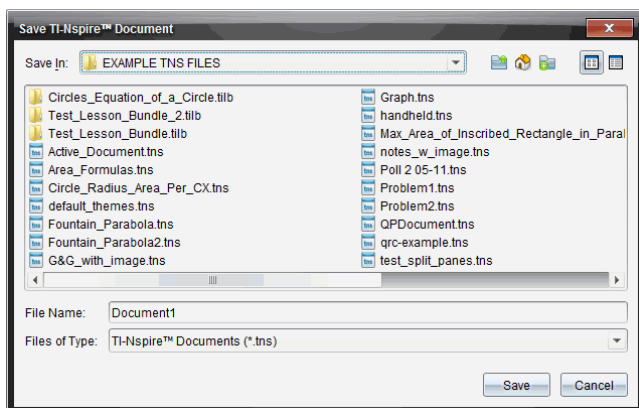
---

## Saving TI-Nspire™ Documents

To save a new document:

1. Click **File > Save Document** or click .

The Save TI-Nspire™ Document dialog box opens.



2. Navigate to the folder where you want to save the document or create a folder in which to store the document.
3. Type a name for the new document.
4. Click **Save** to save the document.

The document closes and is saved with the extension .tns.

**Note:** When you save a file, the software looks in the same folder the next time you open a file.

### Saving a Document with a New Name

To save a previously saved document in a new folder and/or with a new name:

1. Click **File > Save As**.

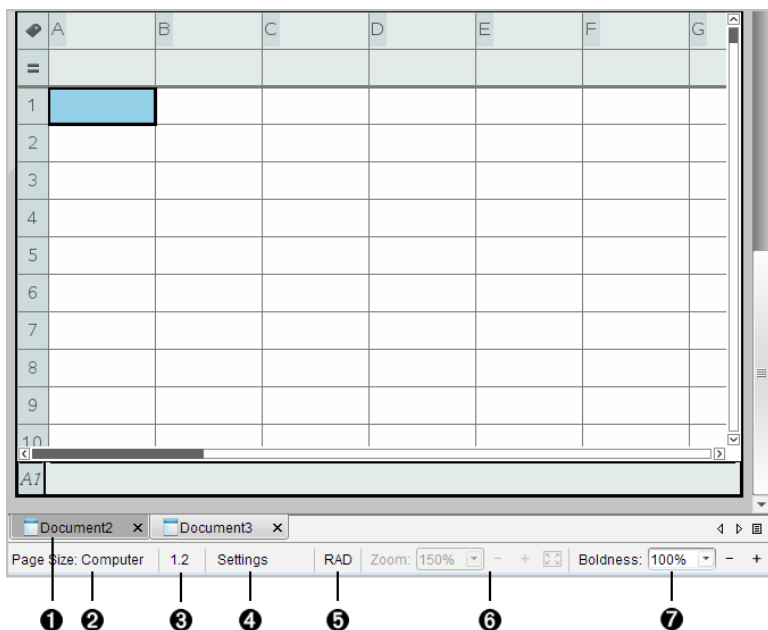
The Save TI-Nspire™ Document dialog box opens.


2. Navigate to the folder where you want to save the document or create a folder in which to store the document.
3. Type a new name for the document.
4. Click **Save** to save the document with a new name.

## Working with Applications

When you first open a new document or add a new problem to a document, you select an application from a menu.

The following illustration shows how a document containing the Lists & Spreadsheet application appears in the work area.



- 1 Document name.** Tabs show the names of open documents. Click a name to make it the active document.
- 2 Page Size.** Shows the document's page size as Handheld or Computer. You can use the TI-Nspire™ **File** menu to convert a document from one page size to the other.
- 3 Problem/Page counter.** Labels the problem number and page number of the active page. For example, a label of **1.2** identifies Problem **1**, Page **2**.
- 4 Settings.** Double-click to view or change the Document Settings for the active document or to change the default Document Settings.
- 5 Angle Mode.** Shows an abbreviation of the angle mode (Degrees, Radians, or Gradians) in effect. Hover the pointer over the indicator to see the full name.
- 6 Zoom.** Enabled in Handheld preview only (click **Document Preview** on the toolbar and select **Handheld**). Click ▼ and select a magnification value, or click the zoom-to-fit button  to make the preview adapt automatically to window size.
- 7 Boldness.** Enabled in Computer preview only (click **Document Preview** on the toolbar and select **Computer**). Click ▼ and select a value to increase or decrease the boldness of text and other items.

