

Sending and Receiving Files through the Digital Dropbox

The Digital Dropbox is a tool that instructors and students can use to exchange files. The Dropbox works by uploading a file from a disk or a computer to a depository. Files can be sent back and forth from the instructor's Dropbox to the Dropbox of students.

1. In **Control Panel** click on the **Digital Dropbox** link in *Course Tools*.

Note: Digital Dropbox will only work within the Control Panel.

2. Click the **Add File** or **Send File** button. **Add File** places the selected file in the digital dropbox. **Send File** sends the file to the selected students.

To Send a File

3. Select the student(s), browse for the file to upload or select a file that you have previously place in the Digital Dropbox in the drop down menu.
4. Under **File information**, add a title and brief message.
5. Click the **Submit** button.

To Receive a File

1. Click on the **Digital Drop Box** link in *Course Tools*.
2. Click on the **link to the document** and then save the document to an appropriate folder on your N: drive, hard drive, or memory stick and/or print the assignment.

Tips

- Encourage your students to submit files using their last name or user name and the assignment name. For example, **Baker0021_assign1**
- Once you have printed or saved students' documents, it is considered good practice to remove files from your Dropbox.

Saving Files from the Digital Dropbox

1. Click on the **Digital Drop Box** link in *Course Tools* area of Control Panel.
2. To save right click on the file name and choose **Save Target As**. Choose a folder in your N: drive, hard drive, or memory stick to save the file.

3. Rename the file so that it is easy to recognize. For example,
StudentName_AssignmentName
4. Click the **Save** button.

Tips

- Best practice is to create a folder for each course and within that folder to create a subfolder for each assignment.
Course **MGT_5301** → Assignment 1
→ Assignment 2

Other Resources**Professor's Resource Site**

<http://www.algonquincollege.com/lts/profres/>

Provides information about developing online courses.

Professional Development Site

<http://www.algonquincollege.com/employee-pd/>

Lists on-campus workshops related to Blackboard, teaching and course development.