

Adding, sending, and receiving files in the Digital Dropbox (students)

Important: Adding and Sending a file are two different functions. If you add a file, you must send it later if you want your instructor to receive the file.

This procedure for students includes the following steps:

1. Finding the Digital Dropbox.
2. Describing and Uploading a File.
3. Clicking **Submit**.

Step #1

Go to the Digital Dropbox. See [Viewing the Digital Dropbox](#) for help.

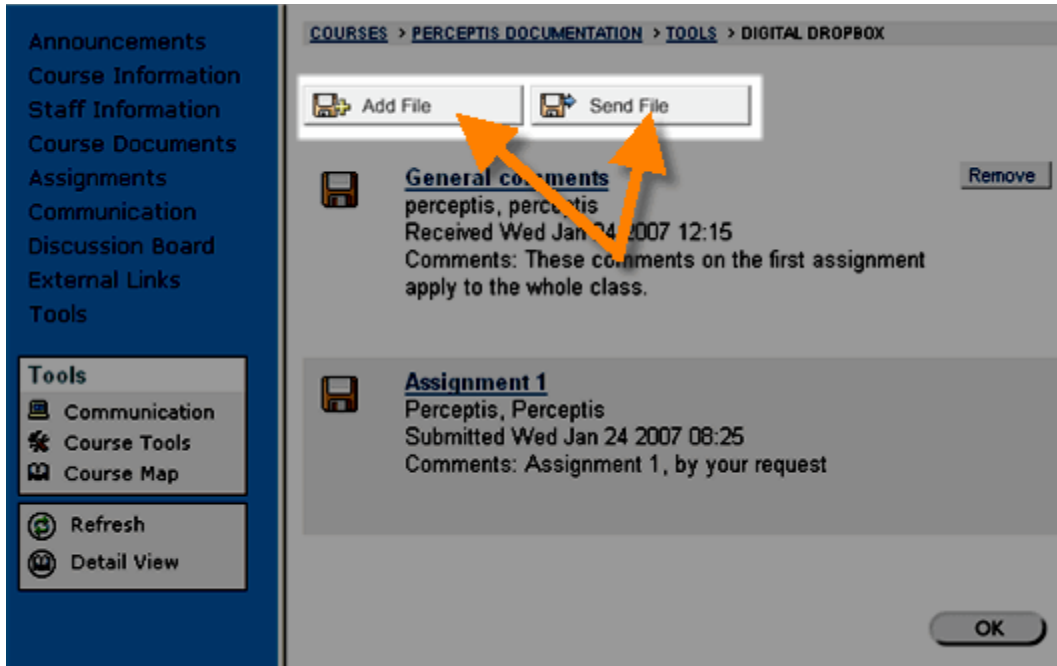
Step #2

Note: Once you send a file, you *cannot* delete it. Only your instructor can remove it at that point. If the instructor removes it from his or her Digital Dropbox, the file would then behave like an added file in your Digital Dropbox. You can remove or change it then.

- Click **Add File** if you want to save a file without sending it.

OR

- Click **Send File** if you are ready to send a file to your instructor.



Step #3

Whether sending or simply adding, follow this procedure:

1. Type the name of the file in the **Name** box.
2. Click **Browse** to find your file and **Open** in the dialog window to place the file.
3. **Optional:** Type comments in the **Comments** box to leave a message with your file.
4. Click **Submit** to add or send your file.

If you added a file, you will be able to remove it later. If you upload a new version with the same name, it will be added and the old version will not be overwritten. Be aware of this when sending files to your instructor.

