



Student Handout: Submitting Assignments with the Digital Dropbox

Submitting Assignments with the Digital Dropbox

The Digital Dropbox is your personal storage area for computer files, as well as a handy tool for sending computer files/assignments back and forth between you and your instructor. Be sure you have updated anti-virus software installed on your computer if you will be using the Digital Dropbox.

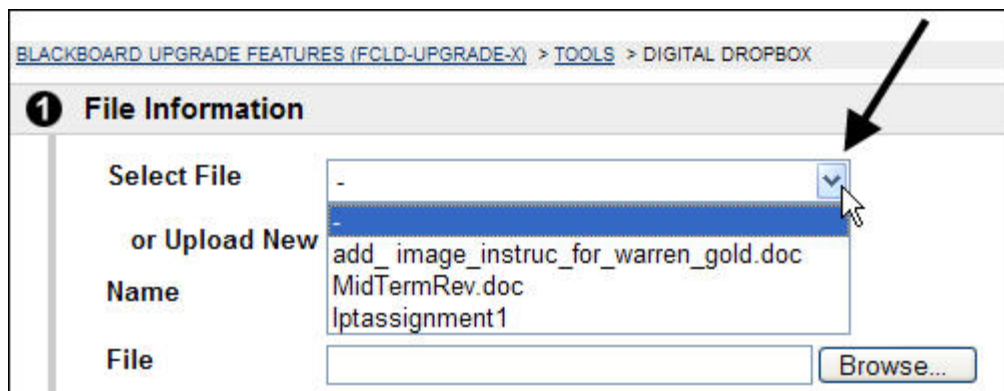
TIP: Before submitting your files, always add your initials to the file name (e.g. “homework1SMITH.doc”) to avoid files being overwritten. In addition, be sure to name your files using only alphabet and number characters with no spaces or other symbols. For example, a file with a name like this, “lptassignment#1.doc”, will not upload to Blackboard due to the “#” character in the file name.

Accessing the Digital Dropbox

- Scroll down to *Course Tools* in the box at the bottom of your Blackboard course menu.
- Click on **Course Tools** then **Digital Dropbox**.

Send a File to your Instructor

1. Click **Send File**.
2. Use the **Browse** button to select a file from your computer or use the dropdown menu to select from those already added to your Digital Dropbox.



Select a File to Send from Digital Dropbox

3. Click **Submit**.

NOTE: To verify that you actually sent an assignment, check to see if the file receipt in your Digital Dropbox says, “Submitted” following by a date (which means it was sent to the instructor), or “Posted on:” followed by a date (which means it was added but the Dropbox but NOT SENT).

Getting Help with Blackboard - Students

If you are having trouble accessing Blackboard, contact your instructor first. If your instructor is unable to help you, contact the Computer Support Center for further assistance.

ITS Help Desk – Computer Support Center

For general computer and Internet/network support questions (passwords, Internet/email problems, printer not working, banner, grades, etc.). The Computer Support Center has evening and weekend hours.

Phone: 768-5999

E-mail: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>