

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

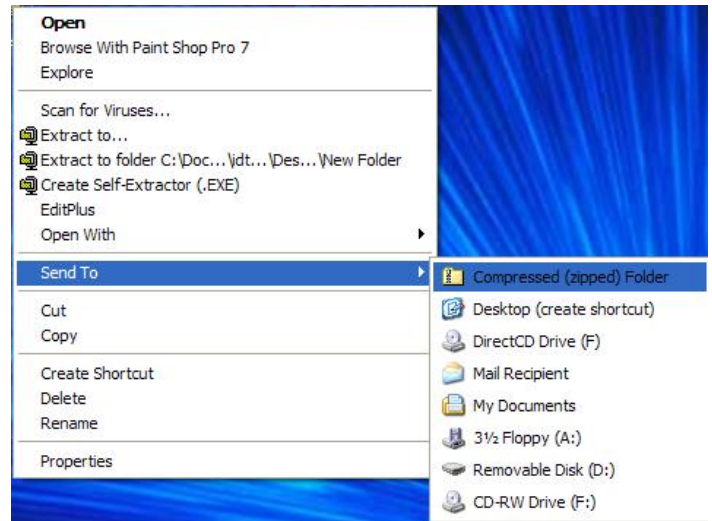
This Step-by-Step explains the procedures for creating a zipped folder and uploading to the Digital Drop Box.

This Step-by-Step assumes that you already have a class you are teaching in Blackboard.

- 1.) Select the folder that you wish to compress (zip).
- 2.) Right click on the folder. Click on: “Send To” > Compressed (zipped) Folder
- 3.) Sign into Blackboard and select the course you want to upload to.
- 4.) Click on “Control Panel”



Control Panel



- 5.) Click on “Digital Drop Box” located under “Course Tools”



- 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:”

1 File Information

Title:

File:

Comments:

- 8.) To add the file click “Browse...”

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

10.) Click “Submit”.

