

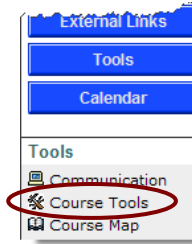
### How do I Send Files to My Teacher through Blackboard?

Instructors may use the Digital Dropbox tool to share and collect files from students enrolled in their course. The following steps explain how a student can send files to their Instructor and store a file in their own Dropbox for future use.

**Note:** You do not need to add a file to your Dropbox before sending it to your Instructor.

#### Sending Files

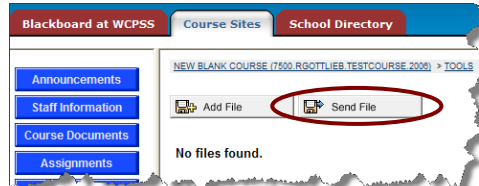
1. Access the Digital Dropbox by clicking on **Course Tools** in the Tools area under the main menu (on the left side of the screen).



2. Click  [Digital Dropbox](#).

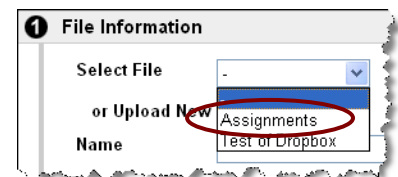


3. Click  [Send File](#).

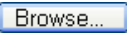


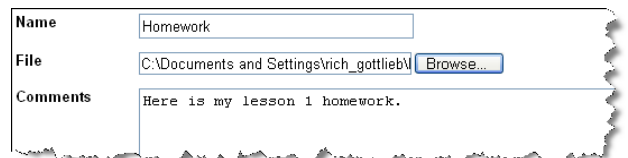
4. Choose **a file** to send:
  - a. If sending a file already saved in your Dropbox:

1. Click on **drop-down menu**
2. Click on **the file** to send



- b. If sending a file not in your Dropbox:

1. Name the file
2. Click  to locate the file on your computer
3. Add comments if needed

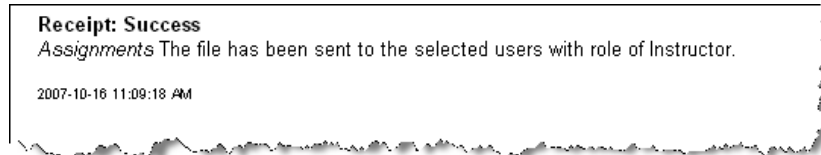


# Blackboard

## Using the Digital Dropbox

5. Click  .

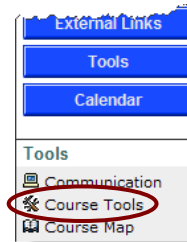
You will receive confirmation that your file was sent to your Instructor. The file is also saved in your Dropbox as it is sent.



### Saving Files in Your Dropbox

**Note:** This does not send the file to your Instructor. It only saves it in your Dropbox for you to access at a later time.

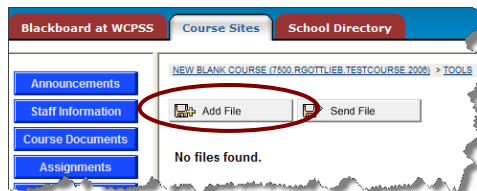
1. Access the Digital Dropbox by clicking on **Course Tools** in the Tools area under the main menu (on the left side of the screen).

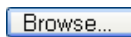


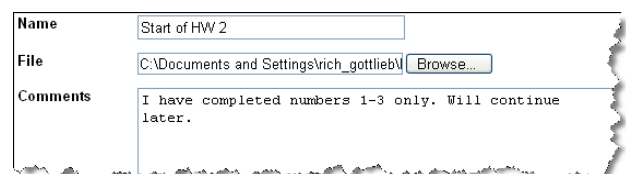
2. Click  [Digital Dropbox](#) .




3. Click  .



4. Provide information for the file:
  - a. Name the file
  - b. Click  to locate the file on your computer
  - c. Add comments if needed



Name Start of HW 2  
File C:\Documents and Settings\rich\_gottlieb\   
Comments I have completed numbers 1-3 only. Will continue later.

# Blackboard

## Using the Digital Dropbox

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5. Click .

You will receive confirmation that your file was added to your Dropbox.

