

# Deleting Files

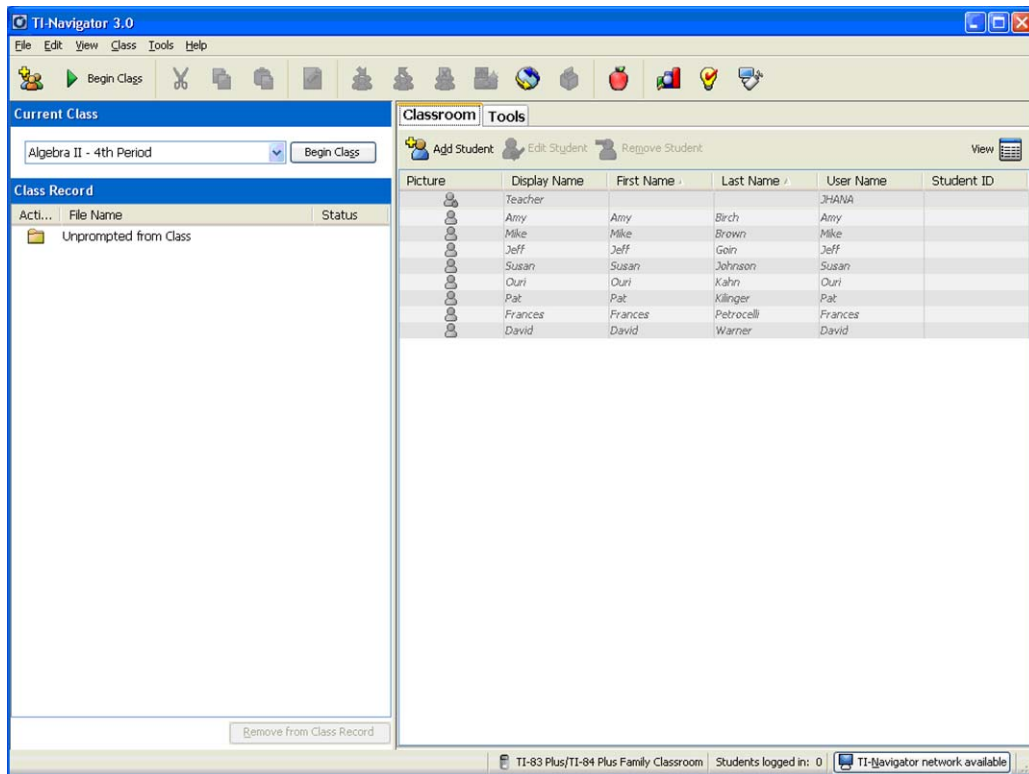
## Overview

This tour details starting a class, deleting 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**.

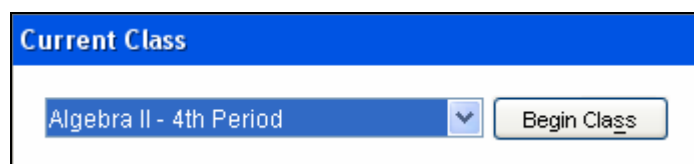
The TI-Navigator computer home screen opens.



## 2. Start a Class

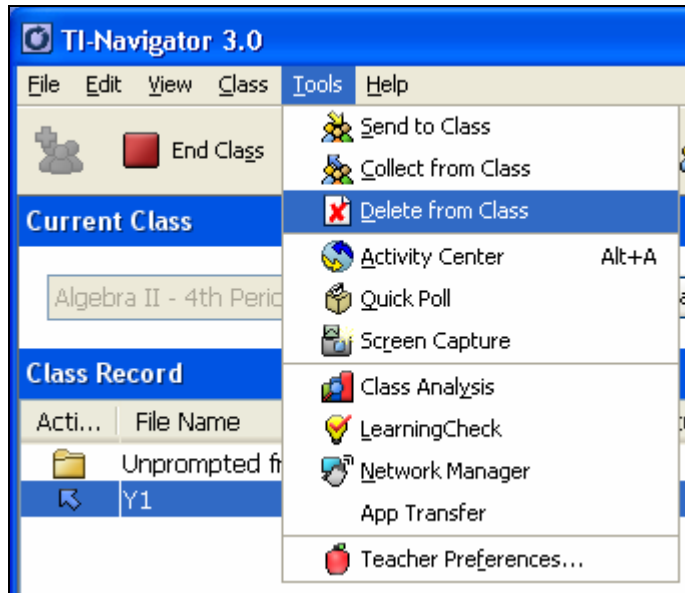
Assure that your TI-Navigator network hardware is connected and powered and calculators containing the necessary apps are connected.

