



## Focus on Feature: Digital Drop Box and Group Pages

### I. What is the Digital Drop Box?

The Digital Drop Box is a tool that instructors and students can use to **exchange** files, such as homework assignments. The drop box works by **uploading** a file from a disk or a computer into your drop box inside the Blackboard system. Files can then be accessed from instructor's drop box or student's drop box.

### II. Digital Drop Box Step-by-Step Instructions

Using the drop box is a 2-step process:

1. Add the file to your drop box.
2. Send the file to the students you select

To add a file to your drop box:

1. Go to the Control Panel
2. Click on Digital Drop Box
3. Click on the Add File button
4. Type an appropriate title for your file, which in most cases should include your name.  
*Note: give your students specific instructions on what you expect their title to be for their files as well as their filename.*
5. Click the Browse button and locate the file that you want to add to your drop box. Once you locate your file, highlight it and click the Open button.
6. Add any comments you like in the Comments field.
7. Click the Submit button at the bottom of the screen.
8. Your file is now listed below the Add File and Send File buttons.

To send a file to a student(s):

1. Click the Send File button.
2. Select the students you want to send this file to (use your shift and control keys if necessary to accomplish this)
3. Click the drop down arrow beside the Select File field and click the Title of the file that you added in the steps above.
4. Click the Submit button at the bottom of the screen.
5. If you were successful in sending your file, you should see a confirmation on the screen that says Receipt Success, click OK

To download a file:

1. Right-click on file
2. Choose "Save Target As..." (Internet Explorer users) "Save Link As..." (Netscape Users)
3. Save file to your computer

### III. Digital Drop Box Tips and Tricks

- Instructors must enter the drop box through the control panel
- Students enter the drop box through student tools on the button bar.
- Remember to set naming scheme guidelines for both the title and filename (ex. title – Assignment 1 Abney, filename – assignment1\_abney.doc)
- To send a file to multiple students, shift-click (adjacent) ctrl-click (non-adjacent). If all students need a file, place in a general location inside course site such as Course Documents.
- There is no way to organize files within the drop box. To better organize your files, create a course folder on your computer with student folders inside. Download files for each



student into their folder on your computer after every assignment due date. If a record of time sent is needed, print drop box page from Blackboard before removing files.

#### IV. What are Group Pages?

Group pages allow students to communicate with group members using their own Discussion Board, Virtual Classroom, File Exchange (similar to Digital Drop Box), and Send Email page. However, only **group members** and the **instructor** can access their group page.

#### V. Group Pages Step-by-Step Instructions

How to define groups:

1. Go to the Control Panel
2. Click on Manage Groups
3. Click on the Add Group button
4. Give the group a name and description, set the group options, make it visible if you are ready for the group to start working, and click Submit

*NOTE: make the description very clear to the students about what the group is all about, etc.*

5. Click OK.

You should now see the Manage Groups page that lists several different options, like Adding Users, Listing Users, and Removing Users.

To add a class member to a group:

1. Click Add Users to Group.
2. Click the List All tab.
3. Click the List All button.
4. Put checkmarks next to the students you want to add to this group.
5. When you are done, click Submit.
6. Click OK.

You should now see your group listed on the screen, with a Modify button and a Remove button to the right. Click the Modify button if you want to change any of the settings that you just set. Or click the Remove button if you want to get rid of the group that you just created.

#### VI. Group Pages Tips and Tricks

- Instructors enroll yourself in each group. This allows you to use the Group page features along with your students.
- Instructors must create forums BEFORE groups can use the discussion board.
- Have your students follow a naming scheme for files put in the File Exchange (similar to digital drop box). This will keep them from overwriting their group member's file.