

Digital Drop Box

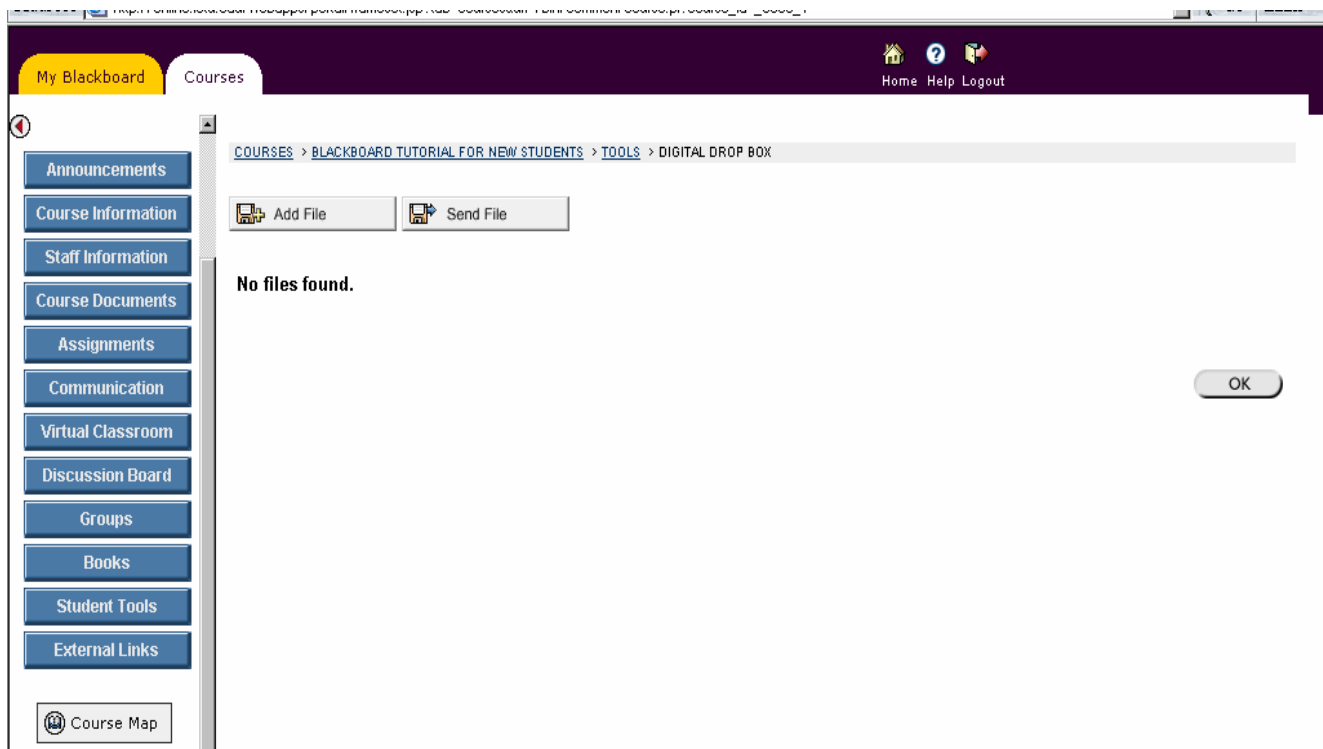
Overview

The Digital Drop Box enables Students to exchange files with the Instructor. Digital Drop Box is only available as a Course Tool, it is not an Institution Tool.

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.

Find this page

Follow the steps below to open the Digital Drop Box page.



Step 1 Open a course Web site for a course.

Step 2 Click **Tools** on the course menu.

Step 3 Select **Digital Drop Box**.

Functions

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

Function Description

Add File Upload files to the Drop Box.

Send File Send a file to the Instructor.

Remove Remove a file from the Drop Box.

Tips and Tricks

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.

Add File to the Digital Drop Box

Overview

The Digital Drop Box page enables Students to exchange files with the Instructor. Files are added to the Digital Drop Box from the Add File page. The Add File page requests information on the title, file location, and any comments regarding the file. A file is not automatically sent to the Instructor if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

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.

Find this page

Follow the steps below to open the Add File page.

The screenshot shows the Blackboard interface for adding a file to the Digital Drop Box. The page is titled "File Information" and contains the following elements:

- Title:** A text input field.
- File:** A text input field with a "Browse..." button next to it.
- Comments:** A large text area for entering comments.
- Submit:** A section with the instruction: "Click 'Submit' to finish. Click 'Cancel' to abort this process." Below this instruction are "Cancel" and "Submit" buttons.

Step 1 Open a course Web site.

Step 2 Click **Tools** on the course menu.

Step 3 Select **Digital Drop Box**.

Step 4 Click **Add File**.

Fields

The table below details the fields on this page.

Field Description

File Information

Title: Enter the title of 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.

Send File from the Digital Drop Box

Overview

Students can select a file from the Digital Drop Box to send to the Instructor or select a file not in the Digital Drop Box on the **Send File** page. A file sent to the Instructor that is not in the Digital Drop Box will be added to the Student's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

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.

Find this page

Follow the steps below to open the Send File page.

The screenshot shows the Blackboard interface for sending a file. The top navigation bar includes 'My Blackboard', 'Courses', and 'Home Help Logout'. The left sidebar contains a navigation menu with options like 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'Virtual Classroom', 'Discussion Board', 'Groups', 'Books', 'Student Tools', and 'External Links'. The main content area is titled 'DIGITAL DROP BOX' and contains two sections: '1 File Information' and '2 Submit'. The 'File Information' section has three fields: 'Title' (a text input), 'File' (a text input with a 'Browse...' button), and 'Comments' (a text area). The '2 Submit' section contains the instruction 'Click "Submit" to finish. Click "Cancel" to abort this process.' and two buttons: 'Cancel' and 'Submit'.

Step 1 Open a course Web site.

Step 2 Click **Tools** on the course menu.

Step 3 Select **Digital Drop Box**.

Step 4 Click **Send File**.

Fields

The table below details the fields on this page.

Field Description

File Information

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

Title: Enter the title of the file.

File: Click **Browse** to upload a file and send it to the Instructor.

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