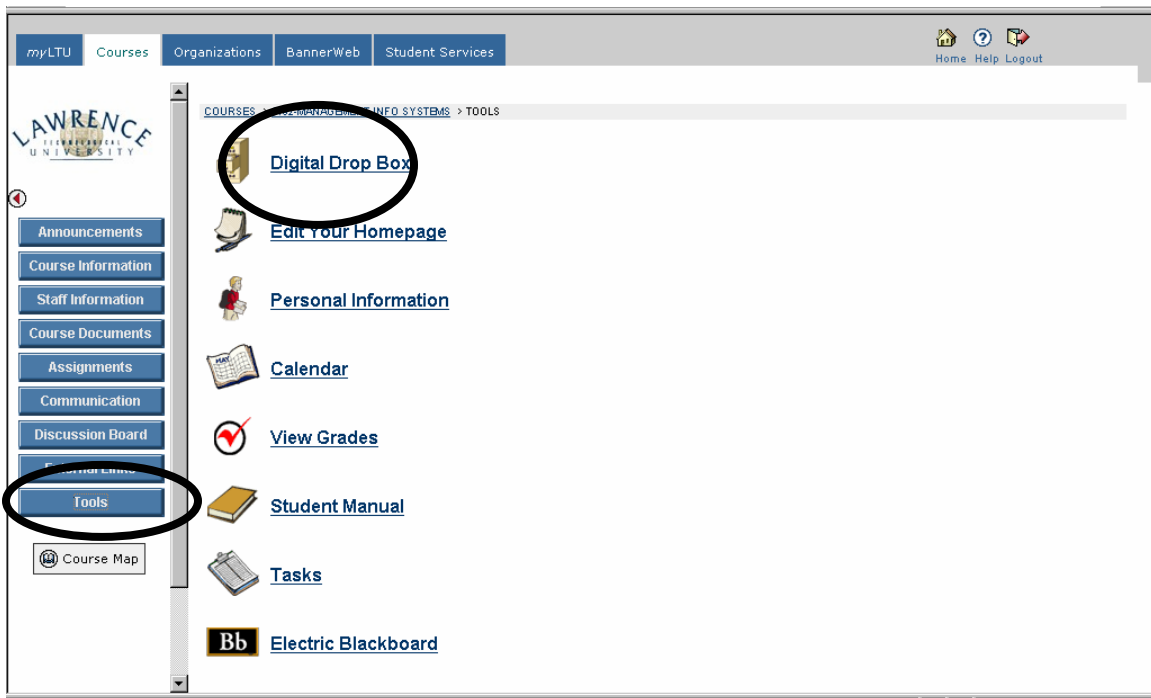


Using the Digital Drop Box

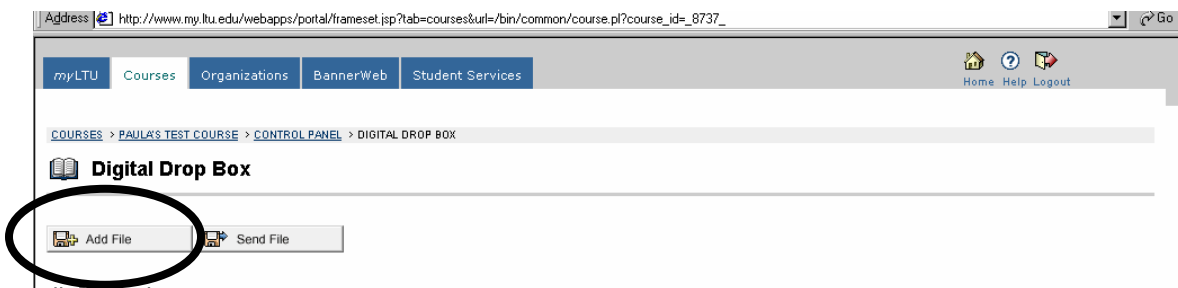
The Digital Drop Box enables Students to exchange files with the Instructor.

Follow the steps below to open the Digital Drop Box page.

- Step 1** Open a course site in Blackboard.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Digital Drop Box**.



- Step 4** Click **Add File**.



Adding a File to the Digital Dropbox

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.

The table below details the fields on this page.

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Click Browse to locate a file or enter the exact path.
Comments:	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

myLTU Courses Organizations BannerWeb Student Services Home Help Logout

COURSES > 1866-INTERNET/MARTG/GLOBAL > TOOLS > DIGITAL DROP BOX

1 File Information

Title: Nranian - Assignment 1

File: **Microsoft Internet Explorer**
This file will be added but NOT sent. In order to send the file, please use the Send File button. Send File can be used to simultaneously Add and Send a file.

