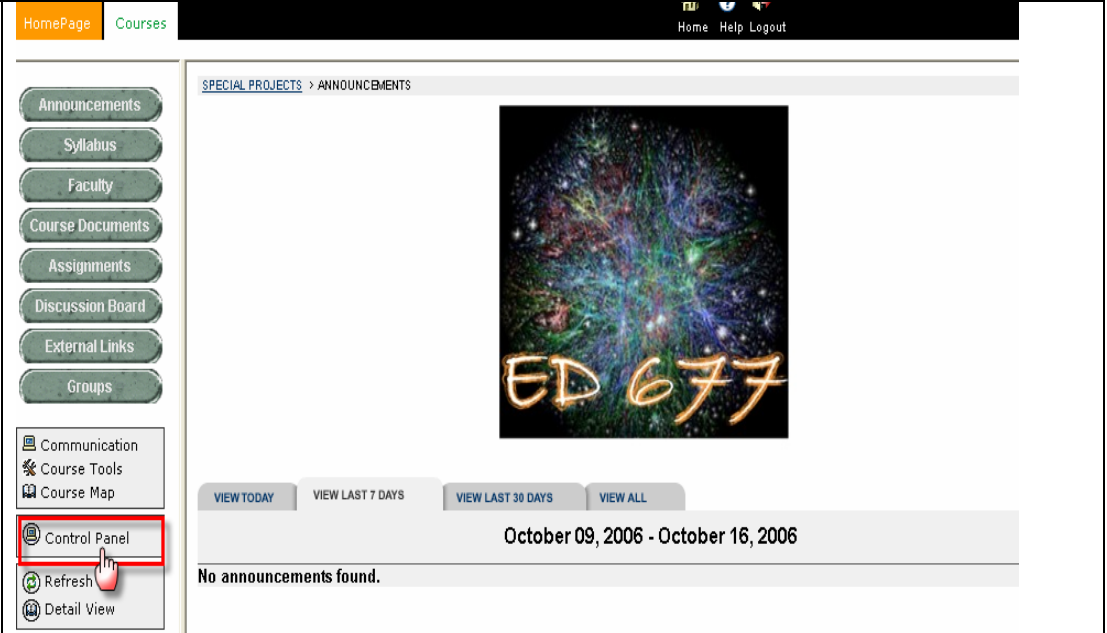


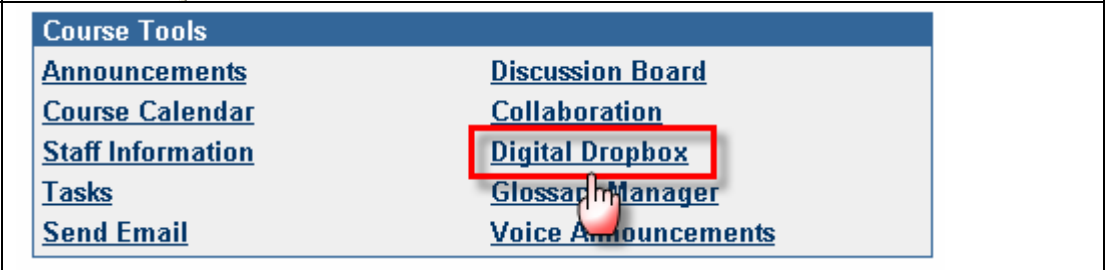
Course Tools: Digital Dropbox Goucher College

Digital Dropbox The **Digital Dropbox** is used to exchange files between students and instructors. Students access the Digital Dropbox from Course Tools, instructors from the Control Panel.

Click on **Control Panel**



Course Tools area
Click on the **Digital Dropbox**



The **Digital Dropbox** page opens.

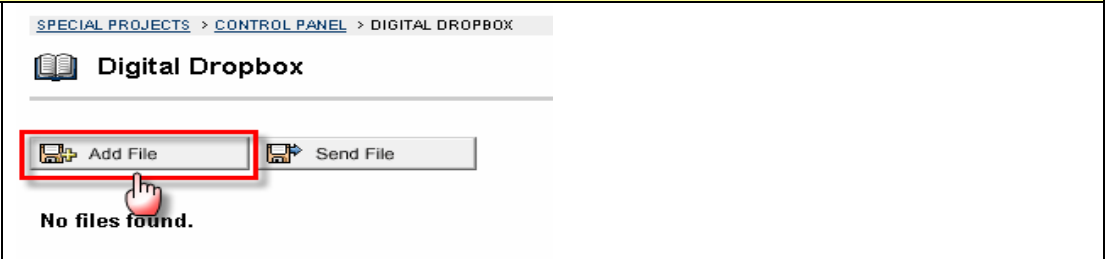
In this page you will find the files students have sent you, using the **Digital Dropbox**, and files you have uploaded or sent to your students.



