

# Tracking and Reporting System Use

Schools participating in research-based programs or schools receiving money from funding initiatives must track student use of the TI-Nspire™ Navigator™ systems and provide reports for auditing purposes.

To automatically track student usage of the TI-Nspire™ Navigator™ systems, teachers must create a folder named "SessionLogs" within the appropriate TI-Nspire™ Navigator™ software folder on their computer. If the SessionLogs folder is present, the software generates the files needed for tracking activity types, attendance, class session information, and activities that take place during a class session. The files are dependent on each other and must be kept together in the SessionLogs folder so that usage information is tracked and reported accurately.

After the SessionLogs folder is created, the system automatically captures system usage data and appends the information for each new class session in the appropriate file. If the system does not find a SessionLogs folder, data is not tracked.

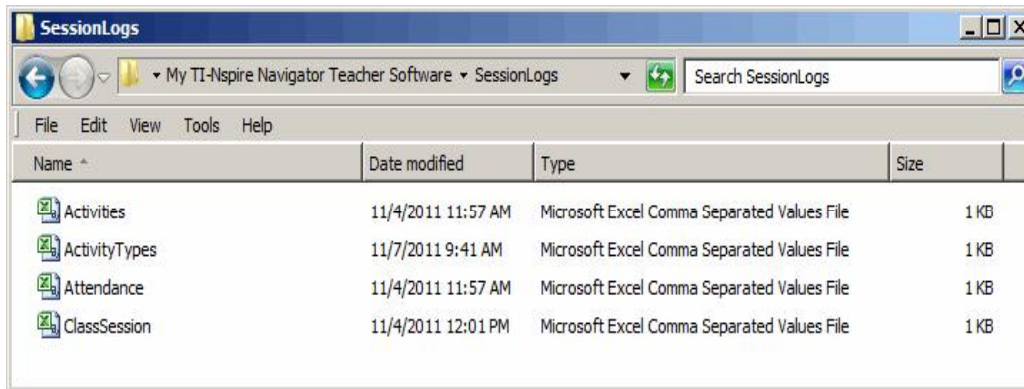
## ***Creating the SessionLogs Folder***

Using the Windows® Explorer (or Finder if using a Mac®), complete the following steps to create the SessionLogs folder.

1. Go to the My Documents (or Documents) folder on your computer.
2. Open the folder that corresponds to the software you installed. This is the default folder created when you installed your TI-Nspire™ Navigator™ software.
  - My TI-Nspire™ Navigator™ Teacher Software
  - My TI-Nspire™ CAS Navigator™ Teacher Software
  - My TI-Nspire™ Navigator™ NC Teacher Software
  - My TI-Nspire™ CAS Navigator™ NC Teacher Software
3. Create a folder named `SessionLogs`.

**Note:** The folder name is case sensitive and must be named as described.

When you start the TI-Nspire™ software, the system creates the session files and saves them in the SessionLogs folder.



## ***Managing Session Logs***

The system automatically generates the following comma-separated variable (csv) files and stores them in the SessionLogs folder. Each time you start the TI-Nspire™ software, logs are appended to the previous day's log to keep a complete record.

**Note:** Users are responsible for managing the size of the files.

- **ActivityTypes.csv file.** This file is the lookup table that the system references when generating a usage report.
- **Attendance.csv file.** Information for each student who logs into a session is recorded in this file.
- **ClassSession.csv file.** Information for all class sessions is recorded in this file.
- **Activities.csv file.** Activities that take place during class sessions are recorded in this file.

## **Using the ActivityTypes File**

The ActivityTypes file is a look-up table that includes codes for identifying activity types and a short description of each activity.