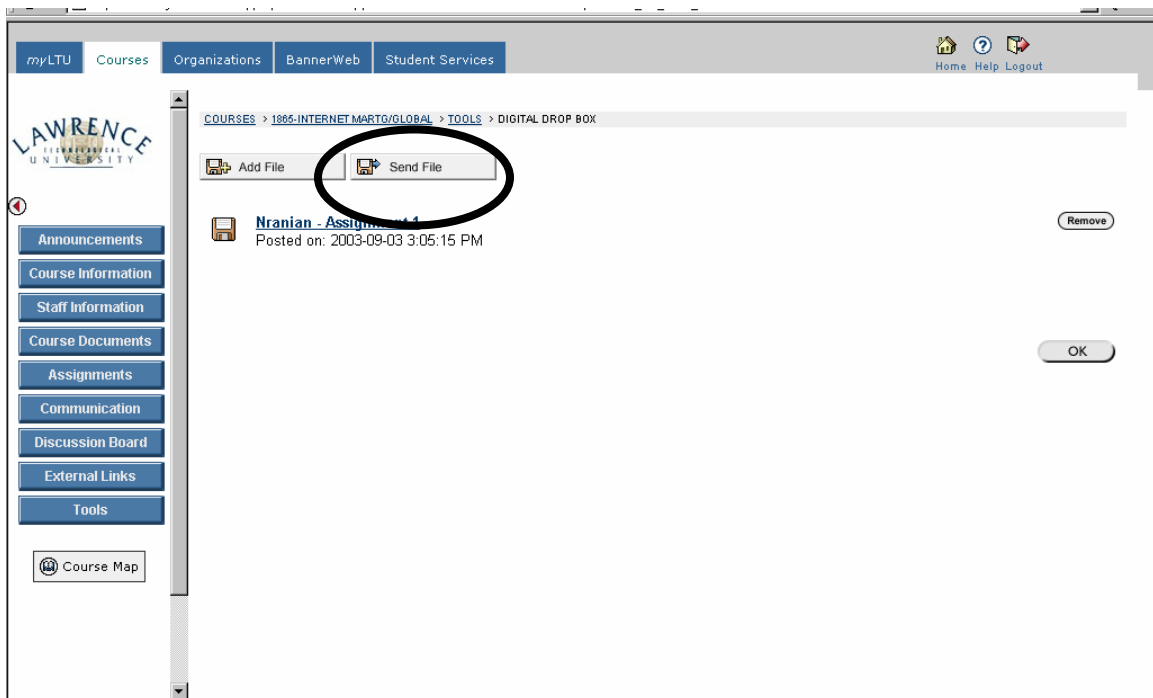
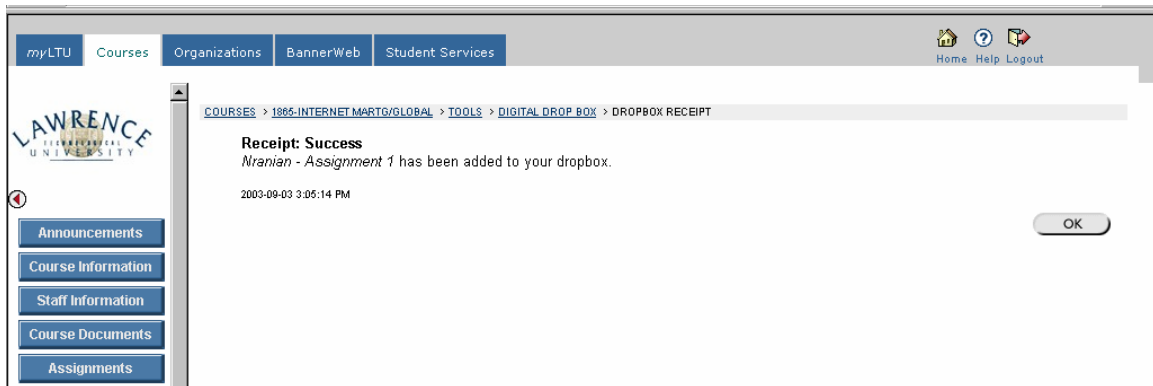
Comments:

2 Submit

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

Cancel Submit

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.



Use the drop down menu next to *Select file* to choose the file you wish to send to the instructor.

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COURSES > 1866-INTERNET MARTG/GLOBAL > TOOLS > DIGITAL DROP BOX

1 File Information

Select file:

OR upload new file:

Title:

File: Browse...

Comments:

2 Submit

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

Cancel Submit

Announcements
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COURSES > 1866-INTERNET MARTG/GLOBAL > TOOLS > DIGITAL DROP BOX > DROPBOX RECEIPT

Receipt: Success

Nranian - Assignment 1 has been sent to the Instructor(s).

2003-09-03 3:06:28 PM

OK

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