

How to Use the Digital Dropbox in Blackboard Goucher College

Course Tools: Digital Dropbox

Click on **Course Tools**

Click on **Digital Dropbox**

Note: the Digital Dropbox is used to send files to your instructor.

Two step process:

Add File uploads the file to your Blackboard site

Send File sends the file to your instructor.

Step 1: Add File

Click on **Add File**

1. File Information

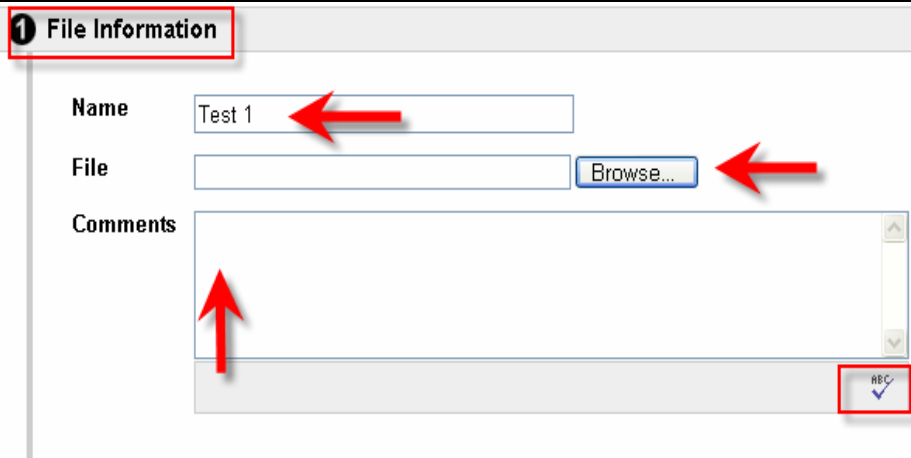
1. Type a name for your file. It will be the link to your file.
2. Browse to find the file on your hard drive
3. Type comments to help you identify the file
4. Spell check

