



Getting Started with the TI-Nspire™ Navigator™ System in Secondary Science

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Materials for Workshop Participant*

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T³ Professional Development Categories and Learning Objectives

There are three categories of T³ Professional Development, each with a unique set of learning objectives. This workshop is focused on technology integration, and its objectives are as follows:

Technology Integration

- Emphasis on learning to use TI technology, with broad “how-to” coverage highlighting a wide range of features
 - Subject/content-focused training on appropriate usage of TI technology in the classroom
 - I am comfortable with essential technology skills for exploring math and science content.
 - I can design opportunities for students to use technology as a tool to deepen their understanding of mathematics and science.
 - I can locate and download TI activities that align to my standards.
 - I can describe the role technology should play in the successful implementation of my standards, and I can implement a vision of a classroom where students routinely use technology to engage in the practice and content standards.
-

Workshops focused on instructional practices and content knowledge have the following objectives:

Instructional Practices

- Emphasis on classroom practices with technology as a tool to enhance student learning
- Models CCSS, TEKS, and STEM tasks using in-depth discussions, reflective practices, and essential technology skills
 - I can demonstrate the importance of teacher actions for students’ engagement in the Practices, and I can take actions that will enable students to become mathematical and scientific practitioners.
 - I can describe the role that technology should play in the successful implementation of my standards, and I can implement a vision of a classroom where students routinely use technology to engage in practice and content standards.
 - I can design tasks for students to employ the Practices, using technology as a tool to deepen their understanding of mathematics and science.
 - I can ask questions designed to make student thinking visible – to push them to think about connections, make comparisons, or probe their understanding.

Content Knowledge

- Emphasis on content with technology as support
- Addresses critical, tough-to-teach topics and new content standards for CCSS or TEKS
 - I have a deeper understanding of the mathematics and science in my content area, and I am aware of the shifts in content that affect what I teach.
 - I can design opportunities for students to use technology as a tool to deepen their understanding of mathematics and science.
 - I can locate and download TI activities that align to my standards.
 - I can describe the role technology should play in the successful implementation of my standards, and I can implement a vision of a classroom where students routinely use technology to engage in the practice and content standards.



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Objective

- Participants will learn how students log in to a TI-Nspire™ CX Navigator™ class.

TI-Nspire™ Technology Skills:

- Logging in as a student

TI-Nspire™ CX Navigator™ Features

- Logging in to the TI-Nspire™ CX Navigator™ System from a handheld






Tech Tips:

- Make sure the font size on your TI-Nspire™ handheld is set to Medium.





The TI-Nspire™ CX Navigator™ System uses both your computer and your students' handhelds. Your computer and your students' handhelds communicate through the TI-Nspire™ CX Navigator™ access point.

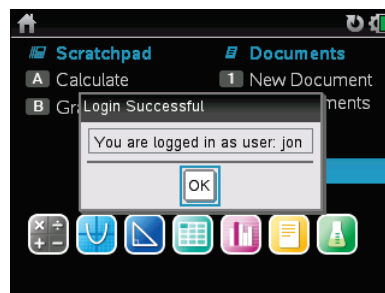
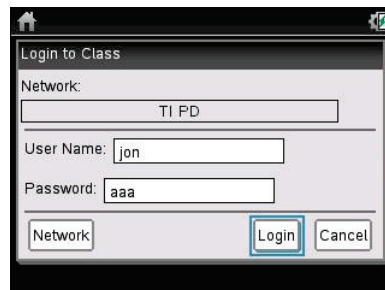
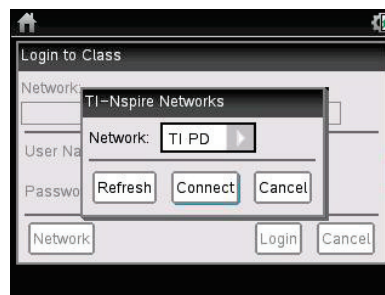
You do not have to begin a class and have students log into the TI-Nspire™ CX Navigator™ network to communicate with your students' handhelds. Without beginning a class, you can use the Transfer Tool to send or delete documents and/or operating systems on the students' handhelds. However, if you plan to use Quick Poll, Class Capture, Live Presenter, or place documents in the Portfolio during the TI-Nspire™ CX Navigator™ class session, then you must log in student handhelds to the TI-Nspire™ CX Navigator™ network.

- On the teacher computer, within the TI-Nspire™ CX Navigator™ Teacher Software, press Begin Class.
- Turn on the handheld that is connected to a wireless network adapter (or locked in the cradle). You will notice the following icons on the handheld in the upper right hand corner.

Icon	Status	Meaning
	Blinking	The handheld is searching for an access point.
	Solid with ✓	The handheld has found an access point.
	Solid with a warning sign	The handheld is not communicating with the wireless network adapter. Detach the handheld from the wireless adapter, wait for the icon to disappear, and then reattach the handheld to the adapter.
	Blinking	The handheld is connected to the network and is ready to log in.
	Solid	The handheld is logged in to the network and is fully charged.

Student Login TI PROFESSIONAL DEVELOPMENT

3. When the  icon appears solid in the upper right-hand corner of the handheld, a “Login to Class” dialog box will appear.
 - If the dialog box does not appear, have students press  > **Settings** > **Login....**
4. When logging in for the first time, a network must be selected. Click the **Network** button, select the appropriate network from the Network drop-down field, and click **Connect**.
 - A network only needs to be selected once, not every time a handheld is logged in.
5. Students will first enter their User Name, press , and then enter their Password.
 - Passwords must be at least 3 characters. The teacher might have chosen the student password when setting up the class.
6. Press , and the “Login Successful” dialog box will appear on the handheld.



The TI-Nspire™ CX Navigator™ Experience

TI PROFESSIONAL DEVELOPMENT

Objective

- Model a constructivist science lesson that uses many features of the TI-Nspire™ CX Navigator™ System.

About the Lesson

- You will take on the role of a student to experience a constructivist lesson on chemicals using the TI-Nspire™ CX Navigator™ System.
- You will also be exposed to the various components and features of the TI-Nspire™ CX Navigator™ System.

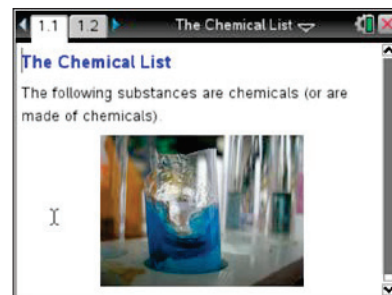
TI-Nspire™ CX Navigator™ Features

- Sending a document
- Quick Poll
- Live Presenter
- Class Capture
- Review Workspace
- Portfolio Workspace

Lesson on “Is it a Chemical?”

As participants, you will act as students in a science classroom with a TI-Nspire™ CX Navigator™ System. You will experience the log-in process, the opening of TI-Nspire™ documents on the handheld, the interaction with documents, the answering of quick poll questions sent through the TI-Nspire™ CX Navigator™ System, and interacting through the Live Presenter feature.

This is a **demonstration** activity. You will have the opportunity to perform all the TI-Nspire™ CX Navigator™ tasks in subsequent activities in the workshop. Right now, focus on interacting with the lesson as a student, and notice the use of the TI-Nspire™ CX Navigator™ Systems. The next activity will give you the opportunity to reflect on these uses and how they impacted the activity and the classroom.



TI-Nspire™ Technology Skills:

- Logging into the TI-Nspire™ CX Navigator™ System
- Answering and Submitting an Open Response (Explanation) Quick Poll
- Opening and navigating a TI-Nspire™ document
- Selecting an answer to a question

Lesson Materials:

Equipment

- TI-Nspire™ CX Navigator™ System
- One TI-Nspire™ CX handheld per person

TI-Nspire™ documents

- *What_is_a_Chemical Poll.tns*
- *Chemical_PreSurvey.tns*
- *Is_it_a_Chemical_1.tns*
- *Is_it_a_Chemical_2.tns*
- *Is_it_a_Chemical_3.tns*
- *The_Chemical_List.tns*
- *The_Real_Chemical_List.tns*

“Is it a Chemical?” Activity

This is a demonstration activity, but the steps for the activity are included for later use.

1. **IMPORTANT:** Think about one of your recent students, and take part in this activity **thinking, acting, and responding as that student at the beginning of the school year in a science class.**
2. Log in to the class. The Live Presenter feature can be used to demonstrate how to log into the TI-Nspire™ CX Navigator™ System.

Pre-Assessment Quick Poll

3. The diagnostic assessment, *What_is_a_Chemical_Poll.tns* will be opened in the TI-Nspire™ CX Navigator™ Software, and the Quick Poll will be started by clicking “Start Poll.”
4. Live Presenter will be used to show how to answer the Quick Poll and submit an answer.
5. The teacher will click “Stop Poll” when everyone has completed it and quickly review the class results with discussion where necessary. Remember, this is a pre-assessment to help teach the upcoming lesson.

Sending and Collecting a Document

6. The document *Chemical_PreSurvey.tns* will be sent. Live Presenter will be used to show how to access the document, answer a multiple choice question, and move from one page to the next. When students are done with the survey, they can press ▲ to submit. The Class Capture feature can be used to monitor the class's progress.
7. The results of the document will be collected, the document will be deleted from the class's handhelds, and the results will be saved to the Portfolio Workspace. The results of the survey can be briefly reviewed with the class.

Quick Poll Yes or No

8. Three Quick Poll questions will be sent to determine if specific substances are or are not chemicals (or made of chemicals). After each question, there will be an opportunity to defend your reasoning. **Answer these questions thinking like the student you chose at the beginning of the lesson!**
9. The document *Is_it_a_Chemical_1.tns* will be opened, and the first question will be sent as a quick poll by clicking “Start Poll.” Live results of the poll will be shown. After most of the class has answered the question, the poll will be stopped by clicking “Stop Poll.” There will be an opportunity to thoroughly discuss the reasons for various choices and elicit different points of view about why various classmates chose “yes” or “no.” This could be a good opportunity to either strengthen or modify your personal definition of a “chemical.” The process will be repeated for the questions on Pages 1.2 and 1.3.

Quick Poll Drag-and-Drop

10. A different list of substances will be sent, and there will be an opportunity to determine if they are or are not chemicals (or made of chemicals).
11. The document *Is_it_a_Chemical_2.tns* will be sent, and the names of various substances can be dragged to the “Chemical” or “Not a Chemical” side of the screen. The Live Presenter feature can be used to show how to pick up, drag, and let go of the names. One or more classmates can be made the Live Presenter, which is a good opportunity for a classmate to explain why a name is being moved to one column or the other. Class Capture can be used to monitor the class’s progress.

Quick Poll Multiple Responses

12. A final list of substances will be sent, and you will have to determine if they are or are not chemicals (or made of chemicals). Classmates will have an opportunity to defend their choices in a class discussion once all of the results have been collected.
13. The document *Is_it_a_Chemical_3.tns* will be sent. The Live Presenter feature can be used to show how to answer a multiple response question. The Class Capture feature can be used to monitor the class’s progress, and answers to the assessment can be submitted by pressing ▲.
14. The results of the document will be collected, the document will be deleted from the class’s handhelds, and the results will be saved to the Portfolio Workspace. The results of the assessment will be viewed in the Review Workspace. There will be an opportunity to thoroughly discuss the reasons for various choices and elicit different points of view about why various classmates chose “yes” or “no.” As before, this could be a good opportunity to either strengthen or modify your personal definition of a “chemical.”

Review and Discussion

15. Now it’s time for the big reveal. The list of chemicals (or which substances were made of chemicals) will be shown. The document *The_Chemical_List.tns* will be sent. Read the document and discuss the implications of this list. How does it strengthen or change your definition of the word ‘chemical’?
16. After some discussion, it might arise that *The_Chemical_List.tns* is actually incomplete. The document *The_Real_Chemical_List.tns* will be sent. Review the “real” list of chemicals, and discuss the impact of being shown *The_Chemical_List.tns* first.
 - *Note: The_Chemical_List.tns states that 12 of the substances are chemicals (or are made of chemicals). That is not a lie but it is also not quite the whole truth. The_Real_Chemical_List.tns states that ALL 17 substances are chemicals (or are made of chemicals).*
17. If this took place in a real science class, there would most likely be some dissonance between the students’ definition of ‘chemical’ and their everyday view of the material world. Discuss how to proceed at this point in the lesson.



- One possible strategy is to discuss the common characteristics of all 17 substances. The teacher could also ask students what is **not** a chemical (or is **not** made of chemicals). Through this discussion, the teacher would guide students to reason that a chemical is any substance made of atoms or molecules. Also, they should discuss that forms of energy (i.e. sound, light, heat) or subatomic particles (i.e. electrons, protons or neutrons) are not considered to be chemicals.

18. A potential wrap-up activity would be for students to complete the *Chemical_PostSurvey.tns* document. This is the same document as the *Chemical_PreSurvey.tns*, so that overall changes in perception could be measured.

Note: If this was a classroom situation with multiple classes using the same handhelds, it would be important to delete *The_Chemical_List.tns* and *The_Real_Chemical_List.tns* from the students' handhelds so that future class periods would not already have the information.

Some notes about *The_Real_Chemical_List.tns*:

- 4-hydroxy-3-methoxybenzaldehyde is the main ingredient in vanilla extract.
- Acetylsalicylic acid is the main ingredient in aspirin.
- Sodium hydroxide is the main ingredient in most oven cleaners.
- Sodium chloride is the chemical name for non-iodized table salt. (Iodized table salt also contains potassium iodide.)
- Ice, water, and steam are all different states of the same chemical. It's important to note that steam is not visible to human eyes.
- Both a cookie and the smell from a cookie are made of chemicals. The smell is actually molecules leaving the cookie and entering your nose.
- Oxygen and gold are chemical elements. ALL elements are chemicals.
- Carbon is another element. Atoms of carbon can bond in different ways in the solid state which results in different forms (also called allotropes) of carbon. Some common allotropes of carbon are diamond, graphite, and charcoal.



Demonstration – Formative Assessment

TI PROFESSIONAL DEVELOPMENT

Objective

- Demonstrate sending, collecting, and saving a TI-Nspire™ document with questions.

TI-Nspire™ CX Navigator™ Features

- Sending a document
- Auto-Refresh of Class Capture
- Collecting a document
- Viewing class results
- Saving to Portfolio

TI-Nspire™ Technology Skills:

- Logging into the TI-Nspire™ CX Navigator™ System
- Opening and navigating a TI-Nspire™ document
- Answering questions in a TI-Nspire™ document

Assessment Activity

Participants will be students in a classroom with a TI-Nspire™ CX Navigator™ System. ‘Students’ are asked a series of questions in a TI-Nspire™ document. The ‘teacher,’ your instructor, will use the Class Capture feature to monitor students’ progress through the assessment.

When all students have completed the assessment, the teacher will collect the questions and immediately review the results with the class. After class, the teacher can compare the results to previous questions asked on an earlier day to monitor learning over a period of time.

This is a demonstration activity. You will have the opportunity to perform all the TI-Nspire™ CX Navigator™ tasks in subsequent activities in the workshop.

Notes for Today’s Activity

These notes provide an overview of the activity, but they are not intended to describe all of the steps performed by the ‘teacher’ and ‘students.’

1. The teacher will start class and open the document *Demo_FA_Math.tns*, *Demo_FA_Math_Geo.tns*, *Demo_FA_MG_Science.tns*, or *Demo_FA_HS_Science.tns*.
2. Students log in to the class. One participant will wait and play the role of a student who comes to class late.
3. The teacher sends the document to the class.
4. The teacher monitors the documents being sent to the class.
5. The teacher uses Class Capture of the entire class to assist students in opening the document.
6. The teacher might use Live Presenter to review navigation of a document and answering questions.
7. The teacher will ask the “late student” to log in to the class. Note: The “late student” still receives the document and can begin working.



Demonstration – Formative Assessment

TI PROFESSIONAL DEVELOPMENT

8. The teacher uses the Auto-Refresh feature of Class Capture to monitor the progress of the class.
9. Ask students to press when they are finished. This makes it easy for the teacher to know when students have completed their assessment because all of the screens will be the same.

Discussion Questions/Points:

- Why did the teacher Class Capture the entire class? Class Capture will ensure that late students will be part of the Class Capture when they log in to the class, assuming that Auto-Refresh is used.
- Why is Auto-Refresh useful? Students work at different rates. Class Capture with Auto-Refresh allows the teacher to monitor students as the class progresses.
- Once a student finishes an assignment, what types of additional tasks can be assigned to keep the student engaged? One reason that students sometimes become discipline problems is that they have finished their work. If the teacher knows which students are finished with their work, they can be given another task while waiting for the rest of the class.

10. When all students are finished, the teacher will discuss the types of questions that were included in the assessment and which ones can be graded automatically by the system.
11. The teacher will collect the document using one of two methods: Click the **Collect from Class** icon, or right-click on the document name in the Class Record.
 - The “Collect from Class” method has the option to delete the file after collection.
 - Using the right-click method does not include the option to delete the file, but it can be deleted later by selecting the **Delete from Class** icon.
12. The teacher can show the results in the Review workspace by right-clicking on the collection of the document in the Class Record.
 - The Page Sorter view in the Documents Toolbox allows navigation of the document and class results.
 - Correct answers appear in GREEN. If an answer is marked incorrectly, it can be adjusted.
 - Questions that aren’t auto-graded can be graded when viewing the results with the class.
13. Save the collected results to the Portfolio by right-clicking on the document in the Class Record.

Discussion Question:

- Why would you want to save the document to the Portfolio? Saving to the Portfolio allows the teacher to compare student results with previous work by the student to monitor improvement in student understanding.



The TI-Nspire™ CX Navigator™ Science Classroom

TI PROFESSIONAL DEVELOPMENT

Objective

- Perform various TI-Nspire™ CX Navigator™ skills demonstrated in previous activities.

About the Lesson

- Participants will role-play in this activity as a teacher and/or a student.
- The participant playing the role of the teacher will conduct a directed lesson using the features of the TI-Nspire™ CX Navigator™ System.
- The participant playing the role of the student will perform the tasks of a student for the lesson.
- Participants should then switch roles and repeat the process for another lesson.

TI-Nspire™ Navigator™ Features

- Setting Up a Class
- Sending a Document
- Class Capture
- Live Presenter
- Quick Poll
- Portfolio Workspace
- Student Data

Roles

Working in pairs, assign one role as the teacher and one role as the student. The “teacher” will operate the computer, and the “student” will operate two TI-Nspire™ handhelds. Participants will have an opportunity to switch and experience both roles.

Instructions

If a step below has **Teacher** in front of it, the participant operating the computer will perform the task. If the instruction has **Student** in front of it, the participant operating the TI-Nspire handhelds will perform the task.

TI-Nspire™ Technology Skills:

- Opening and navigating a TI-Nspire™ document





Lesson Materials:

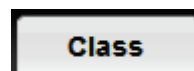
Equipment


- Computer with TI-Nspire™ CX Navigator™ Teacher Software (for a pair of participants) with two USB ports
- Two TI-Nspire™ CX learning handhelds per participant
- Standard A to Mini-B USB Cables

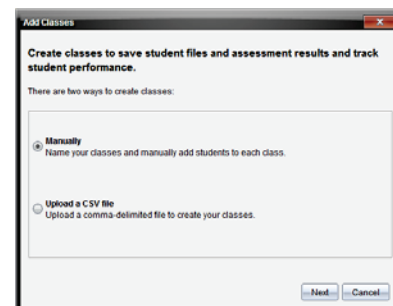
Adding a Class

- Teacher:** Open the Teacher Software on the computer by double-clicking the Teacher Software icon on the desktop.
 - If necessary, close the Welcome Screen.
- Teacher:** If necessary, open the Class workspace by clicking on the **Class** tab.
- Teacher:** Select the **Add Classes** icon from the tool bar, or select **Add Classes** from the **Class** menu.
- Teacher:** Click on **NEXT** to enter the class and students manually.
 - The process for uploading a CSV file to create classes is located in a tip sheet. It can be discussed at a later time.
- Teacher:** Enter “Practice Class” as the class name and “3rd Period” as the section.
 - It is not necessary to complete the Section field. But it allows teachers to name classes by subject only (e.g. Algebra) and use the section field to distinguish between classes of the same subject (e.g. 3rd Period).

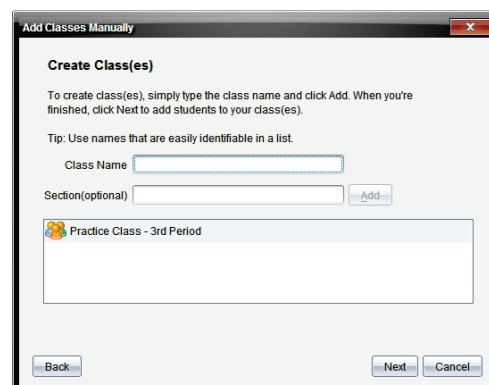
Version	TI-Nspire	CAS
v4.x		
v3.9		



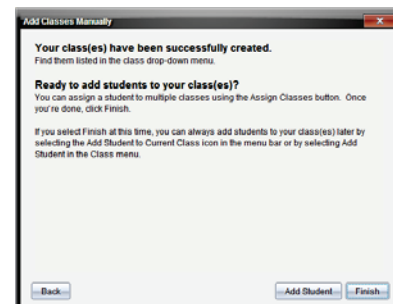
 Add Classes...



- Teacher:** Click on the **Add** button.



- Teacher:** Click **Next**.



Adding Students

1. **Teacher:** To immediately add students to the class, click the **Add Student** button.

- If the teacher closes the Class Wizard by clicking **Finish**, select the **Add Student** icon or select **Add Student** from the **Class** menu.



2. **Teacher:** For each student below, enter the first name, last name, and user name into the Add Students window. Select **Add Next Student** to add another student.

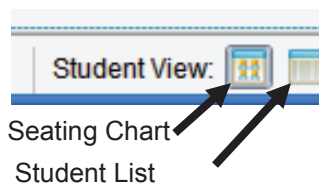
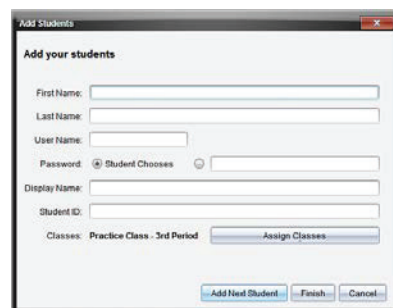
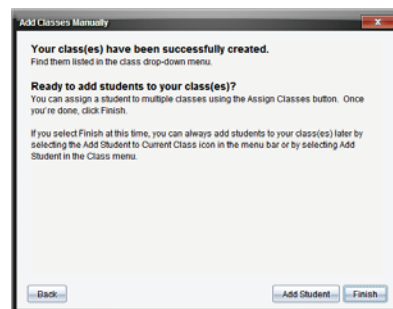
- Jon, Smith, Jon
- Deb, Jones, Deb
- Marco, Polo, Marco
- Sonja, Perez, Sonja
- Raymone, Tyson, Raymone

3. **Teacher:** You can choose a password for each student, or each student can choose his or her own password when they log in to the class for the first time.

- This will then be the student's password unless the teacher chooses to reset it.
- By default, the Display Name is the student's first name. The Display Name can be edited as desired.
- The Student ID is optional but sometimes important if you want to import grades into grade book software.

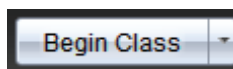
4. **Teacher:** After the last student's name is entered, click **Finish**.

5. **Teacher:** To switch the student view between **Seating Chart** and **Student List**, use the Student View icons in the lower right corner of the software.






Log in Students



1. **Teacher:** Begin the class by clicking **Begin Class**.
 - Each student's icon should change from light gray to light blue/yellow.
2. **Teacher:** Connect both of the TI-Nspire™ handhelds to your computer using USB cables. One end goes into your computer's USB port and the other into the TI-Nspire™ handheld.





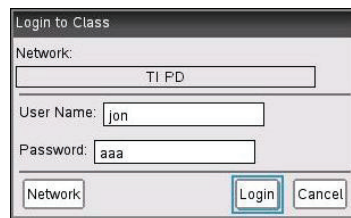
Note: In your classroom, each student's handheld will not be connected to your computer in this way. They will each have their own wireless module that will communicate with your computer.

3. **Student:** Turn on each handheld.
4. **Student:** Log in a student on one of the handhelds.
 - The login window should pop up on the handheld's screen.
 - If it does not, press  to access the Home screen, select  for Settings and  for Login.

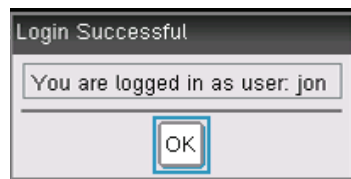
5. **Student:** Type **jon** as the username of one handheld, press  on the Touchpad/Clickpad, type **abc** as the password, and press .







- You will see a message pop up on the handheld stating: "You are logged in as user: jon"

6. **Student:** Press  to select the OK button.



Note: The passwords used can be the same for all students or unique to each individual. Some teachers assign everyone the same password so that they do not have to reset any passwords. Some teachers allow students to pick their own passwords.



7. **Student:** Log in as **deb** on the other handheld.
 - If necessary, press  to access the Home screen, select  for Settings & Status and  for Login.
 - **Student:** Type **deb** as the username of another handheld, press  on the Touchpad/Clickpad, type **abc** as her password, and press .
 - You will see a message pop up on the handheld stating: "You are logged in as user: deb"
8. **Student:** Press  to select the OK button.

Send a Document

1. **Teacher:** Click **Send to Class**.
2. **Teacher:** Browse for the TI-Nspire™ document titled *Density_of_Metals.tns* provided for this activity in the location specified by your instructor. Click on the TI-Nspire™ document name so that it is highlighted.
 - Each person, when in the Teacher role, should use *Density_of_Metals.tns*.

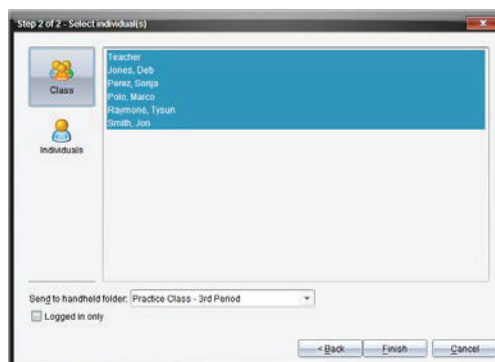


The TI-Nspire™ CX Navigator™ Science Classroom

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3. **Teacher:** Click **Finish** to send the document to the handhelds.

- You are able to send a document to specific individuals. However, the default is to send to the entire class. This is advisable because late students automatically get the document after they log in with minimal disruption.
- You do not have to wait until the students log in before sending a TI-Nspire™ document. Documents can be sent any time after a class has been started.
- On the handheld, all documents will be sent to a folder with the same name as the class (in this case, the Practice Class – 3rd Period folder).

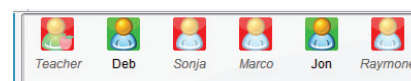


4. **Teacher:** Click on the 1st row in the Class Record.

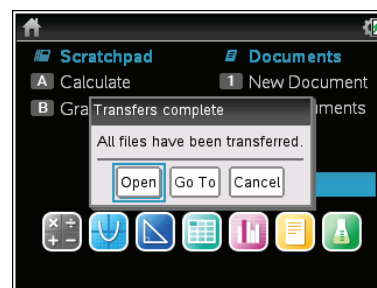
The row will turn blue, and you will see red and green student icons in the Classroom View.

- A green icon indicates that the student has received the document; a red icon indicates that that student has not received the document.
- Students with a red icon might be absent, or communication has been disrupted.
- It is good practice to monitor the transfer of the documents sent to ensure that your students receive them.

Class Record		
Action	File Name	Status
	NavLinTransformati...	2 of 6



5. **Student:** Students know they have received a document based on the “Transfers Complete” pop-up window.



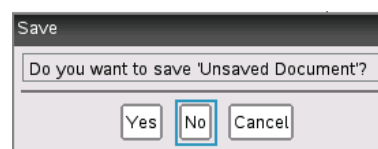
Open the Document

Remember: The participant in the **teacher** role should be looking at the computer screen and not the handhelds. The participant in the **student** role should be looking at the screen of their handheld and not the computer screen. This is to model the classroom experience.

1. **Student:** Pick **one** of the two handhelds and follow the Teacher’s instructions in step 2.

