

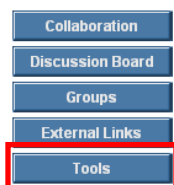
## Using the Digital Drop Box in Blackboard

The Digital Drop Box is a tool in Blackboard that is used to electronically submit assignments and documents to your instructor(s). Presented here are instructions for using the Digital Drop Box.

***Important Note:*** Any document you send through the Digital Drop Box (or anywhere else in Blackboard) must be **less** than **3.5 Mb** in size. This file size restriction applies to students and instructors.

### **Adding a document to your Digital Drop Box:**

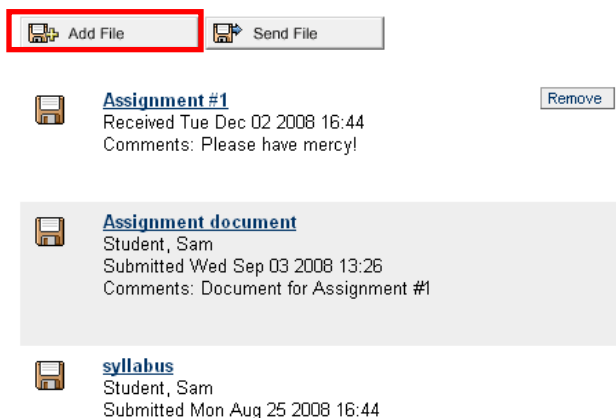
1. Click on the **“Tools”** button in the course menu on the left-hand side.



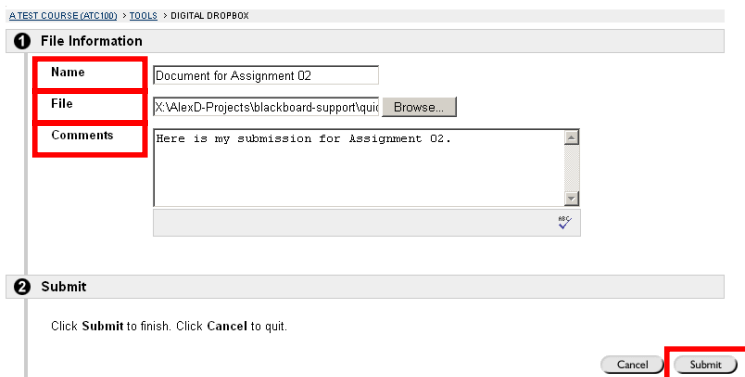
2. Click on the **“Digital Drop Box”**.



3. Click on the **“Add File”** or **“Send File”** button. **“Add File”** will only post the file to your Digital Drop Box to be sent to your instructor at a later date. **“Send File”** will post the file to your Digital Drop Box and submit it to your instructor(s). Both actions will be illustrated in this document.



4. After clicking on “**Add File**”, type a name for your document in the “**Name**” field. Click “**Browse**” to locate the document you want to send. Then click on “**Submit**” to add your document to your Digital Drop Box.



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**1 File Information**

**Name** Document for Assignment 02

**File** K:\AlexD-Projects\blackboard-support\quit Browse...

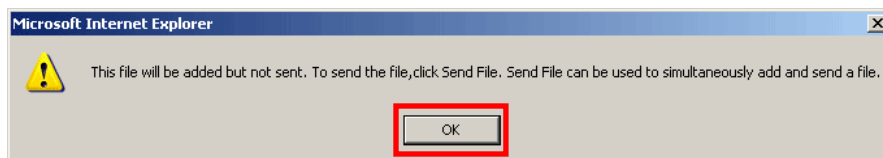
**Comments** Here is my submission for Assignment 02.

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

This will trigger an alert window explaining that, by clicking the “**Add File**” button, you are only posting the document to your Digital Drop Box and not sending it to your instructor(s).

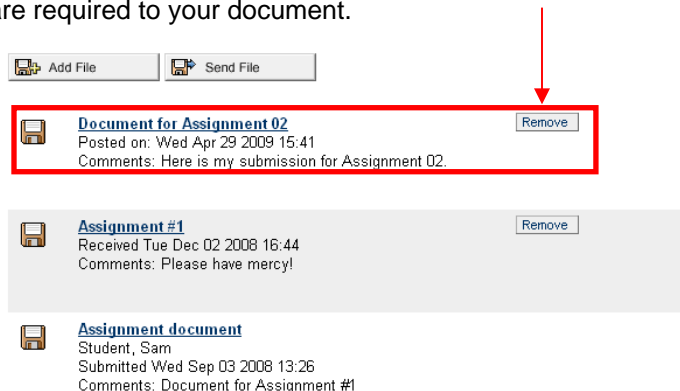


After clicking “**Ok**”, you will receive a confirmation message stating that your document has been successfully posted to your Digital Drop Box.