Add a File

Click on **Add File**

*Note: Add File uploads the file to the **Digital Dropbox**; it is only available to the user.*



The **Digital Dropbox Add File** page opens

Complete the **file information**.

Note: Use names and comments that will help you identify the file.

SPECIAL PROJECTS > CONTROL PANEL > DIGITAL DROPBOX

Digital Dropbox

1 File Information

Name

File Browse...

Comments

2 Submit

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

Cancel Submit

File Information

Type the **Name** of the file and **Comments**

Click on **Browse** to locate the file on your hard drive.

Note: Use ABC icon to spell check your comments.

SPECIAL PROJECTS > CONTROL PANEL > DIGITAL DROPBOX

Digital Dropbox

1 File Information

Name

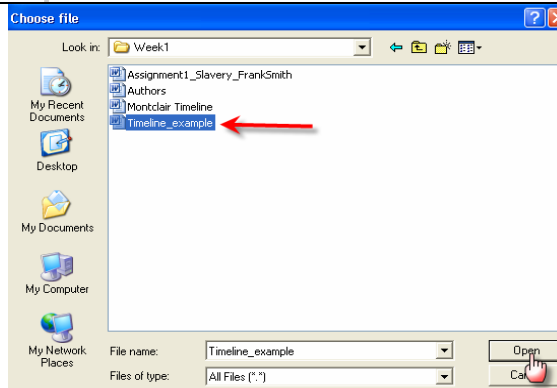
File Browse...

Comments

ABC

Select the file.

Click **Open**



Click on **Submit** to upload the file to your course. The file will be uploaded to the **Digital Dropbox** main page.

SPECIAL PROJECTS > CONTROL PANEL > DIGITAL DROPBOX

Digital Dropbox

1 File Information

Name

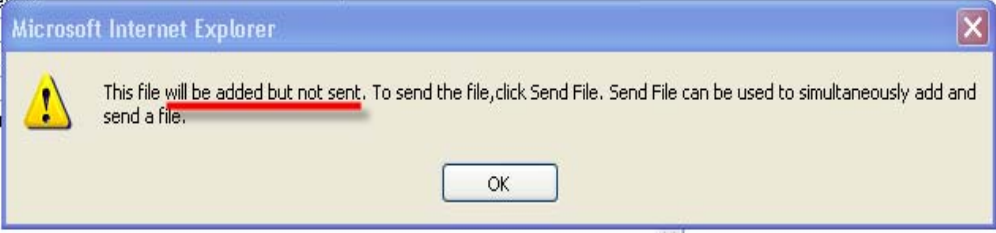
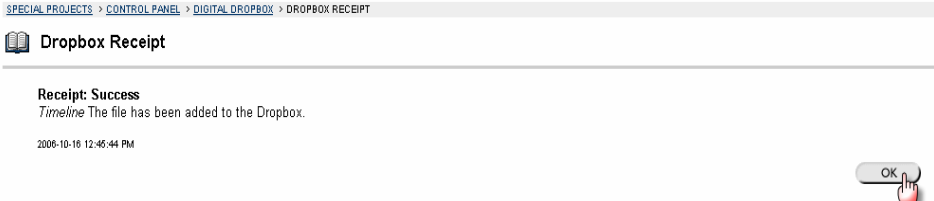
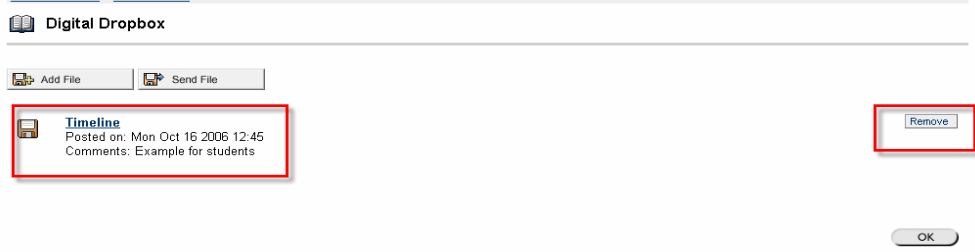
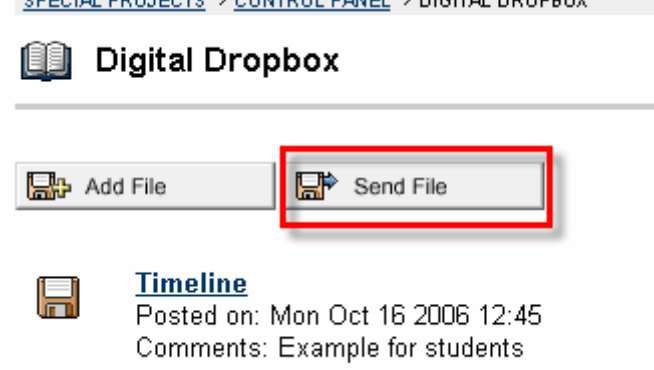
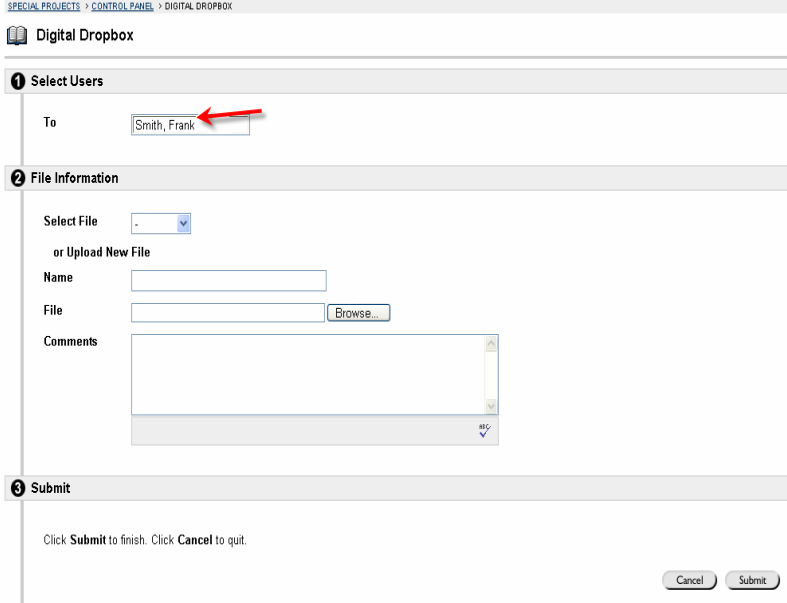
File Browse...

