

# Add File to the Digital Drop Box

## Overview

The Digital Drop Box page enables Students to exchange files with the Instructor. Files are added to the Digital Drop Box from the Add File page. The Add File page requests information on the title, file location, and any comments regarding the file. A file is not automatically sent to the Instructor 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 to the Instructor it will show the date and time submitted.

**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 Learning System* server.

The screenshot shows a web form for adding a file to a digital drop box. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > DIGITAL DROP BOX. The form is divided into two sections. The first section, '1 File Information', contains three input fields: 'Title' (a text box), 'File' (a text box with a 'Browse...' button to its right), and 'Comments' (a larger text area). The second section, '2 Submit', contains a message: 'Click "Submit" to finish. Click "Cancel" to abort this process.' and two buttons: 'Cancel' and 'Submit'.

## Find this page

Follow the steps below to open the Add File page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Digital Drop Box**.
- Step 4** Click **Add File**.

## Fields

The table below details the fields on this 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

Students can select a file from the Digital Drop Box to send to the Instructor or select a file not in the Digital Drop Box on the **Send File** page. A file sent to the Instructor that is not in the Digital Drop Box will be added to the Student'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 the Instructor it will show the date and time submitted.

**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 Learning System* server.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > DIGITAL DROP BOX

**1 File Information**

Select file:

OR upload new file:

Title:

File:

Comments:

**2 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

## Find this page

Follow the steps below to open the Send File page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Digital Drop Box**.
- Step 4** Click **Send File**.

## Fields

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 the 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 on the Drop Box page.