## Working with Multiple Applications on a Page

You can add up to four applications to a page. When you have multiple applications on a page, the menu for the active application is displayed in the Documents Toolbox. Using multiple applications involves two steps:

- Changing the page layout to accommodate multiple applications.
- Adding the applications.

You can add multiple applications to a page even if an application is already active.

### Adding Multiple Applications to a Page

By default, each page contains space to add one application. To add additional applications to the page, complete the following steps.

1. Click **Edit > Page Layout > Select Layout**.

—or—

Click  .

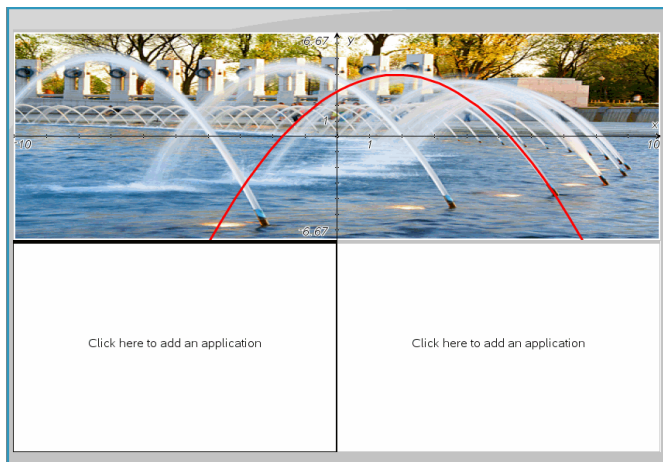
The page layout menu opens.



There are eight page layout options available. If an option is already selected, it is dimmed.

2. Highlight the layout you want to add to the problem or page, and then click to select it.

The new layout is displayed with the first application active.



3. In Handheld preview, click **Press menu** to select an application for each new section in the problem or page. In Computer view, select **Click here to add an application**.

### Swapping Applications

To change the position of applications on a page with multiple applications, “swap” the positions of two applications.

1. Click **Edit > Page Layout > Swap Application**.

**Note:** The last active application you worked on is automatically selected as the first application to be swapped.

2. Click the second application to swap.

This action performs the swap.

**Note:** When there are only two work areas, the selected application automatically swaps position with the other application in the work area.

To cancel a swap, press **Esc**.


---

### Working with Problems and Pages

When you create a new document, it consists of a single problem with a single page. You can insert new problems and add pages to each problem.

## Adding a Problem to a Document


A document can contain up to 30 problems. Each problem's variables are unaffected by the variables in other problems.

- ▶ On the **Insert** menu, select **Problem**.
- or—
- Click the Insert tool  on the main toolbar, and select **Problem**.

A new problem with an empty page is added to your document.

## Adding a Page to the Current Problem

Each problem can contain up to 50 pages. Each page has a work area, where you can perform calculations, create graphs, collect and plot data, or add notes and instructions.


1. Click **Insert > Page**.
- or—
- Click the Insert tool  on the main toolbar, and select **Page**.

An empty page is added to the current problem, and you are prompted to choose an application for the page.

2. Select an application to add to the page.

## Renaming a Problem

New problems are named automatically as Problem 1, Problem 2, and so on. To rename a problem:

1. If necessary, click the Page Sorter tool  in the Documents Toolbox.
2. Click the problem name to select it.
3. On the **Edit** menu, click **Rename**.
4. Type the new name.

## Rearranging Problems with the Page Sorter

The Page Sorter lets you reorder problems within a document. If you move a problem that you have not renamed, the numeric part of the default name changes to reflect the new position.

