

# Using the Dropbox

The Dropbox in Blackboard is a place for you to submit files to your instructor. Once the instructor has graded your assignment and/or made comments on it, s/he will send it back to you in the Dropbox.

## To Access the Dropbox:

Click the  button on the Course Menu.

## To Download Assignment Files from Your Instructor:

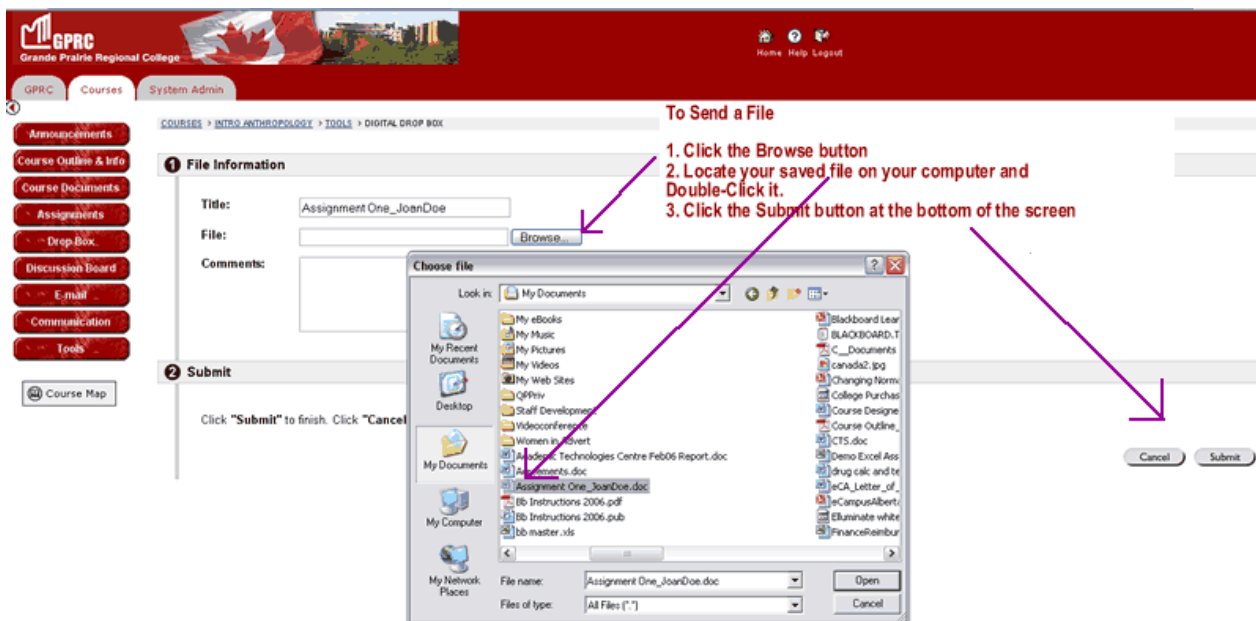
Your instructor **may** use the Dropbox to send you files that you need to complete your assignment. You will find these files listed in your Dropbox.

Save these files to the computer on which you are working by right-clicking the underlined blue title of the file and choosing "Save target as" from the drop down menu. Choose a location on your computer (or network drive) where you can easily locate the saved file. When saving the file, add your name to the file name. (eg. "**Assignment\_One\_JoanDoe**")

## To Submit Assignments to Your Instructor:

Whether you have done work on a file that your instructor sent you (see above) or created a file of your own, complete your work and **save the file** on the computer where you are working (or on a disk). When you are saving the file, **make sure that the file has a name that includes both the assignment name and your name.** (eg. "**Assignment\_One\_JoanDoe**")

In the Dropbox area of Blackboard, click the **Send File** button and use the **Browse** button to find the file that you saved on your computer. Double-click the file name to add it to Blackboard. The name of your file will appear to the left of the Browse button.



**To Send a File**

1. Click the Browse button
2. Locate your saved file on your computer and Double-Click it.
3. Click the Submit button at the bottom of the screen

Once it does, click **Submit** at the bottom of the screen. Your instructor will now have access to your assignment file. Only you and your instructor can see the file: no one else has access. The server will time and date your file and this information will be

visible to both you and your instructor.

**NOTE:** Many people are anxious to know whether or not the file has truly been sent. Look in your Dropbox. Under the title of the assignment, it will say, "Submitted: [Day, Date, Time]" If it says this, your instructor has it in her/his Dropbox. If it does not say this, it has not been sent.

## Using the Dropbox to Transport Files:

If you use the **Add File** button, instead of **Send File**, you can upload the file to the server without submitting it to your instructor. This can be a useful way for you to transport files. Be aware, however, that using **Add File** means that **your instructor has not received your file** for grading until you also use **Send File** to submit the assignment.

## To Look at Your Instructors Grading and Comments:

Go to your Dropbox. Once your instructor has sent your graded/commented file back to you, it will usually appear with your original file name and the word “Marked” or “Graded” (eg. “**Assignment\_One\_JoanDoe\_Marked**”). Click on the file name and choose “Open” to view the file. (NOTE: Some instructors may have other variations of this file naming scheme.)

The files will remain in your Dropbox for the remainder of the course. You can remove files that you have added and ones that you have been sent by your instructor but you cannot remove the ones that you have sent to your instructor.

## Dropbox Tip

If you **Add** a file, only you can see it. If you need your instructor to receive it, you must use the **Send** button.

You can tell, at a glance, if a file has been sent to your instructor as it will show a Date/Time of submission.

The screenshot shows the GPRC Digital Drop Box interface. The top navigation bar includes GPRC, Courses, and System Admin. The main content area shows a breadcrumb trail: COURSES > INTRO ANTHROPOLOGY > TOOLS > DIGITAL DROP BOX. Below this are two buttons: Add File and Send File. The file list contains two entries:

- Learning Objects of Potential Use.doc**  
Posted on: 2006-09-11 9:29:16 AM
- Assignment One JoanDoe**  
Submitted by: Joanne Stiles (jstiles)  
Submitted on: 2006-09-11 9:28:44 AM

Red boxes and purple arrows highlight the two files, with red text labels explaining their status: "File that has been Added but not Submitted to the instructor" for the first file, and "File that has been Submitted to the instructor, showing Date & Time" for the second file.