<b>Activity ID</b>	<b>Description</b>
SC	Screen Capture
CF	Collect File
DF	Delete File
SF	Send File
RD	Redistribute
SP	Save to Portfolio
CM	Collect Missing

<b>Activity ID</b>	<b>Description</b>
SM	Send Missing
US	Unprompted Send
LP	Live Presenter
QP-MC	Quick Poll - Multiple Choice
QP-OR	Quick Poll - Open Response
QP-EQ	Quick Poll - Equations
QP-CE	Quick Poll - Chemical Expression
QP-EX	Quick Poll - Expressions
QP-IL	Quick Poll - Image with labels
QP-IP	Quick Poll - Image with point(s)
QP-CP	Quick Poll - Coordinate Points
QP-LS	Quick Poll - Lists & Spreadsheet

### **Using the Attendance File**

The system records information for each student who logged into a session in the Attendance file. Information includes:

- **Class ID.** The Class ID number unique to the funding program.
- **Class Name.** Name of the class as defined in the software.
- **Last Name.** Last name of the student.
- **First Name.** First name of the student.
- **Date and Time.** Date and time when student logged in. Used to identify students who logged in on time versus late.

### **Using the Class Session File**

The system records information for each class session by Class ID. Information includes:

- **Class ID.** The Class ID number unique to the funding program.
- **Class Name.** Name of the class as defined in the software.
- **Start.** Time the class started as recorded when the teacher clicks Begin Class.
- **End.** Time the class ended as recorded when the teacher clicks End Class.

- **NumStudent.** Number of students who logged in during the class session.

## Using the Activities File

The system records information about the activities that took place during the class session in this file. Information includes:

- **Class Session ID.** Class ID number unique to the funding program.
- **Class Name.** Name of the class as defined in the software.
- **Activity Type ID.** Type of activity that took place during the class. The ID corresponds to the activity types defined in the Activity Type file.
- **Activity Detail.** Additional data about the activity type if available.
- **Activity Start.** Time the activity started.
- **Activity End.** Time the activity ended.
- **NumStudent.** Number of students who participated in this activity.

## Packaging and Sending Session Logs

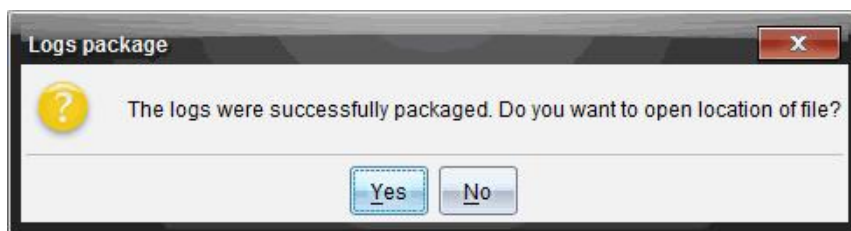
The district administrator must report usage to the funding source for auditing purposes at regular intervals. When files are requested, teachers can easily package the session files into a zip file and send the file to the administrator. The zip file preserves the format and dependencies of the activity files, and includes a default file name that identifies the zip file for the administrator.

Complete the following steps to package the files in the SessionLogs folder into a zip file and send the file to the administrator.

1. From the Content Workspace, click **File > Package Session Logs**.

**Note:** This menu item is only available if the SessionLogs folder was created.

The software packages the files into a zip file and assigns a default name (TI\_PKG\_SessionLogs\_MMDDYYYY). The Logs package dialog box opens.



2. Click **Yes** to go to the location where the zip file was saved.

Windows® Explorer (or Finder) opens. The zip file is saved in the same location as the SessionLogs folder. For example, if you have TI-Nspire™ Navigator™ NC Teacher Software, the SessionLogs folder is stored in the following location:

PC:

...\My Documents\My TI-Nspire™ Navigator™ NC Teacher Software\

Mac®

.../Documents/My TI-Nspire™ Navigator™ NC Teacher Software/

3. Email the zip file to the administrator.

Data is appended to the existing file each time you start a new session. If you no longer need the information after the files are sent to the administrator, remove them from the SessionLogs folder and keep the zip file. The system will generate new files the next time you start a new session.