

Collecting Files

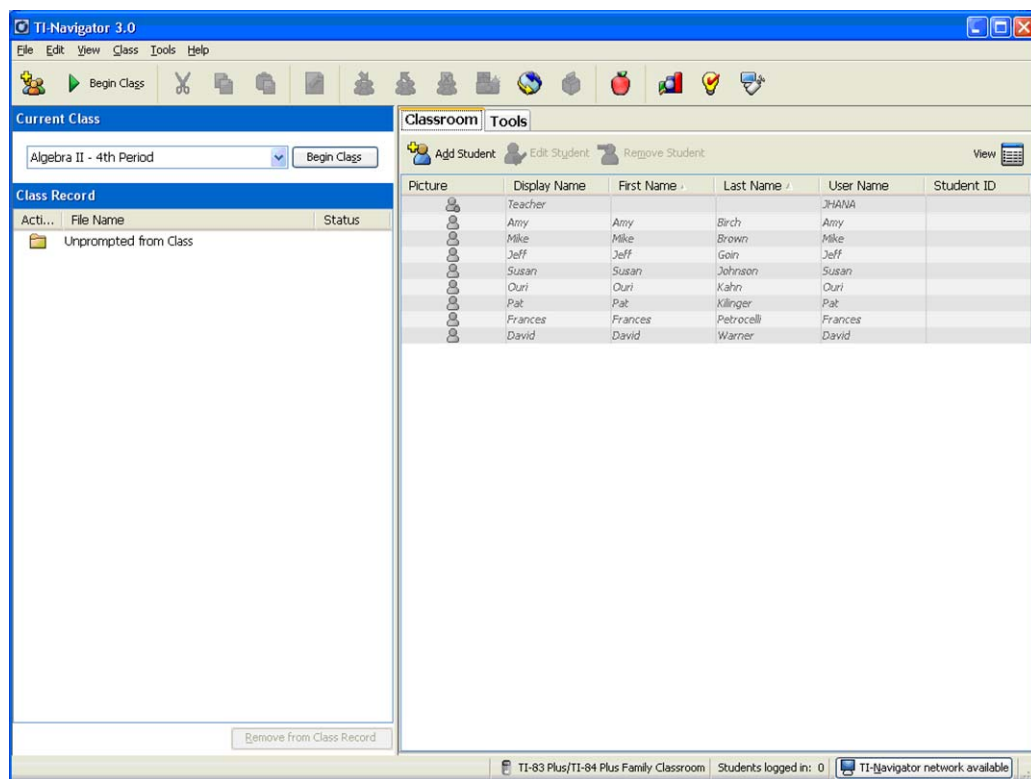
Overview

This tour details starting a class, collecting a file from all students and viewing the transfer action in the Class Record.

1. Launch the TI-Navigator™ Software

Click **Start > Programs > TI Tools > TI-Navigator > TI-Navigator**.

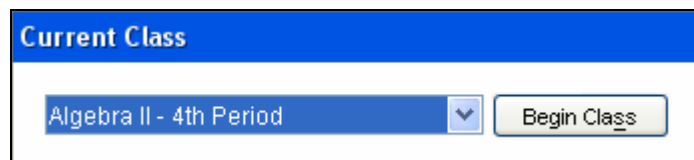
The TI-Navigator computer home screen opens.



