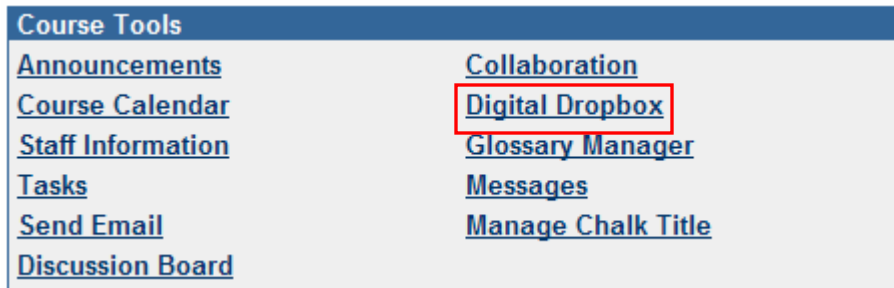


How to work with the digital drop-box

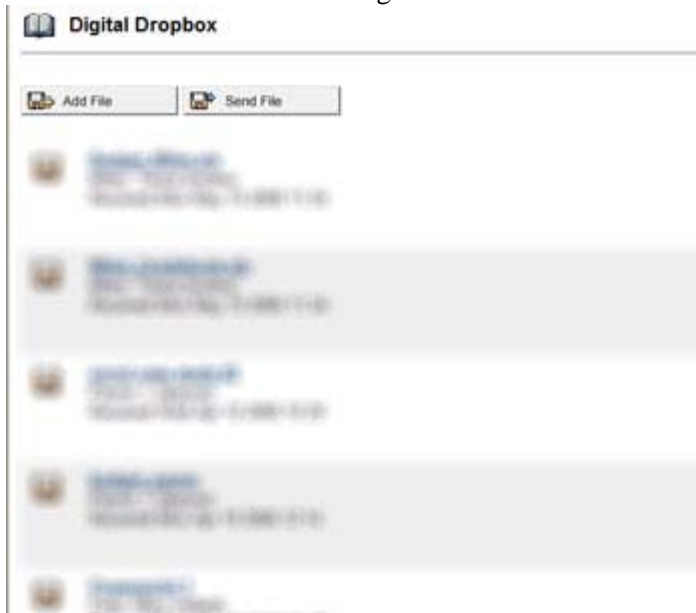
- Log in to your blackboard account.
- Click into one of your course sites.
- To get to the control panel, under the buttons on the left side of the screen there is a set of links like the one below.



- Click the Control Panel link.
- This will bring up the control panel.
- Then under the course tools section of the control panel click digital drop box link.



- Here you will find all the files that your students have sent you.
- It will look similar to the image below.



- Click on the link to the file you want.
- You can either open the file or save it to your computer.
- I suggest you create folders for each student in your course and save their work in that folder.
- You can also send files back to students by clicking the send button.
- This will bring you to a new page.
- Select the user's name from the drop down menu.
- Then add the file.
- Click submit.
- The file will be sent to that user.