

Sending Files using the Digital Drop Box

When you use the digital drop box to send files, it is important to recognize that the file is only sent if you use “Send File”.

In Blackboard, you are presented with two buttons in the Digital Drop Box:

Digital Drop Box



“Add File” only puts the file in your part of the digital drop box, from which you can select the file to be sent. This is useful if you need to upload a number of files and then send those files to a number of different users. Normally this is the way a teacher wants to use the Digital Drop Box.

To send the file, you must use “Send File” and select the file and the recipient.

You can bypass the “Add File” step entirely and use Send File both to upload and send the file.