

## Digital Drop Box

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### Overview

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



**Note:** The [Collaboration Tools](#) topic includes information on the Collaboration Tool features. A file added to the Drop Box will not appear to the Instructor until it has been sent. Once a file has been sent to the Instructor, it cannot be removed from the Drop Box.

### Find this page

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

1. Open a Course.
2. Click **Tools** on the Course Menu or Organization Menu.
3. Select **Digital Drop Box**.

### Functions

The following functions are available from the Digital Drop box page.

Function	Description
Add File	Upload files to the Drop Box.
Send File	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

### Time stamps

The following date and time information is included in files:

- Files sent to the Instructor show the date and time submitted.
- Files that are added to the Drop Box but not sent show the date and time posted.
- Files sent from the Instructor show the date and time received.



**Note:** The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the Blackboard Academic Suite server.

## Add File to the Digital Drop Box

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### Overview

Files are added to the Digital Drop Box from the Add File page. 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 show the date and time posted. Once the file is sent to the Instructor it shows the date and time submitted.

### Find this page

Follow the steps below to open the Add File page.

1. Open a Course.
2. Click **Tools** on the Course Menu.
3. Select **Digital Drop Box**.
4. Click **Add File**.

### Fields

The table below details the fields on the Add File page.

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

## Send File from the Digital Drop Box

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### Overview

Users can select a file already in the Digital Drop Box to send to the Instructor. Users may also select a file not in the Digital Drop Box on the **Send File** page. A file sent to the Instructor that is not in the User's Drop Box is added to the User's Drop Box when it is sent.

Files that are added to the Drop Box but not sent show the date and time posted. Once the file is sent to the Instructor it shows the date and time submitted.

### Find this page

Follow the steps below to open the Send File page.

1. Open a Course.
2. Click **Tools** on the Course Menu.
3. Select **Digital Drop Box**.
4. Click **Send File**.

### Fields

The table below details the fields on this page.

Field	Description
<b>File Information</b>	
<b>Select File</b>	Click the drop-down arrow and select a file to send.
<b>Title</b>	Enter the title of the file.
<b>File</b>	Click <b>Browse</b> to upload a file and send it to the Instructor.
<b>Comments</b>	Enter any comments about the file. These comments appear beneath the title.