

Instructors Using the Digital Drop Box in Blackboard

The **Digital Drop Box** is a tool located in the course **Control Panel** that instructors and students can use to exchange files through their Blackboard course.

Viewing Files Submitted by Students

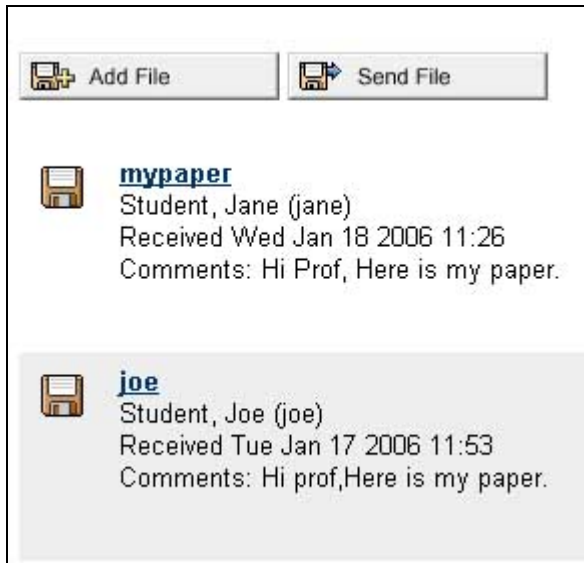
1. Open your course **Control Panel**.



2. Then Open **Digital Dropbox** under **Tourse Tools**.



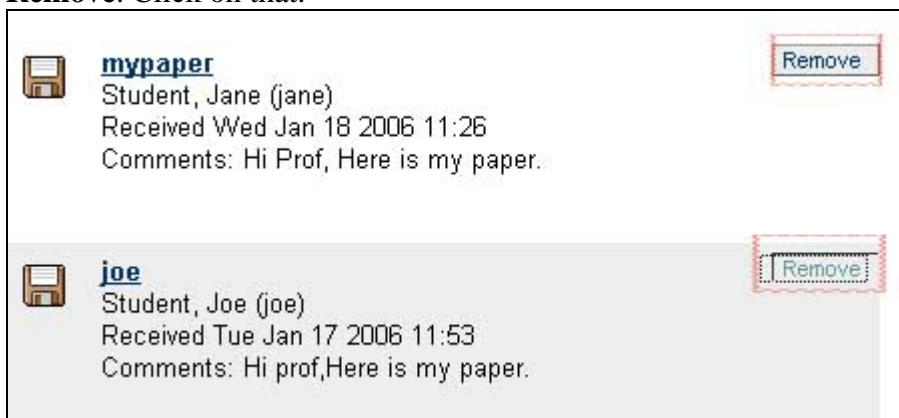
Once you open the **Digital Drop Box**, you will see files submitted by most recently sent files.



You can save or open any of the files by clicking on the title.

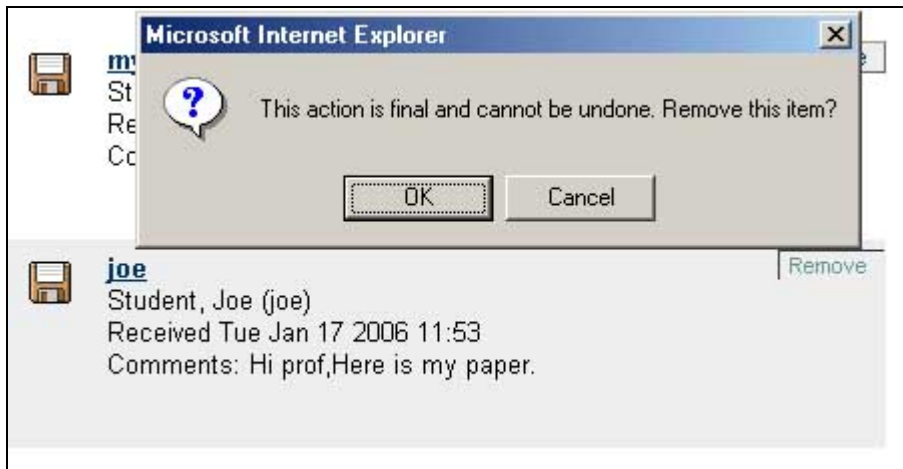
Removing Files from the Digital Drop Box

When you use the **Digital Drop Box** often, it can fill up with files. Therefore you might want to delete the files you no longer need in the box. This process is simple. When you open the box, you will see a list of files and to the right of each file is a link that says **Remove**. Click on that.



It is important to know that this action is final. This means that once you remove a file it is gone forever, you can not go back to retrieve it. Once you click on remove a message will appear to notify you that. If you are sure you want to remove the file, then click **Ok**

otherwise click **Cancel**.

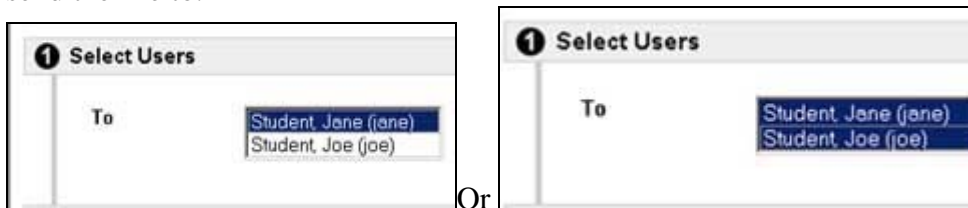


Sending Files to Students

Open the Digital Drop box. Then click on Send File.

This will lead you to a page broken into three sections.

Section 1 will let you chose the student to whom you want to send the file. Just click on the name of the student and go to section 2. If you wish to send a file to more than one student press the **Shift** button (keep it down) and then select all the students you wish to send the file to.



In Section 2 you will have to give the information about the file you are about to send. If it is a file you already have in your **Digital Drop Box** then go to **Select File** field. Chose the file you want to send.

2 File Information

Select File

or Upload New

Name

File

Comments

If it is a new file that you want to send, give a name to the file in the **Name** and then go to browse to locate the file. The comment field is optional.

2 File Information

Select File

or Upload New File

Name

File

Comments

When you are finished with all of these then click **Submit** in Section 3

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.