

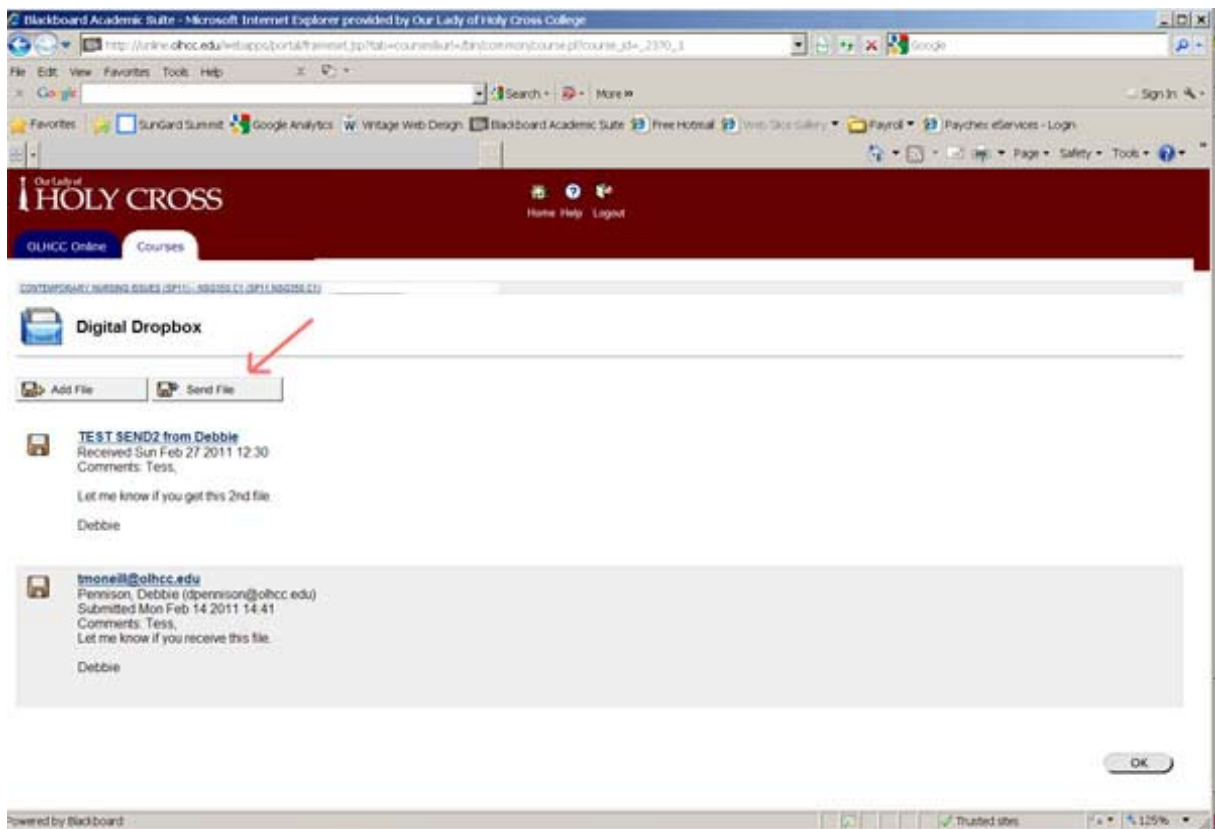
Digital Dropbox

As a reminder, you must save your document/assignment to your computer or flash drive before you can use the Digital Dropbox.

