

How to use the Digital DropBox in Blackboard

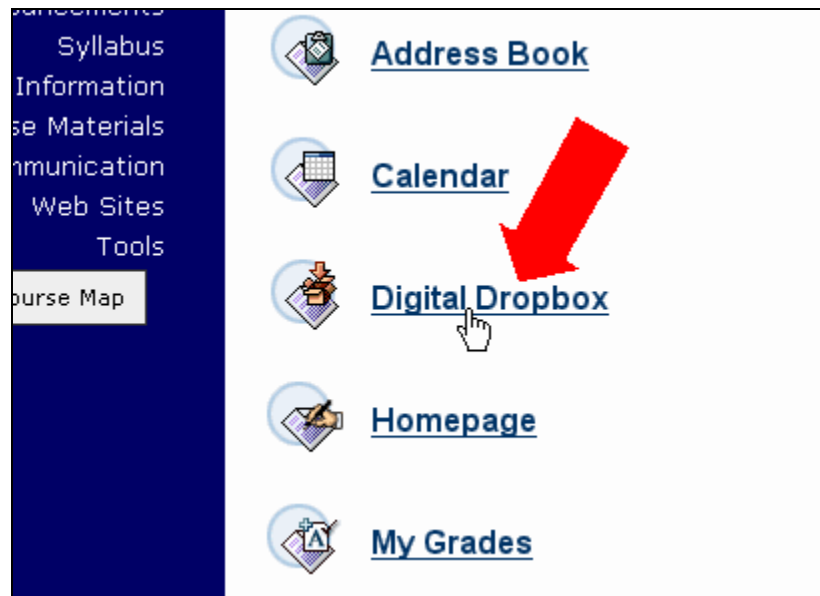
The Digital Dropbox is a tool that instructors and students can use to exchange files. The Dropbox works by uploading a file (ex. Word document) from a disk or a computer into your 'Dropbox' inside the Blackboard system. Files can then be sent back and forth between your instructor and yourself.

The way to accomplish this is a 2-step process:

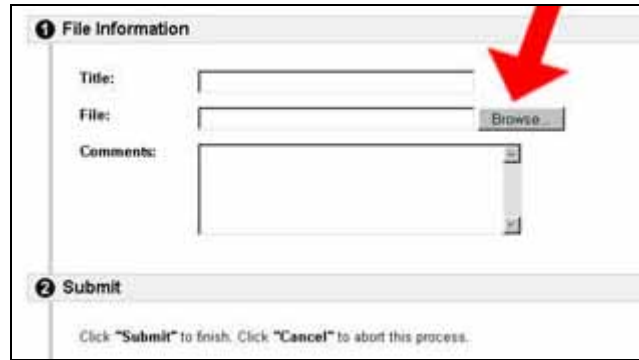
1. "Add" the file to your Dropbox.
2. "Send" the file to your instructor.

To add a file to your digital dropbox:

1. Click on the Tools button/menu item on the left side of the screen inside your course.
2. Click on Digital Dropbox.
3. Click on the 'Add File' button



4. Type an appropriate title for your file, which in most cases should include your name. (**note: your instructor may have given you specific instructions about the formatting of information in this field.)
5. Click the "Browse" button and locate the file that you want to add to your Dropbox. When you have located your file, highlight it and click the "Open" button.



1 File Information

Title:

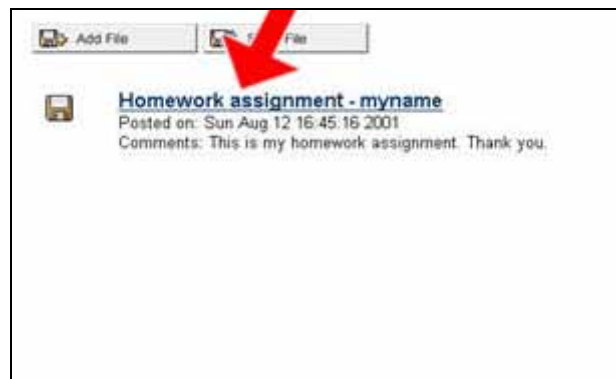
File:


Comments:

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

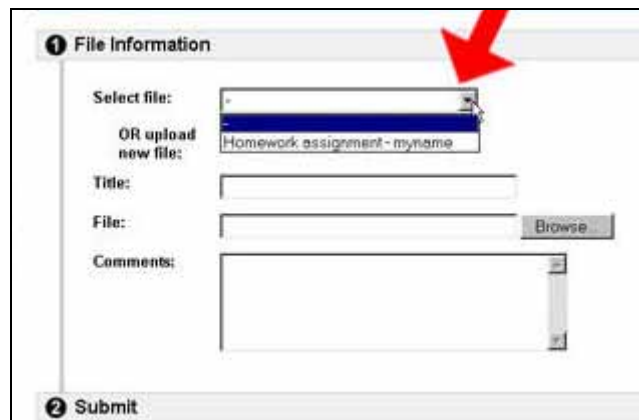
6. Add any comments you would like in the "Comments" field. (**note: your instructor may have given you specific instructions about the formatting of information in this field)
7. Click the "Submit" button at the bottom of the screen.
8. Your file should now be listed below the "Add File" and "Send File" buttons.




 [Homework assignment - myname](#)
 Posted on: Sun Aug 12 16:45:16 2001
 Comments: This is my homework assignment. Thank you.

To send the file to your instructor:

1. Click the "Send File" button.
2. Click the dropdown arrow beside the "Select File" field and click the Title of the file that you added in the steps above.



1 File Information

Select file: 

OR upload new file:

Title:

File:

Comments:

2 Submit

3. Click the "Submit" button at the bottom of the screen.
4. If you were successful in sending your file to your instructor, you should see a confirmation on the screen that says "Receipt Success"