Comments

2 Submit

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

Cancel Submit

<p>A warning appears explaining that the file will not be sent only added to your Digital Dropbox. Click OK</p>	
<p>A receipt is given. Click OK</p>	
<p>The file was uploaded into the Digital Dropbox page. Instructors may Remove the file using the button to the right of the screen.</p>	
<h3>Send File</h3>	
<p>Select Send File</p> <p><i>Note: The Send File may be used to send already uploaded files, or to upload and send files in one step.</i></p>	
<p>The Send page opens</p> <p>Select the name of the student to whom you are sending the file.</p> <p><i>Note: In Select Users, instructors will see the names of all students in the course.</i></p>	

File Information

Use **Select File** to choose a file that was previously uploaded into your **Digital Dropbox**.
 Or
 Use **Upload New File** to select a file from your local files. This method is the same as **Add a File**.

Select the file from the list

Type a **Name** and **Comments** for your student.

Click **Submit**

To:

File Information

Select File: (dropdown arrow)

or Upload New: (dropdown arrow)

Name:

File:

Comments:

Submit

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

A **Receipt** is given.

Click **OK**.

Note: Students will receive the file in their Digital Dropbox.

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > [DIGITAL DROPBOX](#) > [DROPBOX RECEIPT](#)

Dropbox Receipt

Receipt: Success
 Timeline The file has been sent to the selected users with role of Student.

2006-10-16 01:20:59 PM

Adding and Sending a File in One Step

Click on **Send File**

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > [DIGITAL DROPBOX](#)

Digital Dropbox

Timeline
 Posted on: Mon Oct 16 2006 12:45
 Comments: Example for students

Complete **Name** and **Comments**.

Select **Browse** to choose the file from your local computer files.

2 File Information

Select File:

or Upload New File

Name:

File:

Comments:

3 Submit

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

Select the file and click **Open**



Click **Submit**

To: [Smith, Frank](#)

File Information

Select File:

or Upload New File

Name:

File:

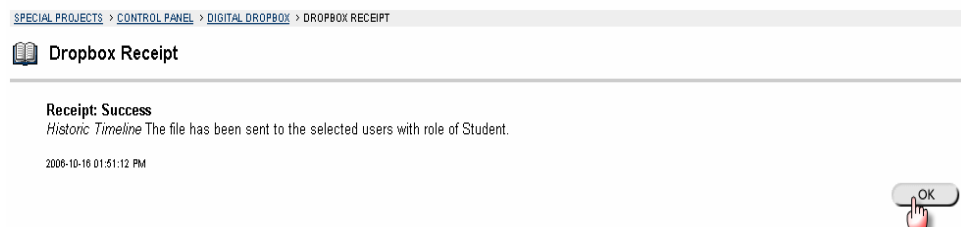
Comments:

Submit

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

A **Receipt** is given.