1. If necessary, click the Page Sorter tool  in the Documents Toolbox.




2. In the Page Sorter, arrange the problems by dragging each problem name to its new position.

**Tip:** To collapse a problem's list of page thumbnails, double-click the name of the problem.


### Copying a Problem

You can copy a problem within the same document or copy it to a different document.

1. If necessary, click the Page Sorter tool  in the Documents Toolbox.
2. Click the problem name to select it.
3. On the **Edit** menu, click **Copy**.
4. Click the location at which you want to insert the copy.
5. On the **Edit** menu, click **Paste**.


### Moving a Problem

You can move a problem within the same document or move it to a different document.

1. If necessary, click the Page Sorter tool  in the Documents Toolbox.
2. Click the problem name to select it.
3. On the **Edit** menu, click **Cut**.
4. Click the new location of the problem.
5. On the **Edit** menu, click **Paste**.

### Deleting a Problem

To delete a problem and its pages from the document:

1. If necessary, click the Page Sorter tool  in the Documents Toolbox.
2. Click the problem name to select it.
3. On the **Edit** menu, click **Delete**.

## Responding to questions





The teacher may send you several different question types. This section shows you how to answer the different question types.

### Understanding the Question Toolbar

When you open a document with a question, a toolbar is available with four options. Access the toolbar using the following method.

- ▶ In the Documents Toolbox, click .

Handheld: press .

Tool name		Tool function
	Clear Answers	Lets you clear the answers in the current question or in the document.
	Check Answer	If the teacher enabled Self-Check mode for the question, click here to view the correct answer.
	Insert	Lets you insert a math expression box or chemical equation box in your answer.
	Format	Click this tool to format the selected text in your answer as subscript or superscript. (The chemical equation box uses its own formatting tool, so this Format tool does not work in the chemical equation box.)

### Types of Questions

There are several types of questions you may be asked. There may be variations in a type, but how you answer the question is basically the same for each type.

- Multiple Choice
  - Custom
  - ABCD
  - True/False
  - Yes/No
  - Always/Sometimes/Never
  - Agree/Disagree

- Strongly Agree...Strongly Disagree
  - Open response
    - Explanation (not auto-graded)
    - Text Match (auto-graded)
  - Equations and Expressions
    - $y=$
    - $f(x)=$
    - Expression
  - Coordinate Points and Lists
    - (x,y) numerical input
    - Drop Point(s)
    - List(s)
  - Image
    - Label
    - Point on
  - Chemistry
- 

## ***Submitting Responses***

To send a final answer to the teacher:

- ▶ Click **Submit Response**.

Handheld: Press  and choose **Submit**.

The response is sent to the teacher and the last screen you used is displayed.

Your response appears on the teacher's computer. Your teacher may have set the poll to allow you to submit more than one answer. If so, you can continue to respond to the poll and submit answers until the teacher stops the poll.

# Using the Portfolio Workspace

Use this workspace to save, review, modify grades, and manage class assignments from students.

The screenshot shows the 'Assignments' pane in the Portfolio Workspace. On the left, the 'Assignments Summary' pane (1) lists several assignments: 'AlgebraReview for Algebra', 'Algebra 101 - MGentry, QP Set 1, 11-18.tns', 'DeterminingArea', 'Algebra 101 - MGentry, QP Set 1, 11-16.tns', 'Algebra 101 - MGentry, QP Set 1, 11-02.tns', and 'Getting Started 3\_0'. The main 'Work area' (2) displays an 'Assignment Summary' table for the selected assignment 'Algebra 101 - MGentry, QP Set 1, 11-18.tns'. The table shows the 'Class Average' as 97% and a list of students with their scores for this assignment and other assignments. A gear icon (3) is visible in the top right corner of the work area.

