

## Viewing the Digital Dropbox (students)

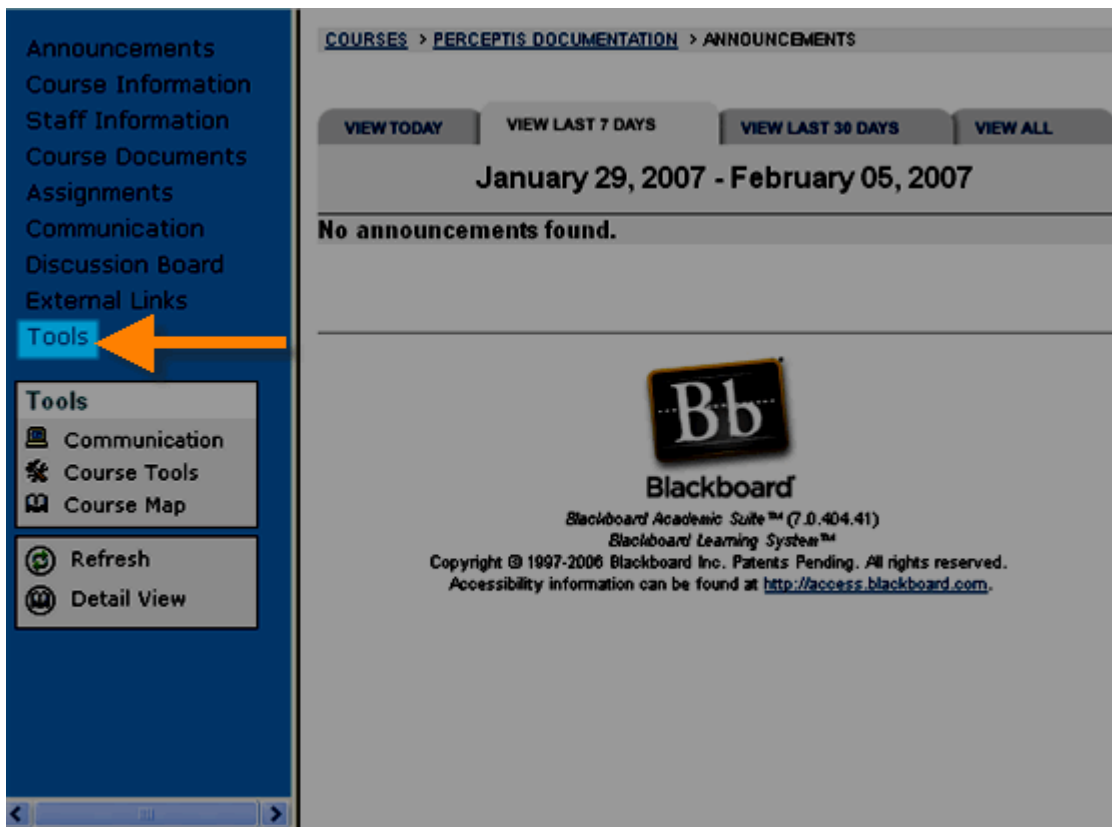
Your instructor may ask that you submit a file via the Digital Dropbox. This solution shows where to find the Dropbox. For more help, see [Adding, Sending, and Receiving in the Digital Dropbox](#).

This procedure for **students** has the following steps:

