

KEY STEPS FOR ADDING TEACHERS AND STUDENTS TO TI ACCOUNT-BASED SOFTWARE LICENSE

Key steps and best practices for setting up the TI Account-Based software for use by your teachers and students.

Overview of steps

1. Create Group(s) for your teachers and students
2. Decide how to add your teachers and students to the system
3. Add your teachers and students
4. Provide teachers and students links to access the software
5. Managing teacher and student access

1. CREATE GROUP

When your OrgAdmin account is initially set-up there is a default group named “employees”. This group is an appropriate place to keep all your Administrators that have access to update the system. The “employees” group cannot be removed so any users added to this group need to be removed manually one by one. For specific directions on inviting additional IT admin see the [Invite IT Admin or Other Users](#) section of the OrgAdmin eGuide.

To create a group for your teachers and students select the Group tab and then select the Create button. This opens the CREATE GROUP dialog box. Enter the following information and select Create.

- Name
- Type
- Description
- Select software licenses (entitlements) that should be assigned to the group.

For additional information of Groups see the [Groups](#) section of the OrgAdmin eGuide.

2. DECIDE METHOD TO ADD STUDENTS AND TEACHERS

There are two methods to add users to a license. You will need to determine what method is appropriate for your IT set-up.

Bulk Import

For Google Sign On users this is the preferred method as does not require an individual email to each user. This feature enables Google users to be assigned licenses without going through the email invitation process. Once teachers and students are added with this method they can directly go to the software and Sign In using Google to start using their TI software. See section 3a. for key instructions

Bulk Invitations

This method is appropriate if you are not using Google as your school sign in method. Using this method teacher and students will receive an email invitation to their software. They will need accept the invitation and create an account to access their TI software. See section 3b. for key instructions

3A. ADD USERS – BULK IMPORT METHOD

The Bulk import method is intended for schools that will have their users use Google Sign In to access their license.

Before you begin importing users, you will need to create a CSV file. This CSV file should list only the teacher and students you intend to use the license.

Export a csv file out of your school information system

- CSV file format should be saved with UTF-8 encoding
- CSV must contain a header row with the following columns in this order (Email, Last Name, First Name)
- Check to make sure there are no extra lines, incomplete lines, or extra commas in the file
- Recommend adding no more than 2,000 students at a time.
 - o Larger files will take longer to process.
 - o Any duplicates will be ignored but may slow down the processing time.

If you do have any errors during the import some tips

- Try importing the students in smaller groups (i.e. breaking the csv file into smaller files). This will help narrow down where there may be an issue.

BULK IMPORT STEPS

To import teachers and students select the USERS tab and then select the IMPORT button. This opens the IMPORT USERS dialog box.

- Add your csv file and select continue
- Select group these users should be added to and select Import

For additional information on using Google Sign In and Bulk import see the [Bulk Imports](#) section of the OrgAdmin eGuide.

3B. ADD USERS – BULK INVITATION METHOD

Using this method teachers and students will receive an email invitation to their software. They will need to accept the invitation and create an account to access their TI software.

Before you begin importing users you will need to

- Create a CSV file(s). This CSV file lists only the teachers and students you intend to use the license.
- Confirm your teachers and students can receive the invitation email
- Craft message you want to add to invitation email

CREATING CSV FILE

Before you begin importing users, you will need to create a CSV file(s). This CSV file lists only the teachers and students you intend to use the license.

- Export a csv file out of your school information system
- CSV file format should be saved with UTF-8 encoding
- CSV should contain a header row with the following two columns (Email, Name)
- Check to make sure there are no extra lines, incomplete lines, or extra commas in the file
- Can only invite 250 users at a time.

CONFIRMING YOUR TEACHERS AND STUDENTS CAN RECEIVE THE INVITATION EMAIL

1. Setup

- a. Before inviting students, the email system/provider used with your students should be configured to allow/whitelist emails from this email address noreply@edtech-mail.ti.com
- b. Please ensure there is no **anti-spam verification** utilized by the email provider receiving email. This type of utility forces the sender to interact/press a button to verify that the email is not spam.

2. Pre-check prior to sending

- a. Before doing a Bulk Invite using a CSV file, please send a single test invitation email to a Teacher AND a Student of that school.
- b. Please confirm that the Teacher and Student have received the invite email and are able to create/sign-in an account.

PLEASE STOP: If they did not receive the invite, do not invite again. Please check the users' spam folder and if it is not present please contact your email system/provider support to verify why the email was blocked.

3. Final Check

- a. Please send an initial batch of 10 email addresses in a csv file as a Bulk Invite.
- b. Please confirm the above invite notices were received.

PLEASE STOP: If they did not receive the invite, do not invite again. Please check the users' spam folder and if it is not present please contact your email system/provider support to verify why the email was blocked.

4. Process forward

The organization can now proceed forward and send the rest of the invites in batches of 250 or less.

CRAFT MESSAGE FOR INVITATION EMAIL

As part of the invitation process you can add a customized message to be included with the invitation email. If teachers and students will be accessing/installing the software themselves, it is best practice to include the link to their software in the messaging. See the next section of this document for the links that are relevant to your TI software.

BULK INVITE STEPS

To import teachers and students select the INVITATIONS tab and then select the CREATE button. This opens the IMPORT USERS dialog box.

- Add your csv file
- Select group for these users
- Add your custom message and select Invite

For additional information on using the bulk invitation method see the [Bulk Invitations](#) section of the OrgAdmin eGuide.

4. PROVIDE ACCESS TO SOFTWARE

Teachers and Student will need to either install their software or know the link to access their online software. Unless your IT group is remotely installing the software, the appropriate link should be sent to your users.

TI Software	Type of software	Link to access
TI-84 Plus CE online calculator	Browser-based (Google Chrome browser)	84PlusCE.ti.com
TI-SmartView CE for the TI-84 Plus family	Installed software (Windows and Mac)	education.ti.com/go/ce52
TI-Nspire CX II online calculator	Browser-based (Google Chrome browser)	NspireCXII.ti.com
TI-Nspire CX Premium Teacher software	Installed software (Windows and Mac)	education.ti.com/go/cx64
TI-Nspire CX Student software	Installed software (Windows and Mac)	education.ti.com/go/cx/cx33
TI-Nspire CX CAS Student software	Installed software (Windows and Mac)	education.ti.com/go/cx/cx34
TI-SmartView MathPrint	Installed software (Windows and Mac)	education.ti.com/go/mp63

For system requirement for TI software visit education.ti.com/software/requirements

5. MANAGING STUDENTS AFTER INITIAL ROSTER SET-UP

Type of Change	Best Practice Recommendation
Removing 5 users or less	Manually remove teachers and/or students from their assigned group.
Removing greater than 5 users	Delete group in its entirety and import an updated group CSV file. This is simplest method for managing larger number of student changes.

For additional information on managing users see the [Manage Users](#) section of the OrgAdmin eGuide.