1 File Information

Name

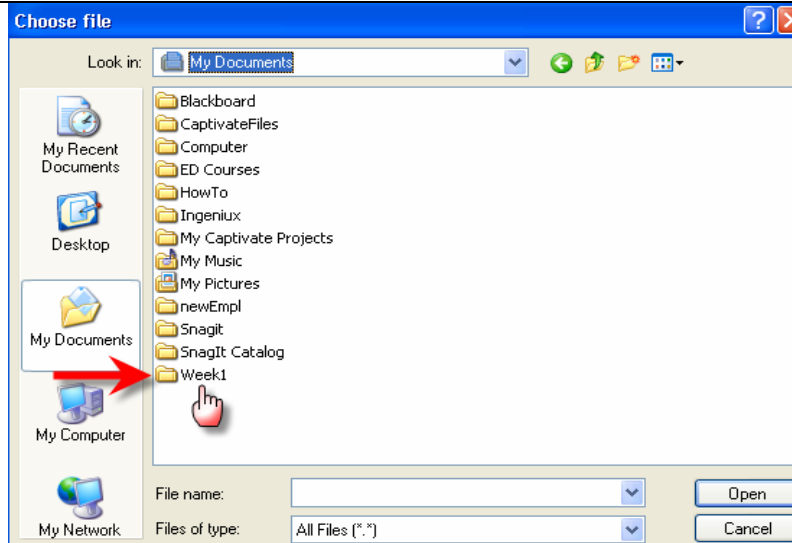
File

Comments



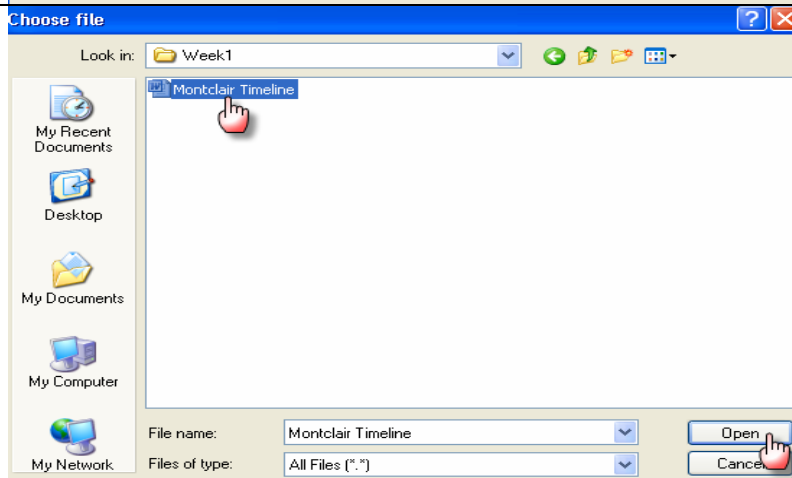
Choose file window opens

Select the folder in which you have saved your file



Select the file you want to upload

Click **Open**



The **File** field should show the path to your document in order to be able to attach the file and upload it to your Blackboard site.

Click **Submit**

Note: click cancel to quit the process.

1 File Information

Name

File

Comments

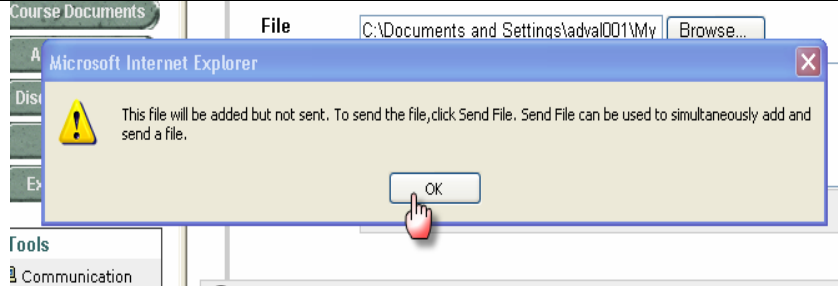
2 Submit

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

Warning sign window opens

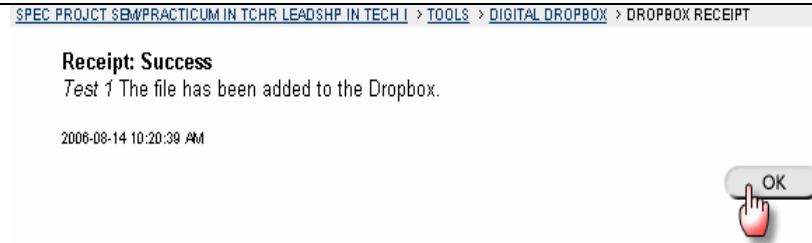
It explains that the file has been added but not sent to the instructor.

Click **OK**



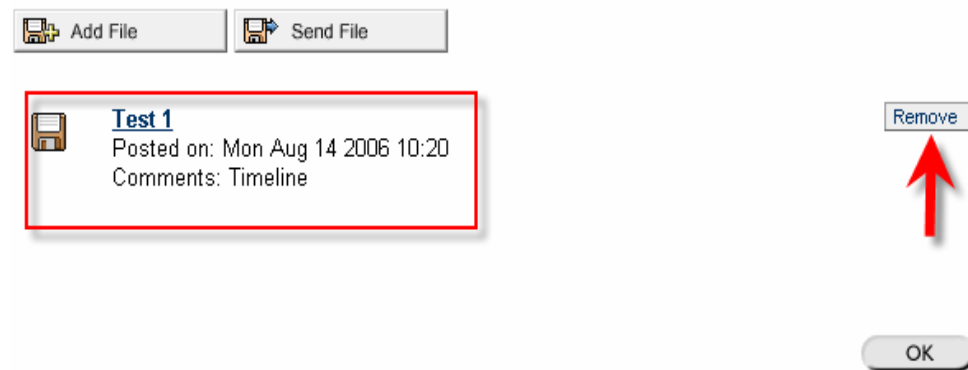
You will be given a **Receipt Success** notice if the file was added.

