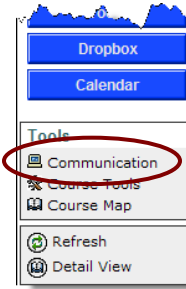


How do I Use a Group File Exchange?

The group file exchange tool allows you to post files for others within your group to access for viewing or saving.

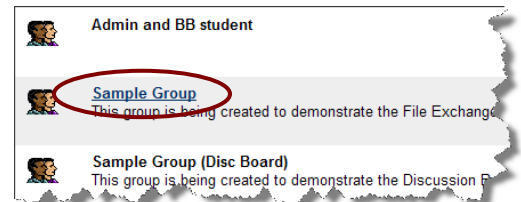
1. While in your Blackboard Course, click **Communication**.



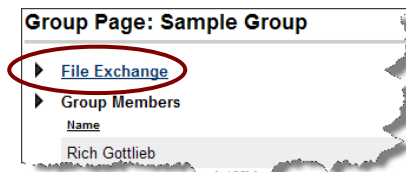
2. Click **Group Pages**.



3. Click on the **name of the group** you want to access.

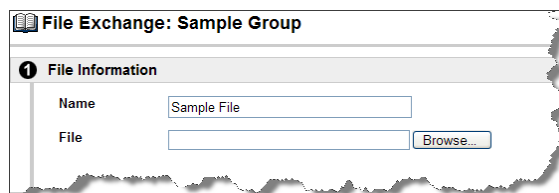


4. Click **File Exchange**.



Adding a File

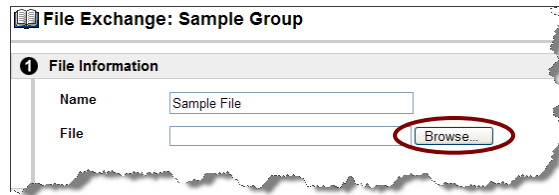
1. Click .
2. Type a **name for the file** you will upload.



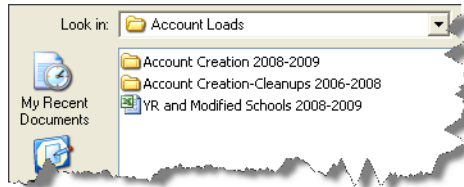
Blackboard

Using a Group File Exchange

3. Click .



4. Click on **your file**.



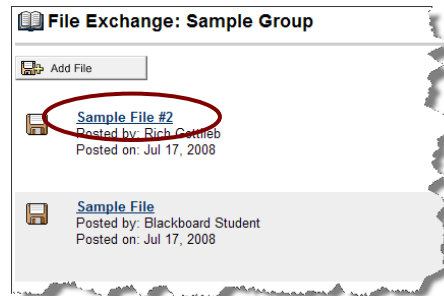
5. Click .

6. Click .

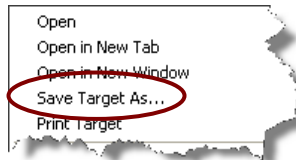
7. Click .

Downloading an Existing File from Your Group File Exchange

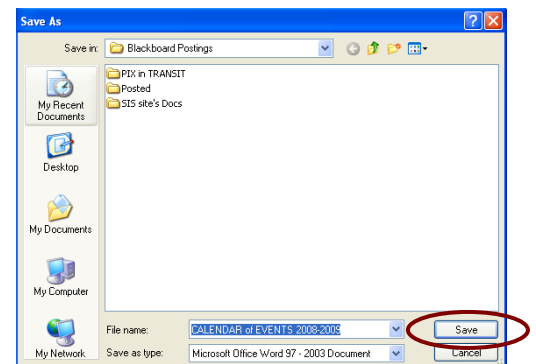
1. Right click on the **file name**.



2. Choose **"Save Target as..."**



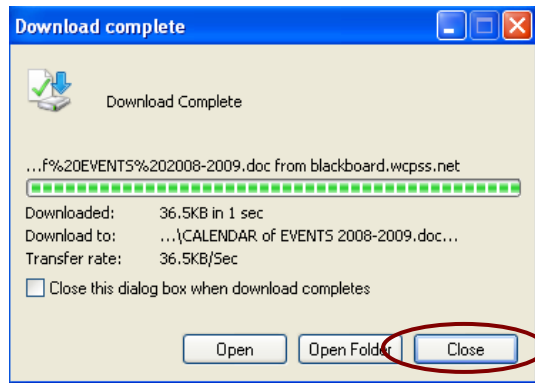
3. Click after finding the location where you would like to have it stored.



Blackboard

Using a Group File Exchange

4. Click .



You have now saved the document to your computer or an external device and can now begin modifying it and add it back to your group file exchange in Blackboard, if necessary.