

Using the Digital Drop Box

The **Digital Drop Box** is a tool that allows students and instructors to exchange files. Students can use the **Digital Drop Box** to send assignments to instructors.

How Do I Access the Digital Drop Box?

Within your Blackboard course, click the **Tools** button and select **Digital Drop Box**. In each of your courses, your instructors may place the **Digital Drop Box** under different course buttons. Be sure to review the options under each course button to locate the **Digital Drop Box**.

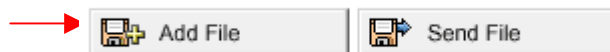
Once you access the **Digital Drop Box**, you will see an **Add File** button and a **Send File** button.



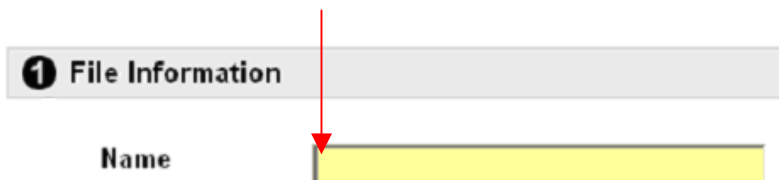
Add File

Adding a file stores the document in **your** personal Digital Drop Box. Your instructor will **NOT** see the document unless you send it. If you would like to send the document to your instructor, you must click **Send File** rather than **Add File**. (See the **Send File** section on **Page 4**).

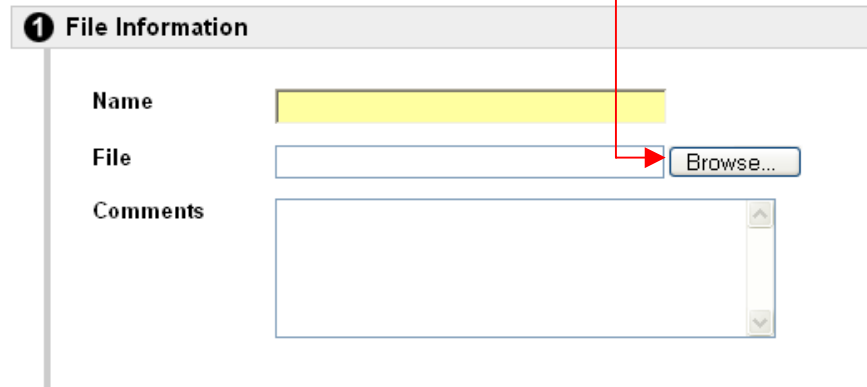
1. To **add** a file to your storage area in the Digital Drop Box, click **Add File**.



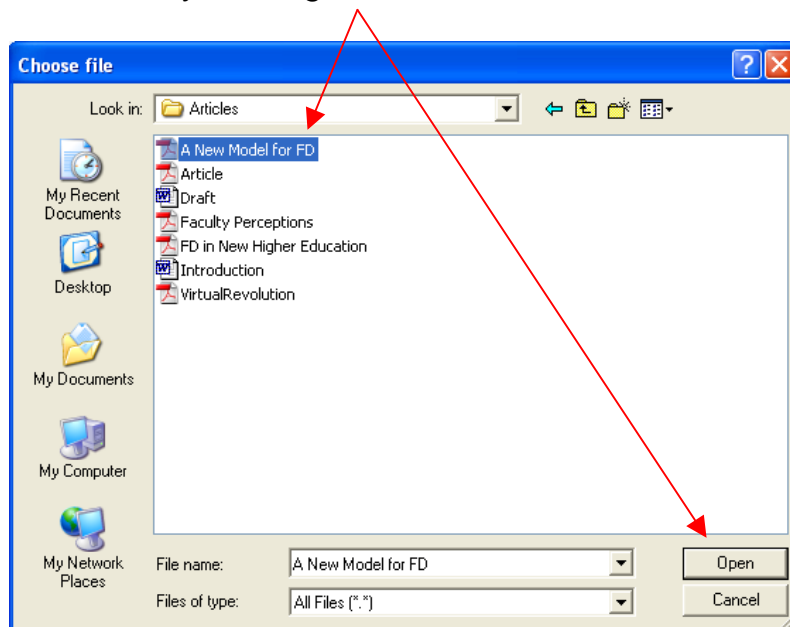
2. Under **Section 1**, enter a **Name** for the document.

A form titled '1 File Information' is shown. Below the title, there is a label 'Name' followed by a yellow highlighted input field. A red arrow points from above down into the input field.

3. After you enter a **Name** for the document, **Browse** to search for the document you are adding.



4. After you locate the document, select the document by double-clicking on the document **OR** by clicking the document once and then clicking **Open**.