1. Opening the course's front page.
2. Clicking **Tools**.
3. Clicking **Digital Dropbox**.

### Step #1

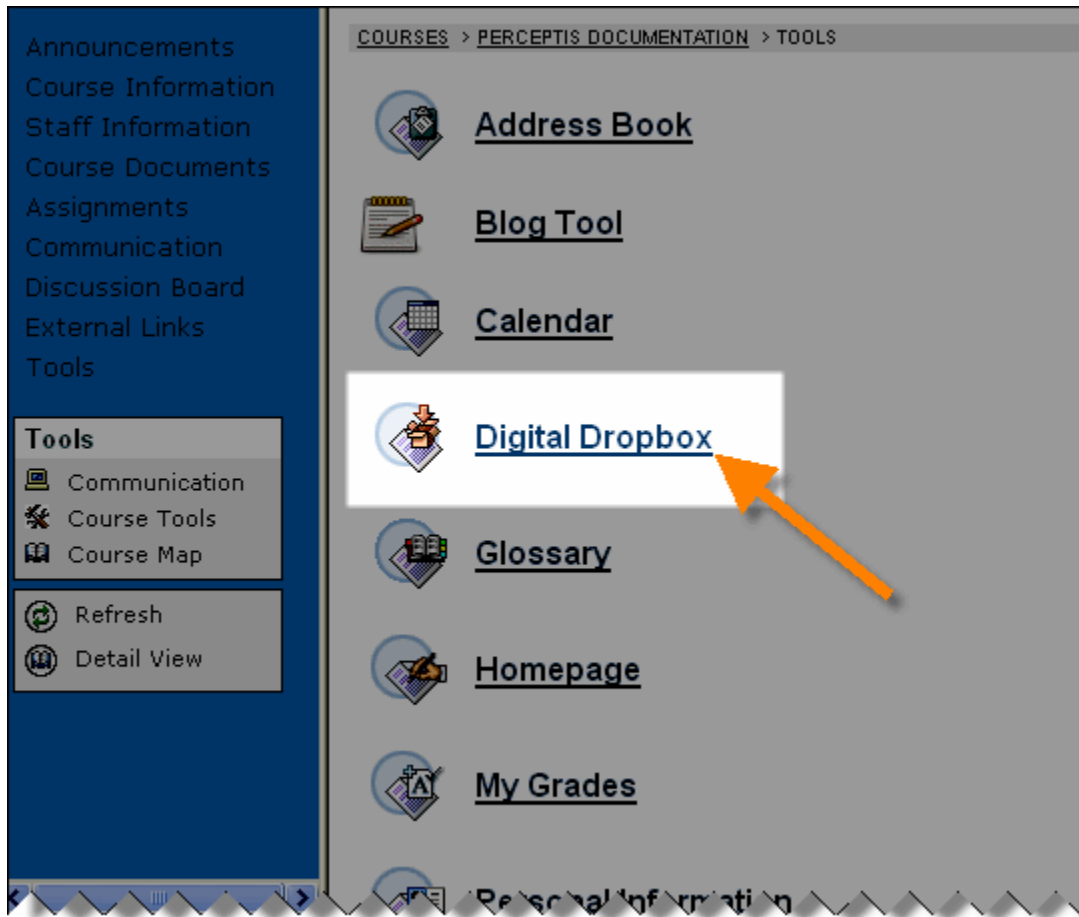
On the front page of the course and in the left sidebar, click **Tools**.



The screenshot shows a Blackboard course interface. On the left is a dark blue sidebar with a list of navigation options: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, and a sub-menu for Tools containing Communication, Course Tools, and Course Map. Below this is a section with Refresh and Detail View buttons. An orange arrow points to the 'Tools' link in the sidebar. The main content area has a breadcrumb trail: COURSES > PERCEPTIS DOCUMENTATION > ANNOUNCEMENTS. It features four view buttons: VIEW TODAY, VIEW LAST 7 DAYS, VIEW LAST 30 DAYS, and VIEW ALL. Below these is a date range: January 29, 2007 - February 05, 2007. A message states 'No announcements found.' At the bottom of the page is the Blackboard logo and footer text: Blackboard Academic Suite™ (7.0.404.41), Blackboard Learning System™, Copyright © 1997-2006 Blackboard Inc. Patents Pending. All rights reserved. Accessibility information can be found at <http://access.blackboard.com>.

### Step #2

Click **Digital Dropbox**.



### Step #3

From this screen, you can add or send files to your instructor, and your instructor can return a graded version here if he or she wishes.

The screenshot shows a course management system interface. On the left is a blue sidebar with a menu of options: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, and Tools. Below the menu is a 'Tools' section with icons for Communication, Course Tools, and Course Map. Further down are 'Refresh' and 'Detail View' buttons. The main content area has a breadcrumb trail: COURSES > PERCEPTIS DOCUMENTATION > TOOLS > DIGITAL DROPBOX. At the top of this area are 'Add File' and 'Send File' buttons. Below these are two entries in a list, each with a floppy disk icon. The first entry is titled 'General comments' and includes the text 'perceptis, perceptis', 'Received Wed Jan 24 2007 12:15', and 'Comments: These comments on the first assignment apply to the whole class.' A 'Remove' button is to its right. The second entry is titled 'Assignment 1' and includes 'Perceptis, Perceptis', 'Submitted Wed Jan 24 2007 08:25', and 'Comments: Assignment 1, by your request'. An 'OK' button is located at the bottom right of the main content area.

#### **Step #4**

Other Useful Links:

- [Adding and Sending a File through Digital Dropbox](#)

Didn't solve your problem? Try submitting a [help request](#).