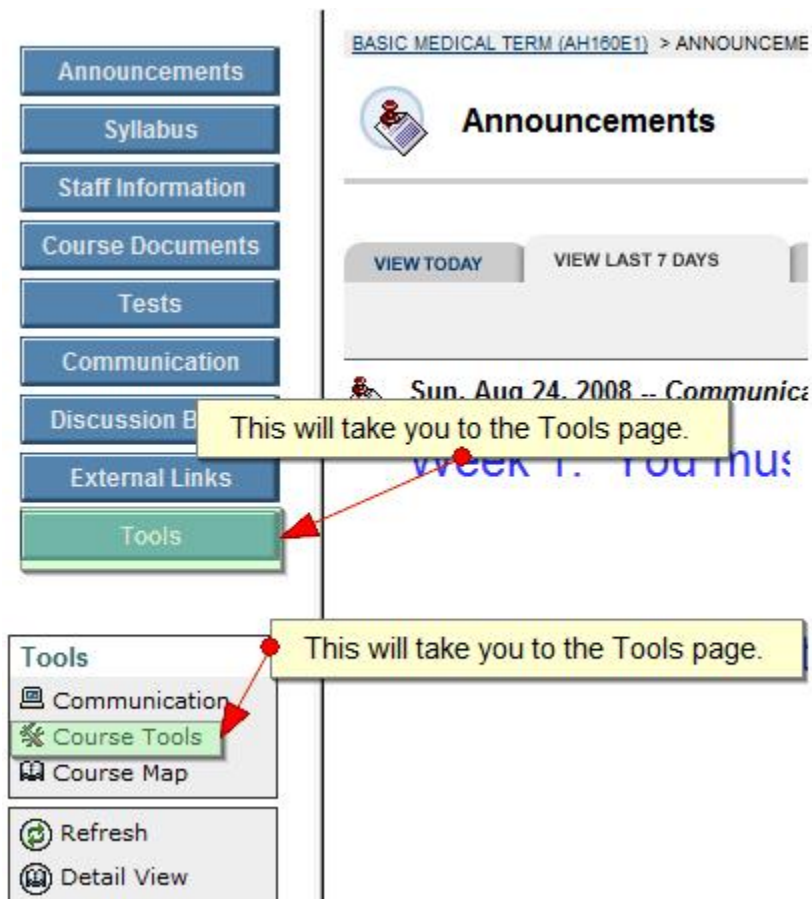


Using Digital Drop Box

If your instructor wishes for you to submit an assignment through the *Digital Dropbox*, use the following steps once you have saved your assignment on your computer:

1. Within your course, click tools



2. Click the *Digital Dropbox* button.

The image shows a screenshot of a course management system interface. On the left, there is a vertical sidebar with several blue buttons: Announcements, Syllabus, Staff Information, Course Documents, Tests, Communication, Discussion Board, External Links, and Tools. Below these buttons is a 'Tools' section with a list of options: Communication, Course Tools, and Course Map. Below that are 'Refresh' and 'Detail View' buttons.

The main content area is titled 'BASIC MEDICAL TERM (AH180E1) > TOOLS'. Below the title is a 'Tools' section with a list of icons and links:

- Address Book**: Address Book
- Calendar**: Calendar
- Digital Dropbox**: Dropbox. (This item is highlighted with a green box and a red arrow pointing to it from a yellow callout box that says 'This will take you to the Dropbox page.')
- Glossary**: Glossary Tool
- Homepage**: Edit homepage.
- My Grades**: View grades.
- Personal Information**

3. Click the *Send File* button.

The screenshot shows a web interface for a course titled "BASIC MEDICAL TERM (AH180E1)". On the left is a vertical navigation menu with buttons for "Announcements", "Syllabus", "Staff Information", "Course Documents", "Tests", "Communication", "Discussion Board", "External Links", and "Tools". The main content area is titled "Digital Dropbox" and contains two buttons: "Add File" (light blue) and "Send File" (light green). Below the buttons, the text "No files found." is displayed. Three yellow callout boxes with red arrows provide instructions: one points to the "Send File" button with the text "Click send file to send your document to your instructor.", another points to the "Add File" button with the text "This will not send a document to the instructor. Add File, is more of a tool to edit the document later.", and a third points to the "No files found." text.

BASIC MEDICAL TERM (AH180E1) > TOOLS > DIGITAL DROPBOX

Digital Dropbox Click send file to send your document to your instructor.


Add File Send File

No files found.

This will not send a document to the instructor. Add File, is more of a tool to edit the document later.

4. In the *Name*: field, type in the name of your assignment.
5. Next to the *File*: field click the *Browse...* button.

BASIC MEDICAL TERM (AH180E1) > TOOLS > DIGITAL DROPBOX

 **Digital Dropbox**

1 File Information

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

REC ✓

6. Navigate to the location where you have saved the document and select the file. Click *Open*.
7. Click the *Submit* button. Your file has been submitted to your instructor.

Why can't my instructor read the assignment I submitted in the Digital Dropbox?

The most common reason for this problem is the use of *Special Characters* in your document's filename. Blackboard can't have special characters in a filename; if there are, the file can't be read by your instructor. A *Special Character* is any character that is not a letter or a number. In other words, do not use characters such as ? ! @ # \$ % ^ & *) - + = [] { } < > . , ; : ' " in a filename. Two exceptions are a space or an underscore; these are allowed in file names.

My Instructor never received my Digital DropBox submission. What happened?

Within the *Digital DropBox* area, you may have clicked the *Add File* button rather than the *Send File* button. By using the *Add File* button, you are simply adding a file to your DropBox *without* sending it to your Instructor. Use the *Send File* button to send Digital DropBox submissions to your Instructor.