

Blackboard Communication Tools – Digital Drop Box

INTRODUCTION

The Digital Drop Box is used by instructors and students to exchange files. For example, students can upload a digital version of a paper and send it to the instructor's Digital Drop Box. The instructor can then download the paper, grade it, upload it back into the Digital Drop Box and send it back to the student.

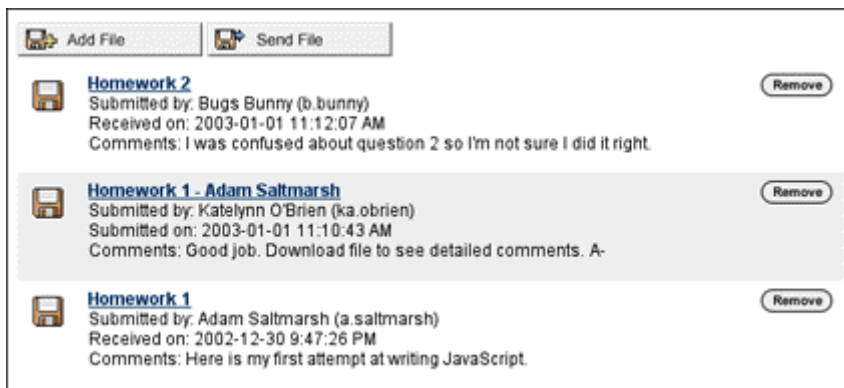
Students can only send the instructor files (unless they are using a Group Digital Drop Box), however, the instructor can send multiple students the same file simultaneously.

RETRIEVE A FILE


1. In the section of the Control Panel titled "Course Tools", click on Digital Drop Box.



2. Blackboard will display a list of all files that have been sent to you by students, along with any files that you have added to your drop box or sent to students.



3. Click on the title of the file you wish to view. Typically, the file will download to your computer for you to open. If it is a web file, it will open within the web browser.

	Homework 1 Submitted by: Adam Saltmarsh (a.saltmarsh) Received on: 2002-12-30 9:47:26 PM Comments: Here is my first attempt at writing JavaScript.	Remove
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ADD A FILE

1. In the section of the Control Panel titled “Course Tools”, click on Digital Drop Box.

Course Tools	
Announcements	Discussion Board
Staff Information	Collaboration
Tasks	Digital Dropbox
Send Email	

2. Click the Add File button.



3. Enter a title for the document. Click the browse button to attach the file and enter any comments.

Title:	<input type="text"/>
File:	<input type="text"/> Browse...
Comments:	<input type="text"/>

4. Click the Submit button.



5. Blackboard will remind you that your file has not been sent to anyone. It is saved in your Digital Drop Box for you to send at a later time.

SEND A FILE

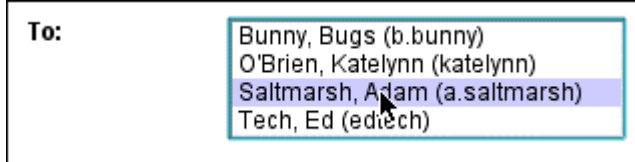
1. In the section of the Control Panel titled “Course Tools”, click on Digital Drop Box.



2. Click the Send File button.



3. Choose the student(s) you wish to send the file to.



To select multiple students:

- Windows: Hold down Control while selecting students
 - Mac: Hold down Command while selecting students
4. Either select a file from the dropdown list that you have already added to your drop box, or add a new file to send.

Select file:	<input type="text" value="-"/>	
		OR upload new file:
Title:	<input type="text"/>	
File:	<input type="text"/>	<input type="button" value="Browse..."/>
Comments:	<input type="text"/>	

5. Click the Submit button to send the file.