Click **OK**



The file added should have the title you typed, date, time posted, and your comments.

The **Remove** button deletes the file. It is available before you send it to the instructor and after the instructor removes it from his or her Digital Dropbox.



Step 2: Send File

Click on **Send File** to send the file to your instructor.

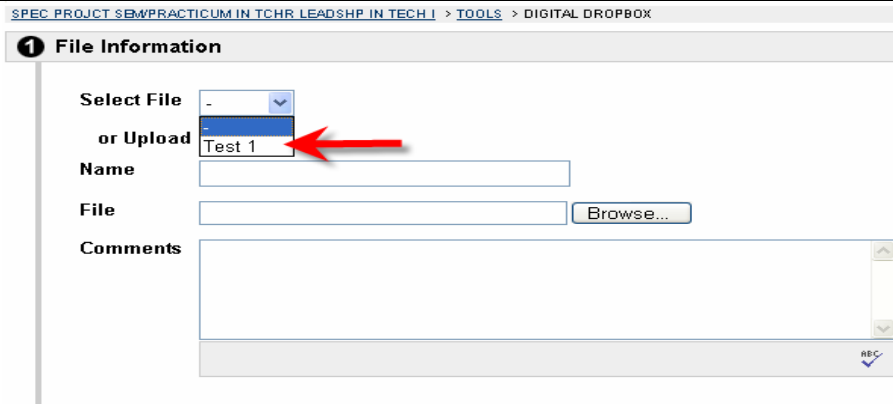


The screenshot shows a toolbar with two buttons: 'Add File' and 'Send File'. A red hand cursor is clicking on the 'Send File' button. Below the toolbar, there is a file entry for 'Test 1' with a 'Remove' button. At the bottom, there is an 'OK' button.

File Information

If the file has been added to your Blackboard, it will appear in the Select File drop menu.

*Note: if you want to select another file, you will use the **Browse...** button. This option uploads the file and sends it to your instructor in one step.*

