

## **Sending, collecting & deleting documents (Tutorial A3)**

[http://www.atomiclearning.com/k12/en/movie/86434/play\\_window?type=Tutorial&sid=2422](http://www.atomiclearning.com/k12/en/movie/86434/play_window?type=Tutorial&sid=2422)

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

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I've created a document, and I'd like to send it out to the class. I have it saved to my desktop. To send this

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out to the class, I'll make sure that I have a current class session running and I'm on the Class tab, and then

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I'll click the Send to Class button in the toolbar. This will open a dialog box and I can navigate to my document.

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Once I've found it, I'll select it and then click Next at the bottom of the dialog box. Now, I can determine whether

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to send this to the entire class, or just individual students; by default, all students are selected. In this case, though,

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I only want to send it to one student, Sara, so I'll just click her name to select her, and then click Finish. If

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I had selected the entire class, this would send the file to any students who are logged in, but since I just selected

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Sara, she's the only student who will receive it. This will add the Send Action to the Class Record on the left

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side. If I want to see who has and has not received the file, I can click the Send Action on the left. Any student

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who has received the file will be highlighted in green.  
Once the student has completed the assignment, I can collect

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it using a similar technique. I'll click the Collect from  
Class icon in the toolbar. This will bring up a dialog

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box, which will allow me to see either recent files or  
custom files. I'll click my document under Recent Files,

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Sent to Class, and then click Next at the bottom of the  
dialog box. Once again, I can choose whether to collect

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this from multiple students, or individuals. I'll click  
Sara again, and then click Finish. Now I can see the Collect

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Action appear in the Class Record on the left. Now I am  
going to send a file to the entire class. If a student

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logs in late, they will receive all of the files sent during  
that class period. Finally, if you want to delete certain

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files from all students with one action, click the Delete  
from Class icon in the toolbar. From the dialog box that

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pops up, choose the file you'd like to delete, either in  
the Sent to Class section, or the Collected from Class

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section, and then click Next. Choose the students whose  
documents you'd like to delete, and then click Finish. This

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will remove the document from the selected students' handhelds,  
and as with other actions, I can click the Delete Action



# TI-Nspire™ Navigator™ Script

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in the Class Record and see which students received the delete command.

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