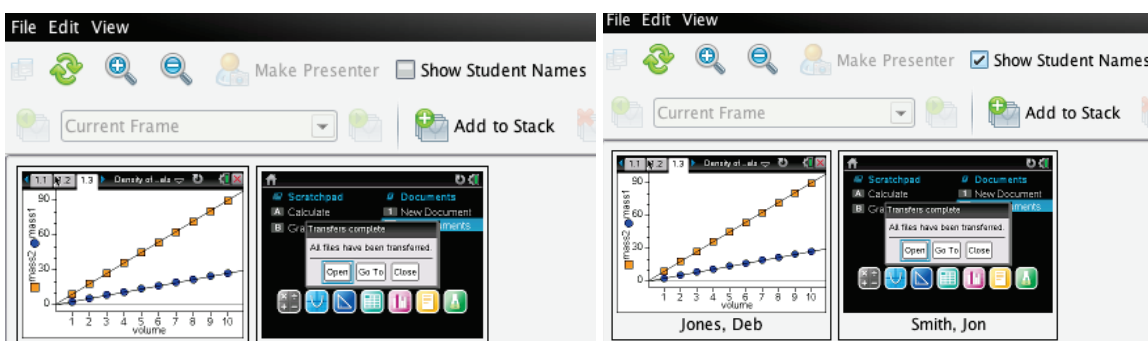
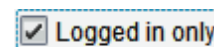
2. **Teacher:** Say: “Open the document that was just sent to your handheld. To do this, Press **enter** or **del**”

- If the handheld had a document open prior to opening this one, you would be asked to choose whether to save the prior document. Select No by pressing .



Class Capture and Live Presenter

1. **Teacher:** Without looking at the student handhelds, press the **Take Screen Capture** icon and select **Class Capture**.
2. **Teacher:** Click on the check box next to “Logged in only” to place a check mark inside. This will show screen captures for only those students that have logged in. Click **OK** to display the screens.
3. **Teacher:** If the student only opened the document on one handheld as requested, the participant playing the role of teacher will notice that one student in the class has not opened the document.
4. **Teacher:** Click on the check box beside Show Student Names, and observe the names appearing under the screenshots.



Pause and Think About:

- i. Are there scenarios where you want to see the name with the screenshot of each handheld?
 - ii. Can you think of a scenario where you would not want the names displayed?
 - iii. If you notice that a student has not yet followed your instructions, how could you get the student back on track?
5. **Teacher:** Click on the one screen capture that does not have the first page of the document. It might be Jon's or Deb's handheld.
 - You want all students to properly process your verbal instructions. Class Capture can help you in this regard.

How do you get this student back on track?

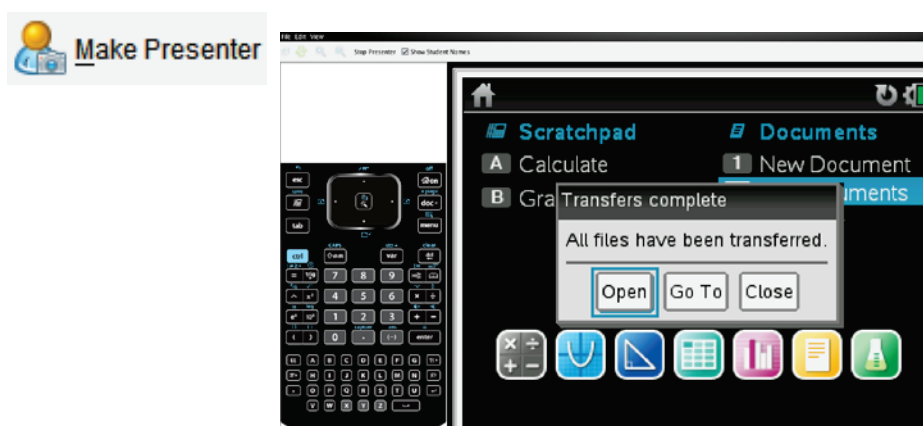
- One strategy makes use of the Show Student Names feature within Class Capture to identify students that are having difficulty. Students close to them can help them get back on track.
- Another strategy to get a student back on track is to make the student the Live Presenter and coach the student back. This is the strategy described below.


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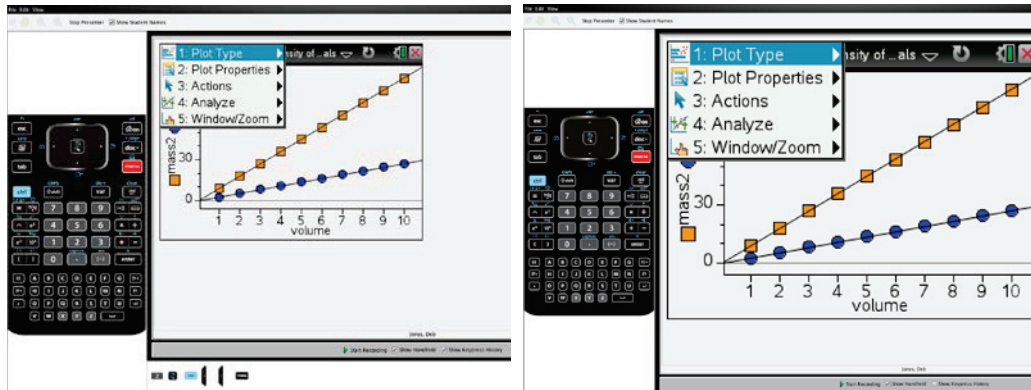


6. **Teacher:** Click on the Screen Capture of the student who is not on the appropriate screen, and click the **Make Presenter** button. You can now view a live feed of the handheld belonging to that student.
- You will see the student's handheld on your computer screen.
 - The Live Presenter is a tool inside Class Capture that will show what the student is doing in real time. See Below. Note that you will see the handheld type used by the student according to the keypad they are using. This student is using TI-Nspire™ with Touchpad.

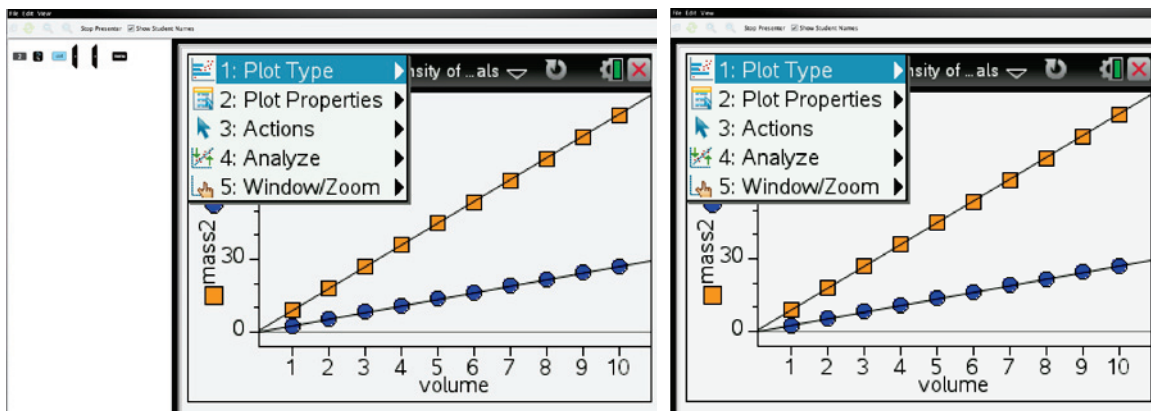


7. **Student:** Pick up the second handheld that has Deb logged into it, and follow the teacher's directions.
8. **Teacher:** Direct the student to press **enter** or  on the handheld to open the document that was sent to the class.

Note: The teacher can customize the layout of the presenter. Currently, the default is to show the Handheld and Key Press History. You can turn off either or both of these views to customize the Live Presenter. You will see the key press history and the screen changing in real time. Notice on your computer software that you will see the specific buttons the student pushes identified by red outlines.



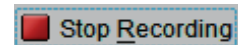
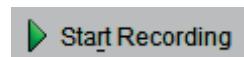
Show Handheld and Key Press History Show Handheld Only



Show Key Press View Only Neither Handheld Nor Key Press History

Note: One other important feature of Live Presenter is the ability to record keystrokes. Pressing **Start Recording** initiates the recording of an .avi video file. When you press **Stop Recording**, you will be prompted to save the .avi file in the Practice Class folder that exists on your computer.

9. **Teacher:** Once this student has opened the document, click on the **Stop Presenter** button.
10. **Teacher:** Direct the student to interact with the document using the accompanying Student Activity handout (if applicable).
11. **Student:** Interact as directed with the TI-Nspire document.
12. **Teacher:** While students are working, monitor their progress with the Class Capture. Refresh manually or set up Auto-Refresh as desired



Stop Presenter



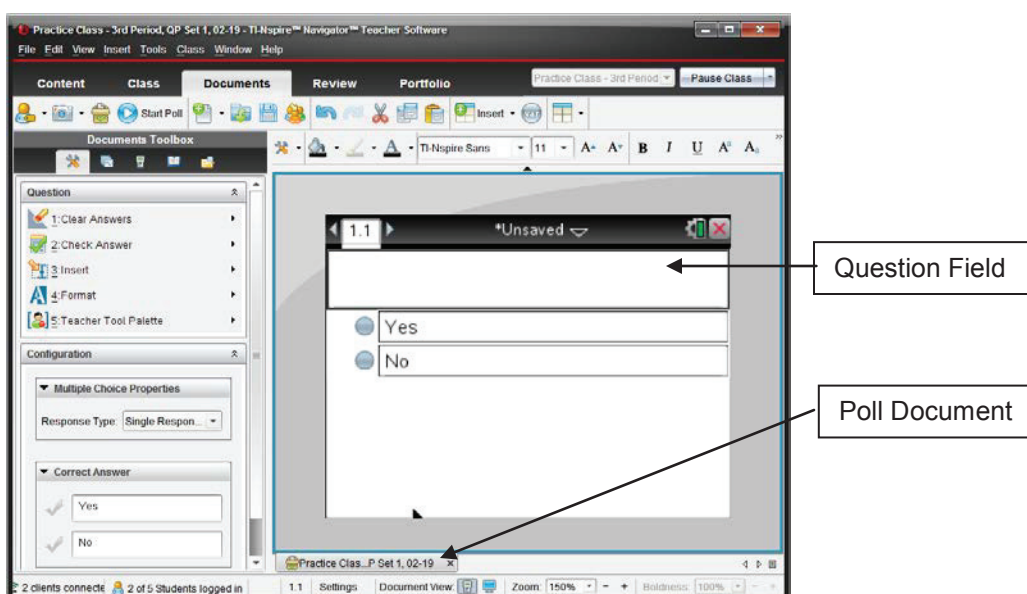
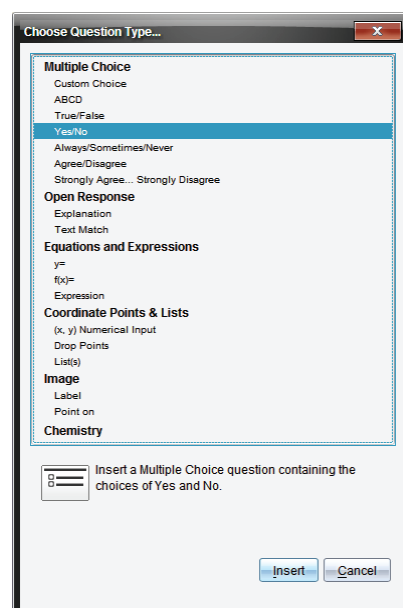
Auto-Refresh: 30 seconds

Pause and Think About:

How could the use of Class Capture and Live Presenter change the way you can teach?

Quick Poll

- Teacher:** Close the Class Capture feature of the software on your computer.
- Teacher:** Now, click the **Quick Poll** icon.
 - The Choose Question Type dialog box appears.
 - There are a variety of question types available:
 - Multiple Choice: Custom Choice, ABCD, True/False, Yes/No, Always/Sometimes/Never, Agree/Disagree, Strongly Agree... Strongly Disagree
 - Open Response: Explanation, Text Match
 - Equations and Expressions: $y=$, $f(x)=$, Expression
 - Coordinate Points & Lists: (x,y) Numerical Input, Drop Points, and List(s)
 - Image: Label, Point on
 - Chemistry
- Teacher:** Select the Multiple Choice - Yes/No question type and press **Insert**.
 - A document titled “Practice Class – 3rd Period, QP Set 1, DATE” opens in the Document workspace with a question page.
 - If desired, the question can be entered into the question field or it can be left blank and the question can be asked orally.

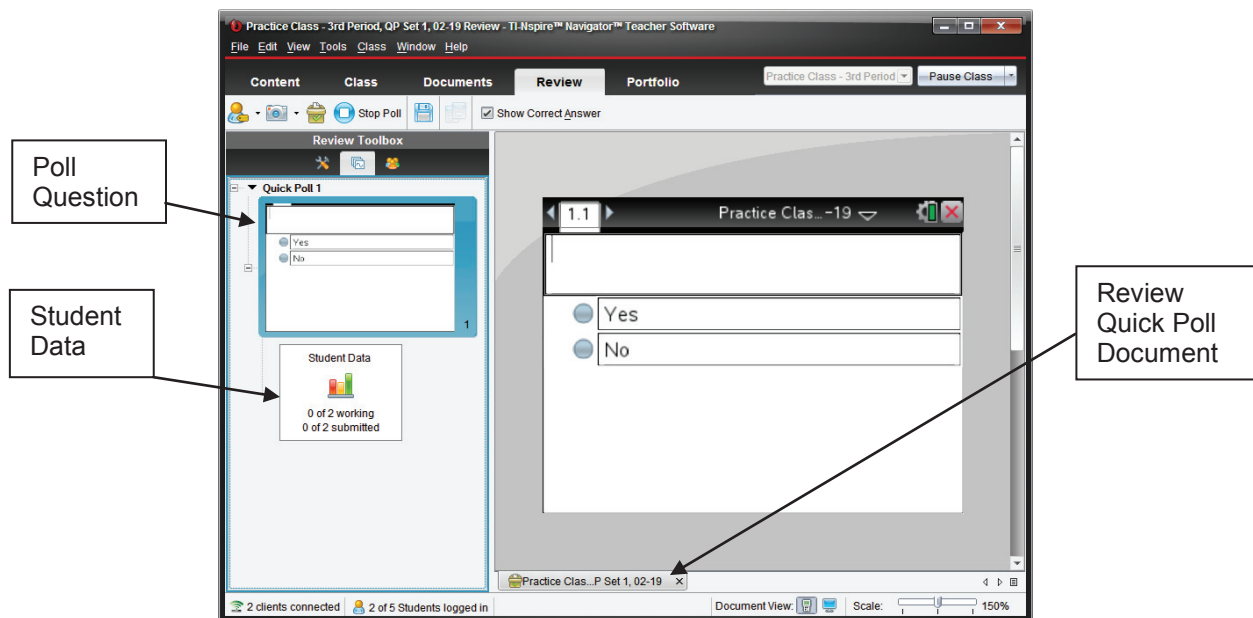


4. **Teacher:** Press the **Start Poll** button.

- Assume that you are going to ask the following question orally to your class without the need for the question text.
- Ask the student a yes/no question orally about the activity.

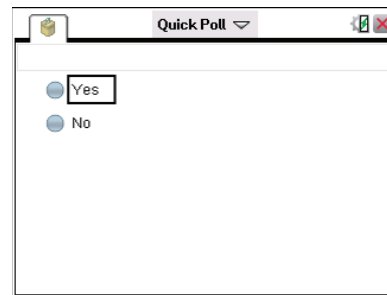


Note: Immediately after pressing the **Start Poll** button, the software opens to the Review workspace and creates a Review Poll document containing the Poll Question and Student Data.



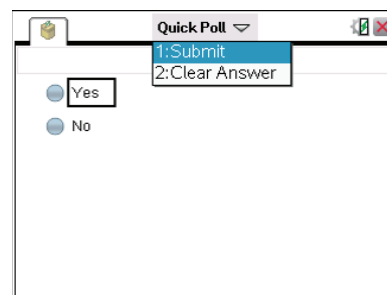
5. **Teacher:** Monitor the number of incoming responses by watching the Student Data.

- As the students begin to answer the poll, the numbers will change in real-time according to the number of students working on the question and the number of students who have submitted their answer.
- Shown to the right is what a student sees on his or her handheld. All students have been sent the poll.



6. **Teacher:** If this is the first time a student has been asked to respond to a poll, you might have to give instructions for answering a poll and submitting an answer. Tell the student:

- “To answer the question, use the arrow keys to move to the Yes or No answer. Press the click key to “color” in the answer bubble of your choice.”
- “To submit your answer, press the DOC button and select **1:Submit**.”

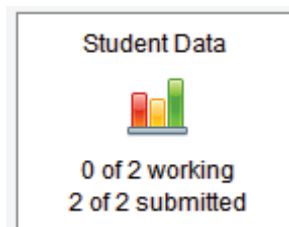




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- Alternatively, click on the down arrow to the right of the words **Quick Poll** at the top of the screen. Select **1:Submit**.
 - On a Clickpad handheld, press to open the Quick Poll pull-down menu.
- Student:** Follow the teacher's instructions to send student responses from each handheld to the teacher's computer. On one of the handhelds, send Yes as the answer to the poll. On the other handheld, send No as the answer to the poll.
 - Teacher:** Monitor the Student Data, and click the **Stop Poll** button once you have received an answer from each handheld.
 - As the students begin to answer the poll, the numbers will change in real-time according to the number of students working on the question and the number of students who have submitted their answer.
 - Teacher:** Click the **Student Data** icon, and note that the incoming answers have been collected and organized for you.



Practice Class - 3rd Period, QP Set 1, 02-19 Review - TI-Nspire™ Navigator™ Teacher Software

File Edit View Tools Class Window Help

Content Class Documents Review Portfolio Practice Class - 3rd Period Pause Class

Reviewer toolbox

Quick Poll 1

Yes No

Student Data
0 of 2 working
2 of 2 submitted

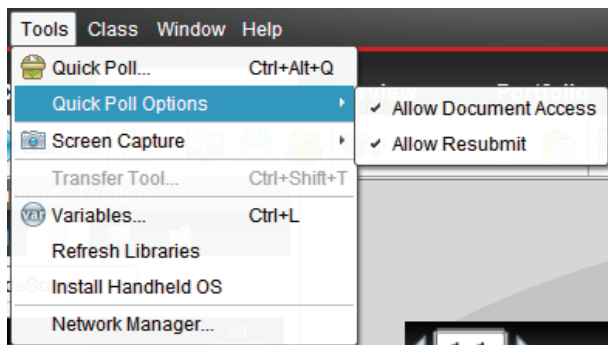
Yes 1
No 1

Show Correct Answer

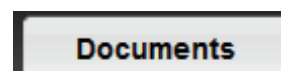
Student Data icon

2 clients connected 2 of 5 Students logged in Data View

Note: By default, the “Allow Resubmit” option is turned off. This option allows students to resubmit their answers until the poll is stopped. When the “Allow Resubmit” option is turned off, then the student has only one chance to respond to the question and the poll will disappear as soon as the student submits an answer.



10. **Teacher:** The “Allow Resubmit” option is located in the Documents workspace under the **Tools > Quick Poll Options** menu. Return to the Documents workspace, and select **Allow Resubmit**.

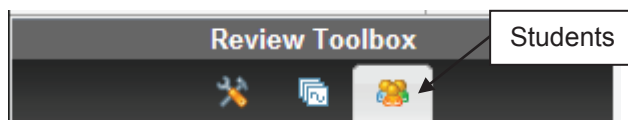


Pause and Think About:

When would you want students to Resubmit answers to a poll?

When would you not want students to Resubmit answers to a poll?

11. **Teacher:** Type the text of another appropriate yes/no question for the activity in the Quick Poll Question page that is already open.
12. **Teacher:** Press the **Start Poll** button.
13. **Student:** Select a response, and submit it for both handhelds.
- The Quick Poll window remains open on the handhelds since the teacher selected the Allow Resubmit option.
14. **Student:** Change an answer on one handheld and resubmit.
15. **Teacher:** Monitor the Class Results, and click **Stop Poll** once you have received answers from all of your “students.”
16. **Teacher:** Click on the **Student Data** icon for Quick Poll 2 to see the student responses.
17. **Teacher:** Click on the **Students** icon under the Review Toolbox to see each student’s response. The students’ names that are in red have not answered the poll.



The TI-Nspire™ CX Navigator™ Science Classroom

TI PROFESSIONAL DEVELOPMENT

18. **Teacher:** Click on the check box beside **Display Student Responses**, and observe what happens. Notice all the responses are hidden, but the teacher knows who has responded.

Review Toolbox	
Student	Response
<input checked="" type="checkbox"/> Deb	No
<input checked="" type="checkbox"/> Jon	Yes
<input checked="" type="checkbox"/> Marco	
<input checked="" type="checkbox"/> Raymone	
<input checked="" type="checkbox"/> Sonja	

Review Toolbox	
Student	Response
<input checked="" type="checkbox"/> Deb	<Responded>
<input checked="" type="checkbox"/> Jon	<Responded>
<input checked="" type="checkbox"/> Marco	<No Response>
<input checked="" type="checkbox"/> Raymone	<No Response>
<input checked="" type="checkbox"/> Sonja	<No Response>

Pause and Think About:

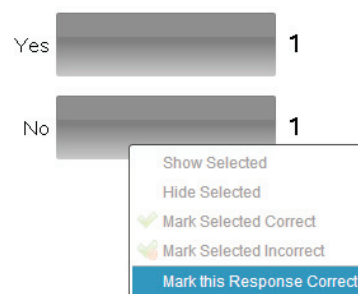
- How could you use this feature in your classroom?
- Are there times when you want or don't want your students to see the responses?
- Is there pedagogical value in the information provided?

19. **Teacher:** In the Class Results display area, right-click on the bar representing the answer No, and select **Mark this Response Correct**.

- The bar next to the word No will change to green to signify that it has been recorded as the correct answer if **Show Correct Answer** is selected.

Show Correct Answer

- This will allow the teacher to record and track the correctness of each student's answer to the question posed.
- If the correct answer to a question is never marked, the teacher can still gauge class understanding from the results, but the question will not be included in any scoring when the results are saved into the Student Portfolio.

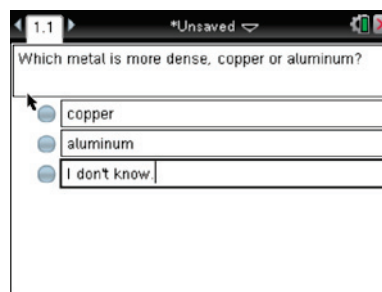


20. **Teacher:** Return to the Document workspace.
21. Turn off the "Allow Resubmit" option by pressing **Tools > Quick Poll Options**.
22. **Teacher:** Click the Quick Poll icon.

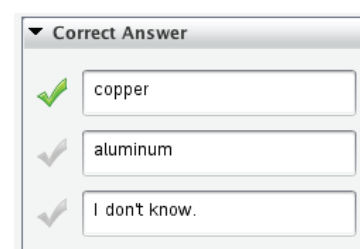
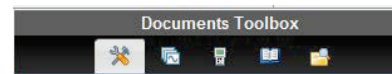


23. **Teacher:** Select the Multiple Choice - Custom Choice type of question, and press **Insert**.
24. **Teacher:** Click in the question field, and type an appropriate question for the activity.
25. **Teacher:** Click in the first answer field, and type the first answer choice.

26. **Teacher:** Using **Tab** or the down arrow, navigate to the second answer field. Type the second answer choice.
27. **Teacher:** Press **Enter** to open an additional answer field, and type in a third answer choice.
- To remove an empty answer field, click in that field, and press **Backspace**.



- Note:** If this process is not being completed in front of students, the teacher could mark the correct answer when writing the question. Open the **Document Tools** in the Documents Toolbox and click on the checkmark in front of the correct answer.

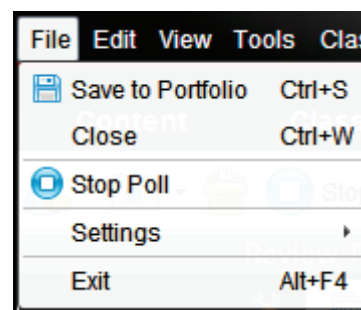
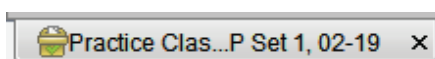


28. **Teacher:** Send the Quick Poll to the class by pressing **Start Poll**.
29. **Student:** Answer the Quick Poll question on both handhelds, and submit the responses.
30. **Teacher:** Monitor the incoming responses. If necessary, repeat instructions on how students submit a Quick Poll response.
31. **Teacher:** Click on the **Stop Poll** button after students have responded to the question.

Saving to the Portfolio

The Quick Poll questions and class results for a class session are compiled into one Review Document for up to 15 Quick Poll questions. If more than 15 Quick Poll questions are sent during a class session, another Review Document will open and compile the next 15 Quick Poll questions and results. These results can be saved into the Portfolio at any time during the class session. Saving the results will help the teacher monitor student progress over time and make diagnostic decisions regarding student performance.

1. **Teacher:** Click on the X to close the Review Document containing the Quick Poll questions and class results, and click **Save**. Alternatively, select **File > Save to Portfolio**.



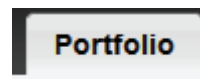


2. **Teacher:** If desired, change the name of the portfolio column, and click **Save**.

The dialog box titled "Save to Portfolio" has two radio buttons. The first, "Add as new portfolio column", is selected. Below it is a text field for "Portfolio name:" containing "lass - 3rd Period, QP Set 1, 02-19.tns". The second radio button, "Add to existing portfolio column", is unselected. Below it is a dropdown menu for "Existing column:". At the bottom are "Save" and "Cancel" buttons.

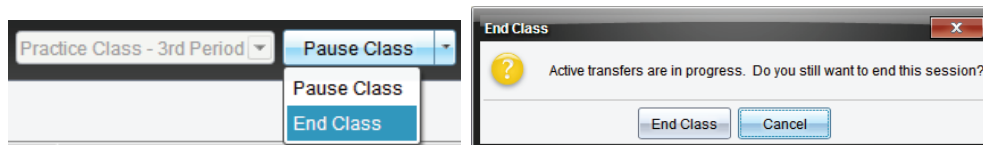
3. **Teacher:** To view the portfolio, go to the Portfolio workspace. The Assignment Summary displays the results in a gradebook type display.

- The portfolio will be discussed in depth in a later activity in the workshop.



Assignment Sum... ▲	Practice Class Po...	
	Average	
Column Actions	50%	50%
Class Average	50%	50%
Date	08-07	
Deb	0%	0%
Jon	100%	100%
Marco		
Raymone		
Sonja		

4. **Teacher:** To end the class, select **End Class** from the pull-down menu next to the Class Name.
- If a pop-up window indicates "Active transfers are in progress," press **End Class**. The alert indicates that the TI-Nspire document sent to the class is still available for those who have not yet logged in to the class session.



Switch Roles

Now switch roles and repeat the activity. When creating a new class, be sure to use a different class name and select that class name before starting the class.

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Practice Using Assessment Documents

TI PROFESSIONAL DEVELOPMENT

Objectives

- To become more familiar with the available type of assessment questions for TI-Nspire™ documents.
- To practice sending and collecting TI-Nspire™ documents.
- To practice saving documents containing assessment questions to the Portfolio Workspace.
- To practice opening class documents with assessment questions and reviewing the class results.
- To practice creating a class with TI-Nspire™ CX Navigator™ Teacher Software.

About the Lesson

- Answer a variety of assessment questions on the TI-Nspire™ handheld.
- The purpose of this activity is not to create the documents but to use them once they are created.

TI-Nspire™ CX Navigator™ Features

- Setting Up a Class
- Sending a Document
- Class Capture
- Portfolio Workspace
- Review Workspace

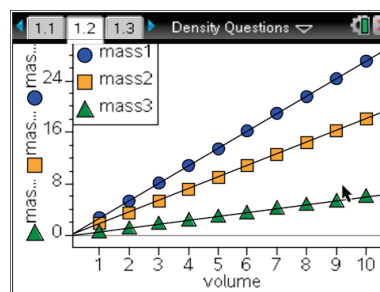
Roles

Working in pairs again, switch roles from the previous activity, “Density of Metals.” The **Teacher** will only operate the computer, and the **Student** will only operate the TI-Nspire handhelds. Each person will get an opportunity to switch and experience both roles.

Instructions

If a step below has the label **Teacher** in front of it, the participant operating the computer will perform the task. If the instruction has **Student** in front of it, the participant operating the TI-Nspire handhelds will perform the task.

Note: If you were able to play both roles in the previous lesson (**Teacher** and **Student**), then you do not have to create a new class. You may start this lesson at step 4.