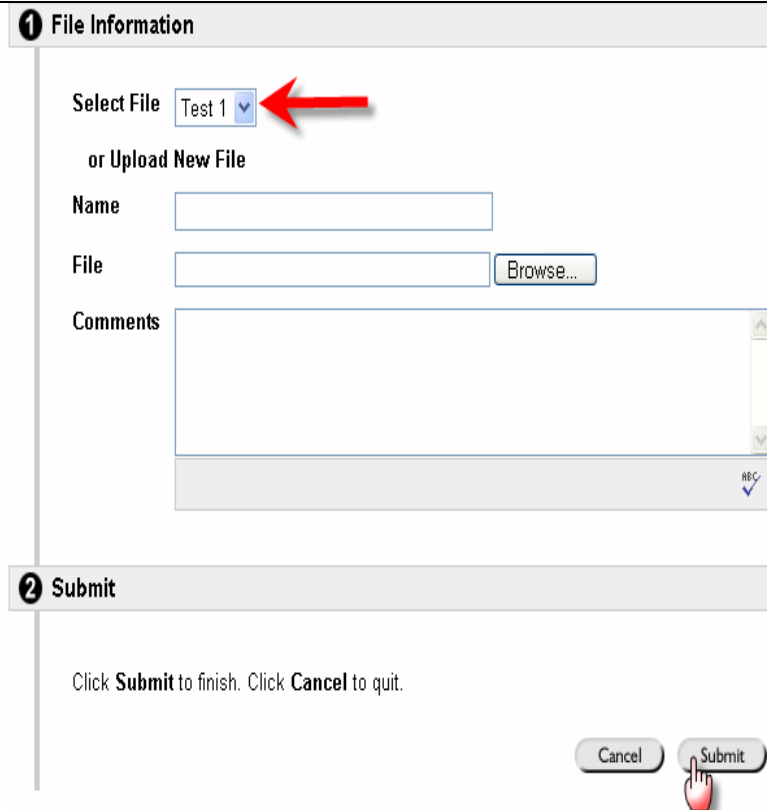


The screenshot shows the 'File Information' form. The 'Select File' dropdown menu is open, showing 'Test 1' selected. A red arrow points to the 'Test 1' option. The form also includes fields for 'Name', 'File' (with a 'Browse...' button), and 'Comments'. At the bottom right, there is an 'ABC' icon.







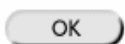

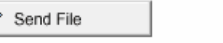



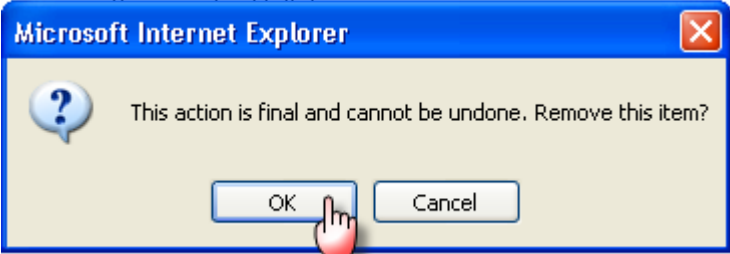




Select the file you have added to your Digital Dropbox.

Click **Submit**.

Note: you will not need to retype Name or Comments because the file is already in your Digital Dropbox with the name and comments that you added earlier.



The screenshot shows the 'File Information' form. The 'Select File' dropdown menu is open, showing 'Test 1' selected. A red arrow points to the 'Test 1' option. The form also includes fields for 'Name', 'File' (with a 'Browse...' button), and 'Comments'. At the bottom, there is a '2 Submit' section with the text 'Click **Submit** to finish. Click **Cancel** to quit.' and two buttons: 'Cancel' and 'Submit'. A red hand cursor is clicking on the 'Submit' button.

<p>You will be given a Receipt</p> <p>Click OK</p>	<p>SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHP IN TECH > TOOLS > DIGITAL DROPBOX > DROPBOX RECEIPT</p> <p> Receipt: Success Test 1 The file has been sent to the selected users with role of Instructor.</p> <p>2006-08-14 10:43:36 AM</p> <p></p>
<p>The file you have submitted should have a title, submission date, time, and comments.</p> <p><i>Note: you cannot remove the file from your Digital Dropbox after sending it. Your instructor needs to remove the file first from his or her Digital Dropbox.</i></p>	<p> Add File  Send File</p> <p> Test 1 Smith, Frank Submitted Mon Aug 14 2006 10:43 Comments: Timeline</p> <p></p> <p></p>
<p>Remove a File from Your Digital Dropbox</p>	
<p>To Remove a file</p> <p>Click Remove</p>	<p> Add File </p> <p> ED 400 Posted on: Mon Aug 14 2006 10:56 Comments: Syllabus</p> <p> Remove </p>
<p>Warning window opens: deleting a file cannot be undone.</p> <p>Click OK to delete the file or Cancel to quit.</p>	<p></p> <p>Microsoft Internet Explorer</p> <p> This action is final and cannot be undone. Remove this item?</p> <p></p>
<p>You will be given a Receipt</p> <p>Click OK to go back to the previous page.</p>	<p>Receipt: Success ED 400 removed </p> <p>2006-08-14 11:02:09 AM</p> <p></p>

