

## DIGITAL DROP BOX

### Overview

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The Digital Drop Box enables Students to exchange files with the Instructor.



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

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

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.

### Functions

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

FUNCTION	DESCRIPTION
<a href="#">Add File</a>	Upload files to the Drop Box.
<a href="#">Send File</a>	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

### Time stamps

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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 Academic Suite server.

## ADD FILE TO THE DIGITAL DROP BOX

### Overview

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Files are added to the Digital Drop Box from the Add File page. A file is not automatically sent 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 it will show the date and time sent.

### Find this page

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Follow the steps below to open the Add File page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.
4. Click **Add File**.

### Fields

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The table below details the fields on the Add File page.

FIELD	DESCRIPTION
<b>File Information</b>	
<b>Title</b>	Enter the title of the file.
<b>File</b>	Click <b>Browse</b> to locate a file or enter the exact path.
<b>Comments</b>	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

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Users can select a file already in the Digital Drop Box to send. Users may also select a file not in the Digital Drop Box on the **Send File** page. A file sent that is not already in the user's Drop Box is added to the user'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 it will show the date and time sent.

### Find this page

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Follow the steps below to open the Send File page.

1. Open a Course.
2. Click **Control Panel**.
3. Select **Digital Drop Box**.
4. Click **Send File**.

### Fields

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The table below details the fields on this page.

FIELD	DESCRIPTION
<b>File Information</b>	
<b>Select File</b>	Click the drop-down arrow and select a file to send.
<b>Title</b>	Enter the title of the file.
<b>File</b>	Click <b>Browse</b> to upload a file and send it to the Instructor.
<b>Comments</b>	Enter any comments about the file. These comments will appear beneath the title.