TI-Nspire™ Technology Skills:

- Opening and navigating a TI-Nspire™ document
- Answering various question types in a TI-Nspire™ document

Tech Tips:

- To work with a TI-Nspire™ document that has been collected, right-click on the collected document in the Class Record.

Lesson Materials:

Equipment

- Computer with TI-Nspire™ CX Navigator™ Teacher Software (for a pair of participants) and two USB ports
- Two TI-Nspire™ CX handhelds per participant
- Two TI-Nspire™ computer-handheld cables per participant

TI-Nspire™ document

- *Density_Questions.tns*



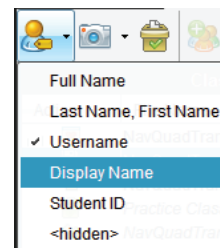
Practice Using Assessment Documents

TI PROFESSIONAL DEVELOPMENT

1. **Teacher:** Open the TI-Nspire™ CX Navigator™ Teacher Software.
2. **Teacher:** Create a class named Practice Class.
3. **Teacher:** Add five students to your class. You can make up any names you want for this class (or use the names from the last lesson).
4. **Teacher:** Change the display name for the students within the software using the “Display Name” options.
 - The change will affect all workspaces.
5. **Student:** Connect both of your TI-Nspire™ handhelds to the computer using the USB cords provided.

Note: If there is still an available USB connection or you are using a USB hub, the person playing the role of teacher might also attach a handheld and log in so there will be more student results at the end of the session.

6. **Teacher:** Begin class.
7. **Teacher:** Send the document *Density_Questions.tns* to all students in the class.



Questions for Thought:

- Why do we want to send the document to all students? Why not only those who are logged-in?

8. **Student:** Turn on each handheld.
9. **Student:** Log in as one of the students in the class.

Questions for Thought:

- How do the students know they have received the document?
- How does the teacher know who has received the document?
- Where do you expect to find the sent document? At this point, make sure both of you easily find the sent file and the underlying file structure.

10. **Student:** Open the *Density_Questions.tns* document.
 - Press **[on]**, and select My Documents.
 - Move the cursor down until you find the folder Second Practice Class.
 - Press **[enter]** to open the folder.
 - Locate the document, and press **[enter]** to load the file.
 - When you receive the message “Do you want to save changes to ...” if you have saved the previous file or do not want to save the file, tab to “no,” and press **[enter]**.
 - You should see the title page of the document.
11. **Teacher:** Monitor students using the Class Capture tool.
12. **Student:** Go through the document answering all questions.



Practice Using Assessment Documents

TI PROFESSIONAL DEVELOPMENT

Questions for Thought:

- How do you move to the next page?
- Make sure you make at least one mistake as you go through the two sample questions so you can see the difference between how correct and incorrect answers are shown in the slide show. Since Open Response questions do not self-grade, make the mistakes on the other type of questions.

Note: Later in the workshop, you will learn how to create these documents.

13. Page 1.3 illustrates a True/False problem.

- The cursor starts in the question box. Press **tab** until you select the answer you want to choose. Press **enter** to select that answer. Move to the next page.

14. Page 1.4 illustrates an Always/Sometimes/Never problem.

- The cursor starts in the question box. Press **tab** until you select the answer you want to choose. Press **enter** to select that answer. Move to the next page.

15. Page 1.5 illustrates a 4-option multiple choice question.

- You navigate all question pages using the same techniques.
- The circles preceding each option indicate there is only one correct answer for this question.

16. Page 1.6 illustrates a 4-choice multiple choice problem where there might be more than one correct answer.

- The square in front of the choice indicates multiple correct answers are possible.
- To receive full credit for this type of problem, you must get all possible choices correct.



17. Page 1.7 illustrates an open response question called *text match*.

- Press **tab** to move to the answer area.
- Replace the question mark with a numerical value. Be sure to keep the blank space between the value and the units 'g/mL.'
- If you make a mistake and need to reinsert the blank space, **␣**, it is found at the bottom right on the alpha portion of the keyboard.
- This type of open response question will be graded automatically if the student's answer matches your answer exactly. You may, however, mark other student answers as correct if there are slight variations in their work. Just right-click on their answer bar in the Results section to mark it as correct.

The screenshot shows a TI assessment window titled "Density Questions" with page 1.7 selected. The question text reads: "What is the density of material #1? (Just replace the question mark with a numerical value. Leave the space between the numerical value and the units 'g/mL.' Be sure to report the value to the nearest 0.1 g/mL.)". Below the question is an input field containing "? g/mL" and a mouse cursor pointing to the space between the question mark and the units.

18. Page 1.8 illustrates an open response question called *explanation*.

- Press **tab** to move to the answer area.
- Type your answer in the answer box.
- The blank space, **␣**, is found at the bottom right on the alpha portion of the keyboard.
- One difference between the open response (explanation) question type and all others is the system can grade the other question types if you mark the correct answer when you develop the assessment. It cannot grade an open response question automatically.
- Continue to the next page.

The screenshot shows a TI assessment window titled "Density Questions" with page 1.8 selected. The question text reads: "If mass and volume data were collected for water, where would the line for water appear on the graph?". Below the question is an input field with the placeholder text "Student: type response here" and a mouse cursor pointing to the text area.

19. Page 1.9 is being used to send a message to the student.

- What are some uses of a message page like this at the end of an assessment?

The screenshot shows a TI assessment window titled "Density Questions" with page 1.9 selected. The message text reads: "You are now finished with this assessment." followed by a yellow smiley face icon. Below the icon, the text says: "Please press **CTRL** followed by the up arrow and wait for further instructions." A mouse cursor is pointing to the "CTRL" text.

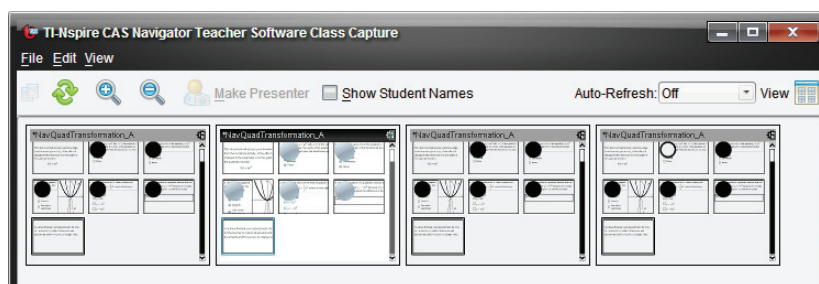


Practice Using Assessment Documents

TI PROFESSIONAL DEVELOPMENT

20. **Student:** Once you come to the last page, you have finished the assessment. Stop and wait for the teacher to collect your document.
21. **Teacher:** Using the Class Capture tool, you know the class is finished when all screen captures show the last page of the document.

Classroom Tip: An alternative to the last page would be to ask students to press **ctrl** ▲ when they have finished answering the questions. This might be easier to distinguish in the Class Capture view of an entire class. An added benefit is the ability to determine that the student answered all questions. Notice in the fourth screen capture below there is an empty circle. The empty circle indicates that no answer has been selected.

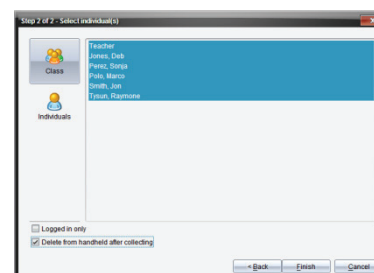
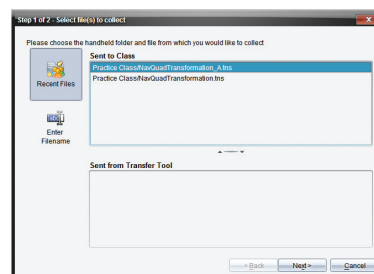


Collecting the Document, Storing it in the Student Portfolio, and Viewing Class Results



To Collect the Document

1. **Teacher:** To collect the document, click on the Collect from Class icon.
2. **Teacher:** Select the appropriate document from those listed.
3. **Teacher:** Select Next at the bottom of the dialogue box.
4. **Teacher:** With this method, you can choose to delete the file from the device once you have it collected. You can also choose to only collect from some members of the class. Select Finish at the bottom of the dialogue box.
 - You can select the document name in the Class Record, and the icon for each student will change color to show you which file transfers were successful.





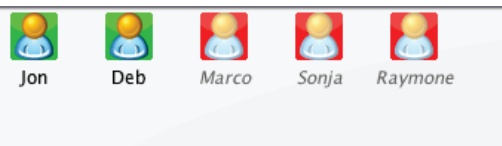
Practice Using Assessment Documents

TI PROFESSIONAL DEVELOPMENT

Question for Thought:

- Discuss why you would want to delete the file and when you might want to leave it on the handhelds.

Class Record		
Action	File Name	Status
	Density Questions	2 of 5 ▶
	Density Questions	2 of 5 ▶
	Density Questions.tns	2 of 5 ▶



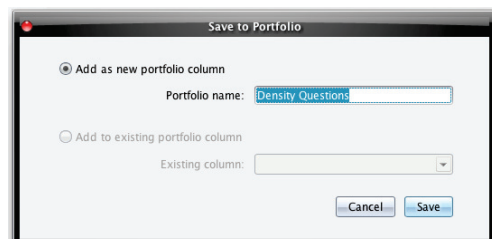
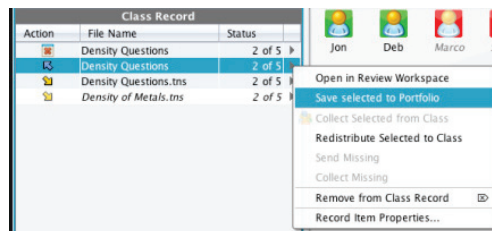
To Save the Results in the Student Portfolio

5. **Teacher:** Right-click on the document name in the Class Record section of the TI-Nspire™ CX Navigator™ Teacher Software, and select Save to Portfolio.

- Select the line with the file name being collected.

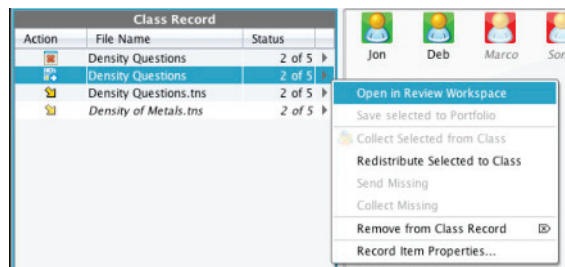
6. **Teacher:** If desired, changed the name of the portfolio column.

Note: The student portfolio will be discussed in detail later in the workshop.



To Display Class Results

7. **Teacher:** Right-click on the document name in the Class Record section of the TI-Nspire™ CX Navigator™ Teacher Software, and select Open in Review Workspace.



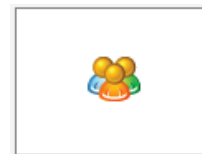
Page Sorter
View of
Document



Practice Using Assessment Documents

TI PROFESSIONAL DEVELOPMENT

8. **Teacher:** Using the Page Sorter View of the document, click on the Class Results icon to display the results for the associated question.



All 3 materials have the same density.	
True	1
False	1

9. **Teacher:** Scroll through the page sorter view (or use the down arrows on the computer keyboard) to move through the document and display the class results.

Question for Thought:

- When you show the answer slide for Page 1.8, notice there are no green rows. Can you remember why?

If mass and volume data were collected for water, where would the line for water appear on the graph?	
between circles and squares	1
between squares and triangles	1

Switch Roles

10. Now switch roles. Return to step 4 at the beginning of this activity, and repeat all of the steps.

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Practice Creating an Assessment Document

TI PROFESSIONAL DEVELOPMENT

Objectives

- Practice creating Custom Choice, Chemistry, and Open Response questions with TI-Nspire™ CX Navigator™ Teacher Software.
- Practice saving TI-Nspire™ documents.
- Practice sending, collecting, and saving documents to the Portfolio Workspace.
- Practice opening and reviewing results in the Review Workspace.

About the Lesson

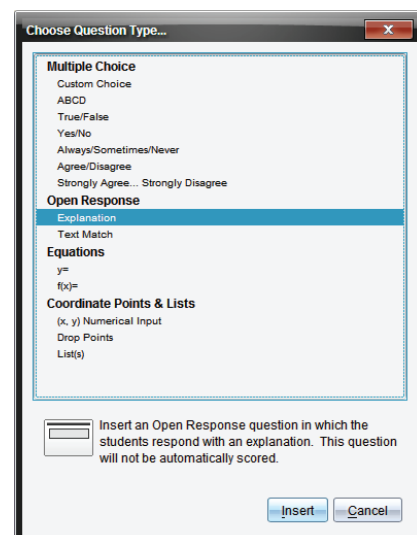
- You will use the TI-Nspire™ CX Navigator™ Teacher Software to develop five assessment questions (simple multiple choice and open response) related to a solubility curve diagram.
- Once questions are created, you will role-play implementing the TI-Nspire™ CX Navigator™ System and formative assessment through the use of TI-Nspire™ documents.

TI-Nspire™ CX Navigator™ Teacher Software

- Creating question pages in a document

TI-Nspire™ CX Navigator™ Features

- Sending, collecting, and saving documents to the Student Portfolio.
- Displaying question results in the Review Workspace.



TI-Nspire™ Technology Skills:

- Creating a document containing assessment questions
- Sending, collecting, and saving documents to the Portfolio Workspace
- Showing Review Workspace results from an assessment question

Tech Tips:

- Save often while creating documents

Lesson Materials:

TI-Nspire™ document

- *Solubility.tns*

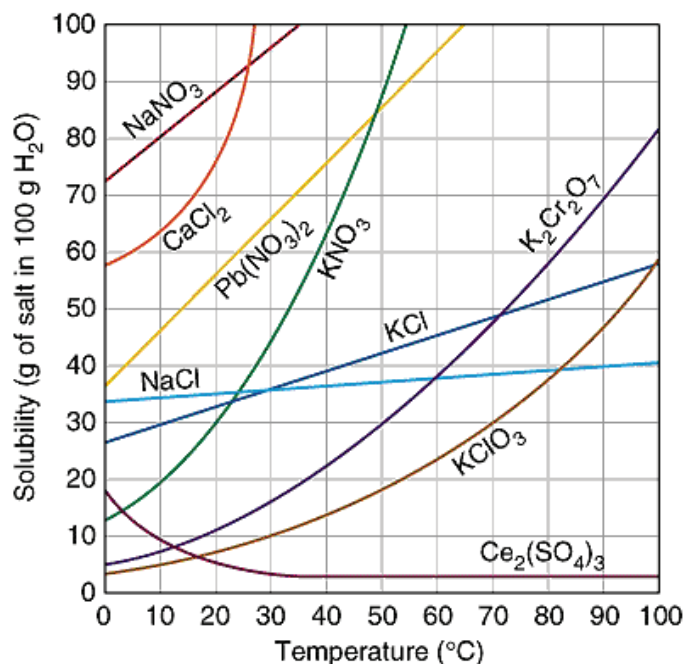


Practice Creating an Assessment Document

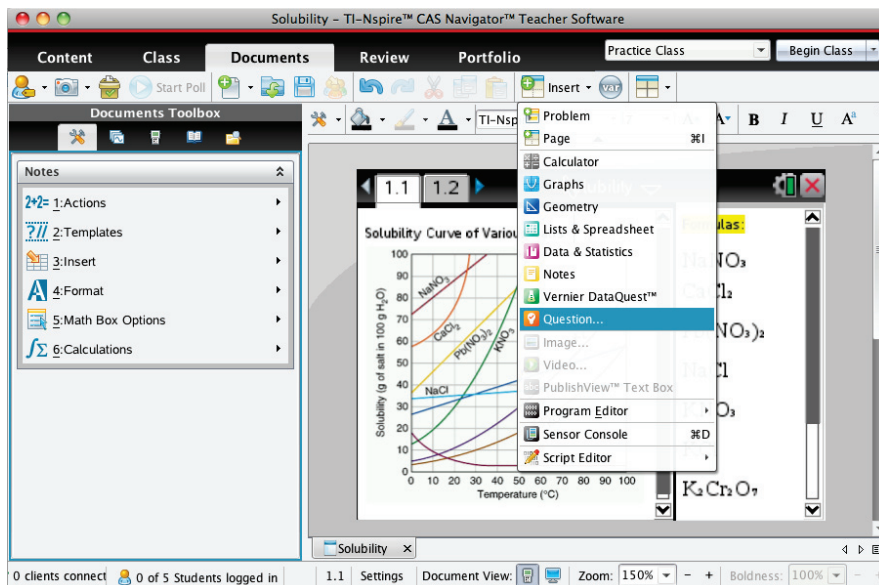
TI PROFESSIONAL DEVELOPMENT

Create the Assessment Document

Use the TI-Nspire™ CX Navigator™ Teacher Software to create five assessment questions in the document *Solubility.tns*. Choose any of the question types highlighted in the last lesson. The assessment questions will focus on the following diagram:



1. Open the document *Solubility.tns* using the TI-Nspire™ CX Navigator™ Teacher Software.
2. Choose “Insert Question” from the toolbar.

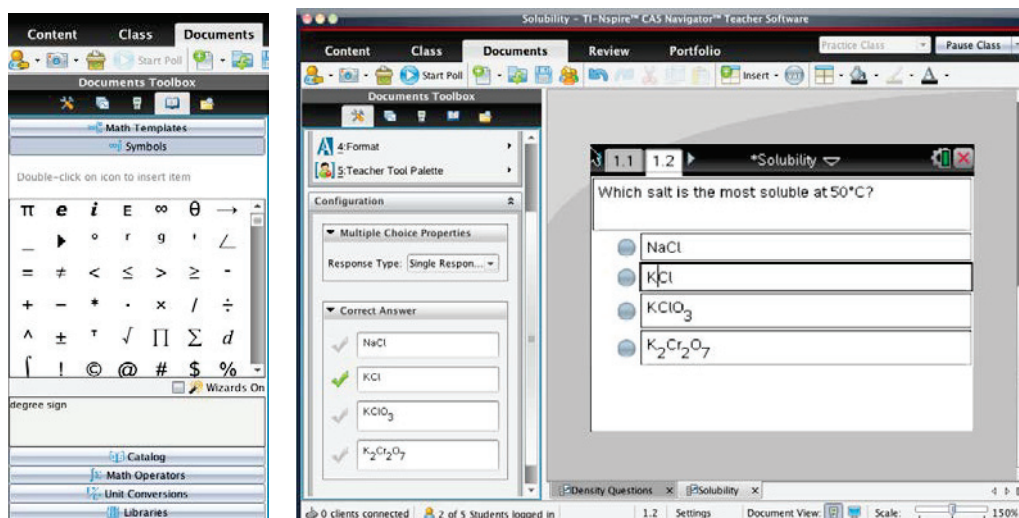




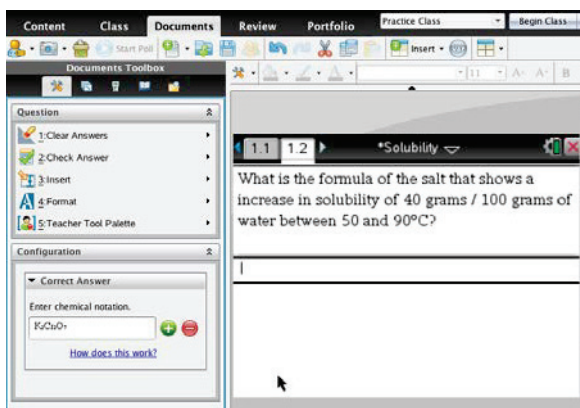
Practice Creating an Assessment Document

TI PROFESSIONAL DEVELOPMENT

3. Choose a question type, and click “Insert.”
4. Type in the question.
 - Be sure to provide the correct answer in the toolbar to the left.
 - To insert the degree symbol, click on the Utilities button in the Documents Toolbox, select the Symbols tab, and double-click on the degree symbol.



5. Choose “Insert Question” from the toolbar. Select “Chemistry.” Type in the question.



Question: What is the formula of the salt that shows an increase in solubility of 40 grams / 100 grams of water between 50 and 90°C?

Answer: K₂Cr₂O₇

6. Create three more questions related to the solubility graph so that you have a total of five assessment questions. Be sure to create at least one multiple choice question and one open ended (explanation) question. You might also want to add a Notes page at the end of the assessment that gives your students directions about what to do next. Your instructor will help you should you have any questions as you create your assessment document. Do not forget to save your document once you are finished.



Practice Creating an Assessment Document

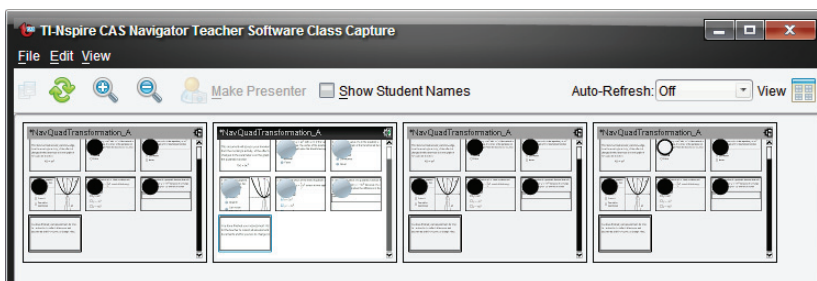
TI PROFESSIONAL DEVELOPMENT

Roles

Participants will continue the activity by working in pairs. The **Teacher** will only operate the computer, and the **Student** will only operate the TI-Nspire™ handhelds. Each person will get an opportunity to switch and experience both roles. To create a more authentic classroom environment, the student should operate 2-4 handhelds. Another option is for the teacher to assist by operating a few handhelds.

The Send/Collect/Save/Display Cycle

1. **Teacher:** Start the class, and send the assessment document.
2. **Student:** Log in to the class.
3. **Teacher:** Instruct the students to open the appropriate assessment document and monitor progress using Class Capture.
4. **Student:** Answer the questions in the assessment document.
5. **Teacher:** Instruct the students to press **ctrl** ▲ when they have finished the assessment.
6. **Teacher:** Monitor student progress using the auto-refresh feature of Class Capture. When all student handhelds look like the screens below, you know the students are finished.



7. **Student:** After all questions have been answered, press **ctrl** ▲ and wait for the teacher.
8. **Teacher:** Collect the document, and store to the Portfolio Workspace.
9. **Teacher:** Open the results in the Review Workspace, and review the class results.
10. **Both:** Switch roles, and repeat steps 1–9.



Objectives

- Practice additional features of the Portfolio Workspace: modifying the answer key, changing student scores, sorting according to scores, excluding questions, previewing documents, and exporting the data.
- Practice sending and collecting missing work for a student through the Portfolio Workspace.

About the Lesson

- You will learn about various features of the Portfolio Workspace by playing the roles of Teacher and Student.
- Pairs will complete three simple assessments per student.

TI-Nspire™ CX Navigator™ Features

- Sending missing documents
- Collecting missing documents
- Editing Portfolio Workspace data
- Exporting Portfolio Workspace data

TI-Nspire™ Technology Skills:

- Sending, collecting, and adding a missing student's document to the Student Portfolio
- Editing items in the Portfolio Workspace
- Exporting data

Lesson Materials:

TI-Nspire™ documents

- *Element_Quiz_1.tns*
- *Element_Quiz_2.tns*
- *Lab_Safety_Quiz.tns*
- *Density_of_Water.tns*

Preparing the Portfolio Workspace

Work with a partner to share the handhelds for this section.

1. Begin the class, and log in the two students Jon Smith and Deb Jones. Connect a handheld to your computer, and log in as Jon Smith. Have your partner connect a second handheld to your computer, and login as Deb Jones. Send the document *Lab_Safety_Quiz.tns* to the class and complete the quiz as stated below.

Student	Page 1.1	Page 1.2	Page 1.3	Page 1.4	Page 1.5
Jon	C	C	D	B	A
Deb	D	B	C	D	A

2. Once the students have entered their answers for the quiz, collect the files from the class, delete the files from the handhelds, and save the results to the Portfolio.
3. Now send the document *Element_Quiz_1.tns* to the class. Have Jon and Deb complete the quiz as noted below.

Student	Page 1.1	Page 1.2	Page 1.3
Jon	P	So	Tn
Deb	K	Na	Sn



- As the teacher, collect the files from the class, delete the files from the handhelds, and save the results to the Portfolio.
- Send the *Element_Quiz_2.tns* document only to Jon Smith. Complete Jon's quiz as noted below.

Student	Page 1.1	Page 1.2	Page 1.3	Page 1.4
Jon	Au	P	Mg	Tu

- As the teacher, collect the file from the class, delete the file from the handheld, and save the results to the portfolio.
- Finally, send the file *Density_of_Water.tns* to each student. On Page 1.2, have Jon graph volume (*y*-axis) vs. mass (*x*-axis) and have Deb graph mass (*y*-axis) vs. volume (*x*-axis).
- Once finished, collect the file from the class, delete the file from the handheld, and save the results to the portfolio.
- End the class. You are now ready to learn about some of the features of the Portfolio Workspace.

The screenshot shows the Portfolio Workspace interface with the 'Portfolio' tab selected. The 'Assignments Summary' table displays the following data:

Assignment Summary	Density_of_Water	Element Quiz 2	Element Quiz 1	Lab Safety Quiz	Mean Score
Column Actions	---	50%	50%	60%	
Class Average	05-04	05-04	05-04	05-04	
Date					
Jones, Deb			67%	80%	
Perez, Sonja					
Polo, Marco					
Smith, Jon		50%	33%	40%	
Tyson, Raymone					

Adding a Missing Document to the Portfolio Workspace

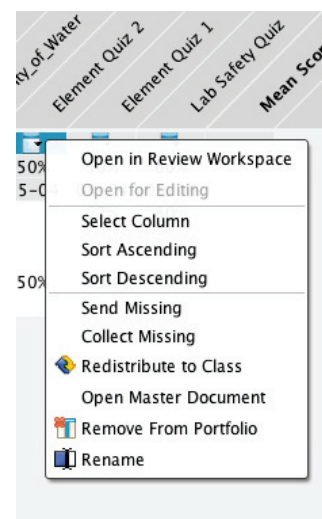
It is not unusual for a student to miss an assignment. If you are using the Portfolio Workspace as a location to store grades and monitor progress, you will want to add missing assignments.

Deb Jones did not receive the *Element_Quiz_2* assignment. Follow the steps below to send her the document, have her complete the assignment, and collect the document to include her grade in the portfolio.

1. Begin the class and have Deb log in to the class.
2. In the Portfolio Workspace, click on the Column Actions drop-down menu for the missing assignment, and select **Send Missing**.
3. Have Deb complete the document as noted below:

Student	Page 1.1	Page 1.2	Page 1.3	Page 1.4
Deb	Hg	P	Mn	W

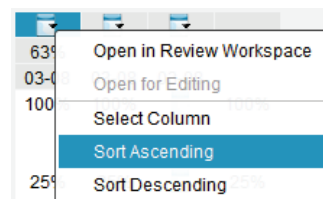
4. When Deb has completed the assignment, in the Portfolio Workspace, right-click on the name of the document, and select **Collect Missing**.


















Sorting Scores

If you have a class size of 25 to 32, it can be difficult to quickly determine who is struggling and who is excelling on a particular assignment. In the Portfolio Workspace, you can sort the scores from high to low or from low to high in order to quickly observe patterns in student scores.

1. Determine the assignment to be sorted in ascending or descending order.
2. Click on the Column Actions cell for the selected assignment.
3. Select **Sort Ascending** or **Sort Descending**.
4. Select other assignments and practice this skill.




5. To sort by the Display Name, click on the **Assignment Summary** label.
 - By repeatedly clicking on the **Assignment Summary** label, the ordering will rotate between alphabetical, reverse alphabetical, and alphabetical by last name.


Assignment Summary	Assignment Sum... ▾	Assignment Sum... ▲
Column Actions	Column Actions	Column Actions
Class Average	Class Average	Class Average
Date	Date	Date
 Smith, Jon  Jones, Deb  Polo, Marco  Perez, Sonja  Tyson, Raymone	 Tyson, Raymone  Smith, Jon  Polo, Marco  Perez, Sonja  Jones, Deb	 Jones, Deb  Perez, Sonja  Polo, Marco  Smith, Jon  Tyson, Raymone

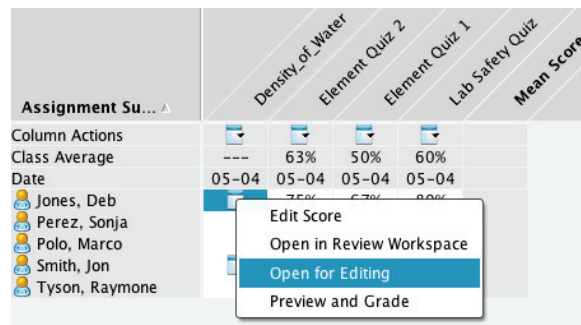
6. To sort by the Mean Score column, right-click on **Mean Score**, and select **Sort Ascending/Descending**.

