




Blackboard Quick Reference Guide 8.0

Digital Dropbox




Blackboard has an electronic equivalent of the instructor mail room, whereby students “drop off” an assignment (or other files) and the instructor can “pick it up.” In turn, the instructor can send a file back to the student. This tool is called the Digital Dropbox.

Students access the Dropbox from the course menu, by clicking **Tools** (or **Course Tools**). Instructors must access the Dropbox from the Control Panel. Students can use their Dropbox as storage space (by adding files to their dropbox).


 An alternative to the Dropbox – and preferred by many instructors – is the Assignment feature, available through any content area.

Receiving a File Sent by a Student

Step 1: From the Control Panel, click **Digital Dropbox** from the *Course Tools* area. A list of available files sent by students appears. Here’s a sample:

 [Sample File for Dropbox](#)
Student, Maricopa (student)
Received Wed Jun 25 2008 10:10
Comments: Please see attached file.

Step 2: To open the file, click the underlined name of the item. You will need the appropriate program (such as MS Word) to view file.

 You might require students to save their files in either Word or Rich Text Format (RTF) format. RTF can be selected from the File >> Save As command in a word processing program (or Office button in Word 2007).


Step 3: In order to grade the assignment (insert comments, etc.), you *must first save the file* to your computer. Right-click on the name, choose **Save Target As** (or Control-Click on the Mac), and set the save location. Use the steps below to send the graded file back to the student.

Sending a File to a Student

Step 1: From the Control Panel, click **Digital Dropbox** from the *Course Tools* area.

Step 2: Click .

Step 3: Choose the student from the list box, then enter a name and browse to find and upload the file. Enter any comments to the student, if desired.

Step 4: Click . The file is sent to the selected student.