

## Sending, collecting, and deleting documents (Tutorial A3)

[http://www.atomiclearning.com/k12/en/movie/72079/play\\_window?type=Tutorial&sid=2137](http://www.atomiclearning.com/k12/en/movie/72079/play_window?type=Tutorial&sid=2137)

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You can send files to your students and collect files from them using the TI-Nspire Navigator. In this case, I've

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created a document I'd like to send out to the class that is saved on my desktop. To send this out to the class, I'll

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make sure that I have a current class session running and then I'll click the Send to Class button in the toolbar.

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This will open a dialog box and I can navigate to my document. Once I've found it, I'll select it and then click Next at

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the bottom of the dialog box. Now, I can determine whether to send this to the entire class, or just individual students;

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by default, all students are selected. In this case, though, I only want to send it to one student, Sara, so I'll just click

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her name to select her, and then click Finish. If I had selected the entire class, this would send the file

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to any students who are logged in, but since I just selected Sara she's the only student who will receive it. This will

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add the Send Action to the Class Record on the left side of the screen. If I want to see who has and has not received

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the file, I can click my Classroom tab, make sure I'm in Seating Chart view under the View button, and then click

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the Send Action on the left. Any student who has received the file will be highlighted in green. Once the student

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has completed the assignment, I can collect it using a similar technique. I'll click the Collect from Class icon

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in the toolbar. This will bring up a dialog box that will allow me to see either recent files or custom files. I'll

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click my document under Recently Sent Files, and then click Next at the bottom of the dialog box. Once again, I can

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choose whether to collect this from multiple students, or individuals. I'll click Sara again, and then click Finish.

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Now I can see the Collect Action appear in the Class Record on the left. Finally, you may want to delete certain files

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from all students with one action. To do this, click the Delete from Class icon in the toolbar. From the dialog

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box that pops up, choose the file you'd like to delete, and then click Next. Choose the students whose documents

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you'd like to delete, and then click Finish. This will remove the document from the selected students' handhelds,

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and as with other actions, I can click the Delete Action in the Class Record and see which students received the

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delete command.

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