

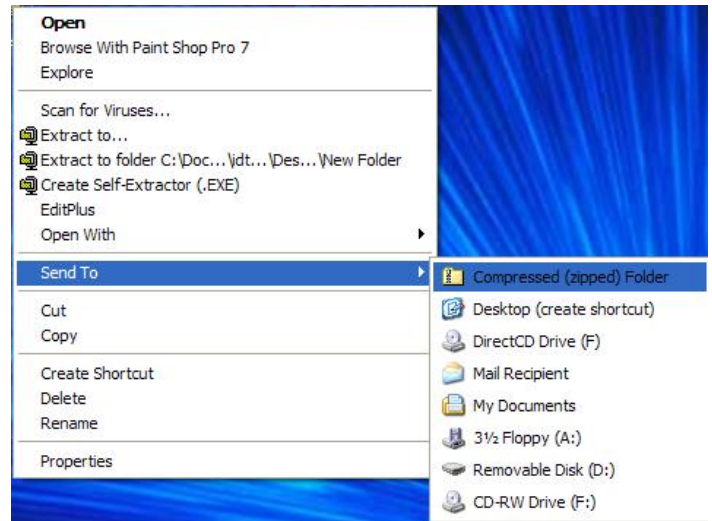
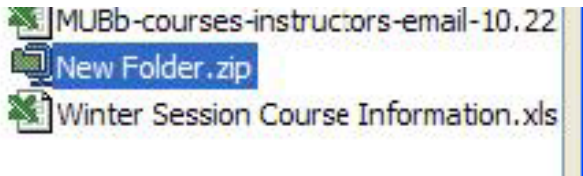
## Creating a zipped folder and posting in Digital Drop Box 10 Steps

This Step-by-Step explains the procedures for creating a zipped folder and uploading to the Digital Drop Box.

This Step-by-Step assumes that you already have a class using Blackboard.

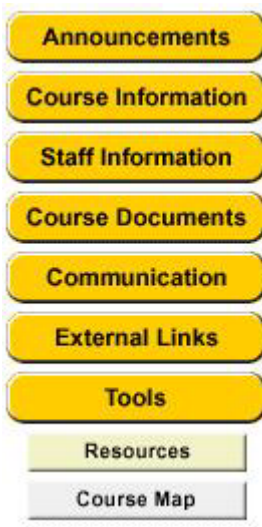
1.) Select the folder that you wish to compress (zip).

2.) Right click on the folder. Click on: “Send To” > Compressed (zipped) Folder  
- This will create a file named the same as your original with an extension of “.zip”



3.) Sign into Blackboard and select the course you want to upload to.

4.) Click on “Tools”



5.) Click on “Digital Drop Box”



6.) Click “Add File”  
7.) You name the file you are uploading by typing in the field marked “Title:”. You may also add comments for the file by typing in the field marked “Comments:”



8.) To add the file click “Browse...”

**1 File Information**

Title:

File:

Comments:

9.) In the new window navigate to and select the zipped folder. Click the folder and click “Open”.

10.) Click “Submit”.