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



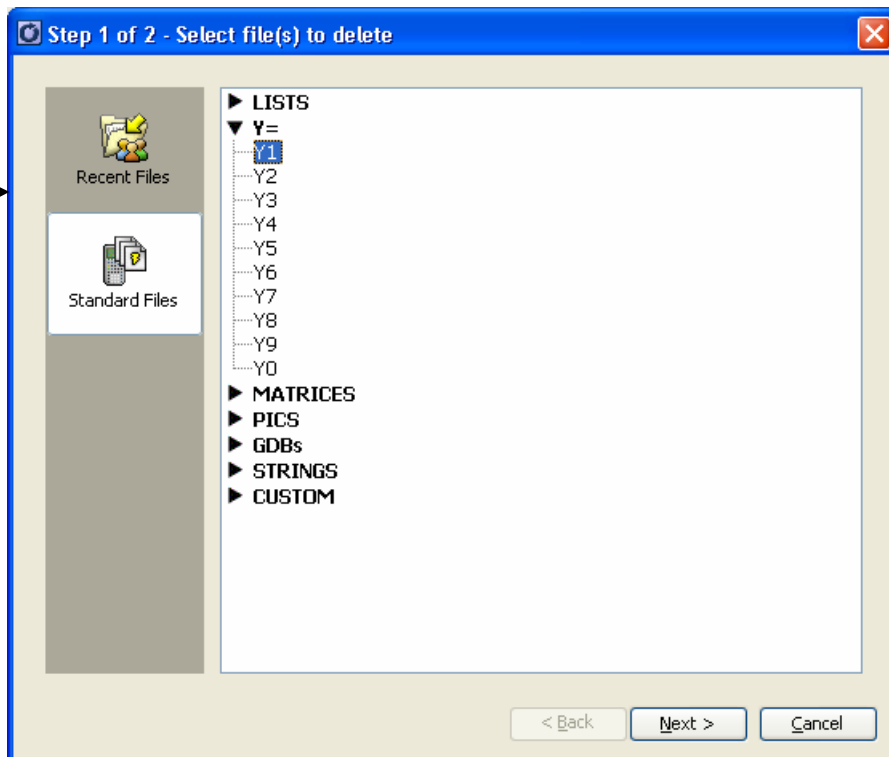
### 3. Queue a file to be deleted

Click **Tools > Delete from Class**.



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

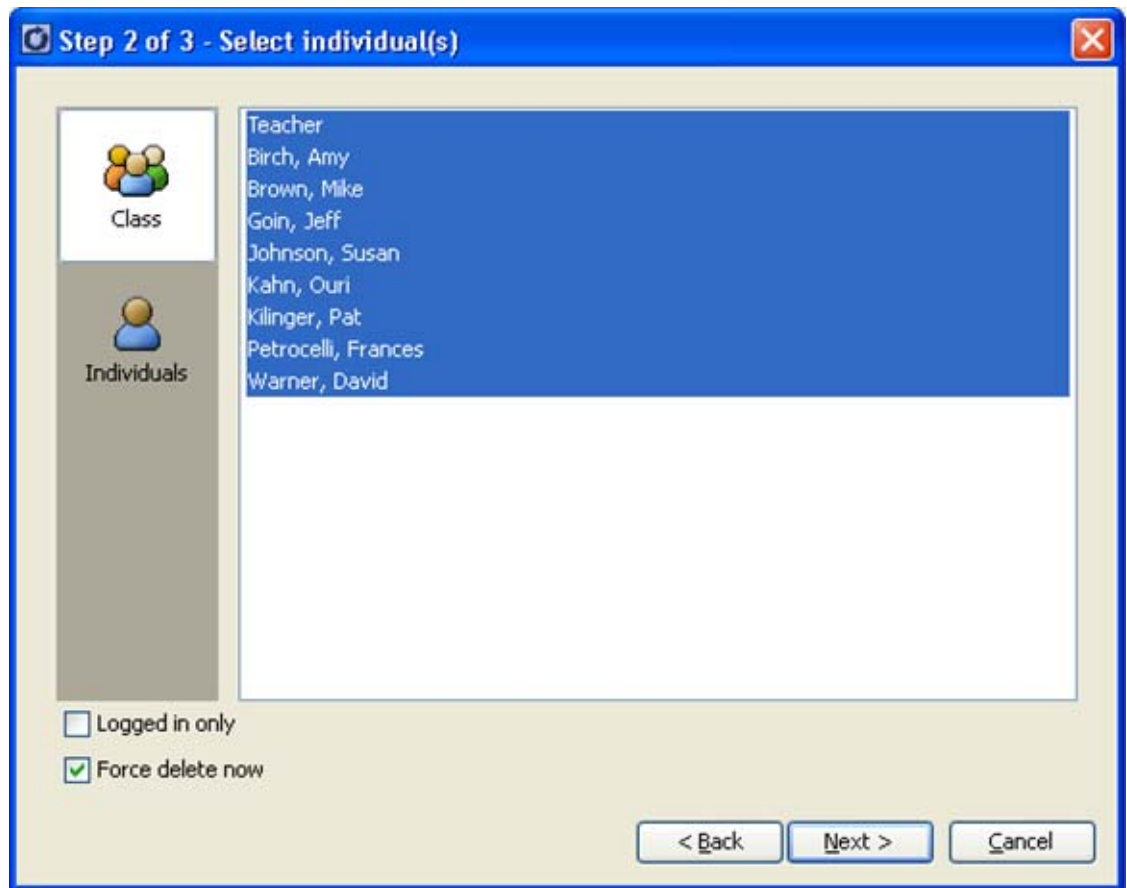
You can hold the Shift or Ctrl key to select multiple files.