2. Start a Class

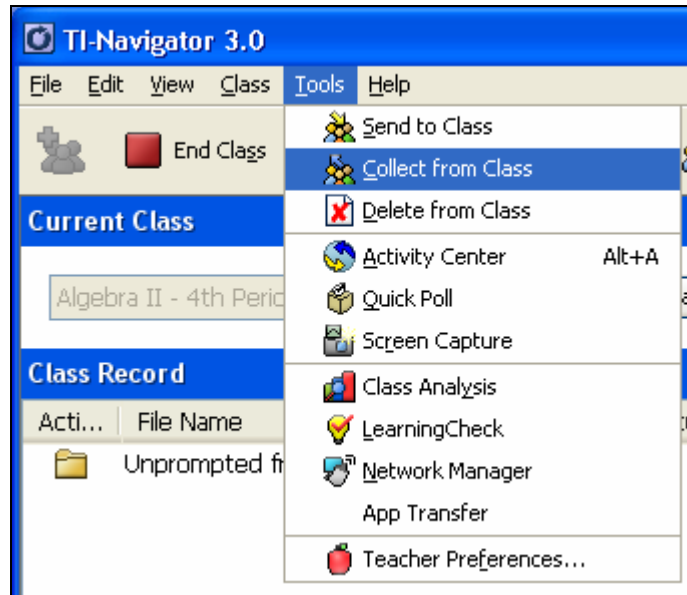
Assure that your TI-Navigator™ network hardware is connected and powered and calculators containing the necessary apps are connected.

Choose a Class to begin in the **Current Class** selector and click **Begin Class**.

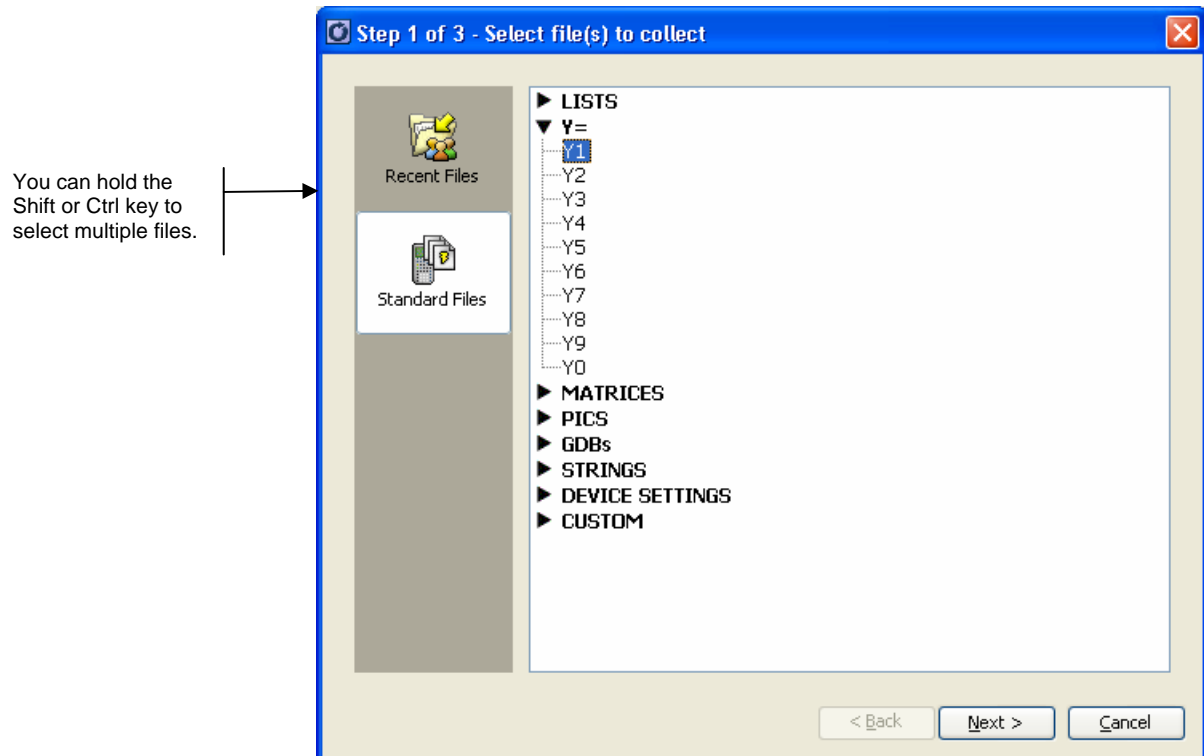


3. Queue a file to be collected

Click **Tools > Collect from Class**.

