

Digital Dropbox

The Digital Dropbox allows instructors and individual students to exchange files, storing these files on Blackboard and recording the date and time the files were sent. Each student has his/her own digital Dropbox.

NOTE: No two files can be named and saved the same, otherwise the preceding document with the same file name will override the previous. For example, if Student A submits his/her assignment as Assignment_One.doc and student B submits his/her assignment also as Assignment_One.doc, Student B's document will now override Student A's assignment. In this instance, it would be ideal to use the Assignment tool instead.

Enabling the Digital Dropbox for students

Tools Area Tools Area	<input type="checkbox"/>
Discussion Board Discussion Board	<input type="checkbox"/>
Dropbox Dropbox	<input checked="" type="checkbox"/>
Homepage Homepage	<input type="checkbox"/>

Go to the Control Panel > Course Options > Manage Tools > Tool Availability > select the Dropbox > then Submit

Student access to the Digital Dropbox











- Powerpoints
- Discussion Board
- Course Materials
- Weekly readings
- Assignments
- Journals
- Discussion
- Tests & Quizzes
- Student Tools
- eLearning Links
- My Grades

- Help Desk
- Student Groups
- calender
- Communications
- eReserves
- scholar
- blogs
- Wikis
- techheds
- prac Group
- podcast 2

Tools 1

- Communication
- Course Tools**
- Course Map

Tools

-  **Address Book**
Address Book
-  **Calendar**
Calendar
-  **Digital Dropbox**
Dropbox.
-  **Glossary**
Glossary Tool
-  **Homepage**
Edit homepage.
-  **My Grades**
View grades.
-  **Personal Information**
Change your information
-  **Tasks**
Tasks
-  **The Electric Blackboard®**
The Electric Blackboard®
-  **User Manual**

To access the Digital Dropbox, click the Course Tools > Digital Dropbox

Sending your file to your instructor



No files found.

To send a file to your instructor's drop box, click on the "Send File" button.

Caution: If you click on the "Add File" button, you will store the file in your drop box but not send it to the instructor. You can always go back in to retrieve the file and then send to your instructor.

Digital Dropbox

1 File Information

Name

File No file chosen

Comments

2 Submit


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




Name your file (be sure not to leave any spacing in between, but use underscore or no spaces (for example, StudentA_Assignment1.doc) and attach the file to the dropbox. Enter any comments you wish to send to your instructor then click the 'submit' button to confirm the upload. You will receive a successful receipt confirmation message.



Digital Dropbox

 Add File

 Send File



[Student Anna Assignment One](#)

thai, anna (studentanna)


Received Thu Jan 29 2009 14:27


Click OK to return back to the dropbox where you will now see the file with a timestamp on it

Instructor access to the Digital Dropbox



Digital Dropbox

 Add File

 Send File



[Student Anna Assignment One](#)

thai, anna (studentanna)

Received Thu Jan 29 2009 14:27

Go to the Control Panel > Course Tools > Digital Dropbox to retrieve the students assignments. Click on the assignment name (link) to download the file

Sending feedback to Students

1 Select Users

*To

- Gibson, Rob (student)
- Pruett, Elizabeth (116257)
- Student, Anna (annastudent)
- Thai, Anna (athai)
- thai, anna (studentanna)
- Yuhnke, Brian (studentbrian)

2 File Information

Select File

or Upload New File

Name

*File No file chosen

Comments

ABC ✓

3 Submit

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

Click on the "Send File" button and select the student you wish to send the file to. Upload the marked assignment and make any necessary comments for the student and click "Submit" when you are done.