Send and Add a File in One Step

Click **Send file**



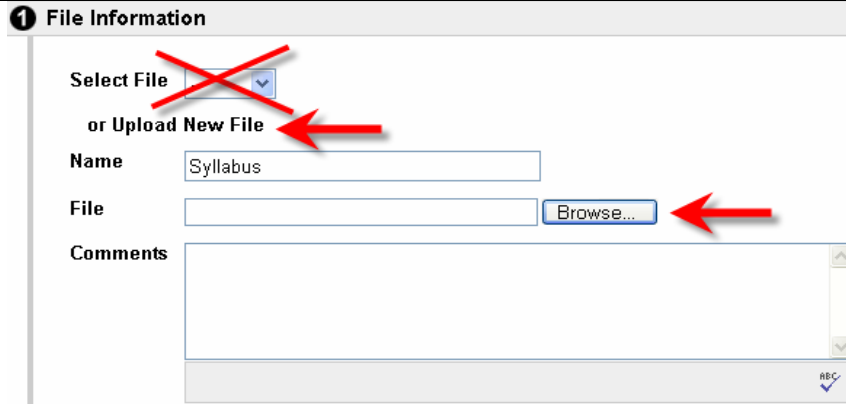
Buttons: Add File, Send File (with mouse cursor)

File: **Test 1**
Smith, Frank
Submitted Mon Aug 14 2006 10:43
Comments: Timeline

OK

You will have to upload the new file

1. Type a Name
2. Browse to find your file
3. Type comments
4. Spell check



1 File Information

Select File ~~▼~~

or Upload New File

Name Syllabus

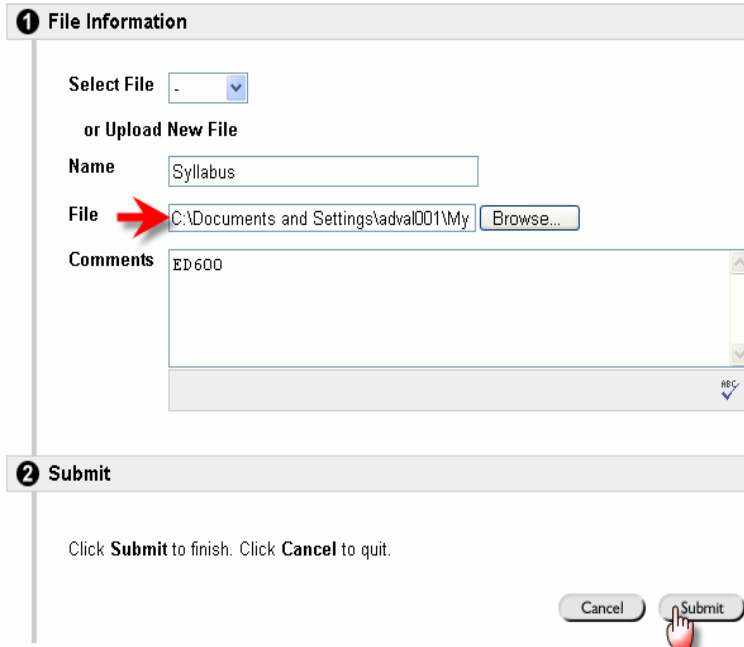
File Browse...

Comments

ABC

The **File** textbox should show the path to upload the document to Blackboard.

Click **Submit** to **Add** the file to your Digital Dropbox and **Send** the file to your instructor.



1 File Information

Select File - ▼

or Upload New File

Name Syllabus

File C:\Documents and Settings\adval001\My Browse...

Comments ED 600

ABC

2 Submit

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

Cancel Submit (with mouse cursor)

You will be given a **Receipt**

Click **OK**

Receipt: Success

Syllabus The file has been sent to the selected users with role of Instructor.


2006-08-14 12:09:30 PM

OK (with mouse cursor)

The file is now in your Digital Dropbox as well as your instructor's Dropbox

Click **OK** to exit and return to the course tools page.



