

## Digital Drop Box

The Digital Drop Box feature allows you to upload files to download later, send files to your instructor, and receive files your instructor has sent to you.

From the Student View:

1. Click into the Content Areas where the Digital Drop Box is kept.
2. Click on the **Digital Drop Box** link.

### Sending a File to your Instructor

1. Click on the **Send File** Button.
2. Type description in the **Title** field.
3. Click the **Browse** button.
4. Select the file and click the **Open** button.
5. Type comments in the **Comments** field.
6. Scroll down to the bottom fo the page and lcick the **Submit** button.

### Adding a File

7. Click on the **Add File** button.
8. Type description in the **Title** field.
9. Click the **Browse** button.
10. Select the file and click the **Open** button.
11. Type any comments about the file in the Comments field.
12. Scroll down to the bottom of the page and click the **Submit** button.
13. Click the **OK** button.

### Downloading a File from your Drop Box

14. Right-click on the **Title** link of the file that you wish to download.
15. Select Save Target As or Save Link Target As.
16. Select location and click the **Save** button.

### Removing a File from your Drop Box

17. Select file.
18. Click the **Remove** button.
19. Click the **OK** button.

## More Information

**Q:** My instructor says my assignment is missing, but I turned it in to the Digital Drop Box! What happened?

**A:** It is likely that you added the file instead of sending it. Adding a file does not make it available to your instructor; it only makes it available to you. You should send the file to your instructor instead.

**Q:** Why would I want to add a file instead of sending it?

**A:** You can use this feature to store class files that you are working on from any computer. You will then be able to download them to any other computer when you need to continue working.

**Q:** My assignment includes more than one file (for example, it's an HTML file with graphics). Can I add or send multiple files at once to the Digital Drop Box?

**A:** You may only add or send one file at a time. For multi-file projects, use a compression application to create a .zip file, which can be uncompressed by your instructor when downloaded.

**Q:** I have sent my assignment but now I can't delete it from my Digital Drop Box, what's wrong?

**A:** You may only remove files that you have added but not sent or that your instructor has sent to you. You may not remove files that you have sent to your instructor.