

Using the Digital Drop Box

You can submit and/or hold assignments in the Blackboard Digital Drop Box.

1. Select your course
2. Choose the "Tools" option to the left
3. Choose the "Digital Drop Box" option
4. Choose "Add File" or "Send File"

Add File - The "Add File" option will store (not send) the uploaded file.

Send File - The "Send File" option will send the uploaded file to the instructor

File names of items that are attached or uploaded to the Blackboard Learning System should only include the following characters:

- Letters (upper case or lowercase 'A'-'Z')
- Numbers ('0'-'9')
- Underscore ('_')
- Period ('.')