 [Syllabus](#)
Smith, Frank
Submitted Mon Aug 14 2006 12:09
Comments: ED600




 [Test 1](#)
Smith, Frank
Submitted Mon Aug 14 2006 10:43
Comments: Timeline




Download a File From Your Digital Dropbox

You may use your Digital Dropbox to store files you need to access in a different location

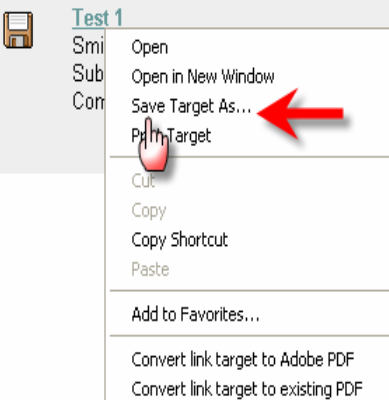
Right Click on the file you need to download.

 [Syllabus](#)
Smith, Frank
Submitted Mon Aug 14 2006 12:09
Comments: ED600

Right Click

 [Test 1](#)
Smith, Frank
Submitted Mon Aug 14 2006 10:43
Comments: Timeline

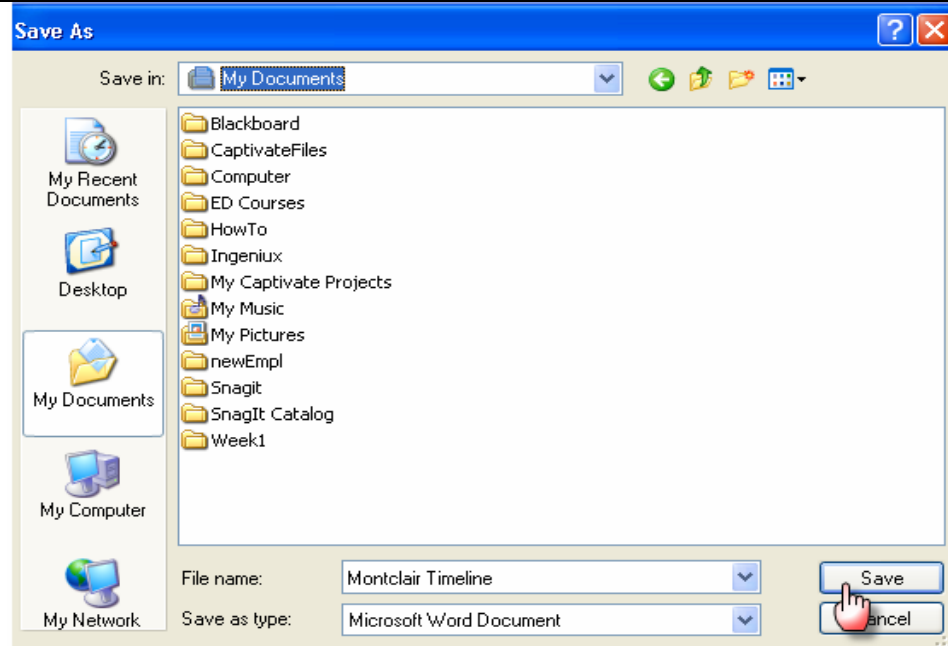
Select **Save Target As...**



Locate the place where you want to save the file.

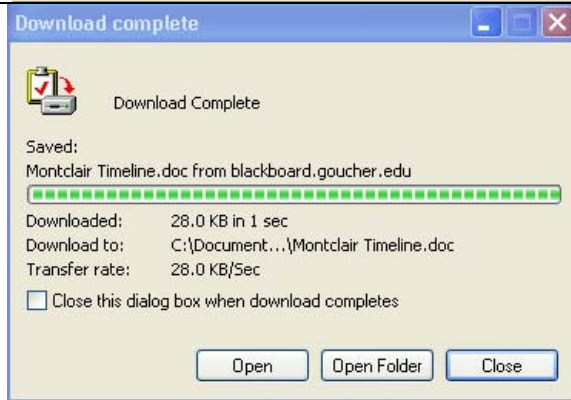
Click **Save**

Your file will be downloaded to your computer.



The Download Complete window opens.

Click **Open** to view your document.



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