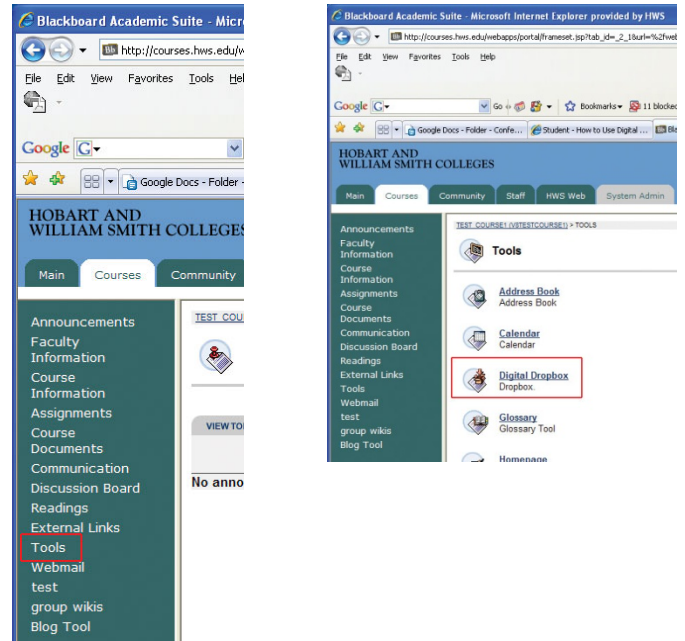


Blackboard Learning Management System

Using the Digital Drop Box – Student

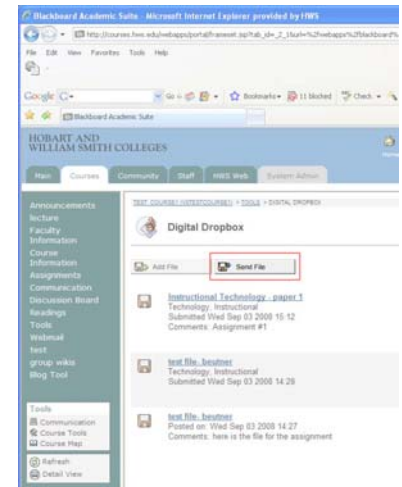
The digital drop box in the Blackboard system is available for students to submit and/or store assignments. Students may send files directly to the professor or store a file and send it at a later time. Please note that storing the file does not send the file. To ensure that the file has been sent to the class instructor, use the send file function.

1. To access the digital dropbox from inside the class page, click **Tools > Digital Dropbox**



2. To send the file to the class instructor, click **Send File**

Note: Using the Add File function will not send the file to the instructor. If the file is only added it will still need to be sent to the instructor.

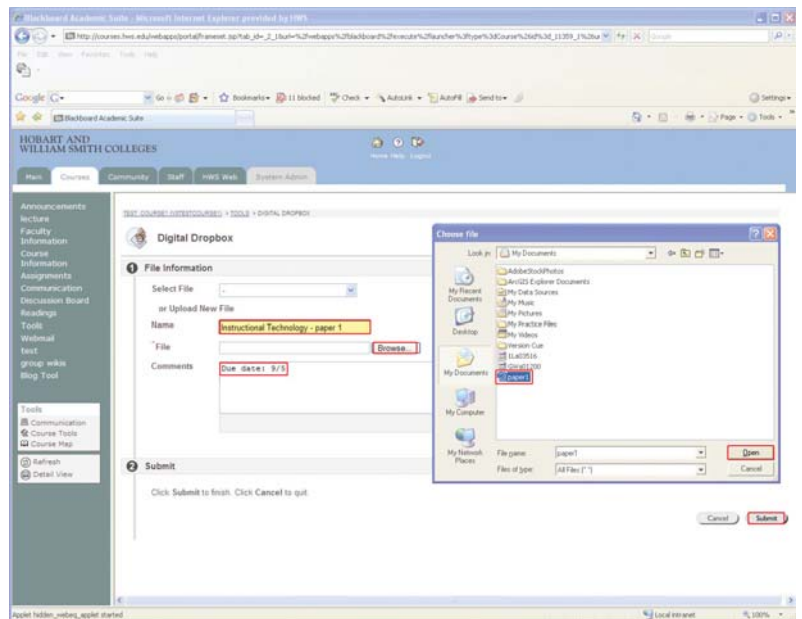


3. In the Send File dialogue Name field, type your **name/username**

Note: The select dropdown is only used if a file has been previously added to the Blackboard system.

Note: Use a specific name for this purpose. The name supplied here is what the instructor will see when downloading the file.

4. To load a file click **Browse**
5. Navigate to the needed file, and click **open**
6. In the comment field, add additional information that may be needed



Note: This may be requested by the instructor.

7. To send the file, click **Submit**
8. On the Dropbox Receipt screen, click **OK**

Note: You may want to print this receipt to keep for your records.