*** Do **NOT** attach any files with **special characters** (ex. \$, #, %, !, @, &, *) in the file name. When you type your documents in Microsoft Word, Microsoft Works, or Wordperfect, only use letters and numbers in the file name when you save the document. If you include special characters in the file name, your instructor may not be able to open your document and you may not receive credit for the assignment.

5. If desired or requested, add comments in the **Comments** box.

Comments



6. Click **Submit**. You will receive a **printable** receipt stamped with the date and time that the item was added (**posted**) to your Digital Drop Box.
7. Once you **Add** a file to your Digital Drop Box, you should see a copy of the file in your Digital Drop Box. The file will be marked **Posted**. You will be provided the date and time the document was added or **posted** to your Digital Drop Box.



The **Posted** notation indicates that the document was posted to your Digital Drop Box only. If a document is marked **Posted**, it was **NOT** sent to your instructor.

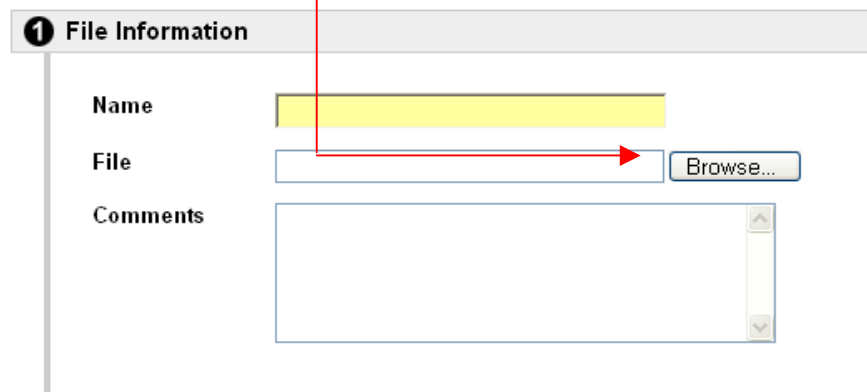
Send File

Sending a file sends the document to your instructor's Digital Drop Box. You do not have to **Add** a file before you **Send** a file. Remember that **adding a file** will store the document in your personal Digital Drop Box. Your instructor will not receive the document unless you choose **Send File**.

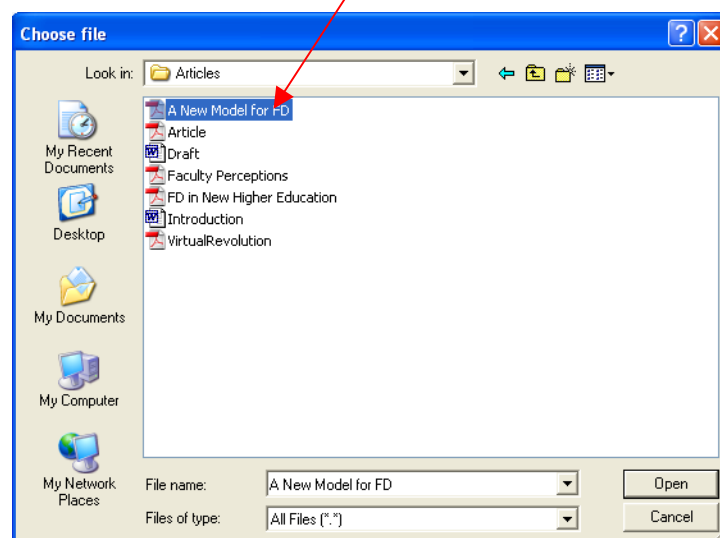
1. To **send** a file to your instructor in the Digital Drop Box, click **Send File**.



