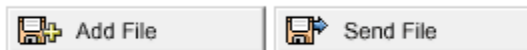


Another way you may be expected to send files to your professor is through the Digital Dropbox. Unless the Assignment has been created using the Assignment Tool, you should send files and other assignments through the Digital Dropbox. You can also use the Dropbox to retrieve any assignments that have been returned by your professor.

To Use the Digital Dropbox

1. Under Student Tools you will find your Digital Dropbox; click the Digital Dropbox to view functions.
2. The Digital Dropbox has two functions, **Add File** and **Send File**. You must perform *both* operations for a file to be sent to your professor.



- ➡ Adding a file will add the file to your Dropbox.
- ➡ Sending a File will send it to your professor.

3. Use the **Add File** function to place a file in the Dropbox that you want to save or submit to your professor at a later time. This is useful if you want to add a number of files. Click **Add File**, give the file a title, and then click browse to upload it. (*Note: Be careful to identify the name of the assignment in the file name on your hard drive or memory stick.*) You also have the option to add files through **Send File**.



Taking Tests

Posted on: Wed Sep 17 2008 09:43

Comments: Here is my first assignment.

4. To submit an assignment to your professor, click on **Send File** and either select the file from the files that you have already added or click browse to upload a new one. If you choose to add a new file, click on *Submit* to upload the file. At this stage, the new file will be added but NOT sent. Give the file a title and add comments to the professor.

2 File Information

Select File ▼

or Upload New File

Name

File

Comments

ABC ✓

5. When you are finished, you must click on *Submit* to send it to your professor. Blackboard will confirm that the assignment was actually sent.

Receiving Files from Your Professor

There may be times when your professor will return graded assignments to the Dropbox so you can retrieve them. When your assignment has been returned to your Digital Dropbox it will appear at the top, preceding all other files. To view the file, click on the link and either open or save the file. To remove old files from your Digital Dropbox, click *Remove* on the right hand side.