

Using the Digital Dropbox

The digital dropbox is provided to exchange materials between individual students and the instructor. Individual students can view only the files that they have posted or which an instructor has indicated is for their access. An instructor can see anything in the dropbox that has been “sent” to them by their students. The instructor cannot see anything “added” by a student. Students must use the “Send” feature to submit work to their instructor, not the Add File button. The dropbox is not intended for all file sharing purposes. For example, information that needs to be posted for all students should be placed in a menu button (folder) such as Course Documents or Assignments. A separate file exchange function is available to members of a group in the dropbox screen in the group’s area.

Available Functions

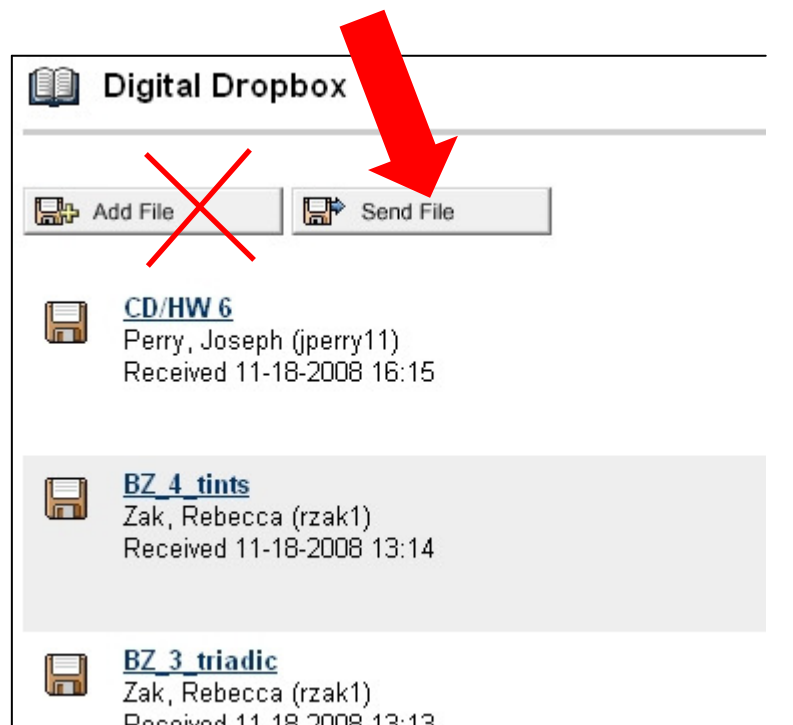
Add File copies a file to the Blackboard server. This file is accessible only to the person who put it there. Do not use this button to submit an assignment.

Send File acts differently when clicked by a student or an instructor. For a student it copies the file to the server and makes it accessible to the instructor. For an instructor Send File brings up a list of students in the course and allows the instructor to send a file to a selection of one or more.

Remove appears far to the right of each file and allows the originator of the file or the instructor to remove a file from Blackboard server storage. Once removed a file cannot be restored.

Hints for Use

When adding or sending a file, Blackboard presents a screen as illustrated at the right. It’s important to know that the “Name” entry box is intended to be the name or title of the document conveyed in the file, not the name of the person submitting the file. The submitter’s name is already known to Blackboard and will automatically appear. Using a meaningful descriptive name for the item will aid in the retrieval process.



2 File Information

Select File

or Upload New File

Name

File

Comments