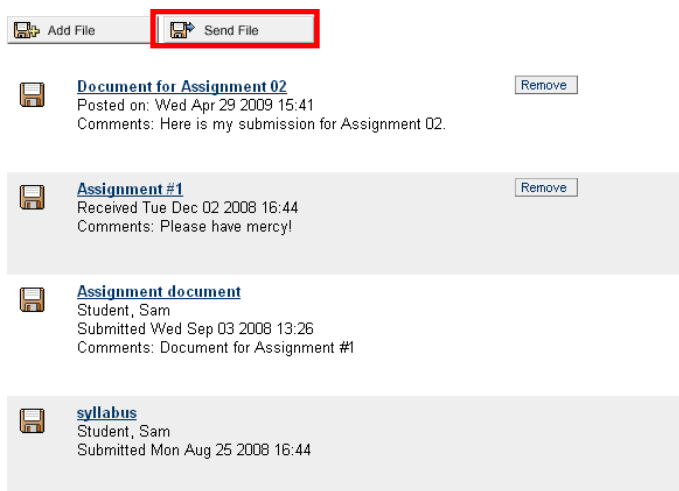
Click “**Ok**” to return to the Digital Drop Box.

5. Your document has now been added to your Digital Drop Box and has been listed as being “**Posted**” with the date and time it was posted. Notice that there is a “**Remove**” button to the right of your file. Since this document has not been submitted to your instructor(s) it can be removed if you feel revisions are required to your document.

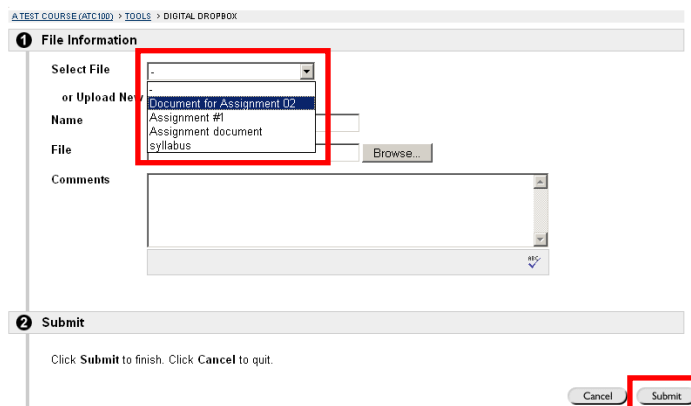


### Sending a document to your instructor(s):

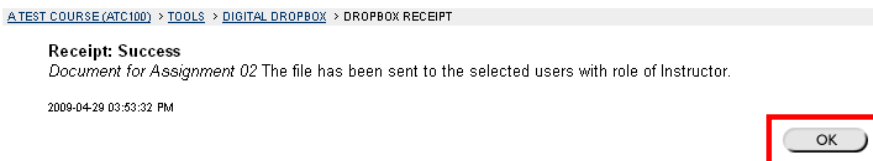
1. To add a document to your Digital Drop Box and send it to your instructor(s) at the same time click on **“Send File”**.



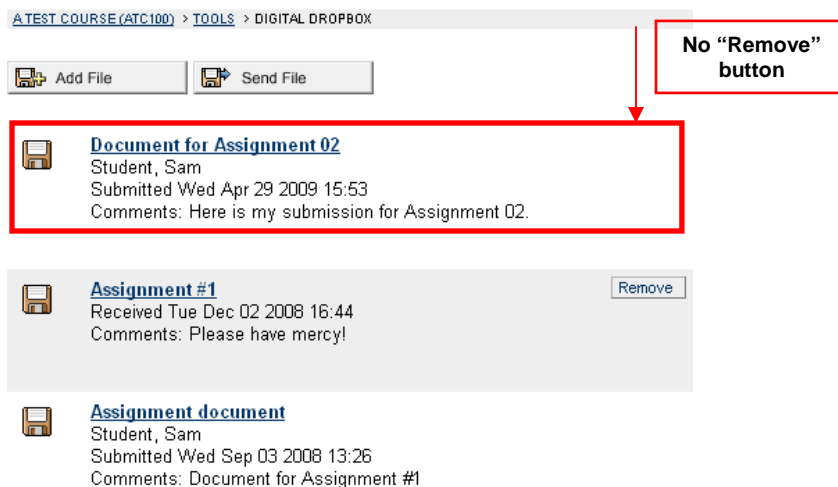
2. You can choose a document to send by clicking on the **“Browse”** button or select a document that has already been posted to your Digital Drop Box from the drop-down menu. Then click the **“Submit”** button at the bottom-right corner.



3. You will then receive a confirmation message saying that you have successfully posted your document to your Digital Drop Box and sent it to your instructor(s).



4. Your document has now been added to your Digital Drop Box, sent to your instructors and has been listed as being **“Submitted”** with the date and time it was posted. Notice that there is no **“Remove”** button to the right of your file. Since this document has been submitted to your instructor(s) it **cannot** be removed.



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Add File Send File

**Document for Assignment 02**  
Student, Sam  
Submitted Wed Apr 29 2009 15:53  
Comments: Here is my submission for Assignment 02.

**Assignment #1** Remove  
Received Tue Dec 02 2008 16:44  
Comments: Please have mercy!

**Assignment document**  
Student, Sam  
Submitted Wed Sep 03 2008 13:26  
Comments: Document for Assignment #1

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