

## Blackboard Digital Dropbox Tutorial

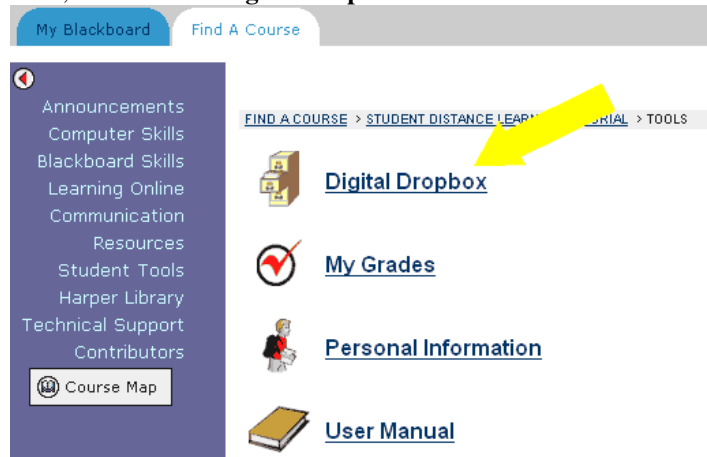
### Step 1

Click on the "Student Tools" link located in the navigation area.



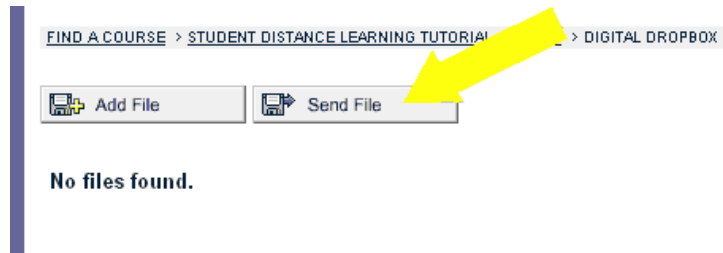
### Step 2

Next, click on the "Digital Dropbox" link.



### Step 3

Click on the "Send File" button.



## Step 4

Click on the “Browse” button to locate the file you would like to place in the Digital Dropbox.

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**1 File Information**

Name	<input type="text"/>
File	<input type="text"/> <input type="button" value="Browse..."/>
Comments	<input type="text"/>

## Step 5

Follow your instructor's directions and carefully type your information in the "Name" text box. Usually this will include your name and the assignment name.

Next, enter any Comments and click on the “Submit” button to upload your file into the Digital Dropbox.

**1 File Information**

Name	<input type="text" value="Susan Jones Lab 1"/>
File	<input type="text" value="C:\Harper\CIS119\JonesLab1.doc"/> <input type="button" value="Browse..."/>
Comments	<input type="text"/>

**2 Submit**

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

## Step 6

A receipt of your file displays. Click "OK".

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### Receipt: Success

*Susan Jones Lab 1* The file has been sent to the selected users with role of Instructor.

2004-12-02 11:09:16 AM



OK

## Step 7

The Digital Dropbox displays your file. You can click on the link to view it at any time. Click "OK" to leave the Digital Dropbox.

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 Add File  Send File



[Susan Jones Lab 1](#)

Jones, Susan

Submitted 12-02-2004 11:09



OK