

Blackboard 6: Adding and sending files using Digital Drop Box 4-6 Steps

This Step-by-Step explains the procedures for adding and sending files using the Digital Drop Box in Blackboard 6.

This Step-by-Step assumes that the user has already signed into and accessed the appropriate course.

1.) Click on “Tools”

2.) Click on “Digital Drop Box”



3.) There are two options from this point. One is to just add a file and the other is to add and send a file.

Add File

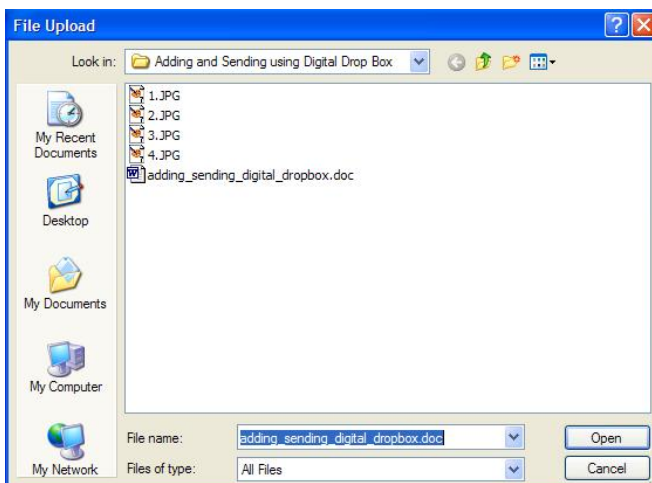
1.) Click “Add File”



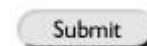
2.) Type in the desired name inside the “Name” text field. Type in the desired comments in the “Comments” text field. Click “Browse”

3.) In the new window navigate to the desired file and click “Open”

1 File Information	
Name	<input type="text" value="Adding Files"/>
File	<input type="text" value="C:\Documents and Settings\idteam.MU\"/> <input type="button" value="Browse..."/>
Comments	<input type="text" value="Instructions to add a file to Digital Drop Box"/>



4.) Click “Submit”



Send File

1.) Click “Send File”



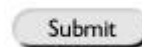
2.) Type in the desired name inside the “Name” text field.
Type in the desired comments in the “Comments” text field
Click “Browse”

3.) In the new window navigate to the desired file and click
“Open”

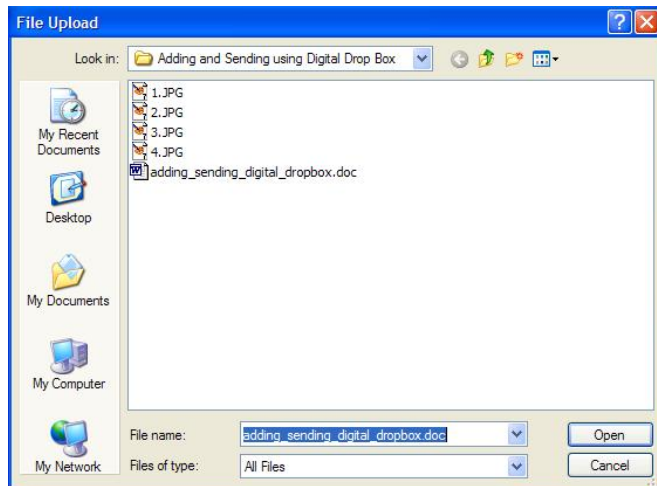
1 File Information

Name	<input type="text" value="Adding Files"/>
File	<input type="text" value="C:\Documents and Settings\idteam.MU\"/> <input type="button" value="Browse..."/>
Comments	<input type="text" value="Instructions to add a file to Digital Drop Box"/>

4.) Click “Submit”



5.) This option sends the added file to the instructor.



6.) A receipt will appear showing what you just created, click “OK” and you are done.

Content Receipt

content added

Chapters

cabbit (26935 Bytes)

Chapters 1, 2, 3

2004-11-17 10:07:03 AM

