

## Uploading a File in File Exchange

To upload a file, click **Add File**. Then type in a **Name** and select the file you would like to upload by clicking **Browse My Computer**, select the file, and click **OK**. You will see the file appear in the file information box, double check and make sure this is the file you wish to upload. Then click **Submit** to post the document.

**Add File**

★ Indicates a required field.

Cancel Submit

**1. File Information**

★ Name

★ Attach File

Selected File File Name Group work in Online Learning.docx

**2. Submit**

Cancel Submit

Once submitted, the document will be uploaded to the group file exchange. Anyone in the group can see the document in the file exchange section.

**File Exchange**

Add File

Delete

File Name	Posted by	File size (bytes)	Date Posted
<input type="checkbox"/> Group 1_Online learning	Erin Silva	186692	Monday, December 3, 2012 11:18:14 AM CST

Delete

Displaying 1 to 1 of 1 items Show All Edit Paging...

When the title is clicked, a prompt box will appear to open or save the document.

**File Exchange**

Add File

Delete

File Name

Group 1\_Online learning

Delete

Opening Group work in Online Learning.docx

You have chosen to open:

Group work in Online Learning.docx  
which is a: Microsoft Word document (182 KB)  
from: <https://erikson.blackboard.com>

What should Firefox do with this file?

Open with Microsoft Word (default)

Save File

Do this automatically for files like this from now on.

Cancel OK