

How do I send files via Digital Dropbox Page?

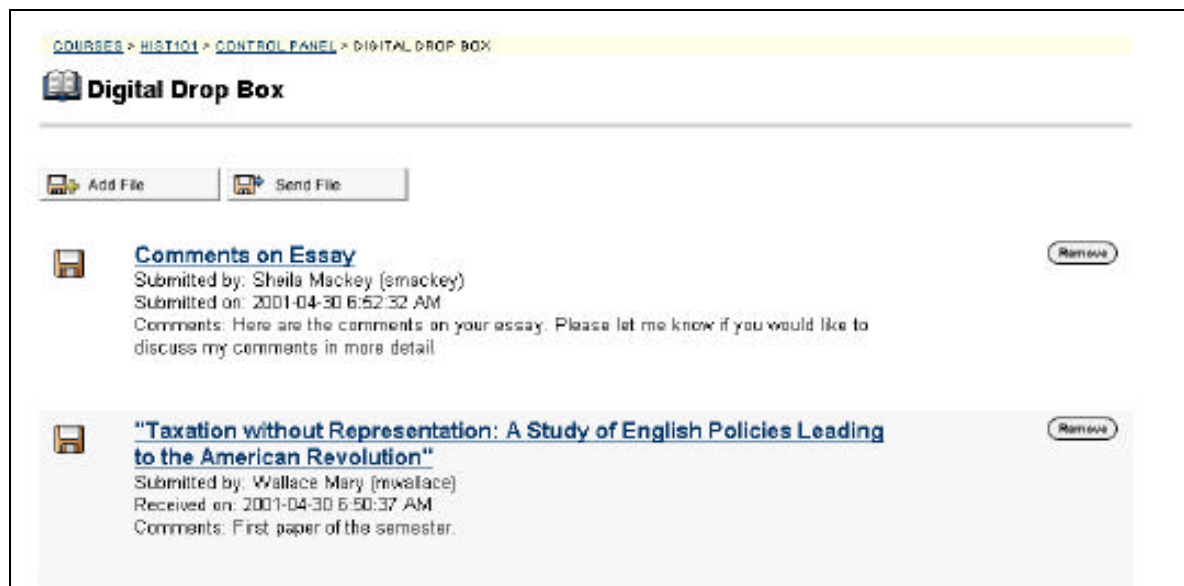
The Digital Dropbox is a tool that instructor and students can use to exchange files. The dropbox works by uploading a file from a disk or a computer to a depository. Files can be sent back in forth from the instructor's Drop Box to the Drop Box of other users.

Individual student access to the dropbox is available from the Digital Dropbox area located in Student Tools area on the course Web site. Students also have group access to a private dropbox from a group homepage. Instructors must access their Drop Box from the Instructor Control Panel.

Note: The Digital Dropbox is used to exchange materials between an individual students and the instructor. Information that needs to be posted for all students should be placed in the Course Documents area.

Digital Dropbox page

Click Digital Dropbox from the Course Tools section of the Instructor Control Panel.



Available functions

The functions available on this window are described in the table below.

To . . . click . . .

add a file	Add File. The Add File page will appear.
send a file	Send File. The Send File to Students page will appear.
remove a file	Remove next to the file that is to be removed. A warning pop-up window will appear.

Removing a file permanently deletes the file from the instructor Drop Box.

NOTE: IF YOU ARE A MAC USER, YOU NEED TO SAVE YOUR FILE WITH EXTENSION AFTER THE FILE NAME. FOR EXAMPLE, A WORD FILE, YOUR FILE NAME IS ASSIGN1, YOU NEED TO MANUALLY TYPE IN .DOC OR .RTF, THAT IS "ASSIGN 1.DOC" OR "ASSIGN 1.RTF". THIS WAY BB SOFTWARE WILL RECOGNIZE YOUR FILE TYPE, AND RETRIEVE YOUR FILE WITHOUT ANY PROBLEMS. ASK YOUR MAC STUDENTS TO DO THE SAME.