

## Sending Files to Students using the Digital DROPBOX

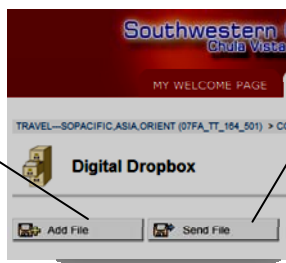
The Digital DROPBOX is a tool that instructors and students can use to exchange files. The DROPBOX works by uploading a file from a disk or a computer to a depository. Files can be sent back and forth from the instructor's Drop Box to the Drop Box of students.

**Step 1:** Click on the **Digital Drop Box** link in *Course Tools* area of Control Panel.



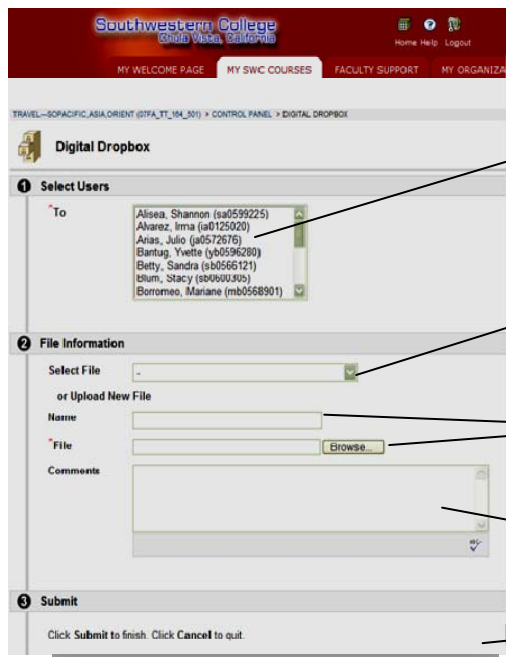
**Step 2:** Click the **Add File** or **Send File** button.

Click the **Add File** button to upload a file and store it on the server



Click the **Send File** button to upload a file that you wish to send to a **specific** student.

**Step 3:** **SEND A DOCUMENT** to specific students: **select the student**, **browse for the file** to upload and **submit** the file to the digital DROPBOX.




Select the student to whom you wish to send a document. Hold the **CTRL** key down and click to select more than one user

You have the option to **select a file** that you have previously placed in the digital DROPBOX area. Alternatively, you may select to send a new file by clicking on the **Browse** button to find a file on your hard drive or floppy disk.

Type a **title** for the file that is to be sent to the student or click **BROWSE** to find and upload another file.

Type in a **message**, or **brief description** of the file in the **Comments** field.

Click on the **SUBMIT** button  to send the file