

Blackboard Digital Drop Box

The Digital Drop Box is a file exchange system that allows you to post files for your instructor's access, and also to receive files from your instructor. Each course has its own Drop Box so make sure you are in the correct course before adding or sending an assignment. In Blackboard you will find two commands within the Digital Drop Box: Add File and Send File.

Add Vs. Send

Add File uploads a copy of the document to the Blackboard user's digital drop box but does not submit it to the instructor. Send File uploads the document into the drop box for your instructor to access. An easy way to tell if you have added or sent a file is to look for the Remove button next to a file. If a Remove button appears next to a file, then you used the Add a File command.

Adding a File:

- Select Tools from the navigation buttons on the left
- Click Digital Drop Box, then Add File
- Enter a name for file (This becomes the hyperlink to the file you add)
- Click Browse to locate the file. Then select the file and click Open
- Type any comments you wish to appear below the file
- Click Submit
- You will receive a warning message that tells you your instructor will not receive this file, Click OK

Sending a File:

- Select Tools from the navigation buttons on the left
- Click Digital Drop Box, then Send File
- Enter a name for file (This becomes the hyperlink to the file you add)
- Click Browse to locate the file, then select the file and click Open
- Type any comments you wish to appear below the file
- Click Submit

Sending a File Previously Added:

- Select Tools from the navigation buttons on the left
- Click Digital Drop Box, then Send File
- Next to Select File, choose the file you wish to send from the dropdown list
- Enter any new comments you wish
- Click Submit