2. Under **Section 1**, click **Browse** to search for the document you are sending to your instructor.

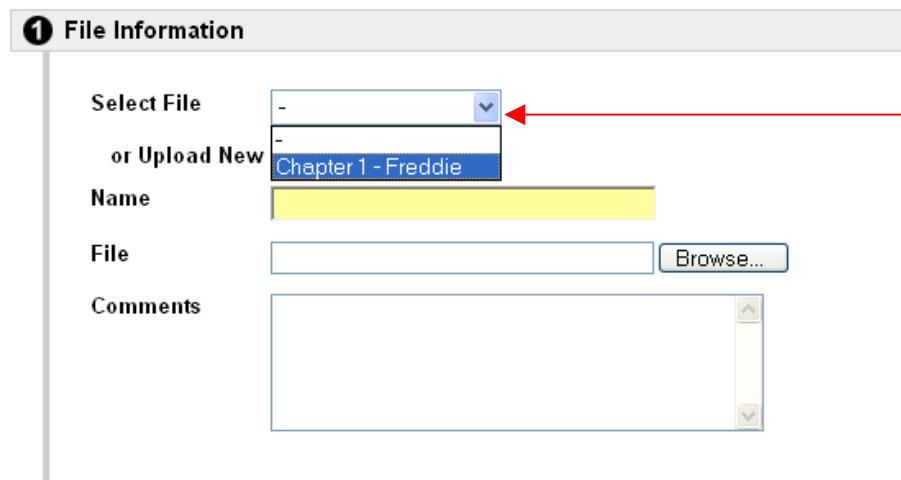


3. After you locate the document, select the document by double-clicking on the document **OR** by clicking the document once and then clicking **Open**.



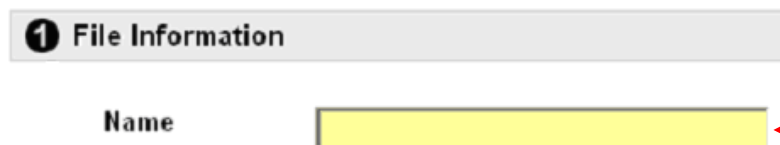
*** Do **NOT** attach any files with **special characters** (ex. \$, #, %, !, @, &, *) in the file name. When you type your documents in Microsoft Word, Microsoft Works, or Wordperfect, only use letters and numbers in the file name when you save the document. If you include special characters in the file name, your instructor may not be able to open your document and you may not receive credit for the assignment.

4. Under **Section 1**, you can also send a file that has already been stored in your Digital Drop Box by using the **Select File** feature. Click the drop-down menu to select a document.



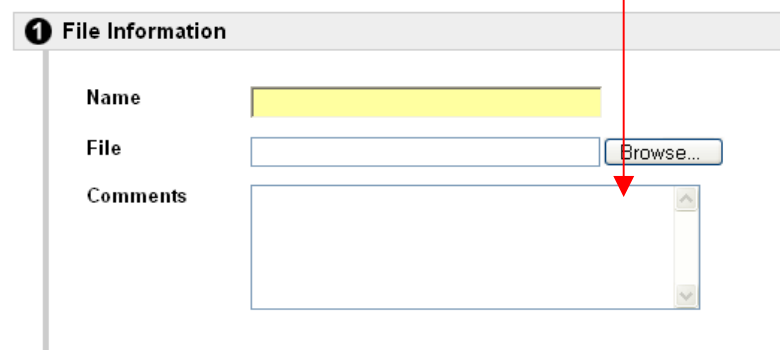
The screenshot shows a form titled "1 File Information". It has several fields: "Select File" with a dropdown menu showing a list of files including "Chapter 1 - Freddie" (which is highlighted in blue); "or Upload New" with a text input field; "Name" with a yellow highlighted text input field; "File" with a text input field and a "Browse..." button; and "Comments" with a large text area. A red arrow points from the text above to the dropdown menu.

5. Once you have added a document for your instructor, provide a **Name** for the selected document.



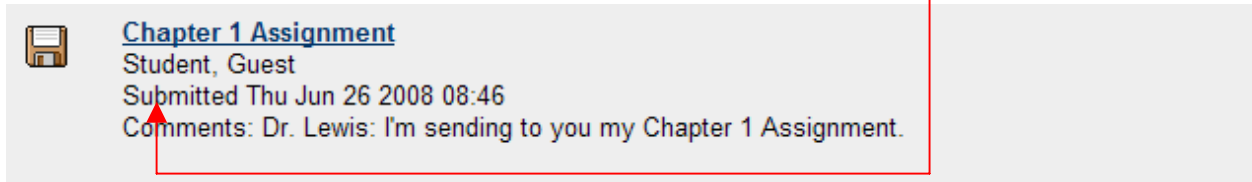
The screenshot shows the "1 File Information" form. The "Name" field is highlighted in yellow. A red arrow points from the text above to this field.


6. If desired or requested, add comments in the **Comments** box.



The screenshot shows the "1 File Information" form. The "Comments" text area is highlighted in yellow. A red arrow points from the text above to this area.

7. Click **Submit**. You will receive a **printable** receipt stamped with the date and time the document was **submitted**.
8. Once you **Send** the file to your instructor, you should see a copy of the file in your Digital Drop Box. The file will be marked **Submitted**. You will be provided the date and time the document was **submitted** to your instructor.



 [Chapter 1 Assignment](#)
Student, Guest
Submitted Thu Jun 26 2008 08:46
Comments: Dr. Lewis: I'm sending to you my Chapter 1 Assignment.

The **Submitted** notation indicates that the document was **sent** to your instructor.