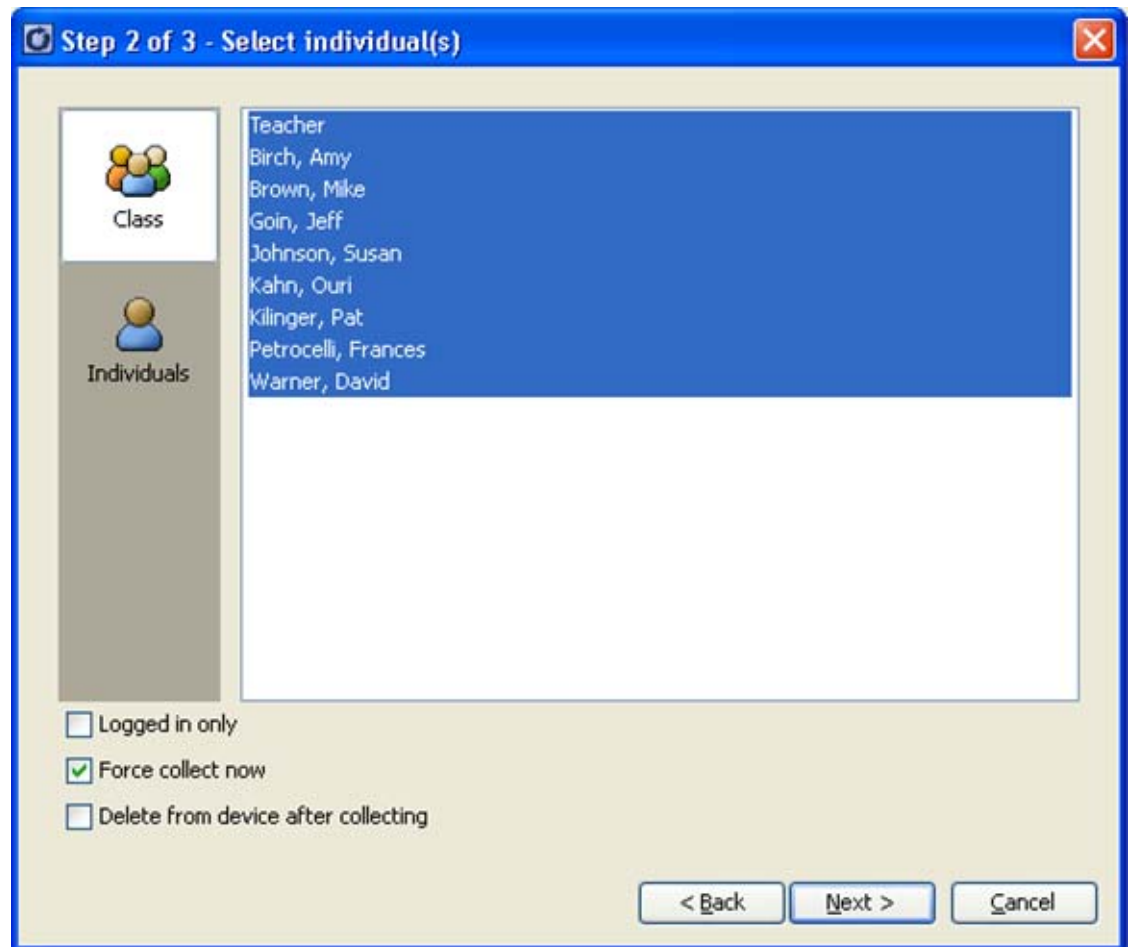


The first Collect dialog box (Step 1) will open.