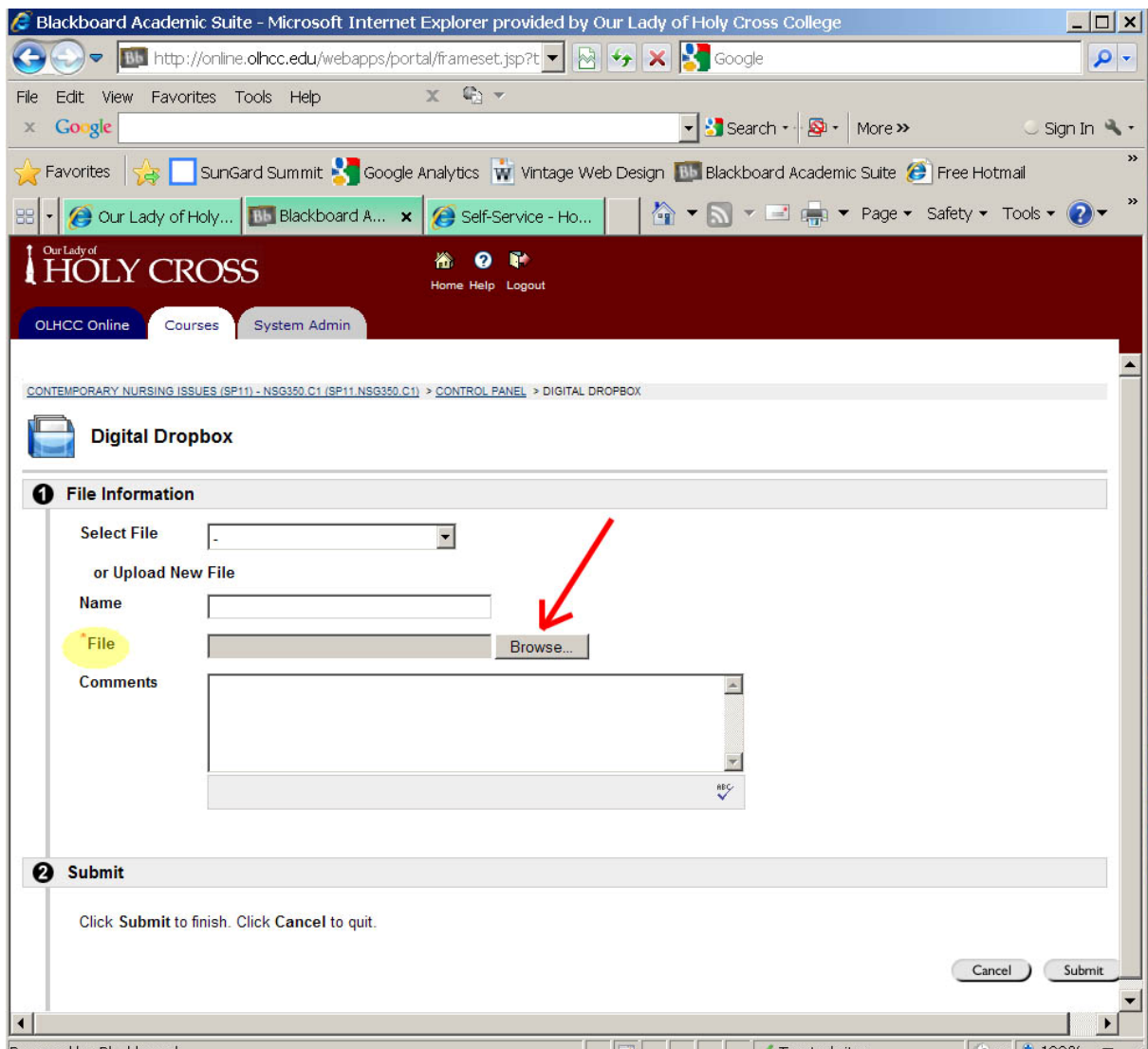
To submit your document

Click on the “Digital Dropbox” or “Dropbox” link on the left navigation column and the screen shown below will open. Click on the **SEND FILE** button in order for your professor to receive your file.

If you use the ‘Add File’ button, the document sits in your digital dropbox waiting for you to send it to the professor.



Select the file you previously saved on your computer or flash drive by clicking on the 'Browse' button shown below. Add any comments, if needed. **CLICK SUBMIT** at the bottom of the screen.



File Naming

In Blackboard, to ensure that your files can be opened and viewed, you must name the document appropriately. You name a file when you go to *Save*, or *Save As*. This is especially important when using the **Digital Dropbox**.

You must use these standard file-naming conventions in order for your professor to be able to open your document.

- Use only letters, numbers and underscores i.e. _ in filenames. Using an underscore to separate words in a file name makes it easier to read.
- Don't use spaces, commas, the pound sign (#), question marks, equal signs, dashes, at signs (@), or other special characters in your filenames.
- Don't use periods in the filename unless it's used **before** the file extension – i.e.: .txt, .ppt, .xls, .doc, jpg, etc.
- File names are case sensitive. It is recommend to use all lowercase letters in filenames.