Column Actions	Algebra 101 - MGentry, QP Set 1, 11-18.tns	DeterminingArea	Algebra 101 - MGentry, QP Set 1, 11-02.tns	Getting Started 3_0	Mean Score
Class Average	97%	96%	96%	96%	96%
Date	11-18	11-18	11-16	11-02	11-02
Susan Baker	100%	100%	100%	100%	100%
Song Li	80%	100%	100%	100%	90%
Shen Huang	100%	100%	100%	100%	100%
Samir Kapur	100%	100%	100%	100%	90%
Rafe Garcia	100%	100%	100%	100%	100%
Olivia Thompson	95%	100%	100%	100%	99%
Hazina Simmons	100%	100%	80%	100%	92%
Maria Lopez	95%	100%	100%	100%	98%
Laxmi Chopra	100%	100%	100%	100%	100%
Harsh Mittal					

- 1 **Assignments pane.** Select assignments to view student information and scores. You can redistribute, rename, or remove an assignment.
- 2 **Work area.** Lists the students in the selected class and shows the scores received for each assignment. Enables you to view class or student assignments; sort by assignment, score, or student; and edit assignment scores.

## Exploring the Assignments Pane

The screenshot shows the 'Assignments' pane with a list of assignments. A gear icon (3) is visible in the top right corner of the pane.

- 1 **Assignments Summary.** Lists the names of the assignments that you saved to the Portfolio Workspace. Shows a class and student average in the workspace.
  - Click the minus sign (-) to collapse the list of individual assignments and view only the Assignments Summary.
  - Click the plus sign (+) to show the list of individual assignments.
- 2 **Individual assignments.** Click an assignment to see the student scores for that assignment.
- 3 **Options menu.** Available when you select an individual assignment. Click the gear icon to open a menu that allows you to:

- Open the document in the Review Workspace.
- Redistribute the assignment to the current class.
- Remove the assignment from the Portfolio Workspace. The assignment still exists in other workspaces.
- Rename the assignment.

## Exploring the Workspace Views

The appearance of the workspace changes depending on what you selected in the Assignments pane.

### Assignments Summary View

This work area opens when you select **Assignments Summary** in the Assignments pane.

	Algebra I Review...	Algebra I 01 - ...	DeterminingAr...	Algebra I 01 - ...	Algebra I 01 - ...	Getting Statist...	Mean Score
<b>1</b> Column Actions	[Icons]	[Icons]	[Icons]	[Icons]	[Icons]	[Icons]	[Icons]
<b>2</b> Class Average	--	97%	--	--	96%	--	96%
<b>3</b> Date	11-18	11-18	11-18	11-16	11-02	11-02	
<b>4</b> Students	Susan Baker	Song Li	Shen Huang	Samir Kapur	Rafe Garcia	Olivia Thompson	Nadine Simmons
	100%	80%	100%	100%	100%	95%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%
	100%	100%	100%	100%	100%	100%	100%

**1 Column Actions.** Lets you perform certain actions on a column. Click a file icon anywhere in this row to:

- Open an assessment for review in the Review Workspace.
- Sort assignments in ascending or descending order by student.
- Open the Master in the Review Workspace.
- Remove from Portfolio.
- Rename the assignment.

**2 Class Average.** Shows the average score of the class for the assignment in that column.

**3 Date.** Shows the date the file was collected. The date the last file was collected is shown in the first column on the left.

**4 Students.** Lists all students in the class.

**5 Column Header.** Shows the name of the assignment saved to the Portfolio Workspace. You can perform the same actions on the column header as you can on the column actions. Right-click the column header to open the menu.

The column header **Mean Score** shows the mean score for all assignments and the

mean score for all assignments per student. Right-click the **Mean Score** column to sort by ascending or descending scores.

6 **File icon.** Shows the type of file. The file types shown are:



Quick Poll



PublishView™ file

(Shown only in the TI-Nspire™ Navigator™ NC Teacher Software)



TI-Nspire™ file



Other file types

(Shown only in the TI-Nspire™ Navigator™ NC Teacher Software)

7 **Student scores.** If questions are automatically graded, the scores are shown. You can change a student's score for an assignment.

### Individual Assignment View

This work area opens when you select a single assignment in the Assignments pane. To view this work area, the assignment you select must be a .tns file that contains one or more questions.