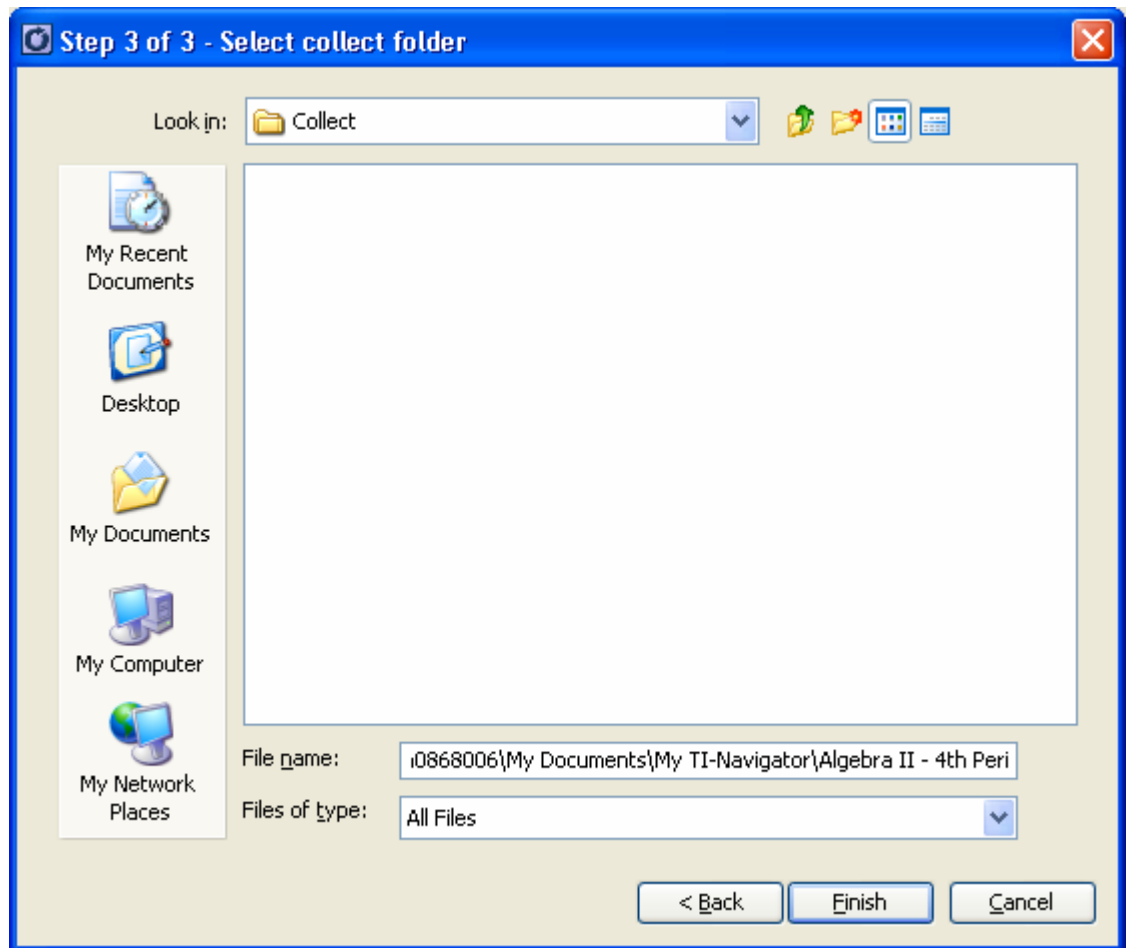
Select a file to collect and click **Next**.

The next Collect dialog box (Step 2) will open.



Choose the teacher or one or more student(s) from whom to collect the file.

The final Collect dialog box (Step 3) will open.

