

ATS Blackboard How-To:

Use the Digital Drop Box

These instructions are based on a 'fresh' course that has not been modified. If you have removed the Drop Box or just can't find the Drop box, check out the last section of information on the page called 'Restoring the Drop Box'.

For Students:

When a student logs in to the Course, they can click on 'Tools' located in the Course Menu to the left and upload files like this:

- 1.) Click on 'Digital Drop Box'
- 2.) Choose 'Send File'
- 3.) Click on 'Browse' and select the file to be uploaded.
- 4.) Click Submit

For Instructors:

Log in to your course and:

- 1.) Click on the 'Control Panel' link.
- 2.) Choose 'Digital Drop Box'
- 3.) Click on the file title you wish to view.

The list will be sorted (newest first), time stamped, and will have the student's name attached to it.

Restoring the Drop Box:

If you have removed the 'Digital Drop Box' from the side bar, you will need to do the following:

- 1.) Click on the 'Control Panel' link.
- 2.) Choose 'Manage Course Menu'
- 3.) Click 'Tool Area'
- 4.) From the Area Type Dropdown, choose 'Dropbox'
- 5.) Under Area Name, enter a name for it (i.e. Digital Drop Box)
- 6.) Click Submit