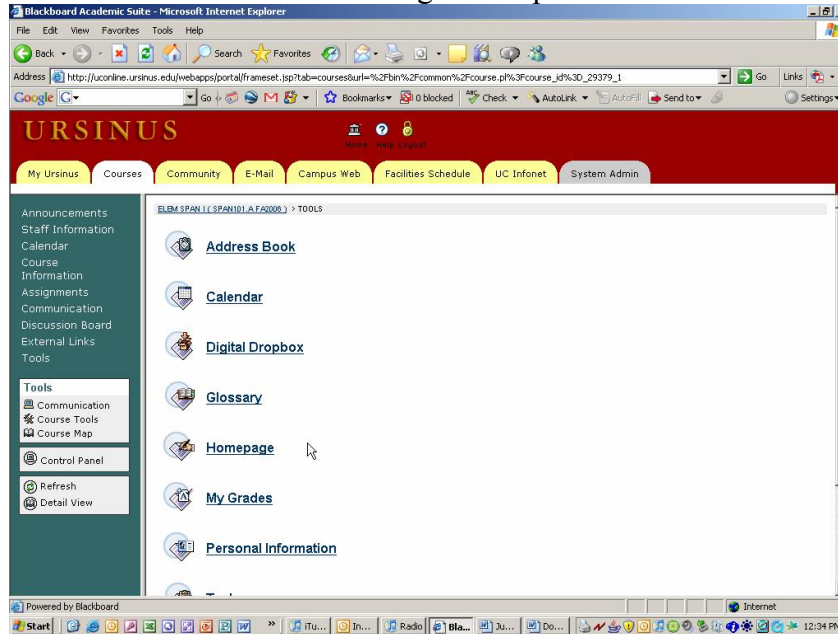


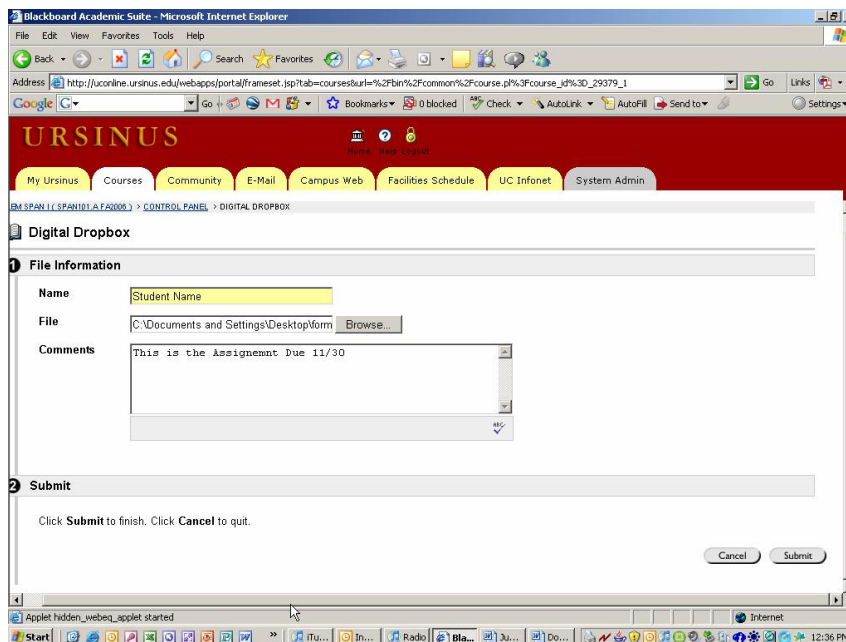
## Directions for Using the Digital Drop Box

### Using Digital Dropbox in Blackboard Course

1. Login to blackboard
2. Open your course
3. Click on the tools menu then Digital Dropbox

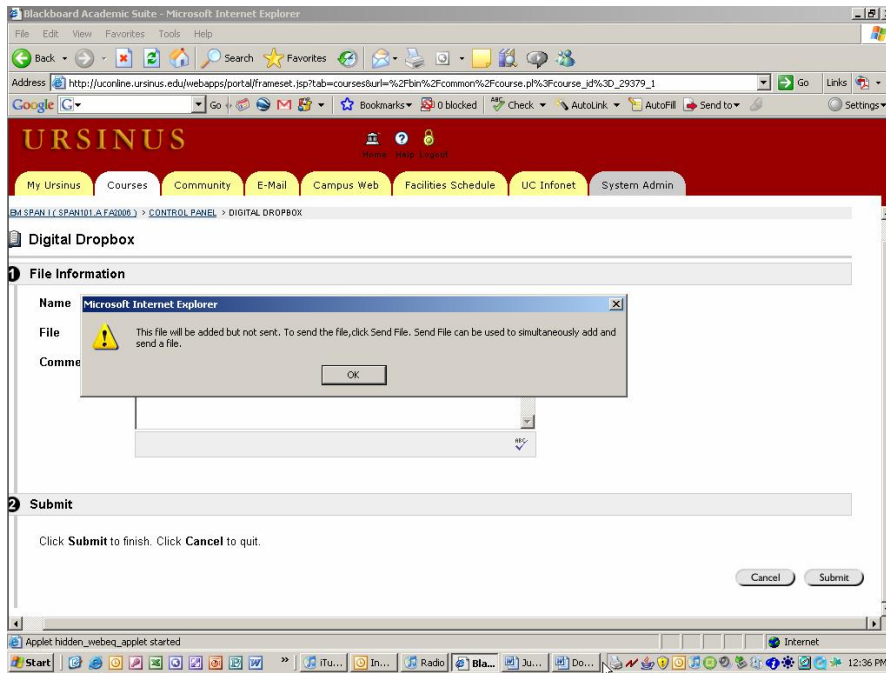


4. Click on Add File, fill in the required information.



5. Click on Submit

6. You will receive the message 'The file will be added but not sent. To send the file/click Send File.



7. Click the Send File button.