**Note:** In the TI-Nspire™ Navigator™ NC Teacher Software, you can also open .tnsp files.

AlgebraTest2B	1	2	3	+Points	Total	%	%
Total Possible ...	10.0	10.0	5.0	75.0	100.0	Raw	Final
Moore, Jacob	10.0	10.0	5.0	75.0	100.0	100%	100%
Chopra, Laxmi	10.0	10.0	5.0	75.0	100.0	100%	100%
Ortega, Carlos	10.0	10.0	5.0	75.0	100.0	100%	100%
Lopez, Maria	10.0	9.0	5.0	75.0	99.0	99%	99%
Simmons, Nadi...	9.0	10.0	5.0	75.0	99.0	99%	99%
Garcia, Rafe	8.0	10.0	5.0	75.0	98.0	98%	98%
Huang, Shen	10.0	10.0	3.0	70.0	93.0	93%	93%
Thompson, Olivia							
Kapur, Samir							
Li, Song							
Average	96%	99%	94%	74.28571428...	98.4285714...	98%	98%

1 Name of the selected assignment.

2 **Total Possible.** This row shows the points for these categories:

- Total possible points for each question in the assignment. You can edit this number.
- Total number of extra points possible for the assignment. You can edit this number.
- Total points for the assignment.

- Raw score based on the number of points the student received divided by total possible points.
- Final percentage. This number updates when you edit possible points or extra points. You can edit this score. The final score is the same as the raw score, unless you change it.

If you edit the final score, it no longer updates if the other points change.

- ③ **Student names.** All students who received the selected assignment. Right-click to open and edit the document in the Documents Workspace, or to open the document for review in the Review Workspace.
- ④ **Average.** Shows the average score for all students, as well as average total points, raw score, and final score.
- ⑤ **Questions in the assignment.** If the document contained multiple questions, each question is displayed here, along with the total possible score for that question.
- ⑥ **Scores.** Lists the score each student received for the selected assignment. Each page in an assignment may have a separate score. Right-click to edit the score, open the assignment in the Documents Workspace, or open the document in the Review Workspace.
- ⑦ **Scroll bar.** Appears when there are more questions in the assignment to view, or more students to view.

## ***Saving an Item to the Portfolio Workspace***


If you are using the TI-Nspire™ software for the first time, the Portfolio Workspace may be empty. You need to save files to the Portfolio Workspace to view and edit scores, and perform other work on the files.


You can save collected, unprompted, and Quick Poll files to the Portfolio Workspace. You can save to the Portfolio Workspace from the Class and Review Workspaces.

When you save Quick Polls to Portfolio, students can continue to submit answers to the Quick Poll until you stop the poll. The saved Quick Poll automatically updates without you having to save it again.

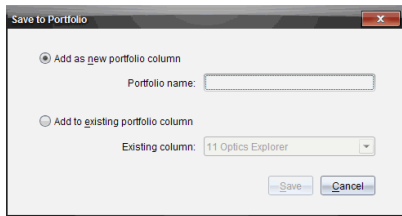
If you opened the file from the Portfolio Workspace, or if you have already saved the file to the Portfolio Workspace, the software does not ask you for a file name. The software saves the file to the Portfolio Workspace with the existing file name, and updates any grades you had given students. You can change a grade in the Portfolio Workspace at any time.

To save a file to the Portfolio Workspace, follow these steps.

1. Select the files you want to save.
  - From the Class Record in the Class Workspace, click , and then click **Save selected to Portfolio**.

- From an open file in the Review Workspace, click **File > Save to Portfolio**, or click 

The **Save to Portfolio** dialog box opens.



2. Save the files to a new Portfolio column or add them to an existing Portfolio column.
  - To add the files to a new Portfolio column, select **Add as new portfolio column**. You can use the existing name, or type a new name.
  - To save the files to an existing Portfolio column, select **Add to existing portfolio column**. Click the down arrow to select the desired column from the drop-down list.

**Note:** Quick Polls cannot be added to existing columns.

3. Click **Save**.

The file is saved in the Portfolio Workspace.

The files you saved in the Portfolio Workspace remain in the Class Record until you remove them using the Remove command.

If a file is deleted from the Class Record, that delete action does not affect the file copy in the Portfolio Workspace. The copy remains in the Portfolio Workspace until it is deleted.