Grading a Document in the Portfolio


A teacher can save a document in the portfolio for which some or all of the grading is based on non-question pages. Perhaps the students were required to construct an object or graph and analyze data.

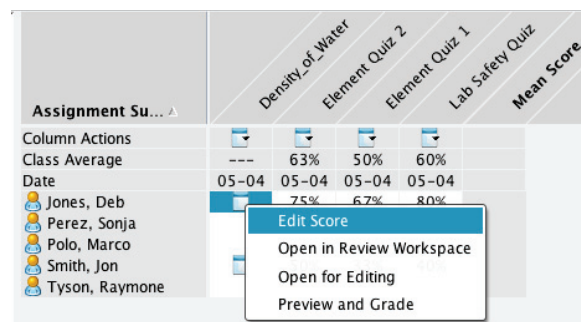
In the Portfolio Workspace, the  icon in the cells for “Density_of_Water” indicates that a document was saved by the teacher that did not contain any Question pages.

1. To preview and grade the document for each student, right-click on the  icon, and select **Open for Editing**.



Assignment Su...	Density_of_Water	Element Quiz 2	Element Quiz 1	Lab Safety Quiz	Mean Score
Column Actions					
Class Average	---	63%	50%	60%	
Date	05-04	05-04	05-04	05-04	
Jones, Deb		75%	67%	80%	
Perez, Sonja					
Polo, Marco					
Smith, Jon					
Tyson, Raymone					

2. The student’s document will open in the Documents Workspace.
3. After reviewing the student document and determining a grade, return to the Portfolio Workspace to enter a grade for the student work using one of the following two methods.
4. To enter a final percentage only: Right-click on the  icon and select **Edit Score**. Enter the final percentage number for the assignment.



Assignment Su...	Density_of_Water	Element Quiz 2	Element Quiz 1	Lab Safety Quiz	Mean Score
Column Actions					
Class Average	---	63%	50%	60%	
Date	05-04	05-04	05-04	05-04	
Jones, Deb		75%	67%	80%	
Perez, Sonja					
Polo, Marco					
Smith, Jon					
Tyson, Raymone					

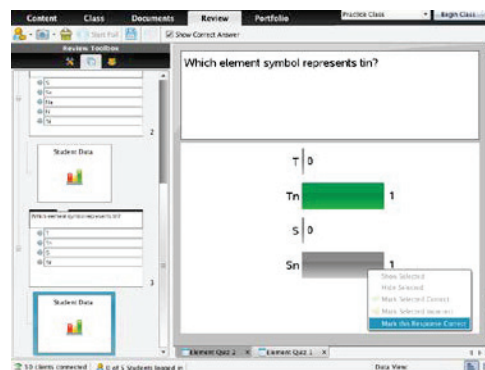
5. To enter a grade based on points for the assignment: Select the assignment “Density_of_Water” from the Assignments pane. Click on the cell under “+Points,” and enter the Total Possible Points for the assignment. Then click on the cell for each student, and enter the points earned for the assignment.

Assignments	Density_of_...	+Points	Total Points	%	%
<ul style="list-style-type: none"> Assignments Summary <ul style="list-style-type: none"> Density_of_Water Element Quiz 2 Element Quiz 1 Lab Safety Quiz 	Total Possible...	10.0	10.0	Raw Score	Final Score
	Smith, Jon	<input type="text" value="0"/>	0.0	0%	0%
	Jones, Deb	10.0	10.0	100%	100%
	Perez, Sonja				
	Polo, Marco				
	Tyson, Raymone				

Changing the Answer Key

Follow the steps below to change an answer response that has been scored incorrectly.

1. In the Portfolio Workspace from the Assignments Summary, click on the Column Actions cell for the “Element_Quiz_2” assignment.
2. Select **Open in Review Workspace**.
3. In the Page Sorter pane of the Review Workspace, scroll down to the question to be adjusted (Question Page 1.3), and click on its Student Data icon.
4. Make the adjustments to the correct answer. (The correct answer, of course, is Sn not Tn.)
 - Right-click on the bars representing the correct answer, and select “Mark this Response Correct.”
 - The portfolio scores are automatically updated.
5. Close the Review Workspace document.



Editing a Student’s Score for an Entire Assignment

Follow the steps below if you realize that a student’s score for an entire assignment is incorrect.

1. In the Portfolio Workspace, right-click on the score to be changed, and select **Edit Score**.
2. Type the new score, and press **Enter**.

Assignment Su... ▲	De...	Ele...	Ele...	Ele...
Column Actions				
Class Average	50%	63%	50%	60%
Date	05-04	05-04	05-04	05-04
Jones, Deb	100%	75%	100%	80%
Perez, Sonja				
Polo, Marco				
Smith, Jon	0%	50%	0%	40%
Tyson, Raymone				

Edit Score
 Open in Review Workspa
 Open for Editing
 Preview and Grade

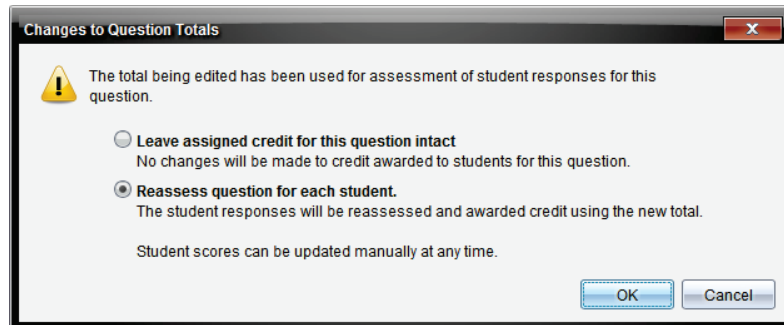
Assignment Su... ▲	Den...	Elen...	Elen...	La...
Column Actions				
Class Average	50%	63%	50%	60%
Date	05-04	05-04	05-04	05-04
Jones, Deb	100%	75%	100%	80%
Perez, Sonja				
Polo, Marco				
Smith, Jon	75	50%	0%	40%
Tyson, Raymone				



Changing the Total Possible Points for a Question

Follow the steps below if you decide that a question is worth more than the standard one point.

1. Select the assignment “Lab_Safety_Quiz” in the Assignments pane.
2. Click in the cell immediately below a question column (such as Q2), type 2, and press **Enter**.
3. Select the appropriate option for the change, and click **OK**.



Grading Student Responses from the Portfolio

Follow the steps below to award credit for an open response question or to award partial-credit for student responses.

1. Select the assignment “Lab_Safety_Quiz” in the Assignments pane.
2. Click in the cell for a particular student for a question. The student’s response and correct answer will be displayed in the lower portion of the window.
3. Give Jon Smith a partial score for his response to Q2, and press **Enter**.

Lab Safety...	Q1	Q2	Q3	Q4	Q5	+Points	Total Points	%	%
Total Possible...	1.0	2.0	1.0	1.0	1.0	0.0	6.0	Raw Score	Final Score
Smith, Jon	1.0	1	0.0	0.0	1.0	0.0	2.0	33%	33%
Jones, Deb	0.0	2.0	1.0	1.0	1.0	0.0	5.0	83%	83%
Perez, Sonja									
Polo, Marco									
Tyson, Raymone									
Average	50%	50%	50%	50%	100%	0.0	3.5	58%	58%

X Q2 Question:
Flammable liquids should never be poured or used near

Smith, Jon Answered:
C) another student.

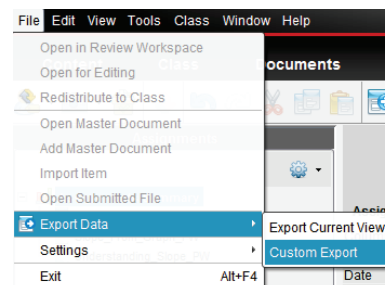
Correct Response:
B) an open flame.

Exporting Data from the Portfolio

Some school grading programs accept data imported in CSV format. Follow the steps below to export portfolio data to a CSV file.

1. From the Portfolio Workspace, go to **File > Export Data > Custom Export**.

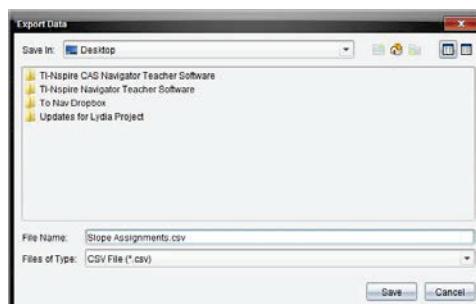
- If **Export Current View** is selected, the data displayed to the right of the Assignments pane will be exported.



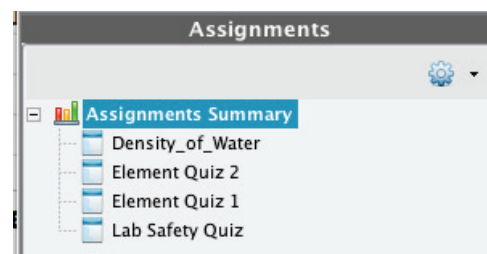
2. Select the assignment(s) data to be exported, and click Export.



3. Determine an appropriate name and convenient location for the file. Click **Save**.



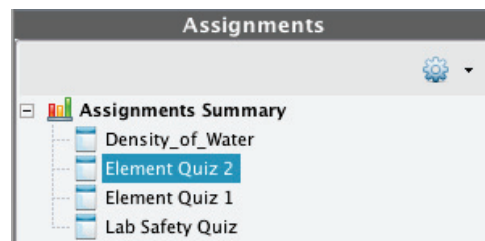
- Exporting when **Assignments Summary** is selected will result in a CSV file that contains final percentage scores only.





	A	B	C	D	E
1	Last Name	First Name	Student ID	Element Quiz	Element Quiz 1
2				5/4/12	5/4/12
3	Smith	Jon		50	0
4	Jones	Deb		75	100
5	Perez	Sonja			
6	Polo	Marco			
7	Tyson	Raymone			

- Selecting **Export Current View** when an individual assignment is selected will result in a CSV file that contains question details, total points, and final percentages.



	A	B	C	D	E	F	G	H	I
1	Element Quiz	Q1	Q2	Q3	Q4	Additional Poir	Total Points	%	%
2	Total Possible	1	1	1	1	0	4	Raw Score	Final Score
3	Smith, Jon	0	1	1	0	0	2	50%	50%
4	Jones, Deb	1	1	0	1	0	3	75%	75%
5	Perez, Sonja								
6	Polo, Marco								
7	Tyson, Raymone								
8	Average	50%	100%	50%	50%	0	2.5	63%	63%
9									

Reflection:

- What makes the Portfolio Workspace more robust than a typical grade book?

Data Aggregation in the Science Classroom

TI PROFESSIONAL DEVELOPMENT

Objective

- Become familiar with the data aggregation with lists technique using the TI-Nspire™ CX Navigator™ System.

About the Lesson

- Two activities will be conducted to explore the data aggregation technique.
- The first activity will be instructor-led. The second will be hands-on with participants playing teacher and student roles.

TI-Nspire™ CX Navigator™ Features

- Quick Poll
- Class Results
- Lists & Spreadsheet

Quick Poll 1

INCHES. (Do NOT include units.)
Enter your gender with M for male or F for female.

	A gender	B height	C armspanlength
1			
2			
3			
4			

26 of 28 working
25 of 28 submitted

TI-Nspire™ Technology Skills:

- Answering questions related to length data
- Submitting a Quick Poll response

Tech Tips:

- Data aggregation is accomplished by collecting data through a question page.
- Aggregated data is sent back to the students through a document.

Lesson Materials:

- Computer with TI-Nspire™ CX Navigator™ Teacher Software
- TI-Nspire™ CX Navigator access point
- One TI-Nspire™ CX handheld per participant
- One meter stick / tape measure for every 2-4 participants
- *Data_Aggregation.tns*



Data Aggregation in the Science Classroom

TI PROFESSIONAL DEVELOPMENT

Part 1 Activity

The instructor will demonstrate how to use a TI-Nspire™ CX Navigator™ technique to collect, aggregate, and disseminate data. **These directions are written from the instructor's viewpoint as the 'teacher'.**

- Open the document *Data_Aggregation.tns*.
 - This file contains a LIST question that asks participants to record their gender, height (in inches), and arm span length (in inches) in Row 1.
 - Be sure to have enough meter sticks and/or tape measures for participants to use to measure their arm span length from the longest finger on their left hand to the longest finger on their right hand.
- Click START POLL.
- Click on the "working/submitted" box in the REVIEW tab to show the data table.
- Click STOP POLL. Right-click on the data table, and select "Copy Entire Table".
- In the DOCUMENT tab, open a new TI-Nspire document, and add a spreadsheet.
- With box A1 highlighted, paste your data into the spreadsheet.
- Label the columns with appropriate names. Clean up the spreadsheet. (Remove rows with dashes. Make sure that data is correct and uniform.)
- Save the document.
- Send the document to the students. Now they have a full set of class data ready to be analyzed!
- Instruct participants to add a Data & Statistics page to the document just sent to them and lead a discussion of trends in the data comparing different sets of variables.

Quick Poll 1

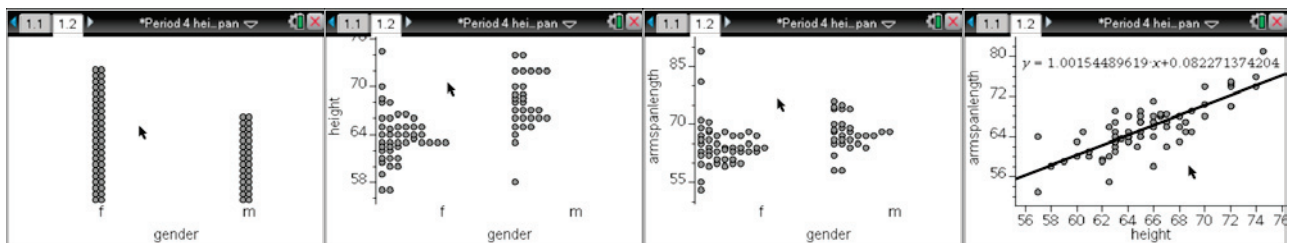
INCHES. (Do NOT include units.)
Enter your gender with M for male or F for female.

A	B	C
gender	height	armspanlength
1		
2		
3		
4		

26 of 28 working
25 of 28 submitted

gender	height	arm
f	66	66.5
f	65	65
m	69	72
m	70.5	71
m	69	69
m	68	65
m	70.5	73.2
f	64	64
f	64	59.5
f	61.5	58
female	64	66.5
m	76	77
male	69.5	69
m	68	71
m	71	74
f	68	73

The following graphs are examples of ones that can be created and used for discussion:





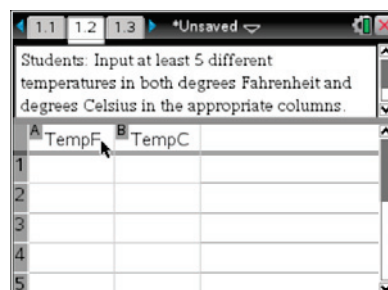
Data Aggregation in the Science Classroom

TI PROFESSIONAL DEVELOPMENT

Part 2 Activity

Participants should work in pairs. One participant will act as 'Teacher' and the other one will act as 'Student' using temperature data. The Student will operate two different handhelds connected to the Teacher's computer.

- Teacher:** Start the class. Create a poll question in which you ask the students to enter data in two columns labeled **TempF** and **TempC**. Send them the Quick Poll question.
- Student:** Connect two different handhelds to the Teacher's computer and log in. Enter the data below. Submit your data when you are finished entering it by pressing the DOC button on the handheld.



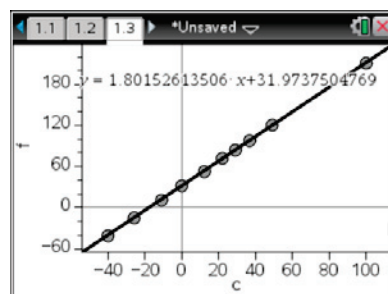
Handheld #1

Temp (°F)	72	98.6	32	12	-40
Temp (°C)	22	37	0	-11	-40

Handheld #2

Temp (°F)	212	85	53	120	-15
Temp (°C)	100	29	12	49	-26

- Teacher:** When both student data sets have been entered, stop the poll, right-click on the data table, and select "Copy Entire Table".
- Teacher:** In the DOCUMENT tab, open a new TI-Nspire document, and add a spreadsheet.
- Teacher:** With box A1 highlighted, paste your data into the spreadsheet.
- Teacher:** Label the columns with appropriate names. Clean up the spreadsheet if needed. (Remove rows with dashes. Make sure that data is correct and uniform.)
- Teacher:** Save the document.
- Teacher:** Send the document to the students. Now they have a full set of class data ready to be analyzed!
- Teacher:** Instruct the student (the other participant) to add a Data & Statistics page to look for the relationship between the temperature data.
- Student:** Open the document that was just sent on one of the handhelds. Add a Data & Statistics page to look for the relationship between the temperature data. HINT: Use the MENU button and the ANALYZE feature.

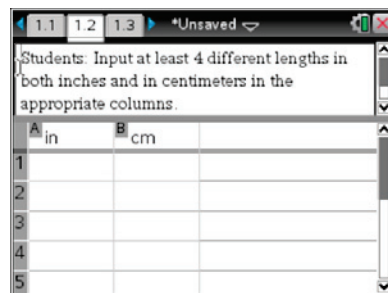




SWITCH ROLES.

The Teacher will now become the Student and the Student will become the Teacher. The two handhelds should now be disconnected from the computer and connected to the new Teacher computer.

11. **Teacher:** Start the class. Create a poll question in which you ask the students to enter data in two columns labeled **Inches** and **Centimeters**. Send them the Quick Poll question.
12. **Student:** Connect two different handhelds to the Teacher's computer and log in. Enter the data below. Submit your data when you are finished entering it by pressing the DOC button on the handheld.



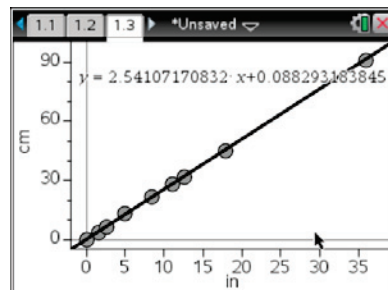
Handheld #1

Inches	$1+1/2$	$4+15/16$	$8+1/2$	$17+7/8$
Centimeters	3.85	13.00	21.63	45.3

Handheld #2

Inches	$2+5/8$	11	$12+1/2$	$35+7/8$
Centimeters	6.68	28.01	31.95	91.30

13. **Teacher:** When both student data sets have been entered, stop the poll, right-click on the data table, and select "Copy Entire Table".
14. **Teacher:** In the DOCUMENT tab, open a new Nspire document, and add a spreadsheet.
15. **Teacher:** With box A1 highlighted, paste your data into the spreadsheet.
16. **Teacher:** Label the columns with appropriate names. Clean up the spreadsheet if needed. (Remove rows with dashes. Make sure that data is correct and uniform.)
17. **Teacher:** Save the document.
18. **Teacher:** Send the document to the students. Now they have a full set of class data ready to be analyzed!
19. **Teacher:** Instruct the student (the other participant) to add a Data & Statistics page to look for the relationship between the length data.
20. **Student:** Open the document that was just sent on one of the handhelds. Add a Data & Statistics page to look for the relationship between the length data. HINT: Use the MENU button and the ANALYZE feature.



Tip Sheet: Overview of Workspaces

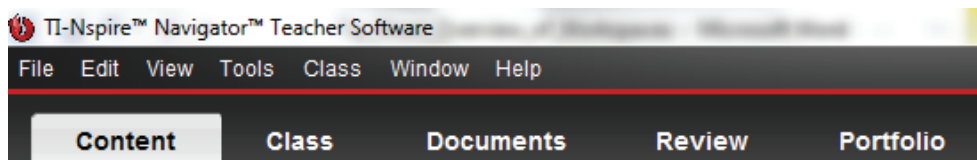
TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

- Differentiate between the different workspaces in the TI-Nspire™ CX Navigator™ Teacher Software.

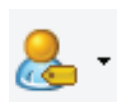
Overview of Workspaces

There are five different workspaces in the TI-Nspire™ CX Navigator™ Teacher Software: Content, Class, Documents, Review, and Portfolio. To move between the workspaces, click on the appropriate tab.

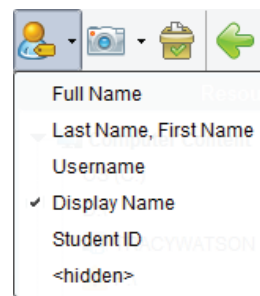


Each workspace has a specific purpose, but they work together to create a complete package for the TI-Nspire™ CX Navigator™ classroom. Depending on the selected workspace, the menu options and icons will change appropriately.

Icons Available in All Workspaces



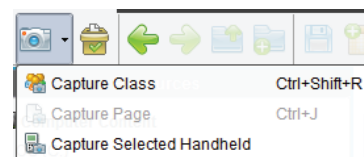
The **Student Name Format** icon allows the teacher to change the displayed format of the students in a TI-Nspire™ CX Navigator™ class. The change will be reflected in all workspaces, including the Portfolio Workspace.



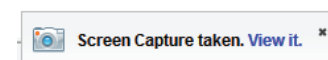
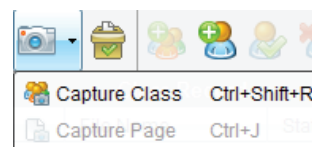
Clicking the **Take Screen Capture** icon allows the teacher to take a class capture, capture a page of a document in the Documents Workspace, or take a screen capture of a connected handheld. The availability of the options depends on the state of the software and workspace.

When **Capture Page** or **Capture Selected Handheld** is selected, a pop-up window appears in the lower right-hand corner allowing you to view the capture in the Screen Capture Window. The screen capture is also automatically placed into the computer's clipboard and can be immediately pasted into other software, such as a word processing document.

TI-Nspire™ Navigator System:



TI-Nspire™ Navigator™ NC:

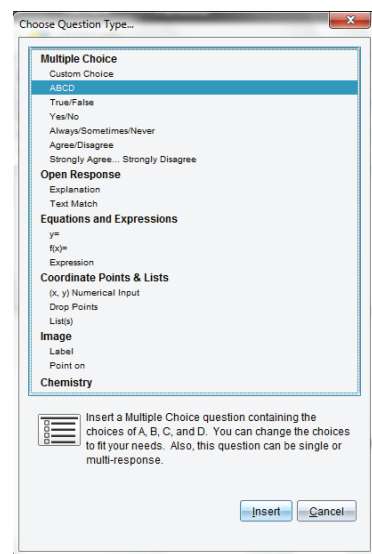


Tip Sheet: Overview of Workspaces

TI PROFESSIONAL DEVELOPMENT



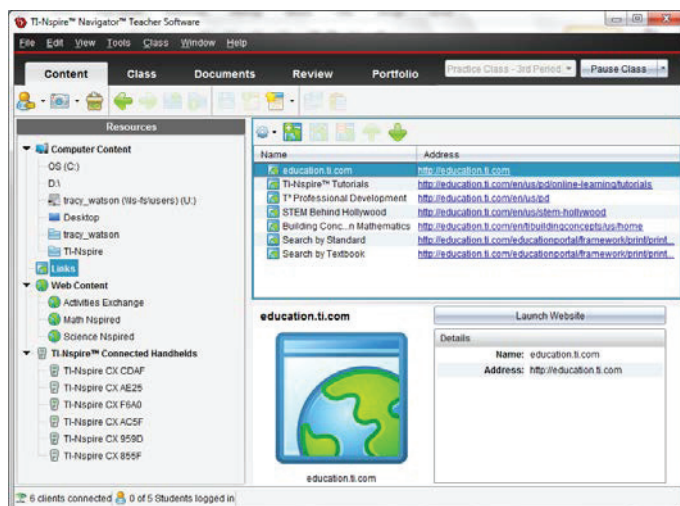
Clicking the **Quick Poll** icon allows teachers to create a new Quick Poll question at any time. The TI-Navigator Class does not have to be started, so a teacher can prepare questions before the class begins. It will be tagged with the name of the class that is displaying in the Class drop-down menu.



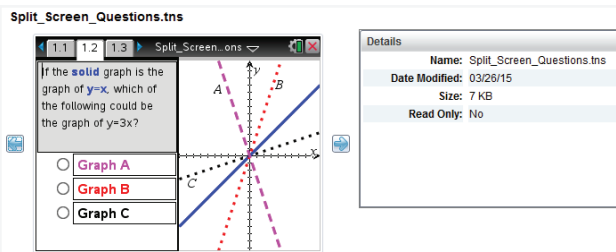
The Content Workspace

The Content Workspace is used for transferring TI-Nspire™ documents to/from the connected handhelds and the computer, for previewing documents, and for accessing documents on TI websites.

Note: When using the TI-Nspire™ Navigator™ NC Teacher Software, the list of Connected Handhelds is not available in the Resources panel.



The Content Workspace allows the teacher to browse online TI activities without launching a web browser, to see an overview of the activity, to open the TI-Nspire™ documents, and to save all the activity files to the computer. If a TI-Nspire™ document resides on the computer, it can be previewed without opening the document.

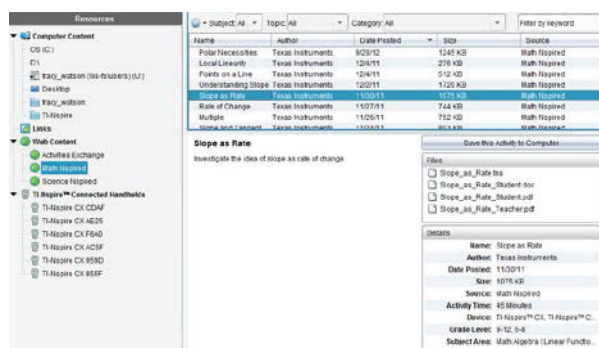


Tip Sheet: Overview of Workspaces

TI PROFESSIONAL DEVELOPMENT

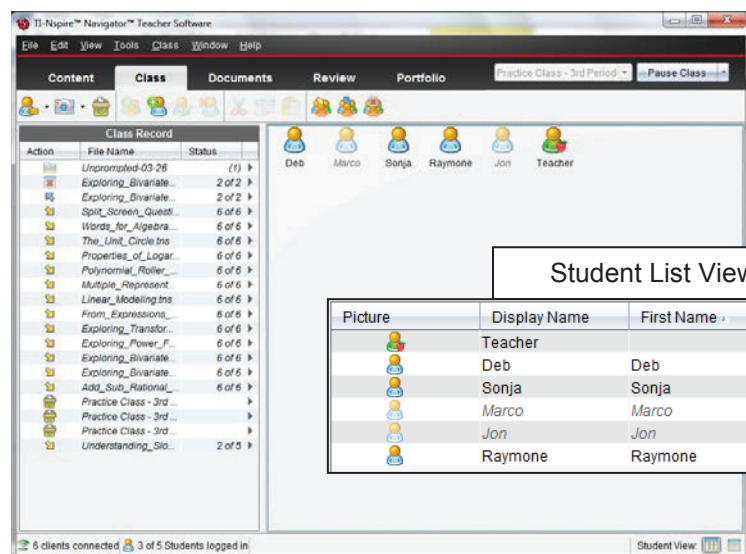
With this functionality, the TI-Nspire™ documents can be sent directly to the class or any connected handhelds without opening any other software.

Note: When using the TI-Nspire™ Navigator™ NC System, any type of document can be sent to students' computers. However, only TI-Nspire and PublishView™ documents can be opened using the TI-Nspire™ Student Software.