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1 File Information

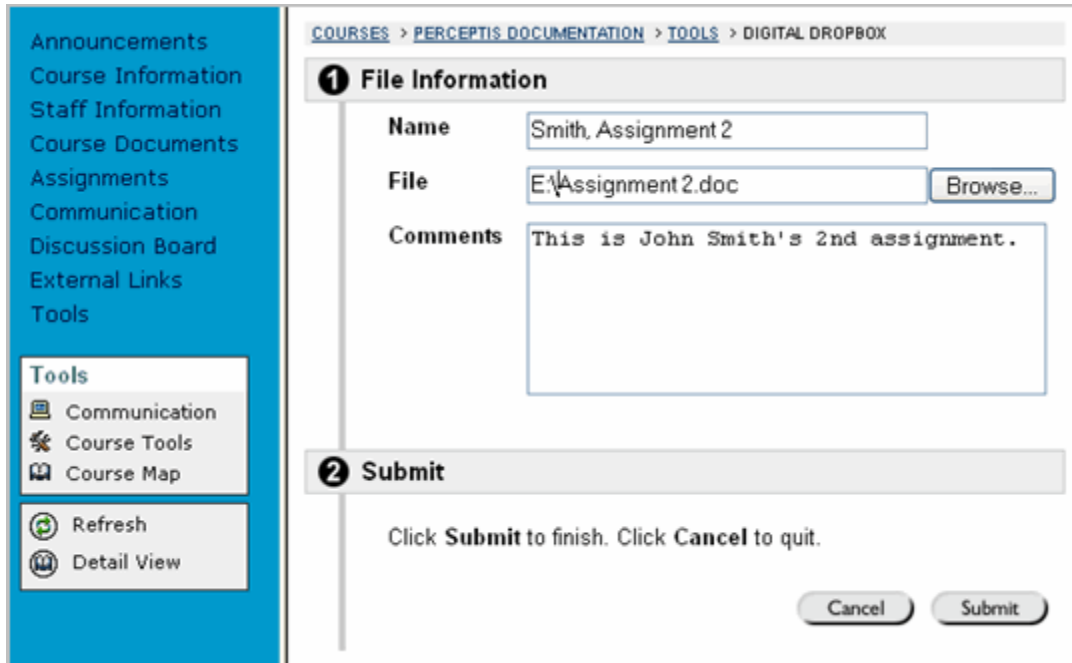
Name

File

Comments

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.



Step #4

Sending after adding a file

1. Click **Send File** in the Digital Dropbox main screen.
2. Click the list next to **Select file** to enter your previously added file.
3. Click **Submit**.

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1 File Information

Select File

or Upload New File

Name

File

Comments

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Step #5

Adding Successfully

A dialog box will open warning that the file will be added and not sent. After clicking **OK**, you will see a confirmation that the file has been added to your Digital Dropbox.

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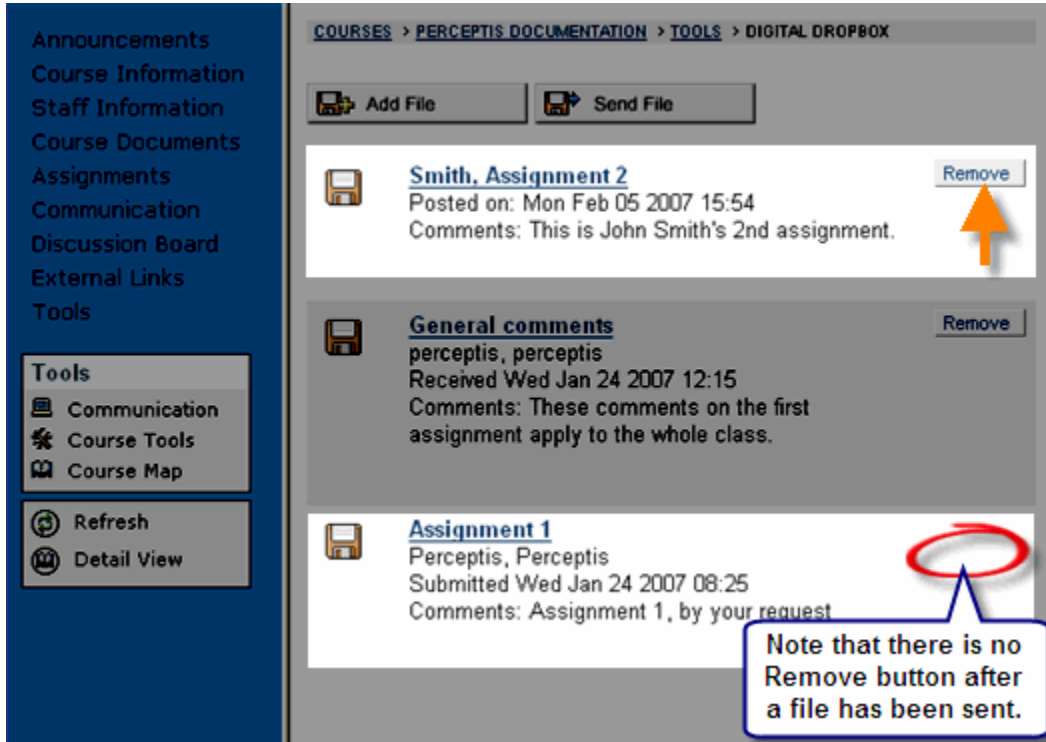
Receipt: Success
Smith, Assignment 2 The file has been added to the Dropbox.

2007-02-05 03:54:23 PM

Step #6

Deleting files

If you have added a file to the Digital Dropbox but have not yet sent it, the **Remove** button will appear next to the file. Click **Remove** and the file will be deleted. This is especially helpful when you have multiple versions of the same file.



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Add File Send File

Smith, Assignment 2 Remove
Posted on: Mon Feb 05 2007 15:54
Comments: This is John Smith's 2nd assignment.

General comments Remove
perceptis, perceptis
Received Wed Jan 24 2007 12:15
Comments: These comments on the first assignment apply to the whole class.

Assignment 1
Perceptis, Perceptis
Submitted Wed Jan 24 2007 08:25
Comments: Assignment 1, by your request

Note that there is no Remove button after a file has been sent.

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