

Sending and Receiving Assignments via the Digital Dropbox

The **Digital Dropbox** can help reduce turn-around time between assignment submission and providing feedback to students. You can use the Digital Dropbox as a kind of “file exchange” to receive students’ assignments and send files to students. It can be cumbersome to use, however, because of its lack of tools for organizing a large number of submissions.

Accessing the Digital Drop Box

Click on **Control Panel**. Under the Course Tools menu, select **Digital Dropbox**. (Students access the Digital Dropbox by clicking on **Tools**, then **Digital Dropbox**.)

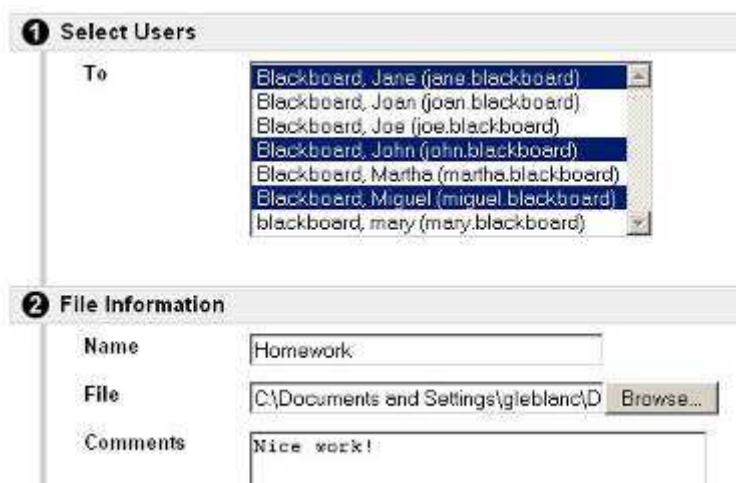


Receiving files from students

You will see a list of any files submitted. Click on the link to open or download the file. You can download the file to your own computer's hard drive, add comments, then send the file back to the student.

Sending files to students

1. Click **Send File**.
2. Select the name(s) of the recipient(s) from the Select Users list (hold down the **Ctrl** key and click other names to select multiple students).

A screenshot of a software dialog box titled "Send File". It is divided into two main sections. The first section, "1 Select Users", has a "To:" label and a list box containing several user names: "Blackboard, Jane (jane.blackboard)", "Blackboard, Joan (joan.blackboard)", "Blackboard, Joe (joe.blackboard)", "Blackboard, John (john.blackboard)", "Blackboard, Martha (martha.blackboard)", "Blackboard, Miguel (miguel.blackboard)", and "blackboard, mary (mary.blackboard)". The second section, "2 File Information", contains three fields: "Name" with the text "Homework", "File" with the path "C:\Documents and Settings\glebland\D" and a "Browse..." button, and "Comments" with the text "Nice work!".

3. Upload the file (click **Browse** to locate the file on your own computer), type in comments in the Comments: box (optional), then click **Submit** and **OK** when prompted.

Removing files from your Dropbox

Click **Remove** next to the file name.

Suggestions for using the Digital Dropbox

- You will have to find a way of organizing your students' submissions if you use the Dropbox in large classes (create folders on your local computer, etc.). The Assignments tool might be a better option.
- File naming conventions will be necessary in order to avoid confusing files submitted by different students at different times.
- Remind students to use the *Send File* command, not the *Add File* command, if they wish to send you a document. Using *Add File* merely uploads the document to the student's Dropbox – it does not send it to you.
- Finally, remind students to save original files and/or hard copies of all documents they submit through the Digital Dropbox.