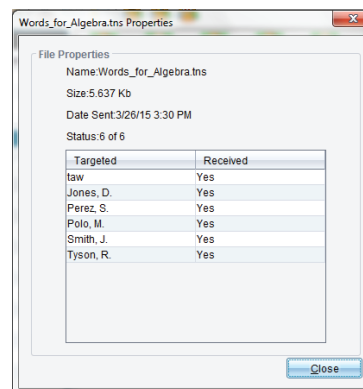
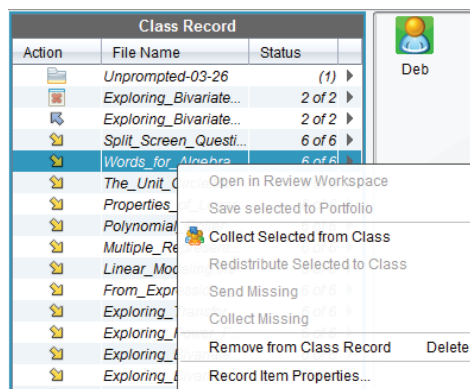


The Class Workspace

The Class Workspace allows the teacher to see which students are logged in to the classroom network and to see which documents have been transferred to/from the handhelds/computer via the TI-Nspire™ CX Navigator™ System. The teacher can also send/collect/delete documents to the class through the Class Workspace. Both the Seating Chart View and Student List View of the Class are shown below.



The Class Record is a listing of document transfers. The teacher can also access individual student information regarding a specific transfer.




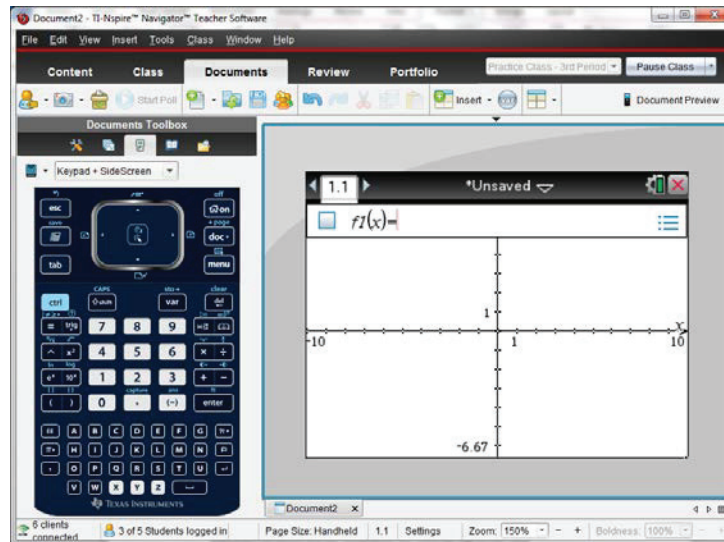


Tip Sheet: Overview of Workspaces





TI PROFESSIONAL DEVELOPMENT

The Documents Workspace

The Documents Workspace is used to create new TI-Nspire™ documents and to edit or view pre-created documents. When working in the classroom with TI-Nspire™ CX Teacher Software or TI-Nspire™ CX Navigator™ Teacher Software, most teachers click on the TI-  SmartView™ tab (Tab 3) in the Documents Toolbox (left column).

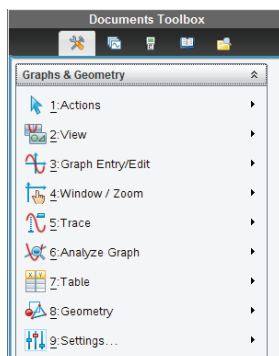


The Documents Toolbox also contains:

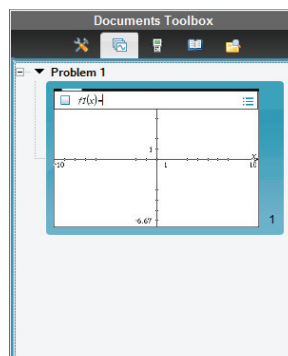
-  (Tab 1) Menu items unique for each application in a TI-Nspire document and question properties tools;
-  (Tab 2) Page sorter;
-  (Tab 4) Utilities such as math and symbol templates;
-  (Tab 5) Content Explorer file transfer tool that allows the user to transfer documents to/from the handhelds that are connected to the computer with a USB cable.

Note: When using the TI-Nspire™ Navigator™ NC Teacher Software, the Connected Handhelds list is not available in the Content Explorer.

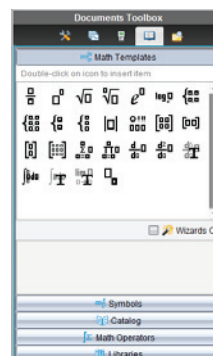
Document Tools



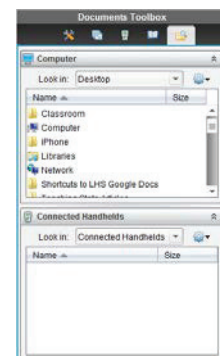
Page Sorter



Utilities



Content Explorer

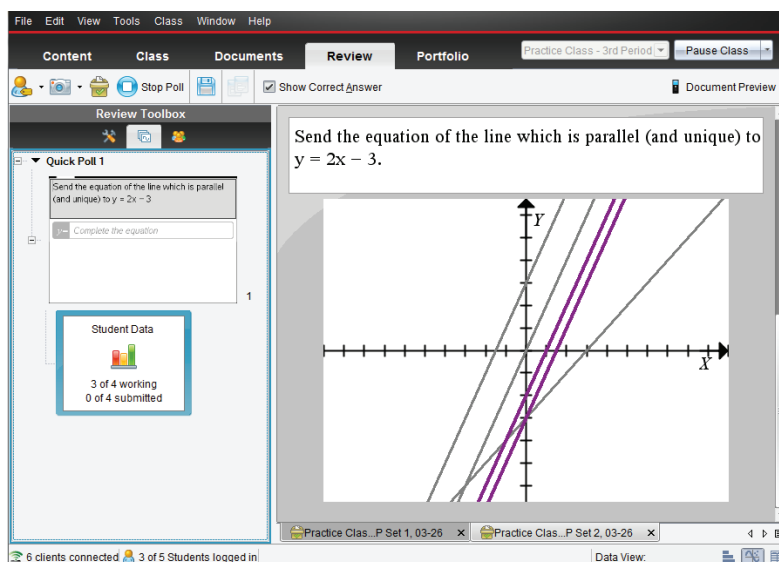


Tip Sheet: Overview of Workspaces




TI PROFESSIONAL DEVELOPMENT

The Review Workspace

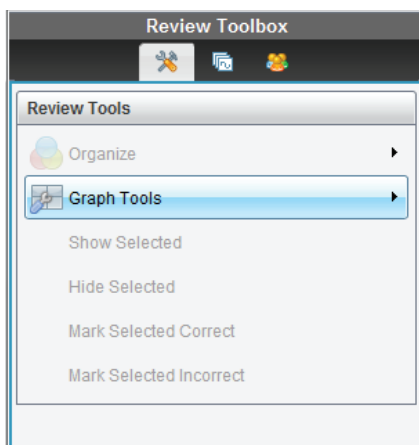
The Review Workspace is used after a Quick Poll is sent or a TI-Nspire™ document containing questions is collected using the TI-Nspire™ CX Navigator™ System. The Review Workspace allows the teacher to analyze the results of a Quick Poll question or the document question by changing the Data View between a bar chart, graph, student work, and/or lists, depending on the configuration and Question Type.



The Review Toolbox contains:

-  (Tab 1) Menu action items unique for each type of question;
-  (Tab 2) Page sorter view to browse through the Quick Polls (or document with questions);
-  (Tab 3) Individual student details for each question.

Review Tools



Students

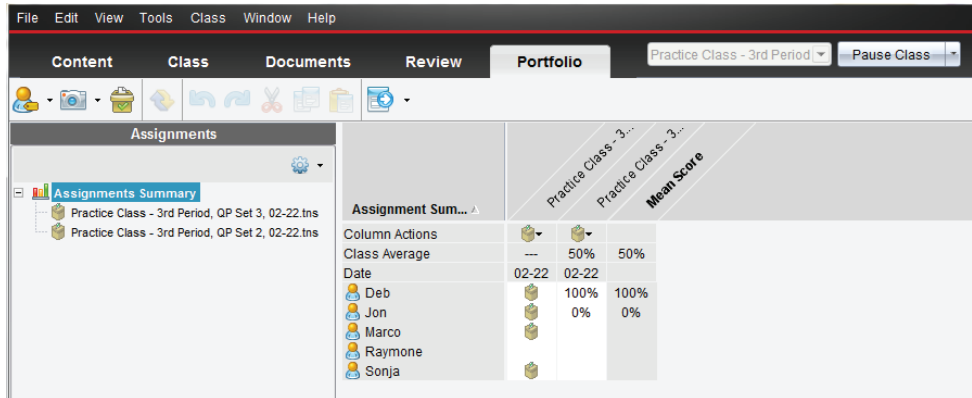
Student	Response
<input checked="" type="checkbox"/> Deb	$y=x-3$
<input checked="" type="checkbox"/> Jon	$y=2 \cdot x$
<input checked="" type="checkbox"/> Marco	$y=2 \cdot x+3$
<input checked="" type="checkbox"/> Raymone	
<input checked="" type="checkbox"/> Sonja	
<input checked="" type="checkbox"/> Teacher	$y=2x-3$
<input checked="" type="checkbox"/> Teacher	$y=2 \cdot x-2$

Tip Sheet: Overview of Workspaces

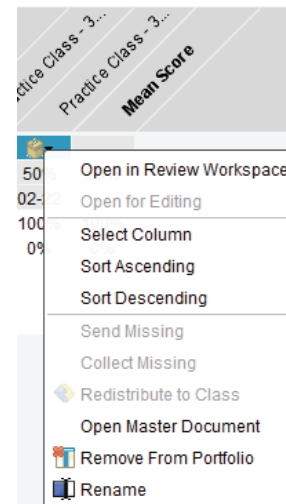
TI PROFESSIONAL DEVELOPMENT

The Portfolio Workspace

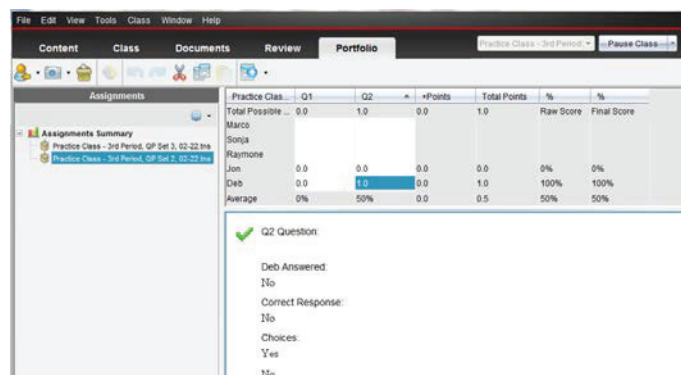
The Portfolio Workspace is used to view previously saved Quick Polls and TI-Nspire™ document results. The teacher can view the summary of scores by student, by question, and by class.



The Assignments Summary allows the teacher to manage the scores and files collected using the TI-Nspire™ CX Navigator™ System. A teacher has the option to review the class results in the Review Workspace, to send missing documents, to collect missing documents, to redistribute documents to students for further work, and/or to open the master document.



A detailed summary of the assignment results and student results is available by selecting the assignment from the list.




Tip Sheet: Adding Classes

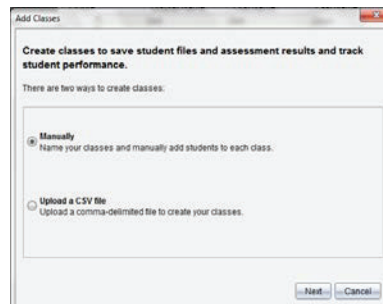
TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

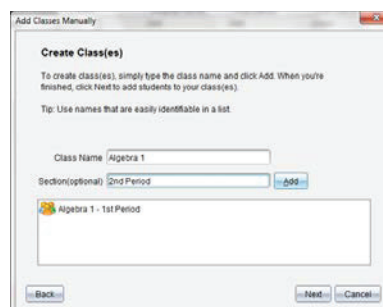
- Create classes in the TI-Nspire™ CX Navigator™ System.

Manually Adding Classes

1. Click the Add Classes icon . Select **Manually**, and click **Next**.



2. Fill in the field for Class Name as desired. You can have multiple sections of the same class name. For example, you can have Algebra 1 – 1st Period and Algebra 1 – 2nd Period. Click **Add** after entering each class name. Click **Next** after all the classes have been added.

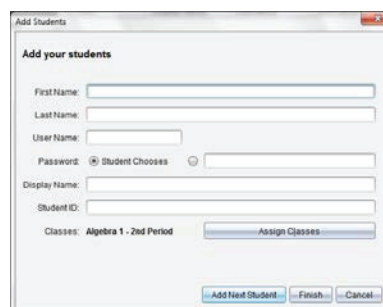


3. Click **Add Student** to manually create student accounts at this time.

- Clicking **Finish** will create an empty class with the desired name.

4. To create student accounts, you must fill in the First Name, Last Name, and User Name fields. Students can be assigned passwords, or you can allow them to choose their own upon their first login.

- Students can be assigned a Display Name to allow for personalization or privacy, and/or Student ID's can be included as necessary. The Display Name defaults to the student's First Name if none is specified.
- Students can be assigned to multiple classes or moved from one class to another by clicking **Assign Classes** and checking the desired class location(s).



5. Click **Add Next Student** when finished with the first student. Click **Finish** when you are done adding students to the class.




Tip Sheet: Adding Classes

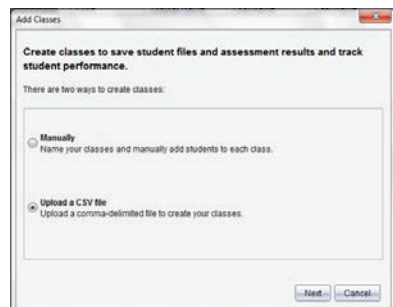
TI PROFESSIONAL DEVELOPMENT

Importing Classes and Students Automatically from CSV File

1. Store student information in a spreadsheet application such as Excel and save the file in CSV format. You must have a column for the **Class Name**, **Student First Name**, **Student Last Name**, and **Student User Name**. You can also include optional columns for *Section*, *Student ID*, and *Password*. The data may be exported from a grade book program or typed manually. The workshop instructor will have a sample CSV file.

	A	B	C	D	E
1	Class	First	Last	Login	Last Four
2	Algebra1	Anna	Allen	ANN	9523
3	Geometry	Andrew	Anderson	AND	1008
4	Algebra2	Beth	Black	BET	5157
5	Algebra1	Bob	Brady	BOB	4051
6	Geometry	Blaise	Pascal	BLA	9851
7	Algebra2	Chris	Chambers	CHR	2230
8	Algebra1	Doug	Davis	DOU	5468

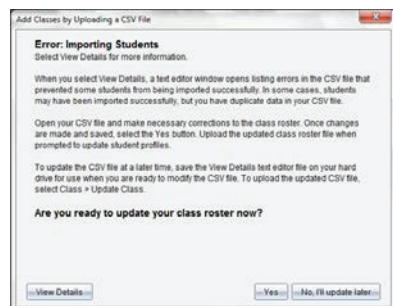
2. Click the Add Classes icon . Select **Upload a CSV file**, and click **Next**.



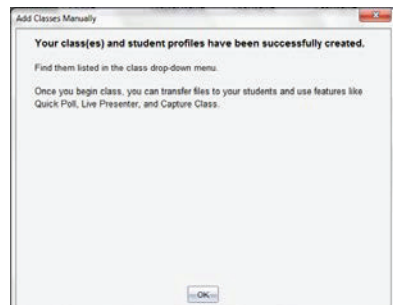
3. Click **Browse**, navigate to the location of the saved CSV file, and click **Next**.
4. Use the drop-down menus to match up the columns in the CSV file to the TI-Navigator fields in the Add Classes by Uploading a CSV File dialog box.
5. Click **Next** when finished mapping fields.



- If any import errors occur, they will be listed in the details on the next screen. The most common error is a duplicate username.
- The CSV file can be modified and uploaded again to correct any errors or import new students added to your classes at a later date. Alternatively, add the students manually.



6. When the CSV file is successfully uploaded, you will receive a message that the classes and student profiles have been successfully created.



Tip Sheet: Managing Classes

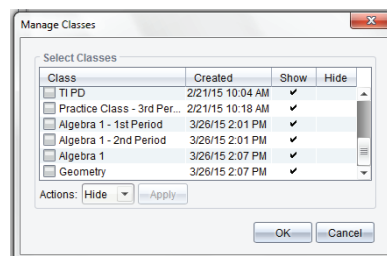
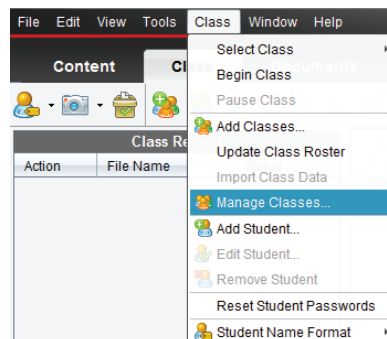
TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

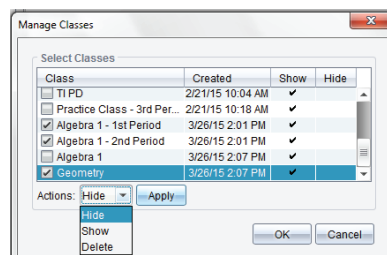
- Manage classes using the TI-Nspire™ CX Navigator™ System.

Managing Classes (Hide/show and Delete)

- Click **Class > Manage Classes** to open the Manage Classes dialog box.
 - All the classes that have been created on that computer will be displayed in the window.
- Check the box for any class that you would like to hide.
 - Select **Actions > Hide**, and click **Apply**.
 - Hidden classes can be retrieved later by returning to Manage Classes and changing their status to **Show**.

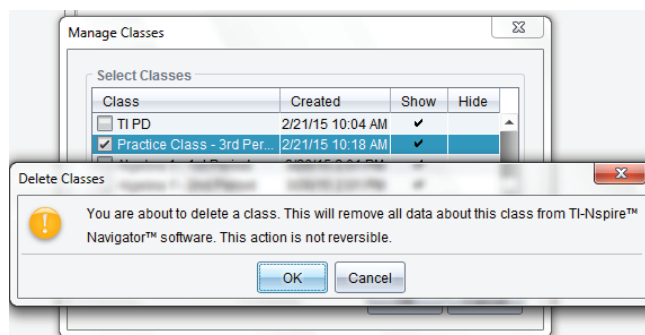


Note: Hiding a class will keep the student data attached with that class for future record keeping, but will keep that class from appearing in the list of active classes. This is helpful for schools that require teachers to maintain student records for past years.



- To delete a class, select the check box next to the class, select **Actions > Delete**, and click **Apply**.

Note: Be aware that the delete action is not reversible. **Deleted classes and student data associated with them will be permanently lost.**



- Click **OK** to exit the Manage Classes dialog box.

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Tip Sheet: Basic TI-Nspire™ CX Handheld Skills

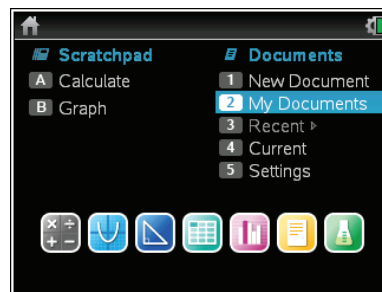
TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

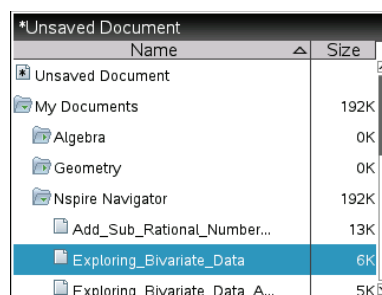
- Review the basic skills needed to use a TI-Nspire™ CX learning handheld.

Opening a Document

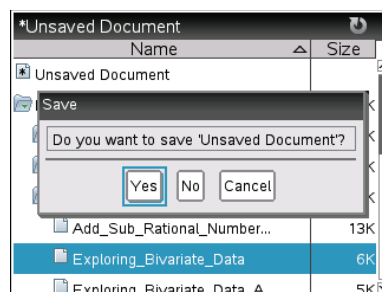
- Power on the TI-Nspire™ handheld, and press on.



- Go to **My Documents**.
- Scroll to the appropriate file using the arrow keys (\blacktriangledown / \blacktriangle).
- To open a folder, scroll to it, and press .
- Scroll to the desired document, and press or to open the document.



- If the handheld already has a document open, you will have to choose whether or not to save changes to the prior document. Select Yes or No using the arrow keys (or), and press .
- The desired document is now open.

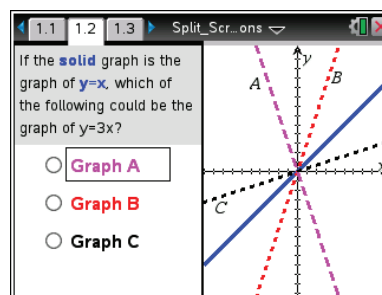


Selecting Answer Choices

- To move from the question area to the answer area of a question, press .

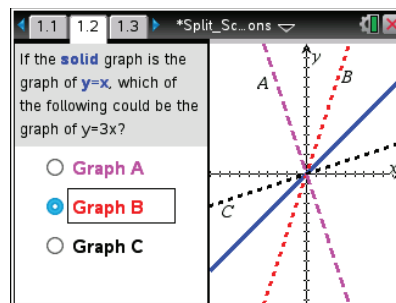
Note: The arrows keys can be used, but the cursor will scroll through each line of the question area until it reaches the bottom.

- Press repeatedly to move between the answer choices.
 - The arrow keys can be used here as well.





3. When the desired answer choice is highlighted, press (or) to mark the answer.

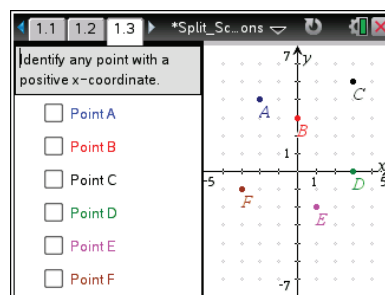


Moving between Pages

The tabs at the top of the handheld screen indicate that the document contains multiple pages.

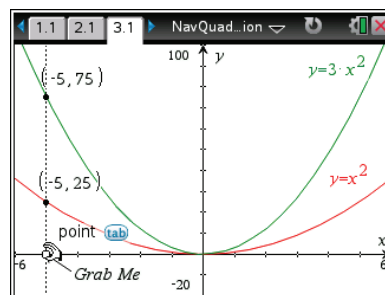
For example, in the open document shown to the right, the arrow to the right of tab 1.3 indicates that there are more than three pages in this document.

1. To move to the next page in a document, press .
2. To move to the previous page in a document, press .

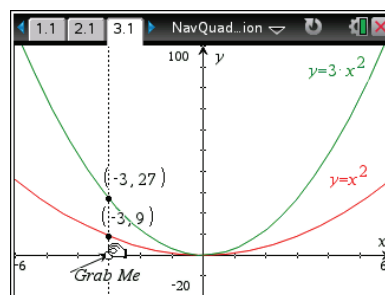


Grabbing an Object

1. Move the cursor to the graph until the cursor changes to an open hand icon ().
2. Press to close the hand ().



3. Use the arrow keys and/or the touchpad to move the object.
4. Press to “drop” the object in the desired location.




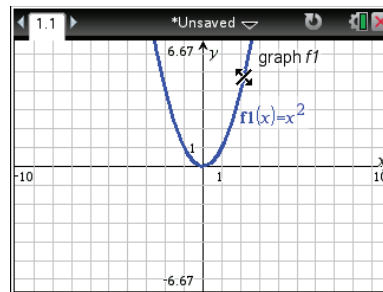




Tip Sheet: Basic TI-Nspire™ CX Handheld Skills

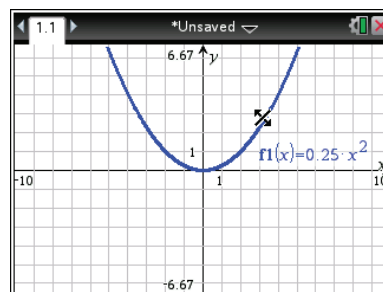
TI PROFESSIONAL DEVELOPMENT




Grabbing and Manipulating a Graph

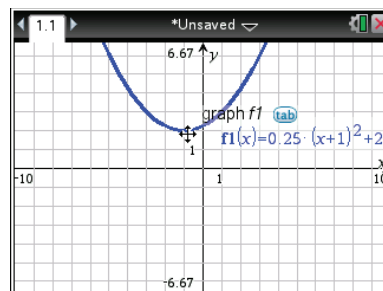
1. Move the cursor to the graph until the cursor changes to the dilation symbol .



2. Press **ctrl**  to grab the graph.
3. Use the arrow keys and/or the touchpad to manipulate the graph.
4. Press  to “drop” the graph in place.



5. To translate the graph of a quadratic function, move the cursor to the center of the graph near the vertex. When the translation symbol  appears, press **ctrl**  to grab the graph.
6. Use the arrow keys and/or the Touchpad to translate the graph.
7. Press  to “drop” the graph in place.



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Tip Sheet: Live Presenter

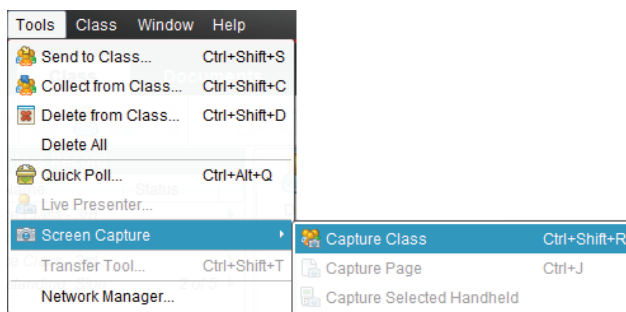
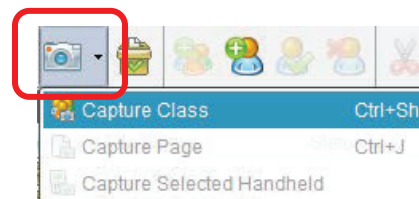
TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

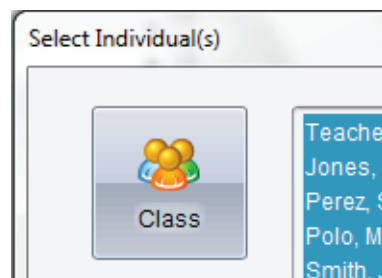
- Use the Live Presenter feature to direct instruction and check for student understanding.

Live Presenter from Class Capture

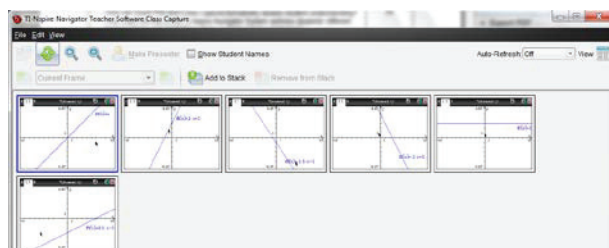
- Open the TI-Nspire™ CX Navigator™ Teacher Software, and start your LCD projector.
- Begin Class, and have the students log in to the TI-Nspire™ CX Navigator™ class.
- Select the **Capture** icon from the tool bar.
 - Alternatively select **Tools > Class Capture**, or use the computer keyboard shortcut **Ctrl+Shift+R**.



- Select the **Class** icon to take a screen capture of the entire class.



- Click **OK**.
 - You will see screen captures of the class (and they will be projected to the class).





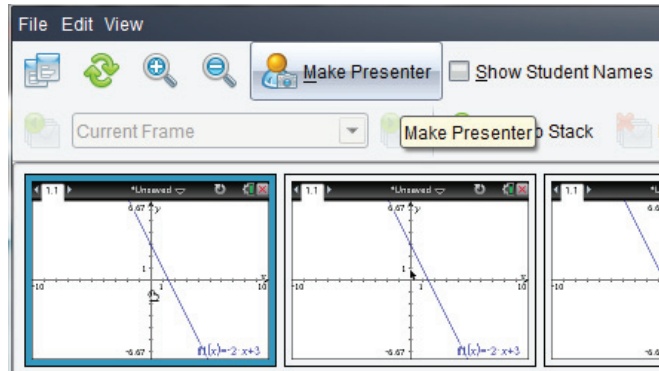
Tip Sheet: Live Presenter

TI PROFESSIONAL DEVELOPMENT

6. Select a screen capture. The screen will have a blue border around it showing that it has been selected.

7. Click **Make Presenter**.

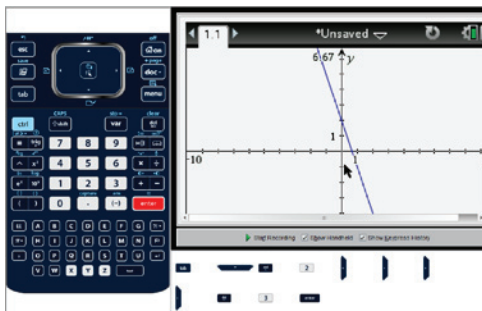
- The screen and handheld of the selected student only is projected to the class as the Live Presenter (as shown below).



