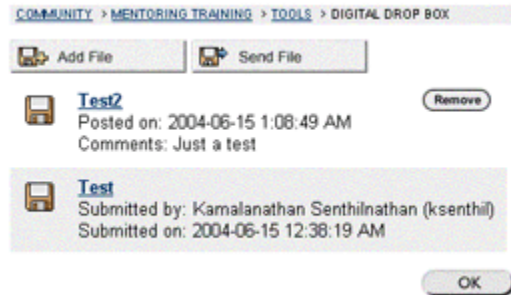


Using the Digital Drop Box

The Digital Drop Box is a tool that enables Students to store and exchange files with the Instructor.



Important Note: A file *added* to the Drop Box will *not* appear to the Instructor until it has been sent. Once a file has been sent to the instructor, it cannot be removed from the Drop Box until the instructor removes the file from their Drop Box.

Access the Digital Drop Box

Follow the steps below to open the Digital Drop Box.

1. Open a course site.
2. Click **Course Tools** on the course menu.
3. Select **Digital Drop Box**.

Functions

The following functions are available from the Digital Drop box page.

Function	Description
Add File	Upload a file to your personal drop box.
Send File	Send a file to the instructor
Remove	Remove a file from the digital drop box (for only a added file)

Tips

The following date and time information is included in files.

- Files sent to the Instructor will show the date and time submitted
- Files that are added to the Drop Box but not sent will show the date and time posted
- Files sent from the Instructor will show the date and time received

Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Learning System* server.

Using The Add File Option

Follow the steps below to open the Add File page.

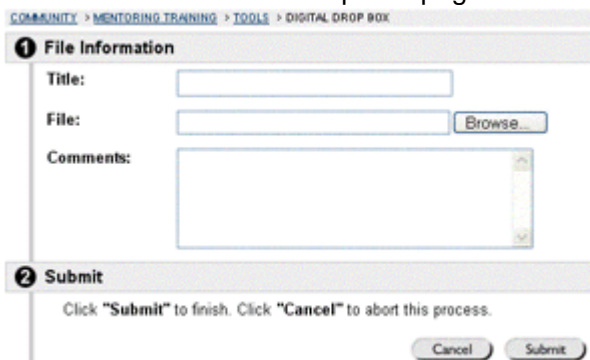
1. Open a course website
2. Click **Tools** on the course menu.
3. Select **Digital Drop Box**.
4. Click Add File.

Page Details:

Title: Enter the title for the file.

File: Click **Browse** to locate a file or enter the exact path.

Comments: Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.



5. Fill out the fields
6. Click **Submit**. (To cancel, Click **Cancel**).
Users will be presented with a confirmation page indicating that this file has been added to the Digital Drop Box.

[COMMUNITY](#) > [MENTORING TRAINING](#) > [TOOLS](#) > [DIGITAL DROP BOX](#) > DROPBOX RECEIPT

Receipt: Success

Test3 has been added to your dropbox.

2004-06-15 01:31:05 AM

OK

7. Click **OK** to return to the **Digital Drop Box** page. You will see your new file listed there.

[COMMUNITY](#) > [MENTORING TRAINING](#) > [TOOLS](#) > DIGITAL DROP BOX

 Add File  Send File



Test3

Posted on: 2004-06-15 1:31:04 AM

Comments: Testing Again

Remove

Using The Send File Option

Follow the steps below to open the Add File page.

1. Open a course website.
2. Click **Tools** on the course menu
3. Select **Digital Drop Box**.
4. Click **Send File**.

Page Details:

Select File: Click the drop-down arrow and select the file to send.

Title: Enter the title for the file.

File: Click **Browse** to locate a file or enter the exact path.

Comments: Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

[COMMUNITY](#) > [MENTORING TRAINING](#) > [TOOLS](#) > DIGITAL DROP BOX

1 File Information

Select file: v

OR upload new file:

Title:

File:

Comments:

2 Submit

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

5. Fill out the fields.

Note: If you select a file from Select File Drop Down list, then you do not need to fill out the upload new file fields.


6. Click **Submit**. (To cancel, Click **Cancel**). Users will be presented with a confirmation message indicating the successful submission of their file.

[COMMUNITY](#) > [MENTORING TRAINING](#) > [TOOLS](#) > [DIGITAL DROP BOX](#) > DROPBOX RECEIPT

Receipt: Success
Test3 has been sent to the Leader(s).
2004-06-15 01:48:24 AM

7. Click **OK** to return to the **Digital Drop Box** page. You will see that your file has been submitted.

[COMMUNITY](#) > [MENTORING TRAINING](#) > [TOOLS](#) > DIGITAL DROP BOX

 **Test3**
Submitted by: Kamalanathan Senthilnathan (ksenthil)
Submitted on: 2004-06-15 1:48:23 AM
Comments: Testing Again