Click **OK**



With the option of selecting a new file from the **Send File**, the file is sent and uploaded at the same time.

SPECIAL PROJECTS > CONTROL PANEL > DIGITAL DROPBOX

Digital Dropbox

Add File Send File

[Historic Timeline](#) Remove
val, adriana (adva001)
Submitted Mon Oct 16 2006 13:51
Comments: Sequence to use in your timeline

[Timeline](#) Remove
val, adriana (adva001)
Submitted Mon Oct 16 2006 13:30
Comments: Example for students

OK

Files Students Sent to Instructors Using the Digital Dropbox

The example shows a file sent by a student to the instructor's **Digital Dropbox**.

SPECIAL PROJECTS > CONTROL PANEL > DIGITAL DROPBOX

Digital Dropbox

Add File Send File

[Assignment](#) Remove
Smith, Frank
Received Mon Oct 16 2006 14:03
Comments: Professor, I prepared the assignment using your example, thanks. Frank.

[Historic Timeline](#) Remove
val, adriana (adva001)
Submitted Mon Oct 16 2006 13:51
Comments: Sequence to use in your timeline

[Timeline](#) Remove
val, adriana (adva001)
Submitted Mon Oct 16 2006 13:30
Comments: Example for students

To view the file click on the title (link)

SPECIAL PROJECTS > CONTROL PANEL > DIGITAL DROPBOX

Digital Dropbox

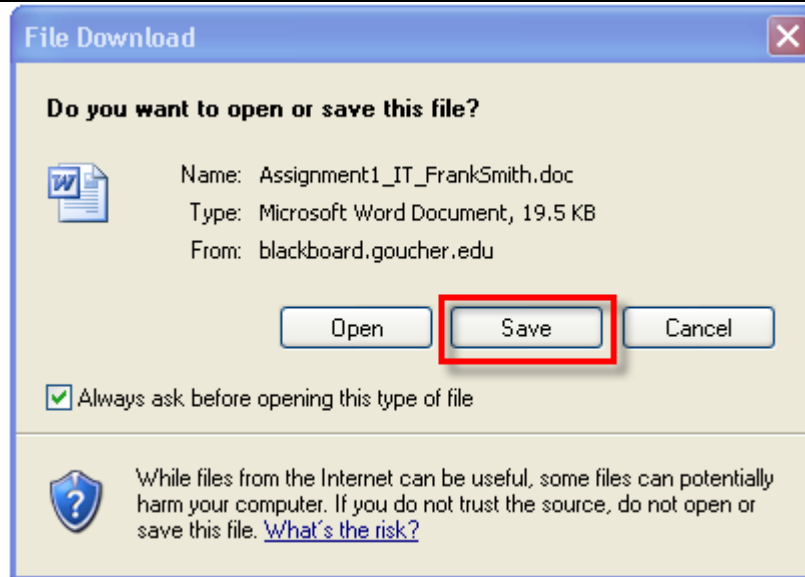
Add File Send File

[Assignment](#)
Smith, Frank
Received Mon Oct 16 2006 14:03
Comments: Professor, I prepared the assignment using your example, thanks. Frank.

Save the file to your local hard drive. Use the last name of the sender to identify the file sent by each student.

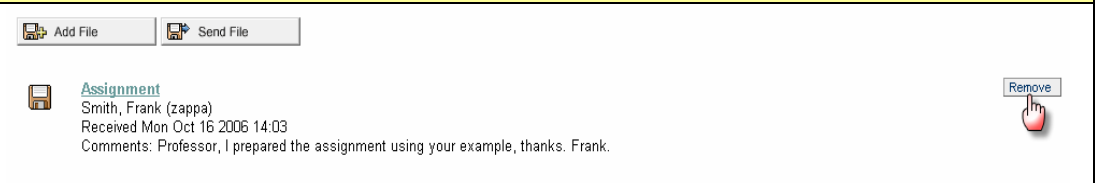
You may also open the file directly.

After saving, you may remove the file from the **Digital Dropbox**.



Remove a File

Click on **Remove**



Warning: Removing a file cannot be undone.

Click **OK** to delete the file or **Cancel** to quit.



A **Receipt** is given.

Click **OK**.



The file selected has been removed from the instructor's **Digital Dropbox**.



*Instructors use the **Digital Dropbox** to store files to access over the Internet, not only to send files to students.*