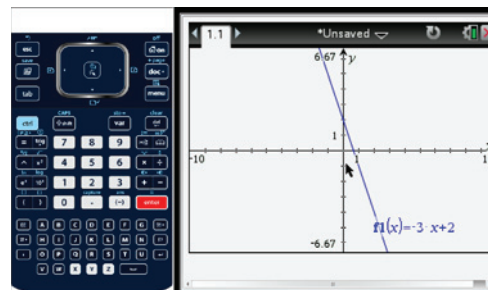
8. Everything the student does on the handheld is displayed to the class.

- Rather than the teacher pushing the buttons, he or she can give guided directions to the student and have the student go through the motions of the activity.
- Rotating the Live Presenter during a class period keeps students on task and allows the teacher to monitor student progress and understanding.

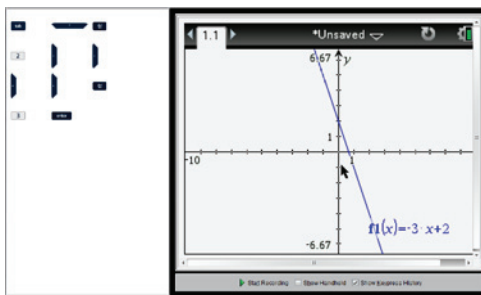
Note: The teacher can customize the layout of the presenter. Currently, the default is to show the Handheld and Key Press History. You can turn off either or both of these views to customize the Live Presenter. You will see the Key Press History and the screen changing in real time. Notice on the Teacher Software that you will see each specific button the student presses identified by a red outline.



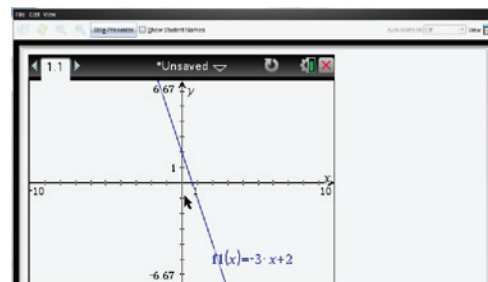
Show Handheld and Key Press History



Show Handheld Only



Show Key Press View Only



Neither Handheld Nor Key Press History

Tip Sheet: Live Presenter

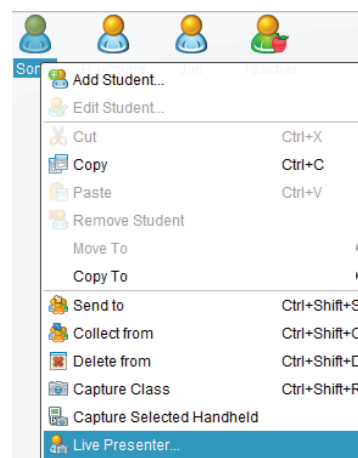
TI PROFESSIONAL DEVELOPMENT

- Click **Stop Presenter** when a particular student is finished as the Live Presenter.
- You will be taken back to the Class Capture Screen. At this time you can refresh screens and select a new student to become the Live Presenter.



Live Presenter from Classroom View

- Open the TI-Nspire™ CX Navigator™ Teacher Software.
- Begin Class, and have the students log in to the TI-Nspire™ CX Navigator™ class.
- Right-click on a student icon, and select **Live Presenter**.
 - The student is automatically projected to the class as the Live Presenter.



Additional Features of Live Presenter

- When the Live Presenter presses a button on the handheld, the button on the picture of the handheld is highlighted in RED to show the class which key has been pressed.
- The teacher has the following options:
 - Show Keypress History.** When selected, the class sees a list of keys the Live Presenter has pressed.
 - Show Handheld.** Show/hide the graphic of the handheld on the left side of the window.
 - Start Recording.** Select to start a video recording of what the Live Presenter is doing on the handheld. If desired, name the file, and save it on the computer. The video is saved as an .AVI file.



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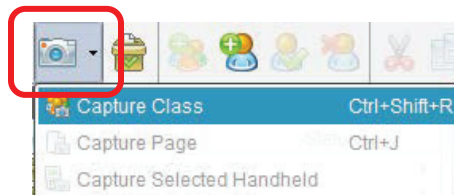
Tip Sheet: Class Capture TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

- Use the TI-Nspire™ CX Navigator™ Class Capture feature to check for student understanding.

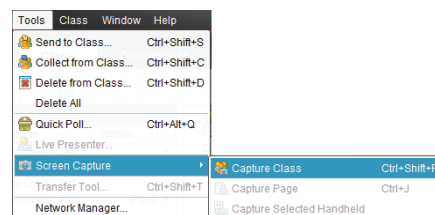
Viewing Class Screen Captures

- Open the TI-Nspire™ Navigator™ CX Teacher Software.
- Begin Class, and have students log in to the TI-Nspire™ Navigator™ class.
- Select the **Capture** icon from the tool bar, and choose **Capture Class**.

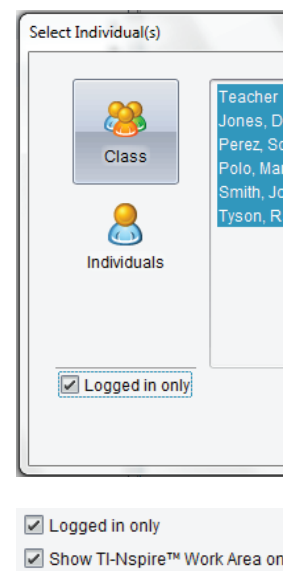


- OR select **Tools > Capture Class**.
- OR use the computer keyboard shortcut **Ctrl+Shift+R**.

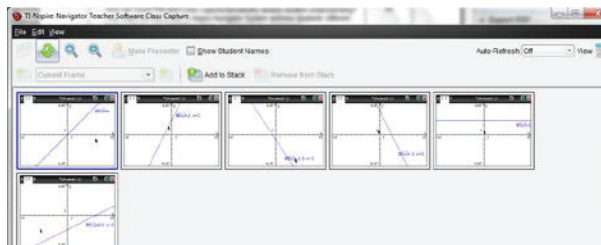
Note: When using the TI-Nspire™ Navigator™ NC System, only the Capture Class and Capture Page options are available.



- Select the **Class** icon to take a class capture of the entire class, or select the **Individuals** icon to take a screen capture of individual students.
 - When using the Individuals option, hold down the **Ctrl** key to select any number of non-consecutive students, or hold down the **Shift** key to select any number of consecutive students from the list.
 - When you select the “logged in only” option, only the students logged in to TI-Nspire™ CX Navigator™ System will be displayed.
 - The TI-Nspire™ Navigator™ NC Teacher Software has the additional option to “Show TI-Nspire™ Work Area only.” When this option is selected, only students’ work areas in the TI-Nspire™ Student Software will appear in the class capture. Otherwise, students’ entire desktops will be shown.



- Click **OK**.
 - The student screens will be tiled alphabetically according to Display Name.
 - The teacher screen will be identified by a blue border (unless the Teacher Preferences have been adjusted).

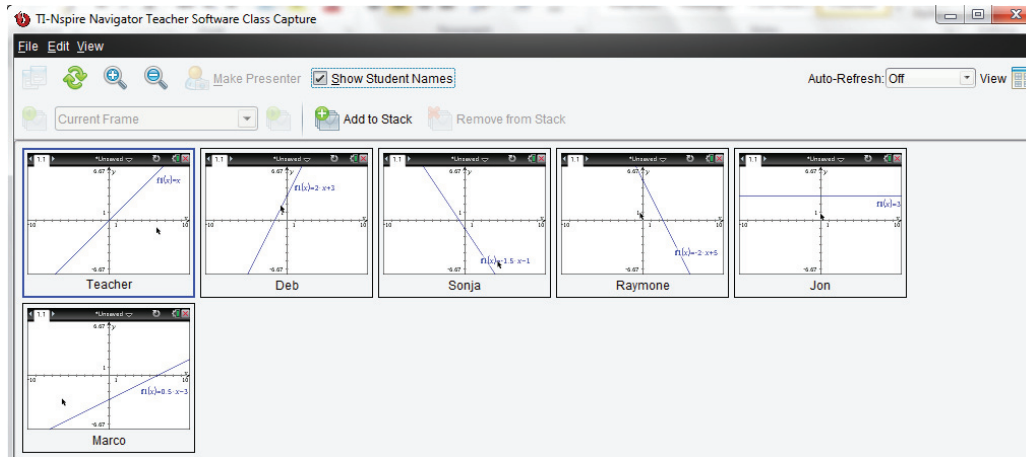




Tip Sheet: Class Capture

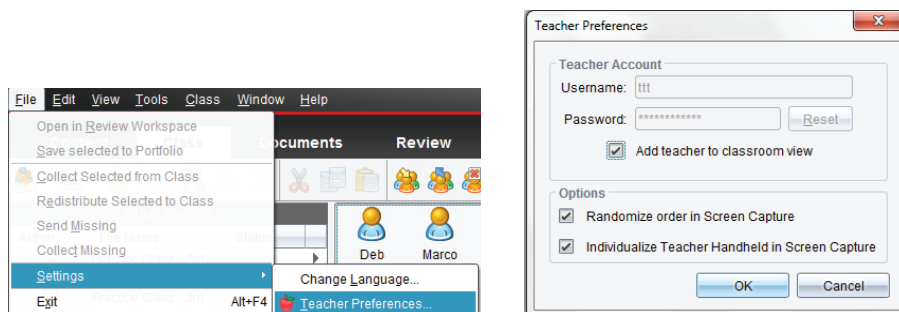
TI PROFESSIONAL DEVELOPMENT

- To refresh the Class Capture, press the **Refresh** icon. Otherwise, the screens are in the same state as when you initialized the Class Capture.
- The teacher has the option of choosing whether the student names are displayed with the screen captures.
 - Select **Show Student Names** as desired.
 - Use caution when showing student names in front of the class. The anonymity of the screen captures can very important to avoid potential student embarrassment.



Class Capture Teacher Preferences

In the Class Workspace, select **File > Settings > Teacher Preferences**.



- Toggle the student screen display between alphabetical by display name and random distribution with the option “Randomize order in Screen Capture.”
- Hide/show the Teacher handheld screen with the student screens using the option “Individualize Teacher Handheld in Screen Capture.”

Note: When using the TI-Nspire™ Navigator™ NC Teacher Software, Login information and Network Settings are shown instead of the Teacher Account information. The only Class Capture option available is “Randomize order in Screen Capture.”

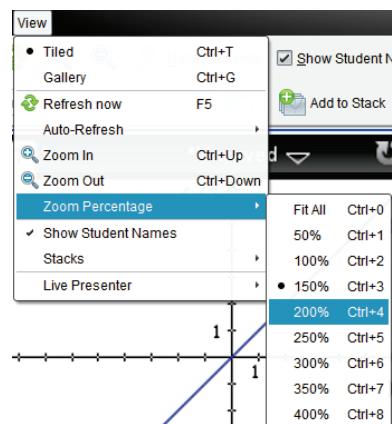
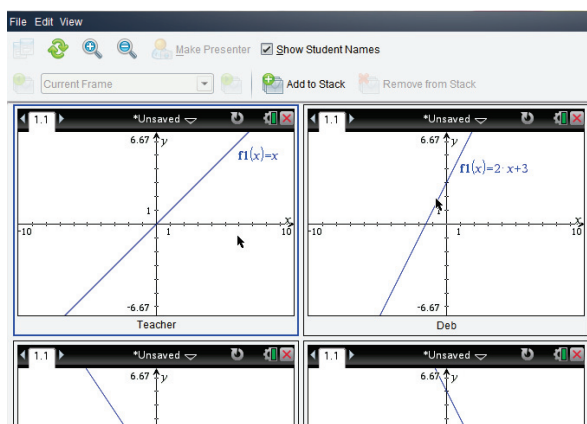
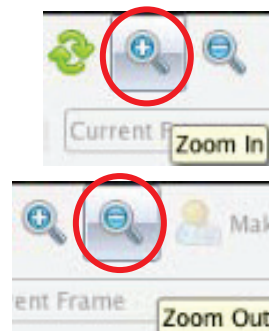
Tip Sheet: Class Capture

TI PROFESSIONAL DEVELOPMENT

Class Capture Features

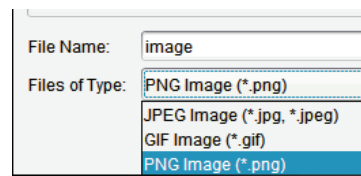
Zooming

- Pressing the **Zoom In** button enlarges the screens displayed on the teacher's computer.
- Pressing the **Zoom Out** button shrinks the screens displayed on the teacher's computer. It can be used to return the screens to the normal display size.
- From the **View** menu, you can select a fixed screen size on the teacher's computer.



Saving Screen Captures

- Select a screen in the **Class Capture** window to save. To save multiple screens, use the **Ctrl** key.
- Select **File > Save Selected Screen(s)** to save one or more screen captures as a .JPG, .PNG, or .GIF image file (all images will be saved in the same format).



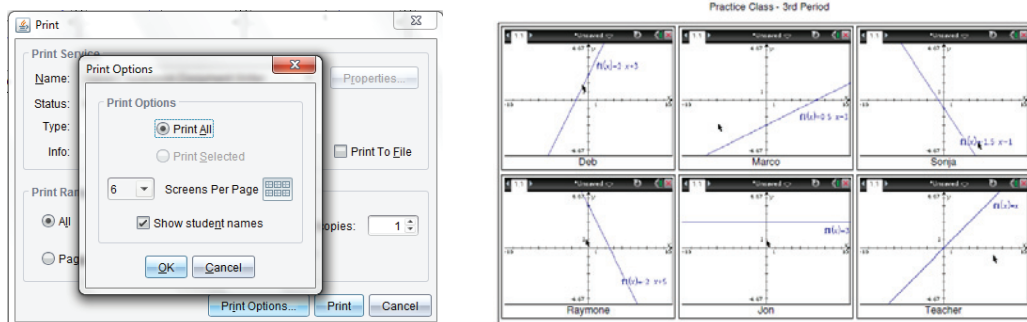
- Student screens that have been selected will be highlighted with a blue shaded border.
- Only students who are logged in will be saved. Even if the Class Capture is showing the "Not Logged In" screen, the handheld screens will not be saved.
- The screens will be saved as individual files without a student identifier (Image1, Image2, etc.). If the purpose for saving is for grading, the best option is to print the screen captures.
-





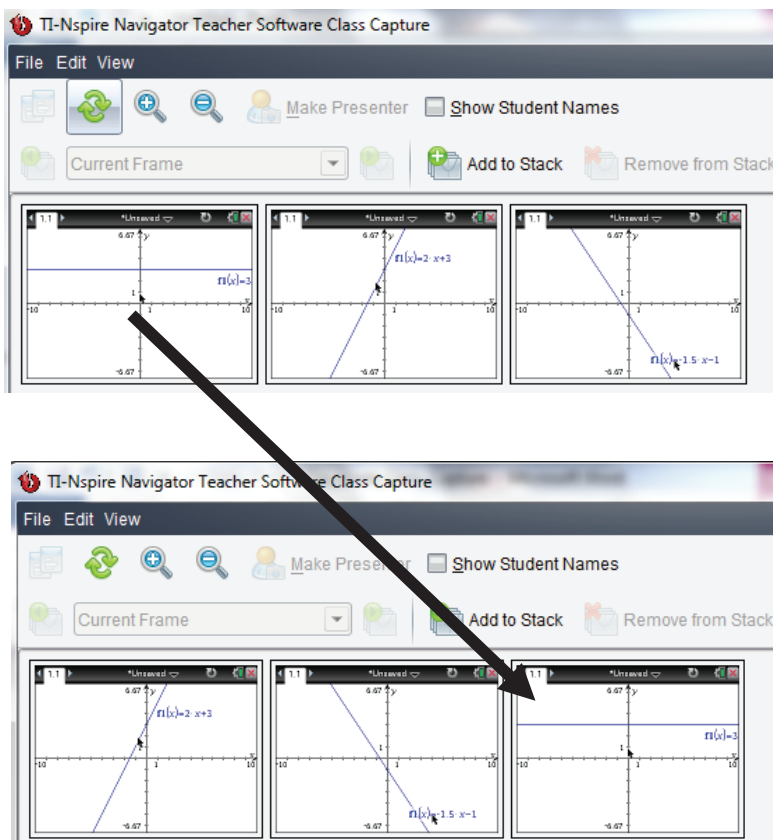
Printing Screen Captures

- Class screen captures can be printed with the screen identifiers by selecting **File > Print**. The Print Options dialog box allows you to tailor such options as the number of screens per page.



Reordering Screen Captures

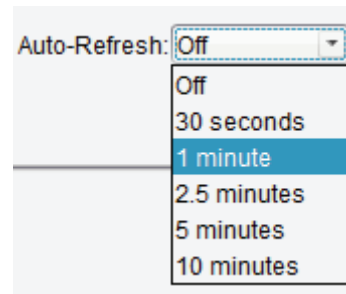
- Click to drag and drop student screens to new positions within the Class Capture window.
- Note the difference between the two groups of three screen captures below .



Tip Sheet: Class Capture TI PROFESSIONAL DEVELOPMENT

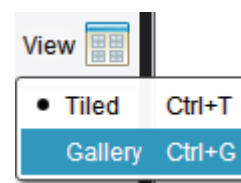
Auto-Refresh

- Once you have taken a Class Capture, click on the Auto-Refresh drop-down menu to select how often to automatically refresh student screens.
- You can use this feature to monitor student progress by setting it to refresh in several time intervals from 30 seconds to 10 minutes.

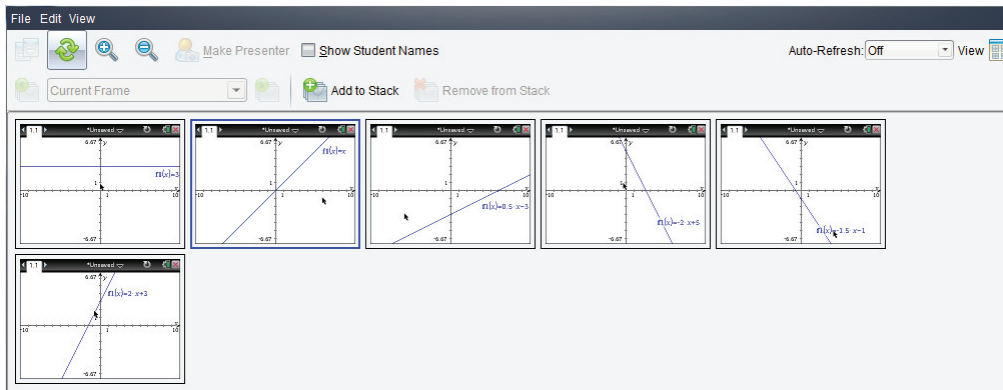


Changing the View

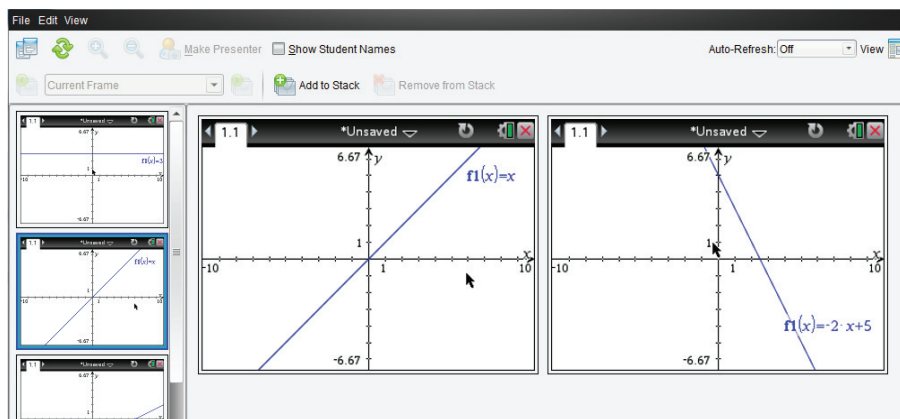
- By default, the class capture is in Tiled view.
- To change to Gallery view, click the **View** icon and select **Gallery** (or use the computer keyboard shortcut **CTRL+G**).



- Tiled View allows easy access to a full class set of screen captures.



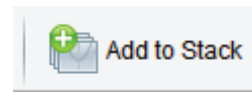
- Gallery View allows easy comparison of a few screens by selecting them in the gallery list on the left using the **Ctrl** key.



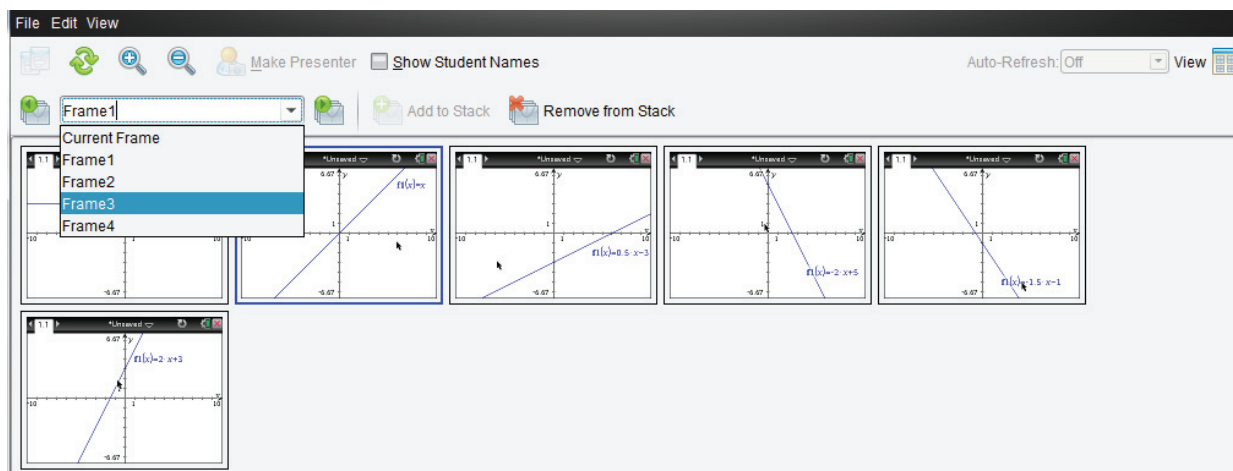


Using Screen Stacks

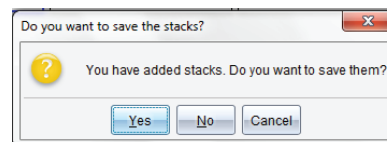
Teachers might not have time to save individual student screens during class. To help with this, a set of Class Captures can be stored as **stacks** of **frames** as if they are stored on multiple clipboards. A frame is one set of class captures. A stack holds multiple frames of class captures.



1. Click the **Add to Stack** icon to store the current set of Class Captures.
2. The teacher can **Add to Stack** multiple times throughout a class session for later review or analysis.
3. The stacks can be reviewed by clicking the Frame drop-down menu or the **Previous Frame** or **Next Frame** icons on either side of the drop-down menu.



4. Unwanted stacks can be deleted by clicking the **Remove from Stack** icon.
5. Save individual screens from any frame as image files. Select the screen(s) to save, and choose **File > Save Selected Screen(s)**.
6. When the Class Capture window is closed, you will be asked whether you want to save the stacks. Click **Yes** if you want to save the stacks of Class Captures.
 - Later, you can go through the stacks of frames for a class and save individual Class Capture images.





Tip Sheet: Quick Poll

TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

- Use the various features of Quick Poll, such as sending, collecting, and reviewing a Quick Poll.

What is Quick Poll?

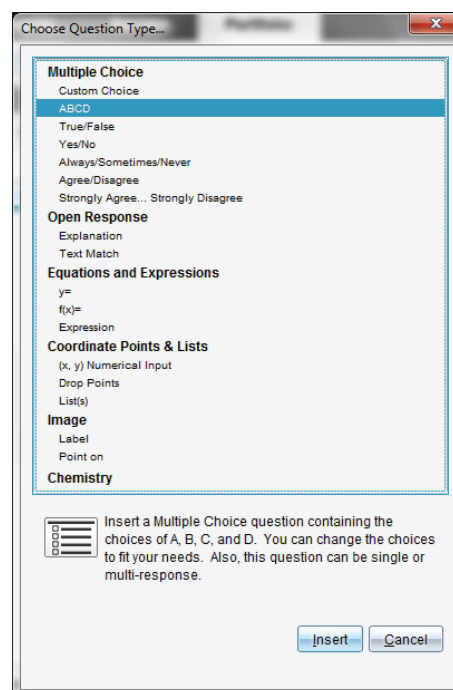
An important teaching technique is *questioning students* during class to gauge their understanding of the topics and to ensure that the class discussion is on pace with the students understanding.

The Quick Poll feature of the TI-Nspire™ CX Navigator™ System enhances the questioning technique by allowing ALL students to answer the posed questions and allowing the teacher to see ALL student responses in real time. Then the teacher can make the appropriate reactions/adjustments to the class based on the snapshot of student understanding.

Question Types

There are various types of Quick Poll questions:

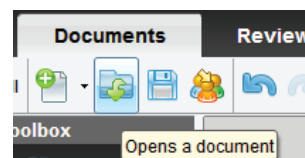
- Custom Multiple Choice
- Standard Multiple Choice (A-B, A-C, etc.)
- True/False
- Yes/No
- Always/Sometimes/Never
- Agree/Disagree (5, 3, or 2 selections)
- Open Response – Explanation
- Open Response – Text Match
- Equations ($y=$ and $f(x)=$)
- Expressions
- (x,y) Numerical Input
- Drop Points on a Coordinate System
- List(s)
- Image (Label, Point on)
- Chemistry



Sending Pre-Made Quick Poll Questions to the Class

Any question page can be sent as a Quick Poll question. The teacher can create a document ahead of class time with questions they anticipate might be helpful to ask students to gauge their understanding of a concept. Teachers can decide during class which ones are appropriate to help guide the lesson.

1. Open the document containing questions for potential Quick Poll questions in the Documents Workspace.

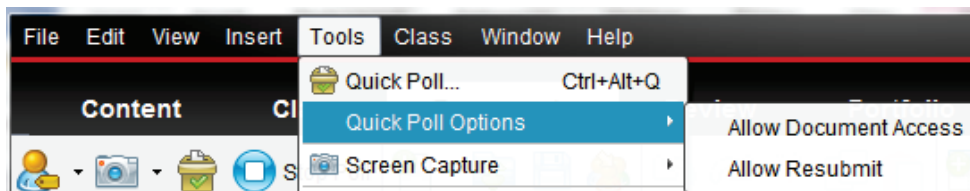




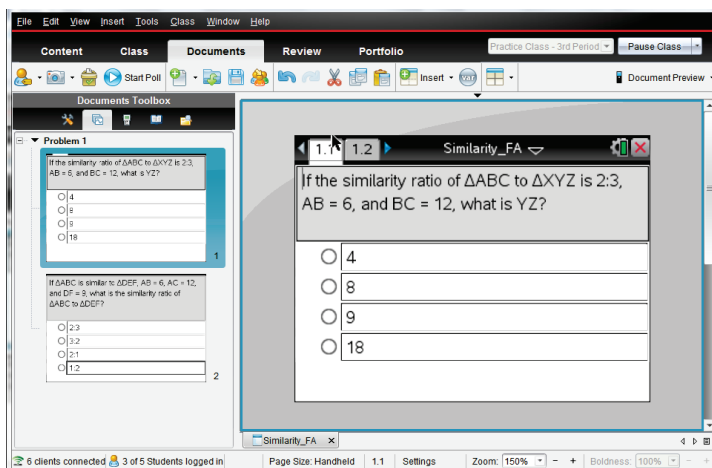
Tip Sheet: Quick Poll

TI PROFESSIONAL DEVELOPMENT

- (Optional) Modify the Quick Poll Options.
 - Allow students access to documents on their handheld. This option is not available when using the TI-Nspire™ Navigator™ NC Teacher Software.
 - Allow students to resubmit their Quick Poll answers.



- After the TI-Nspire™ CX Navigator™ class has been started and students have logged in to class, the current question being viewed in the Documents Workspace can be sent as a Quick Poll by clicking the **Start Poll** icon.