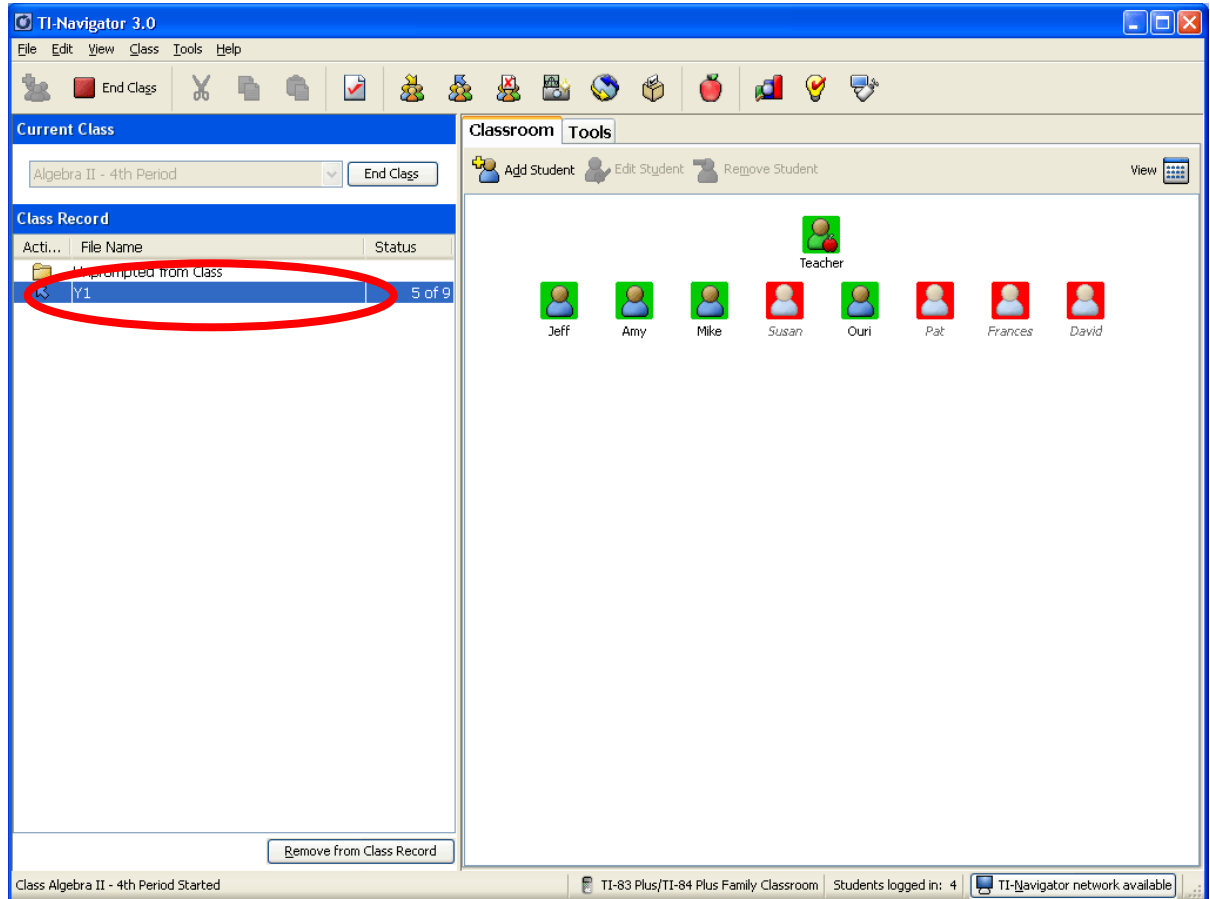


Browse to a location on your hard drive where you want collected files to be stored.

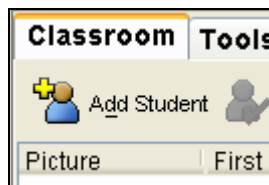
Click **Finish**.

4. Select the Collect Action in the Class Record.

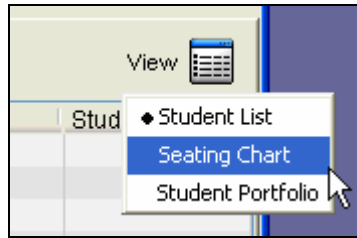
Click the Collect Action that you just created in the Class Record.



If it is not already selected, click the **Classroom Tab**.



If it is not already selected, choose **Seating Chart** in the **Classroom View** selector.



A Seating Chart view of your class will open.

Notice that the students' icons from whom the file has been collected are highlighted in green. Those students to whom the collect request has been sent but have not yet sent the file have icons with red highlighting. Those to whom the collect request has been sent but do not have the file on their calculators have icons with yellow highlighting (not shown in this example). If the collect request was not sent to a student, his or her icon will not be highlighted (not shown in this example).