

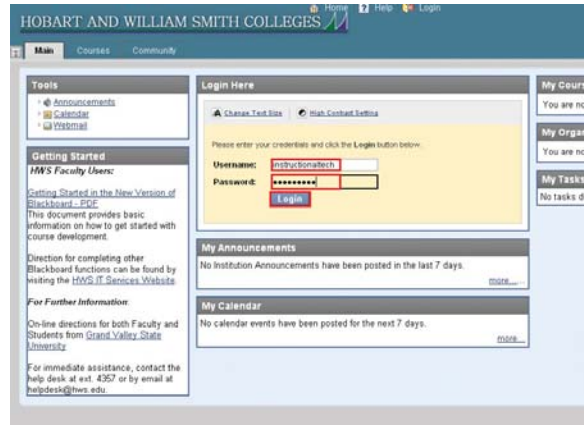
Using Digital Drop Box Files

Recovering drop box files from previous versions of Blackboard

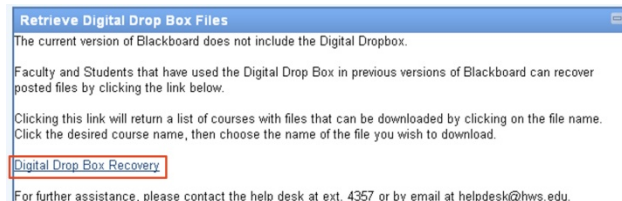
The old dropbox has been completely removed from the Blackboard in the latest Blackboard version, so the dropbox cannot be accessed anymore to retrieve the legacy files. A recovery tool has been created to alleviate this.

To recover digital dropbox files:

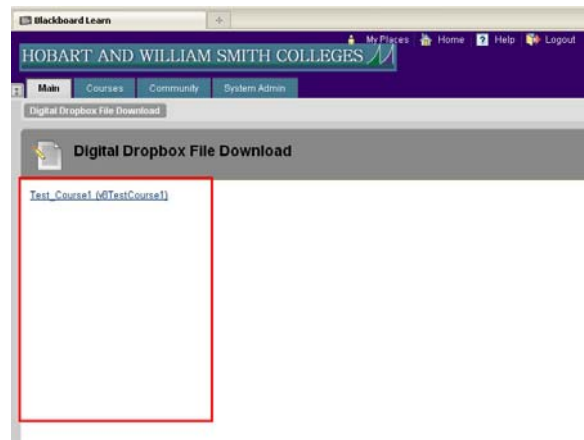
1. On the Blackboard landing page enter your HWS Username and Password
2. Click **Login**



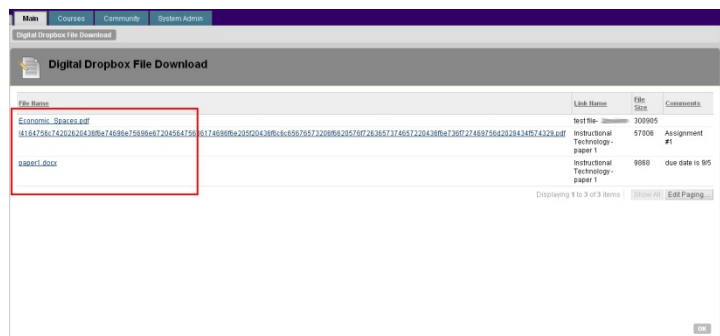
3. On the Login screen, In the Retrieve Digital Drop Box Files box, click **Digital Drop Box Recovery** link



4. On the next screen, from the list, click on the **course**



5. On the next screen, click on the **name of the file** you wish to download



Note: If this tool was used for several semesters there may be more than one page of files.