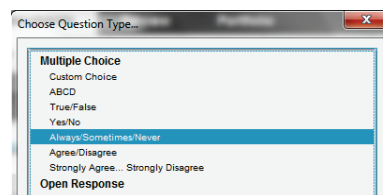


- When all students have answered the question, click the **Stop Poll** icon.



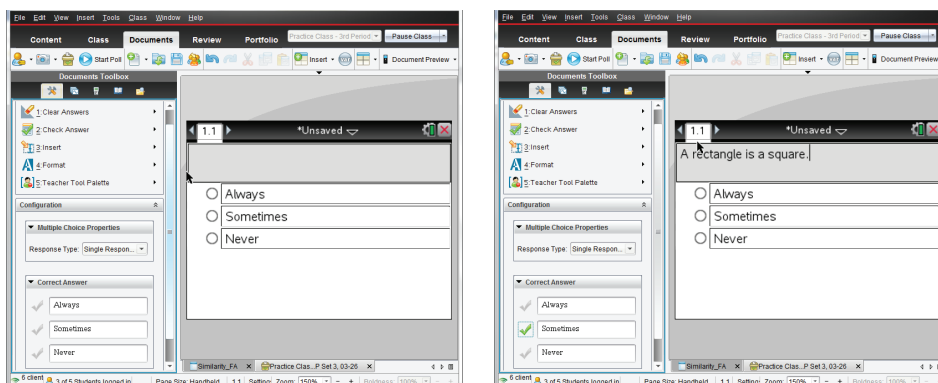
Sending “On-The-Fly” Quick Poll Questions to the Class

- After the TI-Nspire™ CX Navigator™ class has been started and students have logged in to class, click the **Quick Poll** icon.
- Select a Question Type, and press **Insert**.
 - If this is the first Quick Poll question of the TI-Navigator session, a new document will open in the Documents Workspace titled “*Class Name – QP Set # – Date*”.



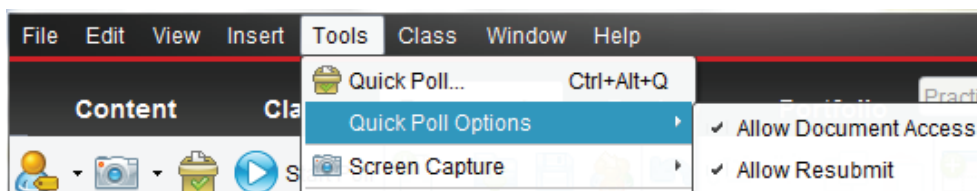
Tip Sheet: Quick Poll TI PROFESSIONAL DEVELOPMENT

3. (Optional) Enter the question into the text box, and select/enter answers when appropriate.



4. (Optional) Modify the Quick Poll Options.

- Allow students access to documents on their handheld.
- Allow students to resubmit their Quick Poll answers.



5. Send the question to the class by clicking the **Start Poll** icon.

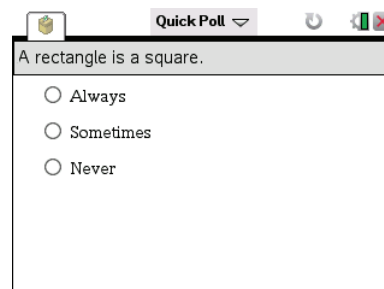


6. When all students have answered the question, click the **Stop Poll** icon.



Responding to Quick Poll Questions as a Student

- After the teacher has started the Quick Poll question, all students who are logged in to the class will automatically receive the question on their calculators as a pop-up window.
 - If a student logs into the class after the poll has been sent, they will receive the poll as long as the teacher hasn't click the **Stop Poll** icon.



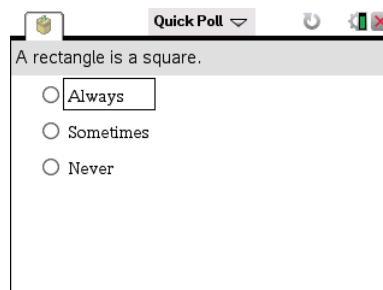
- For multiple choice questions, students move through the answer choices by pressing **tab** (or **▼**). To select an answer, they press **↵** or **enter**.
- For other types of questions, students enter the answer using the appropriate keys and templates on the handheld.



Tip Sheet: Quick Poll

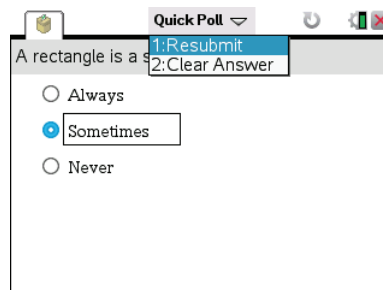
TI PROFESSIONAL DEVELOPMENT

- To send the answer response to the teacher's computer, students press **doc** > **Submit**.



- If the Allow Resubmit option was selected by the teacher, students can change their answers and resubmit by pressing **doc** > **Resubmit**.

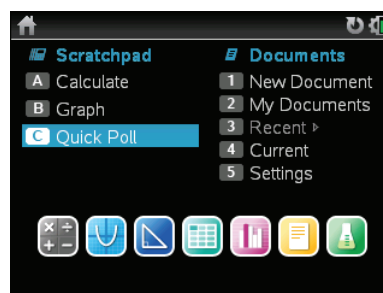
Note: If the resubmit option is not selected, the question will disappear from the handheld once the answer has been submitted.



- If the Allow Document Access option was selected by the teacher, students can temporarily exit the Quick Poll to look at a document by pressing **on** or **on**.

- To return to the Quick Poll question, select Quick Poll from the Home screen.

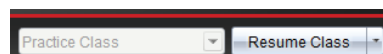
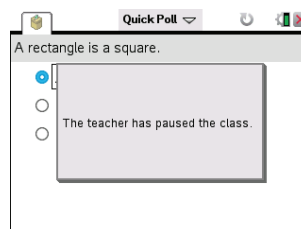
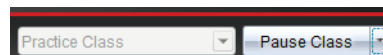
Note: When using the TI-Nspire™ Navigator™ NC Teacher Software, the “Allow Document Access” option is not available. By default, students will have access to all documents and applications on their computers during a Quick Poll.



Pausing/Resuming Class

When students are having trouble with a Quick Poll question, the teacher might find it useful to gain the students attention by preventing them from interacting with their handheld, i.e., pausing the class. The **Pause Class** option will prevent any interaction with the handhelds.

- To pause the class, click the **Pause Class** icon, which is located by the class drop-down menu.
 - When a class is paused, the students receive a message on their handhelds.
- To resume the class, click the **Resume Class** icon.
 - Students are once again able to interact with their handhelds.





Tip Sheet: Quick Poll

TI PROFESSIONAL DEVELOPMENT

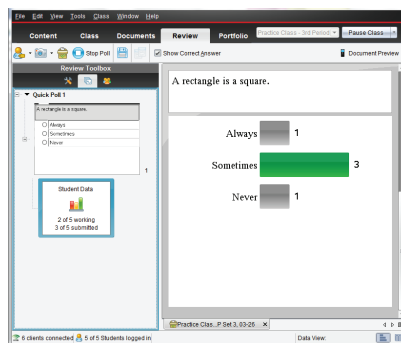
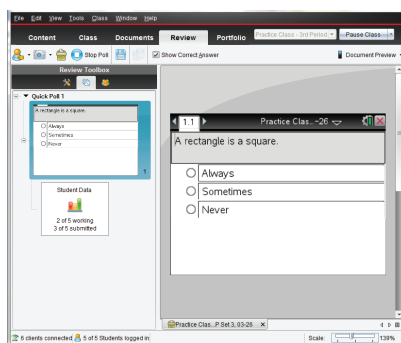
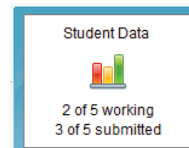
Viewing Quick Poll Results

The teacher can view the results of a Quick Poll while students are submitting their responses or after the Quick Poll has been stopped.

- As soon as the Quick Poll is sent to the class, the software automatically changes to the Review Workspace and displays the Quick Poll question that was sent to the class.

Note: The first 15 Quick Poll questions of the class session will be stored in a single Review document. After the 15th question, a new Review document will start for the next 15 Quick Poll questions.

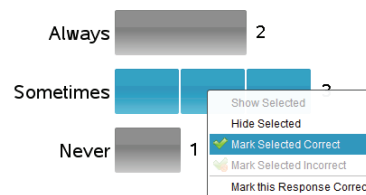
- To view the class results for the Quick Poll questions, click on the **Student Data** icon underneath the Question page in the Page Sorter view. Alternatively, scroll down using the scroll bar to the right of the large view of the Quick Poll question (see below right).



- When all students have answered the question (or you are satisfied that a sufficient amount of time has passed), click the **Stop Poll** icon.



- If you did not select the correct answer in the Question page prior to starting the poll, right-click on the correct response, and select **Mark this Response Correct**.



- The bar next to the correct answer will turn green, indicating that it is the correct answer.

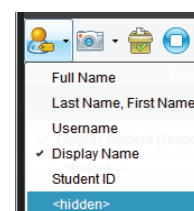
- To view the student-submitted answers in detail, click on the Students icon in the Review Toolbox.

- The display name and response are shown in a table.

- The poll details can be sorted by display name, by response, or by time. Click the top of the desired column to sort.

- To hide the student names, click the **Student Name Format** icon and select **<hidden>**.

Student	Response	Time
Deb	Always	05:50:...
Jon	Sometimes	05:50:...
Marco	Sometimes	05:50:...
Raymone	Never	05:50:...
Sonja	Sometimes	05:50:...





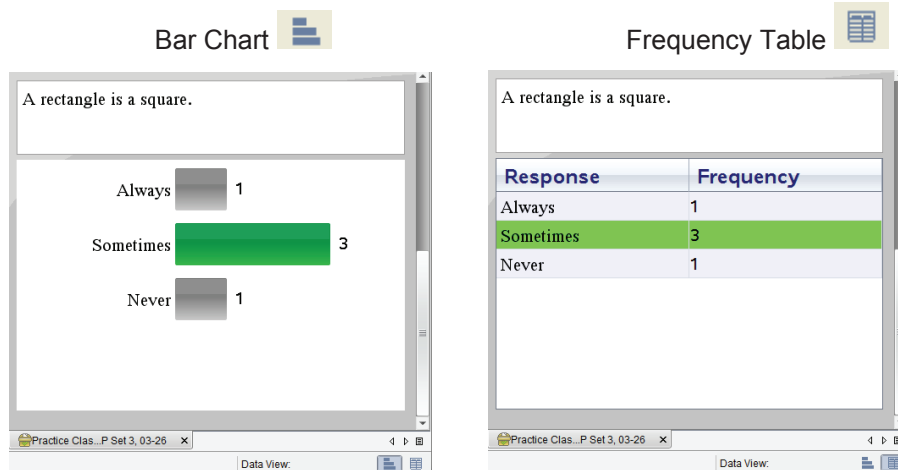
Tip Sheet: Quick Poll

TI PROFESSIONAL DEVELOPMENT

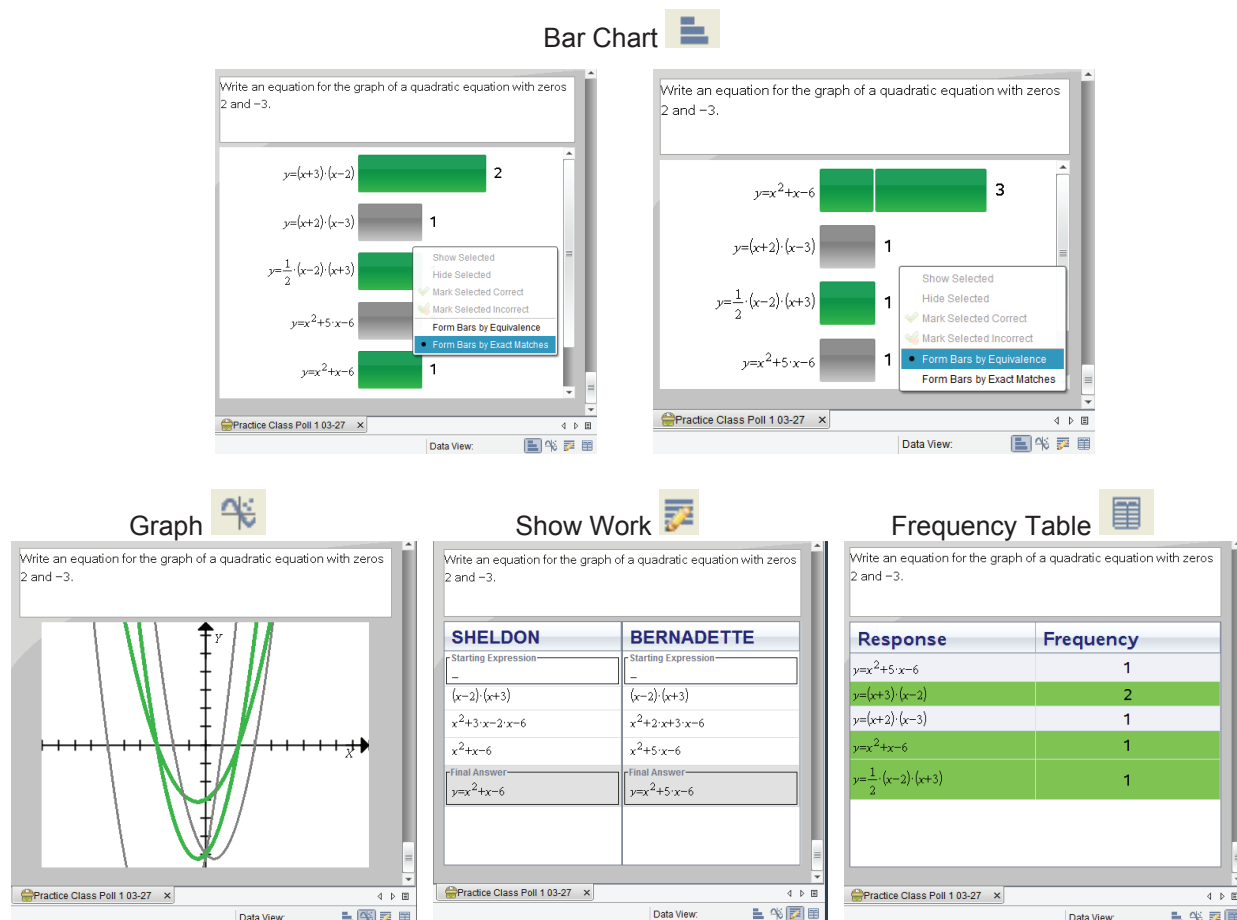
Additional Data Views for Quick Poll Results

When the Student Data icon is selected, most of the results are displayed as a bar chart by default. Depending on the type of Quick Poll question, the results can be displayed in a variety of data views.

Data Views for Multiple Choice and Open Response Questions



Data Views for Equation Questions



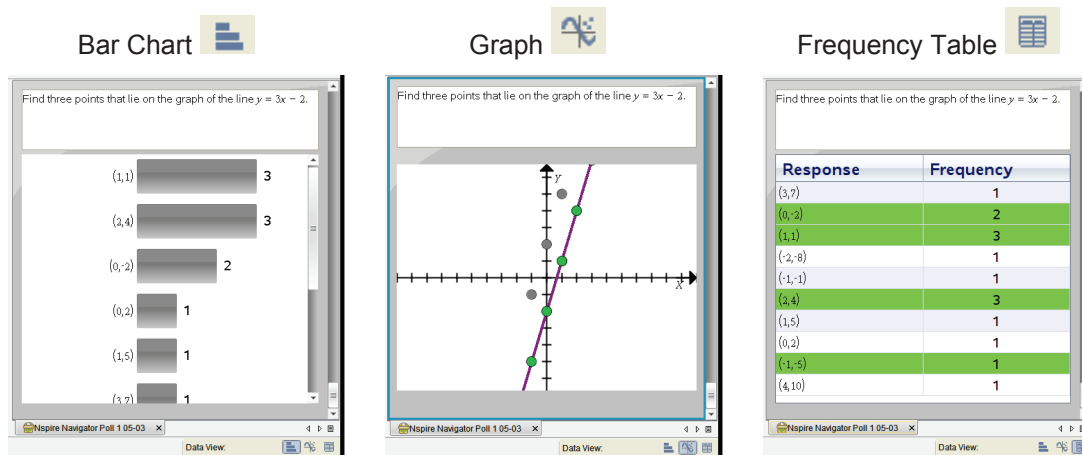


Tip Sheet: Quick Poll

TI PROFESSIONAL DEVELOPMENT

- The Show Work Data View is available when **Allow students to show their work** is selected before sending the Quick Poll.

Data Views for Coordinate Points & List(s) Questions




Graph Data View Options

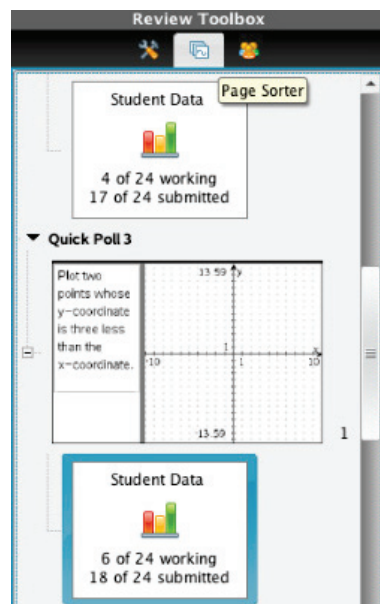
The Graph Data View can be modified using the options in the Review Tools pane of the Review Toolbox (the left column). Options include, but are not limited to, changing the window settings, adding a teacher point/equation, and individualizing student responses. Some of the options are available by right-clicking on the graph.

Tip Sheet: Quick Poll TI PROFESSIONAL DEVELOPMENT

Viewing Previous Quick Poll Questions

The Page Sorter view  in the Review Toolbox allows the teacher to re-display previous Quick Poll questions for discussion.

1. Click on the Page Sorter pane in the Review Toolbox.
2. Scroll to the Student Data icon below the Quick Poll question you want, and click to view the student responses.

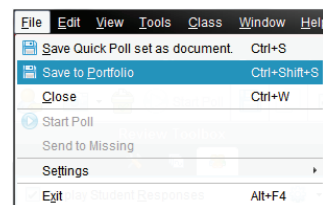


Saving Poll Results

The results from all Quick Poll questions sent during a class session are compiled in a Review Document and can be saved for review at a later time. The results will be placed in the Portfolio for the class.

1. Click the **Save** icon.

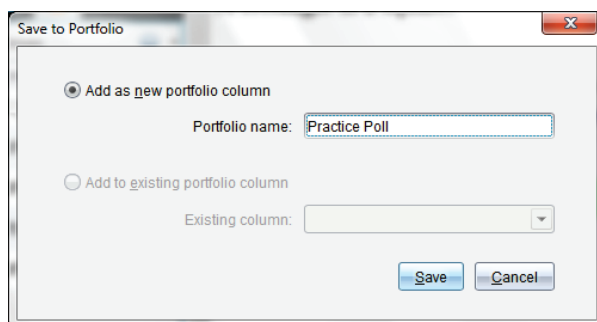
Alternatively, select **File > Save to Portfolio**.
2. If desired, enter a name to identify the Quick Poll results other than the default name, or add the results to an existing portfolio column (see the Portfolio Workspace capture to the right; each column is a Quick Poll or Collected Assignment).



	Math A	Bell BC	Generic Poll 1.0...	Generic_QP Set...	Generic_QP Set...	Generic
	30%	47%	68%	25%	---	---
03-03	60%	29%	40%	25%	---	---
03-03	0%	14%	60%	---	---	---
	86%	100%	43%	40%	79%	80%
					64%	100%

Note: The first 15 Quick Poll questions of the class session will be stored in a single Review document, even if polls are sent after saving the Review document to the Portfolio. After the 15th question, a new Review document will start for the next 15 Quick Poll questions.

3. If the Review document is not saved before ending the class, the teacher will be prompted to save when the software is closed.



Tip Sheet: Sending Documents

TI PROFESSIONAL DEVELOPMENT


TI-Nspire™ CX Navigator™ Objective

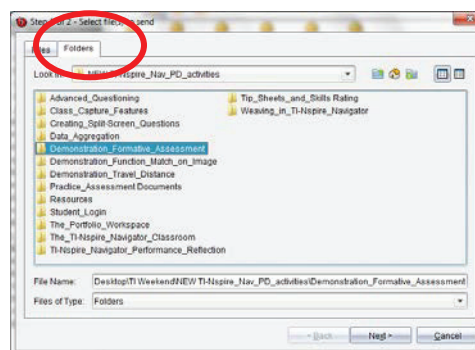
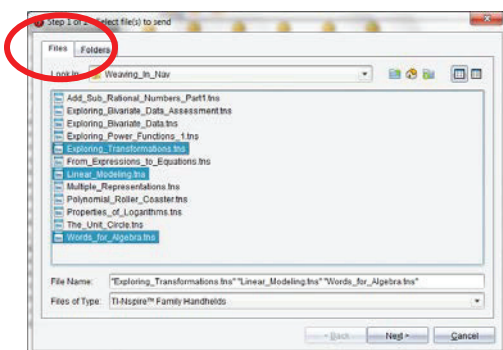
- Send documents to students using the TI-Nspire™ CX Navigator™ System.

TI-Nspire™ Navigator™ Features

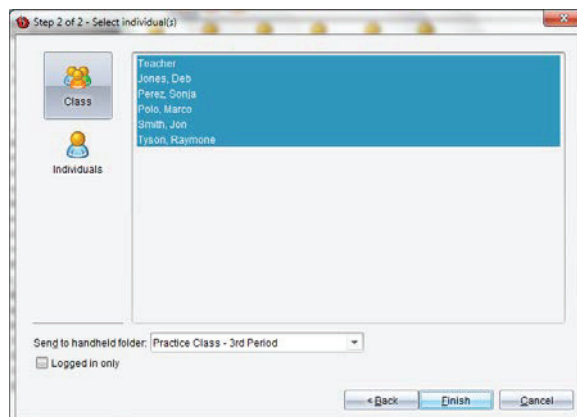
- Sending Documents
- Student Retrieval of Documents
- Verifying Transfer of Documents to Students

Sending Documents

- Open the TI-Nspire™ CX Navigator™ Teacher Software.
- Begin Class, and have the students log in to the TI-Nspire™ CX Navigator™ class.
- Click on the Send to Class icon. 
- Locate and select the documents you want to send to the class.
 - Use the **Ctrl** key on your keyboard to select nonconsecutive documents from a list.
 - If you would like to send an entire folder, click on the Folders tab, and select the folder to be sent to the students.



- Click **Next**.
- Select Class Send or Individual Student(s) Send.
 - If you would like to send to a subset of students only, highlight all of the desired students by holding the **Ctrl** key and clicking their names with your mouse.





Tip Sheet: Sending Documents

TI PROFESSIONAL DEVELOPMENT

7. The selected folder or document(s) will be sent to the student devices.
 - The default folder to which the document will be sent is **My Documents > TI-Nspire > Class Name** {the name of the class you created in TI-Nspire™ CX Navigator™}.
8. Click **Finish**.
 - You will see the sent document(s) listed in the Class Record. This line will also show how many students have received the documents.

Class Record		
Action	File Name	Status
	Words_for_Algebra.t...	4 of 6 ▶
	Multiple_Represent...	4 of 6 ▶
	Linear_Modeling.tns	4 of 6 ▶

Student Retrieval of Sent Documents

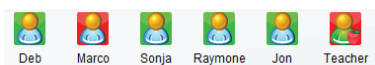
The students will receive the documents automatically upon log in.

- All students who are already logged in to the TI-Nspire™ CX Navigator™ classroom when you send the documents will automatically receive the documents.
- Students who have not yet logged in to the TI-Nspire™ CX Navigator™ class will receive the documents as soon as they log in to the class.

Verifying Transfer of Documents to Students

1. Select the document to be verified in the Class Record.
2. A color code system the Student View of the class indicates whether a student has successfully received the document(s).
 - If the document(s) was successfully received by the student, then the box will be green.
 - If the document(s) was not received by the student, then the box will be red.

Class Record		
Action	File Name	Status
	Words_for_Algebra.t...	4 of 6 ▶
	Multiple_Represent...	4 of 6 ▶
	Linear_Modeling.tns	4 of 6 ▶



Sending Documents Using the TI-Nspire™ Navigator™ NC System

Any type of document can be sent to students' computers using the TI-Nspire™ Navigator™ NC Teacher Software, even though students can only open TI-Nspire™ documents and PublishView™ documents in the TI-Nspire™ Teacher Software. All other documents can be opened in their native applications.

All documents sent using the TI-Nspire™ Navigator™ NC Teacher Software will be located in the TI-Nspire™ class folder on students' computers.

Tip Sheet: Collecting Documents

TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

- Collect document from students using the TI-Nspire™ CX Navigator™ System.

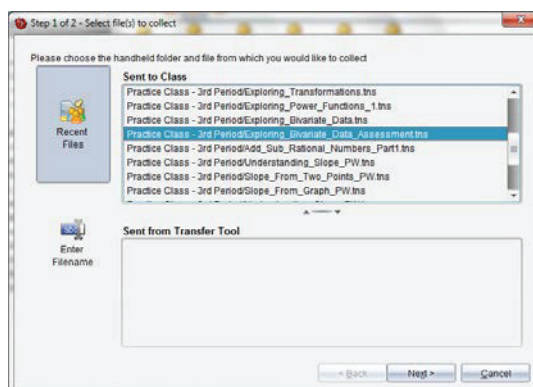
TI-Nspire™ Navigator™ Features

- Collecting Documents
- Student Transfer of Documents
- Verifying Transfer of Documents from Students

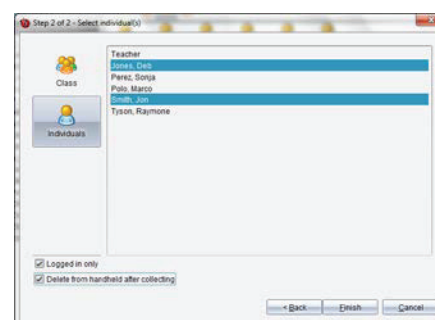
Collecting Documents from Students



- Click the **Collect from Class** icon.
- Select the file(s) to be collected, and click **Next**.
 - If you want to collect more than one file from the students, use the **Ctrl** key on your keyboard as you click the files in the list.
 - If you want to collect a file you recently sent to the class, click **Recent Files**, and the files that have been recently sent will be listed for your convenience.





- Select **Class**, or select individual student(s) by clicking **Individuals**, using the **Ctrl** key to select nonconsecutive students from the list.
 - By choosing to collect from the entire class with the “Logged in only” option selected, you will only collect the file(s) from students who are currently logged in to the class.
- If you want to delete the file from the student device, select the “Delete from student after collecting” option.
- Click **Finish**.
 - You will see the collected and deleted file(s) listed in the Class Record list on the TI-Nspire™ CX Navigator™ Home Screen.



Tip Sheet: Collecting Documents

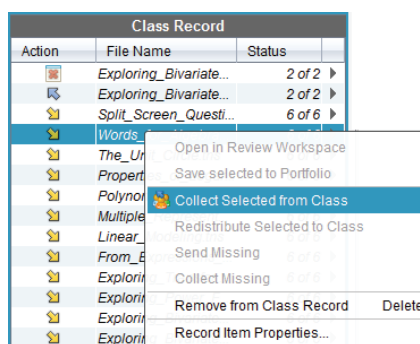
TI PROFESSIONAL DEVELOPMENT

- This line will also show how many of the students' files have been received.

Class Record		
Action	File Name	Status
	Exploring_Bivariate_...	2 of 2 ▶
	Exploring_Bivariate_...	2 of 2 ▶

Collecting Documents Alternative

- From the Class Record, right-click on the document to be collected.
- Select **Collect Selected from class**.



- The documents will automatically be collected from the class.

Note: There is no option to delete documents at the time of collection using this method. The teacher could use **Delete from Class** at a later time during the class session.

Verifying Collection of Documents from Student Computers

From the Class Record, select the file to be verified. The Student View of the class will indicate whether a document has been collected successfully.



- If the document was collected successfully, then the box will be green.
- If the document has not been collected, then the box will be red. This might be because the student is not logged in to the TI-Nspire™ CX Navigator™ class.
- If the document was not in the student's class folder, then the box will be yellow.