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

The final Delete dialog box (Step 2) will open.

Choose Force Delete to automatically begin file transfer on classroom devices

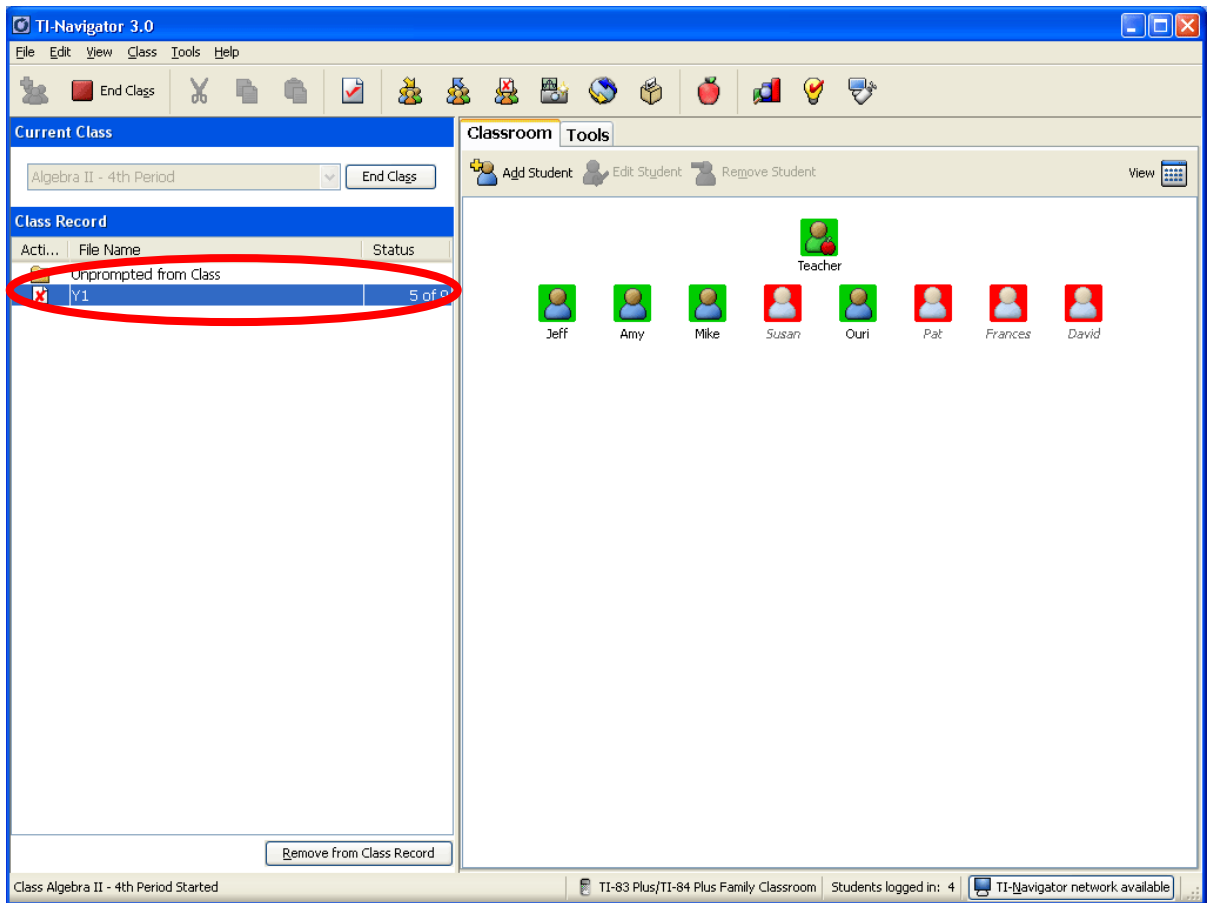


Choose the teacher or one or more student(s) from whom to delete the file.

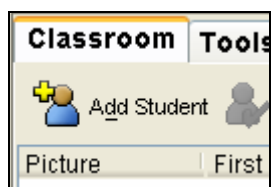
Click **Finish**.

#### 4. Select the Delete Action in the Class Record.

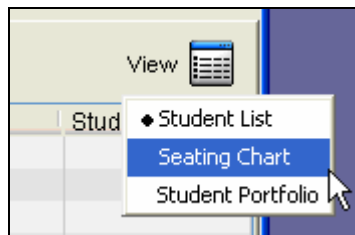
Click the Delete Action that you just created in the Class Record.



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 deleted are highlighted in green. Those students to whom the delete request has been sent but have not yet deleted the file have icons with red highlighting. Those to whom the delete 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 delete request was not sent to a student, their icon will not be highlighted (not shown in this example).