

How to Save Files Properly for Uploading into Blackboard

1. Keep all filenames to 32 characters or less
2. Do not use any special characters (except for the underscore (“_”) in course item names. This includes attachments, assignment names, discussion board posting titles, and folder and item names.
3. For **MAC** users make sure that the file extension is added at the end (.docx for a word document as an example). It should look something like this in the Save window:

Myfilename.docx

For other types of files try using:

- .xlsx for Excel spreadsheets
 - .pptx for PowerPoint presentations
 - If saving in an older format such as 97-2004, the “x” at the end of the extension is not used.
4. Close the file on your computer before uploading it to Blackboard. Uploading an open file may result in the file being corrupted.