

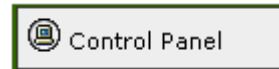
Digital Drop Box ~Adding and Sending Files~

The **Digital Drop Box** is a tool that allows instructors and students to exchange files. Students can send files and assignments to an instructor's **Digital Drop Box** and instructors can send files to a student's **Digital Drop Box**.

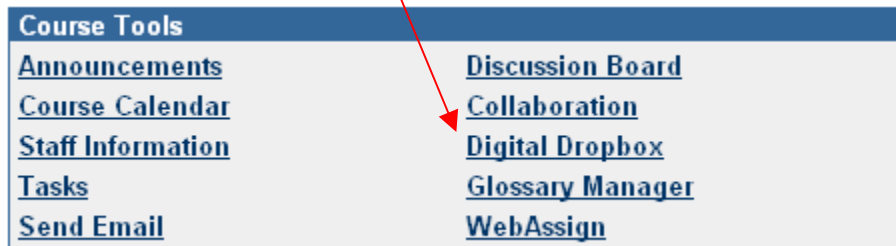
Accessing the Digital Drop Box

1. Open a course that you are teaching.

2. Enter the **Control Panel**.



3. Under **Course Tools**, click **Digital Dropbox**.



* Students will access the **Digital Drop Box** through the **Tools** Button. Instructors may also create a **Digital Drop Box** button (See **Managing the Course Menu**).

4. On the **Digital Dropbox** page, **Add File** and **Send File** options will appear.

Digital Dropbox

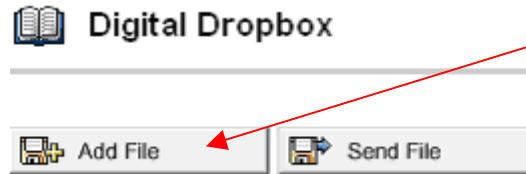


No files found.

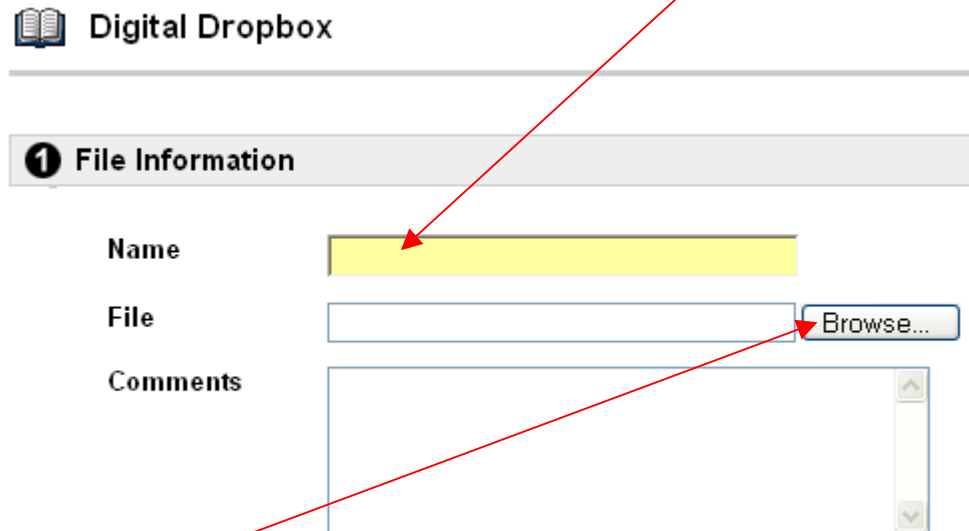
Adding a File

Adding a file stores it in your personal storage area in the **Digital Drop Box**. If an instructor *adds* a file, the file will not appear to the students until it is *sent*. If students add a file to the drop box, it will be added to the drop box but not sent to the instructor.

1. To **add** a file to your storage area in the **Digital Drop Box**, click **Add File**.

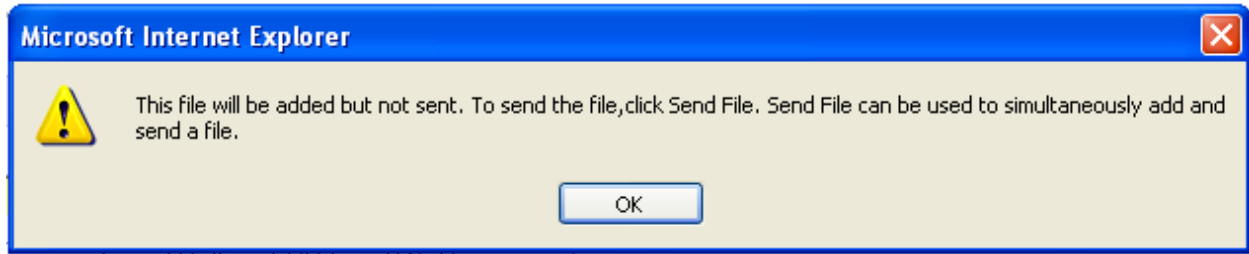


2. The **Digital Dropbox** page will appear. Enter a **Name** for the file.

A screenshot of the 'Digital Dropbox' page showing the 'File Information' section. The section has a grey header with a circled '1' and the text 'File Information'. Below the header are three fields: 'Name' with a yellow highlighted text input box, 'File' with a text input box and a 'Browse...' button to its right, and 'Comments' with a large text area. A red arrow points from the 'Name' field towards the 'Browse...' button.

3. **Browse** to search for the document you are adding.
4. After the document has been located, select the document by clicking once onto the document and once on **Open**.
5. If desired or requested, add comments in the **Comments** box. These comments will appear beneath the name on the drop box page.
6. Click **Submit**.

7. If you are **adding** a file, you will receive a message that the file will be added and not sent. (Students will receive the same message.)



8. You will receive a printable receipt stamped with the date and time that the item posted to your dropbox.

Dropbox Receipt

Receipt: Success

Unit 1 Assignment The file has been added to the Dropbox.

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Sending a File

Sending a file allows instructors to send a file to the drop box of selected students (users) in the course.

1. To **send** a file to your students' **Digital Drop Box**, click **Send File**.

Digital Dropbox

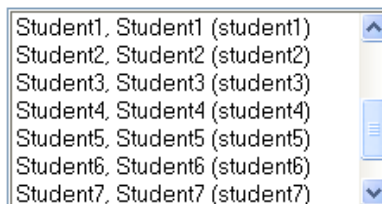


2. Select the user(s) that will receive the file.

Digital Dropbox


1 Select Users

To



3. Under **File Information**, enter a **Name** for the file.

2 File Information

Select File 

or Upload New File

Name

File

Comments

4. Choose a file to send. If you are sending a file currently stored in your drop box (after the **Add File** process), click the drop down arrow and select the file to send. **This option will not appear if there are no files stored in your dropbox.**
5. You may also **Browse** to upload a document to send. After the document has been located, select the document by clicking once onto the document and once on **Open**.
6. If desired, add comments in the **Comments** box. These comments will appear beneath the name on the drop box page.
7. Click **Submit**.
8. You will receive a receipt stamped with the date and time the file was sent.

Dropbox Receipt

Receipt: Success

Unit 1 Assignment The file has been sent to the selected users with role of Student

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