

Digital Drop Box

To find the digital drop box click on Tools on the course menu then select Digital Drop Box. The Digital Drop Box contains three functions Add File (upload file to the Drop Box.), Send File (send a file to the instructor.), and Remove (remove a file from the Drop Box.) Please be aware that in order to send a file to your instructor you must first Add File then Send File.

To add a file you fill out the following fields then click the Add File button: (The Title and File fields must be included to add a file)

Title	Enter the title of the file.
File	Click Browse to locate a file or enter the exact path.
Comments	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

To send a file you fill out the following fields then click the Send File button: (The Select File or File and Title fields must be included to add a file)

Select File	Click the drop-down arrow and select a file to send.
Title	Enter the title of the file.
File	Click Browse to upload a file and send it to the Instructor or Leader.
Comments	Enter any comments about the file. These comments will appear beneath the title.

The following date and time information is included in files:

- Files sent to the Instructor will show the date and time submitted.
- Files that are added to the Drop Box but not sent will show the date and time posted.
- Files sent from the Instructor will show the date and time received.