Collecting Documents Using the TI-Nspire™ Navigator™ NC Teacher Software

Any type of document can be collected and saved to the Portfolio using the TI-Nspire™ Navigator™ NC Teacher Software. For a non-TI-Nspire™ document, students must save their work before the teacher collects the document. Once a non-TI-Nspire™ document has been collected, it can be viewed or edited in its native application by going to the Portfolio Workspace, right-clicking the document, and selecting "Open for Editing."



Tip Sheet: Collecting Documents

TI PROFESSIONAL DEVELOPMENT

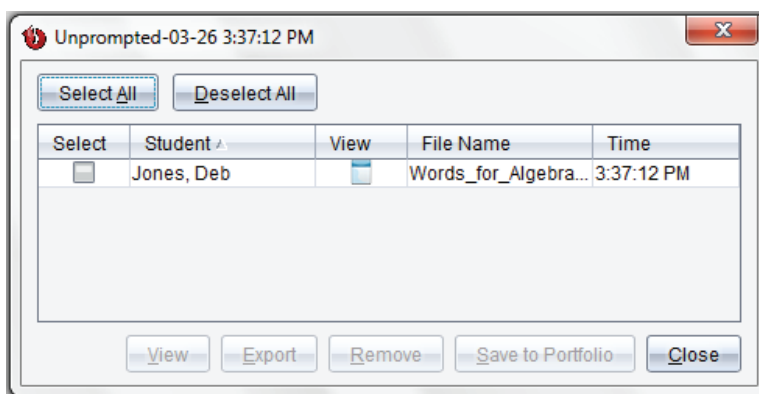
Unprompted Documents from Class

Students can send documents to the teacher without the teacher collecting from the class.

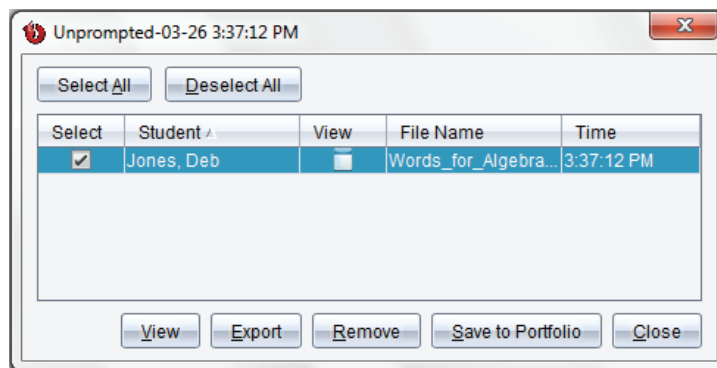
When this happens, an unprompted file folder with the sent date will appear in the class record.

Class Record			
Action	File Name	Status	
	Unprompted-03-26	(1)	▶

- The number in the status column tells the teacher how many documents have been sent to the Unprompted folder.
- Double-clicking on the Unprompted folder will open a window.



- The teacher can select all the document of an individual student by clicking the checkbox in front of the document.
- Once you have selected the documents from the Unprompted folder, options at the bottom of the window become active.



View: This option opens the document(s) in the Teacher Software.

Export: This option allows the teacher to save the document to any location on the computer.

Remove: This option deletes the document from the Unprompted folder.

Save to Portfolio: This option allows the teacher to create a new column in the Student Portfolio or add the document(s) to a current column.

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Tip Sheet: Sending Documents via the Transfer Tool

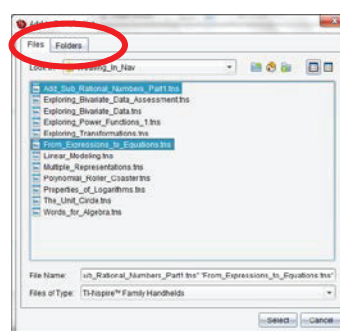
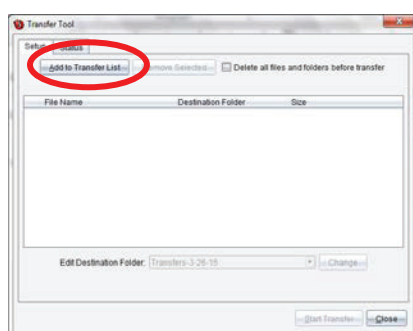
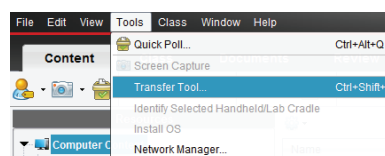
TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objectives

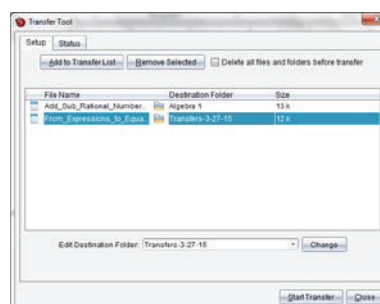
- Send documents to handhelds using the Transfer Tool.
- Delete all folders on connected handheld(s).

Send Documents to Connected Handhelds

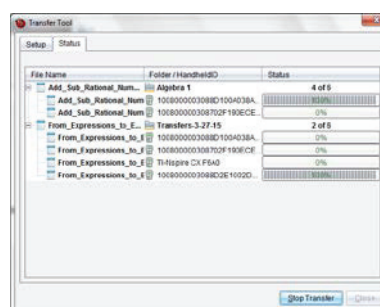
1. Open the TI-Nspire™ CX Navigator™ Teacher Software.
2. Select **Tools > Transfer Tool** (or use the keyboard shortcut **Ctrl+Shift+T**).
 - The Transfer tool is not available when a class is in session.
3. Click the **Add to Transfer List** button, and browse on your computer for the document(s) to be transferred.
 - You can send an entire folder by clicking on the Folders tab and selecting the folder to be sent to the students.



4. You can change the folder to which the document(s) will be sent on the handheld.
 - The default folder is “Transfers-Date”.
 - Edit the destination folder by clicking on the Destination Folder name and entering the name of the new Destination Folder.
 - Click **Change**.



5. Click **Start Transfer**.
 - The Transfer Tool Status window will indicate the status of the document(s) being transferred to individual handhelds.
6. When the file transfer is complete, click **Stop Transfer** and **Close**.



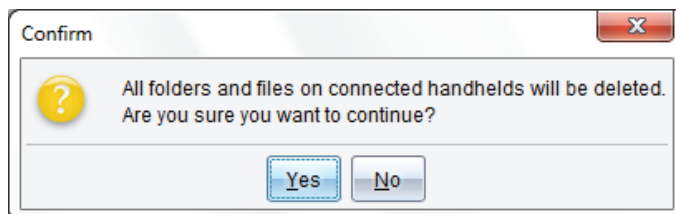
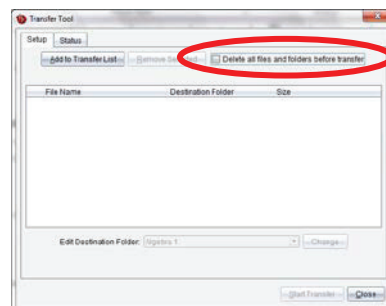


Tip Sheet: Sending Documents via the Transfer Tool

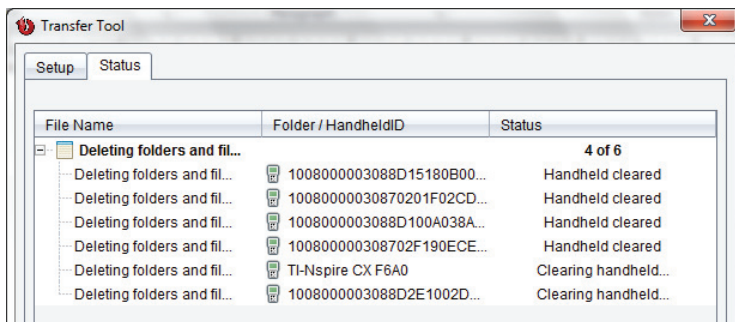
TI PROFESSIONAL DEVELOPMENT

Delete All Documents and Folders on Handheld

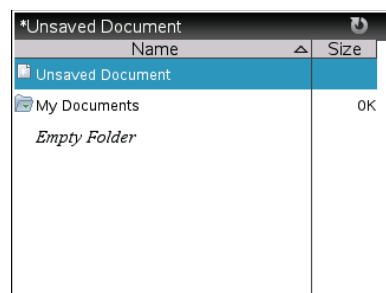
1. Open the TI-Nspire™ CX Navigator™ Teacher Software.
2. Select **Tools > Transfer Tool** (or use the keyboard shortcut **Ctrl+Shift+T**).
 - The Transfer Tool is not available when a class is in session.
3. Check the box to select “Delete all files and folders before transfer.”
 - If desired, add files to send to the handheld using the steps above. The files will be transferred to the handheld after all files and folders have been deleted.
4. Click **Start Transfer**.
 - A confirmation message will appear. Click **Yes** to continue with the delete.



- The Transfer Tool Status window will indicate the status of the folders and files being deleted to individual handhelds.



5. When the file transfer is complete, click **Stop Transfer** and **Close**.
6. The connected handhelds will contain no documents or folders except the My Documents folder.





Tip Sheet: Sending the Operating System via the Transfer Tool

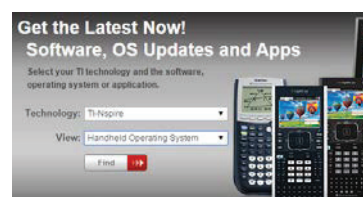
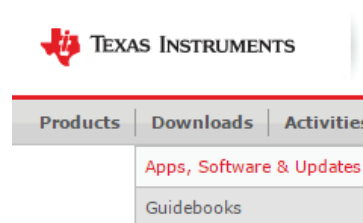
TI PROFESSIONAL DEVELOPMENT

TI-Nspire™ CX Navigator™ Objective

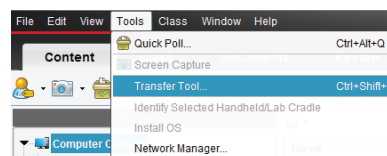
- Send an operating system (OS) to TI-Nspire™ CX handhelds using TI-Nspire™ CX Navigator™ Teacher Software.

1. Download the current OS to your computer.

- Visit www.education.ti.com to download the latest OS for TI-Nspire™ CX, TI-Nspire™, TI-Nspire™ CX CAS, and/or TI-Nspire™ CAS.
- Select **Downloads & Activities > Apps, Software & Updates**.
- From the drop-down menus, select the appropriate technology and handheld operating system. Then click **Find**.
- Select the name of the appropriate handheld.
- Select **Save**, and browse to a convenient download location on your computer, such as your Desktop.
- Alternatively, use **Quick Links** to access and save the latest OS.



- Open the TI-Nspire™ CX Navigator™ Teacher Software.
- Select **Tools > Transfer Tool** (or use the keyboard shortcut **Ctrl+Shift+T**).
 - The Transfer tool is not available when a class is in session.

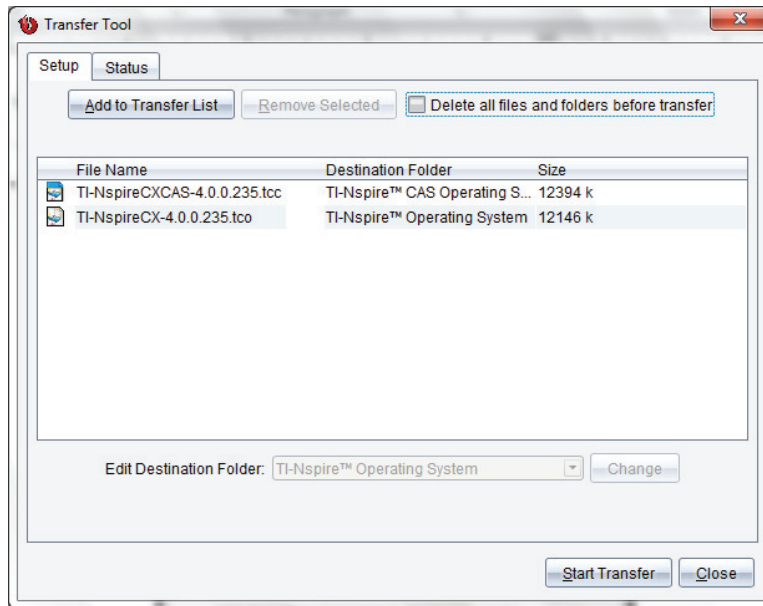




Tip Sheet: Sending the Operating System via the Transfer Tool

TI PROFESSIONAL DEVELOPMENT

4. Click **Add to Transfer List**, and browse on your computer for the OS file to be transferred.
 - You can select operating systems for each type of handheld.
 - If your class has more than one type of handheld, the Transfer Tool will update each handheld with the proper OS.



5. Click **Start Transfer**.
 - The Transfer Tool Status window will indicate the OS being transferred to individual handhelds.
6. When the file transfer is complete, click **Stop Transfer** and **Close**.

Tip Sheet: Modifying TI-Nspire™ Assessment Documents

TI PROFESSIONAL DEVELOPMENT

Activity Overview

Create a custom TI-Nspire™ question document from pre-made state assessment documents found online.

Materials

- Internet access

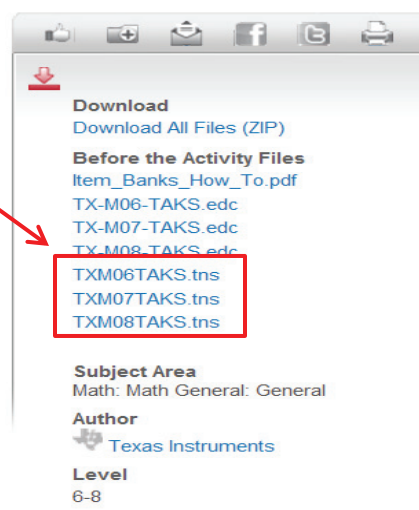
Downloading State Assessment TI-Nspire™ Documents

Released state assessment questions are available online for many states, already formatted as questions in TI-Nspire™ documents. Teachers might want to use some of these Question pages from a large state assessment document for formative assessment or for student practice.

1. Open the web site **education.ti.com**.
2. Hover your cursor over the Activities tab and select **All Activities**.
3. Select **Search by Keyword**. Type the name of your state's assessment and select **Search**.
4. Select an activity from the list of results. Select a document to download, and click on that document.

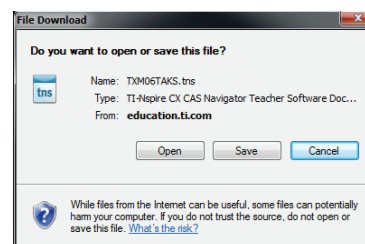
- TI-Nspire™ documents have the extension **.tns**.

Note: This example uses a document with practice exam questions from Texas.



5. When the File Download dialog box appears, click **Save** to save the document.
6. Select the Desktop as the location to which the document should be saved.



- The TI-Nspire™ document icon with the file name will be located on the desktop.



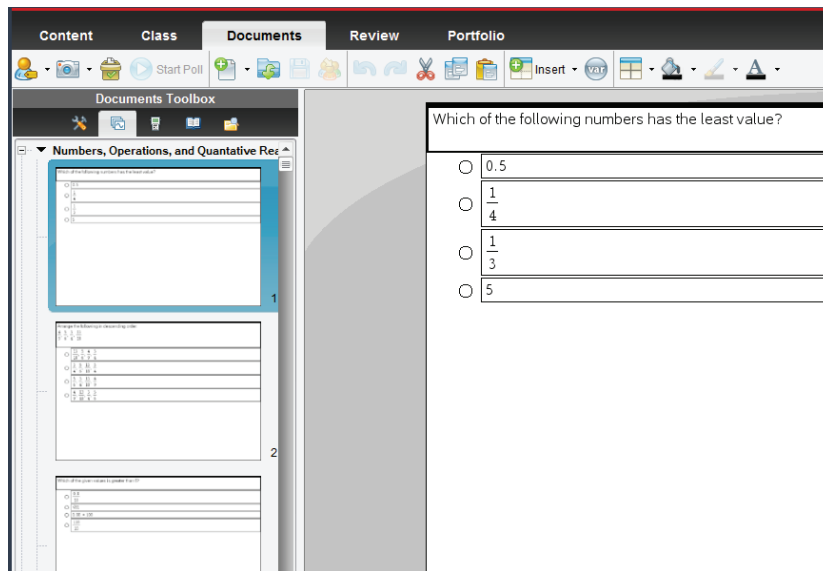
Tip Sheet: Modifying TI-Nspire™ Assessment Documents

TI PROFESSIONAL DEVELOPMENT

Opening State Assessment Document

- In the Documents Workspace, click on the **Open a document** icon .
 - Alternatively, select **File > Open Document**.
- In the Open dialog box, click the Home icon  to access the computer Desktop.
- Click on the TI-Nspire document you just downloaded, and then click **Open**.

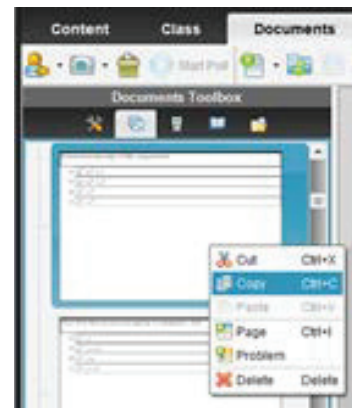
Note: If the **Page Sorter** pane in the Documents Toolbox is not displayed, select it.



- Use the scroll bar in the Page Sorter view to scroll through and preview the questions in the document.
 - Alternatively, click on a page in the Page Sorter view and arrow up or down to preview questions.

Copy/Paste Questions to a New Document

- To select a question to be included in your custom assessment document, right-click on the question page in the Page Sorter view, and select **Copy**.
 - Alternatively, click on the question page in the Page Sorter view, and press **Ctrl+C** on your keyboard.



Tip Sheet: Modifying TI-Nspire™ Assessment Documents

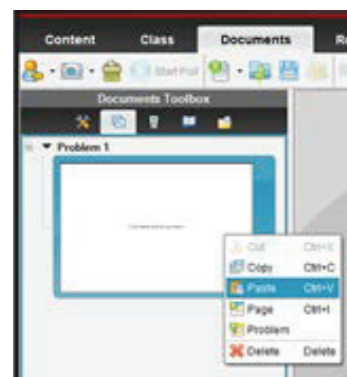
TI PROFESSIONAL DEVELOPMENT

2. Select **File > New TI-Nspire Document**.

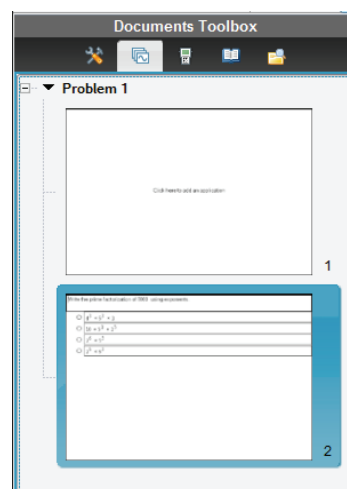
- A new document will open in the Page Sorter view.

3. Right-click on the page in the Page Sorter view, and select **Paste**.

- Alternatively, click on the page in the Page Sorter view and press **Ctrl+V** on your keyboard.



- The pasted question page is inserted after the first, blank page of the new document. The first page can be used to provide directions for the students, or it can be deleted.



4. Return to the state assessment document by clicking on the document name at the bottom of the screen.



5. Select another question page in the Page Sorter view of the state assessment document. Right-click on that page, and select **Copy**.

6. Click on the tab for the new document - Document2, in this example. In the Page Sorter view of the new document, right-click on the last page, and select **Paste**.

7. Repeat steps 4 through 6 to copy as many questions to the new document as desired.

Note: The order of the questions can be changed by dragging and dropping the question pages in the Page Sorter view.

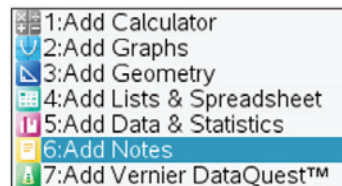
8. When finished, press **Ctrl+S** to save the new document. Enter a name, and choose a location for the new document.

Tip Sheet: Modifying TI-Nspire™ Assessment Documents

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Adding Instructions to the New Document

1. To make the first page of the new document a Notes application page to provide directions, click on that page in the Page Sorter view.
2. Click in the large version of the page in the right work area.
3. From the list of applications, select **Add Notes**.
4. Enter the desired text.



Note: To delete the first page of the new document, right-click on the page in the Page Sorter view. Select **Cut** or **Delete**.

The Press-to-Test Feature

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Activity Overview

The Press-to-Test feature enables you to quickly prepare student handhelds for exams by temporarily disabling folders, documents, and select features and commands. Steps 1-7 in this activity enables Press-to-Test. To disable Press-to-Test, you will need to follow Steps 8-9 using either an additional TI-Nspire handheld or a computer with the TI-Nspire Teacher Software.

Materials

- TI-Nspire™ handheld-to-handheld or handheld-to-computer USB connection cable

Step 1:

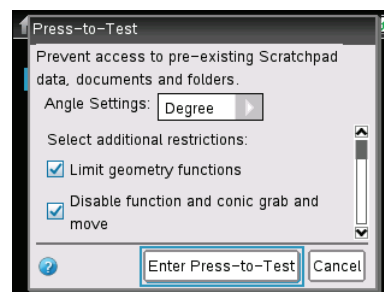
To enable Press-to-Test on the TI-Nspire™ with Touchpad and TI-Nspire CX™, first ensure that the handheld is turned off. Press and hold **esc** and **on** until the Press-to-Test screen appears.



Note: To enable Press-to-Test on TI-Nspire™ with Clickpad, press and hold **esc**, **on**, and **off on**.

Step 2:

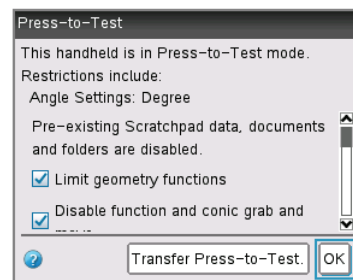
By default, Press-to-Test disables pre-existing Scratchpad data, documents, and folders as well as many other functionalities of the handheld. The angle settings can be changed by pressing **▶**, selecting the appropriate setting, and pressing **▶** or **enter**.



By default, all of the commands and features listed are disabled. To enable a feature or command, uncheck its box. Keep all boxes checked, and enter Press-to-Test by clicking **Enter Press-to-Test**.

Step 3:

Once the handheld is in Press-to-Test mode, the handheld reboots. A dialog box confirms that the handheld is in Press-to-Test mode and the restrictions are listed. Click OK.



Step 4:

When in Press-to-Test mode, the LED at the top of the handheld begins blinking. Green indicates that all restrictions are selected (default), while yellow indicates that one or more restrictions are unselected. During the initial reboot, the LED alternates between red and, depending on the restrictions, either green or yellow.



The Press-to-Test Feature

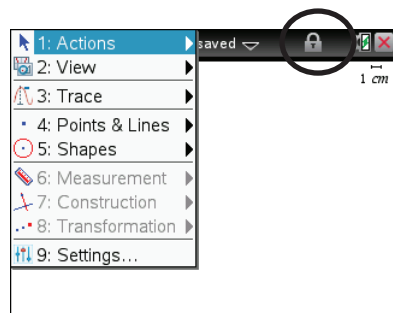
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Step 5:

Create a new document, add a Geometry page, and press **menu**.

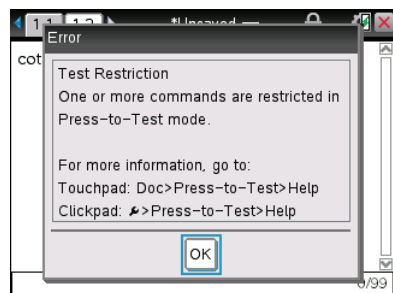
Since geometry functions are limited, observe that the **Measurement**, **Construction**, and **Transformation** menus are not accessible.

Note: The lock icon at the top of the screen indicates that the handheld is in Press-to-Test mode.



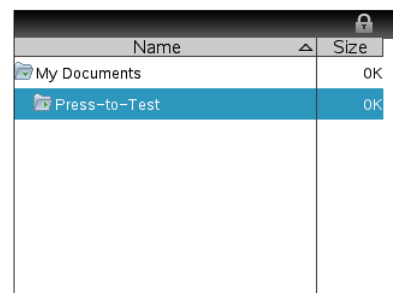
Step 6:

Add a Calculator application by selecting **doc** > **Insert** > **Calculator**. Type $\cot(\pi/2)$ and press **enter**. Since trigonometric functions are limited, an error message appears. The dialog box tells students how to access additional information about the restrictions. Click OK.



Step 7:

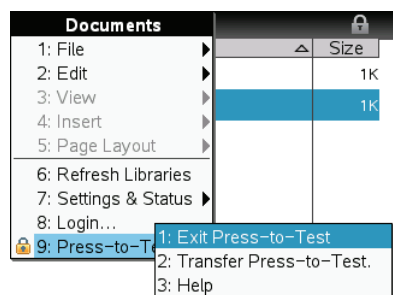
Select **on** > **My Documents**. While in Press-to-Test mode, a Press-to-Test folder appears in My Documents. All other folders and documents present on the handheld before Press-to-Test mode was entered are inaccessible.



Step 8:

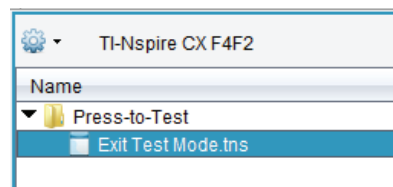
To exit Press-to-Test mode, connect two handhelds using the handheld-to-handheld USB connection cable. Then select **doc** > **Press-to-Test** > **Exit Press-to-Test**. The Exit Press-to-Test option appears regardless of whether the other handheld is in Press-to-Test mode.

Press-to-Test can also be exited with the TI-Nspire™ Navigator™ Teacher Software. Once a class has been started, students can select **doc** > **Press-to-Test** > **Exit Press-to-Test**.



Step 9:

Press-to-Test can also be exited with TI-Nspire Teacher Software or TI-Nspire Navigator Teacher Software by creating a document named **Exit Test Mode.tns**, and transferring it to connected handhelds.



Note: The name of the TI-Nspire document must be spelled exactly as it is above.

Go to the Tools menu and select **Transfer Tool**. Click **Add to Transfer List** and select **Exit Test Mode.tns**. In the Edit Destination Folder, enter the name of the folder Press-to-Test, and click **Change**. Then, click **Start Transfer**.



TI-Nspire™ CX Navigator™ Skills Rating

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- Rating Scale: 0 – Not covered yet
 1 – Uncertain – need more instruction
 2 – Moderate – need more practice
 3 – Average – comfortable
 4 – Good – competent

TI-Nspire™ CX Navigator™ Skill	Day 1	Day 2	Day 3
Class Workspace:			
• Create a Class			
• Add/Modify Students			
• Teacher Preferences			
Class Capture:			
• Auto-Refresh Class Capture			
• Zoom In/Out			
• Reordering Screen Captures			
• Saving Screen Captures			
• Screen Stacks			
Live Presenter			
Document Management:			
• Send to Class			
• Collect from Class			
• Delete from Class			
• View files collected from class			
• Save to Portfolio			



TI-Nspire™ CX Navigator™ Skills Rating

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Quick Poll:			
• Multiple Choice			
• Open Response			
• Equations and Expressions			
• Coordinate Points & Lists			
• Image			
• Chemistry			
• Review Student Data			
Review Workspace:			
• Mark Correct Answer(s)			
• Change Data View for appropriate question types			
• Data Aggregation			
Portfolio Workspace:			
• Edit Scores			
• Send Missing Documents			
• Collect Missing Documents			
• Redistribute Documents			

TI-Nspire™ Technology

Approved for Tests	TI-Nspire™ CX	TI-Nspire™ CX CAS
	TI-Nspire™ w/Touchpad	TI-Nspire™ CAS w/Touchpad
SAT*	•	•
AP*	•	•
PSAT/NMSQT*	•	•
ACT*	•	
International Baccalaureate	•	
Praxis™	•	•
Texas STAAR® Grade 8	•	
Texas STAAR® Algebra	•	

Graphing Technology

Approved for Tests	TI-84 Plus CE	TI-89 Titanium
	TI-84 Plus C Silver Edition TI-84 Plus Silver Edition TI-84 Plus, TI-83 Plus	
SAT*	•	•
AP*	•	•
PSAT/NMSQT*	•	•
ACT*	•	
International Baccalaureate	•	
Praxis™	•	•
Texas STAAR® Grade 8	•	
Texas STAAR® Algebra	•	

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T3 Ticket Outta Here

I have learned ...

My question is ...

My next steps are ...

T3 Ticket Outta Here

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