

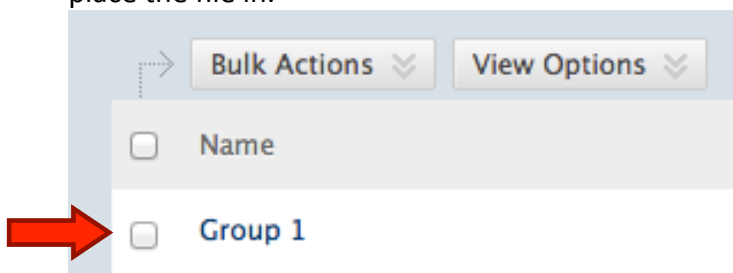
STUDENT TUTORIAL: GROUPS FILE EXCHANGE

WHY WOULD YOU USE THIS FEATURE:

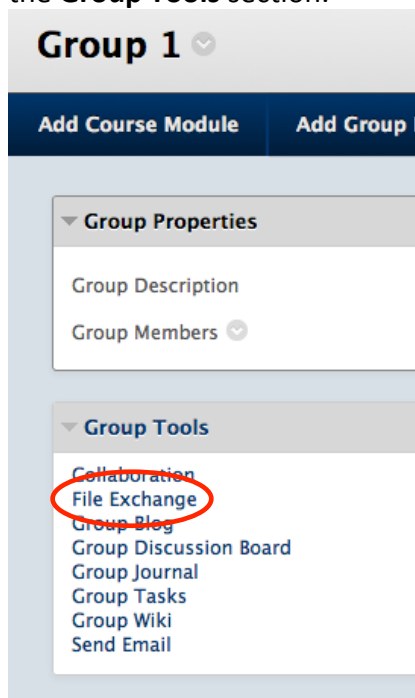
File Exchange is a very useful feature for groups because it provides a central file storage location for all relevant files that may apply to group work. Rather than sending files via email or holding hard copies of them for the group, members can simply go to the file exchange page to submit and access all the files group member need. The following will demonstrate how to access the file exchange menu and add files to it.

HOW TO ACCESS THE FILE EXCHANGE MENU:

1. Access your course within **Blackboard**.
2. Locate the list of your groups under the course menu. Select the group you want to place the file in.

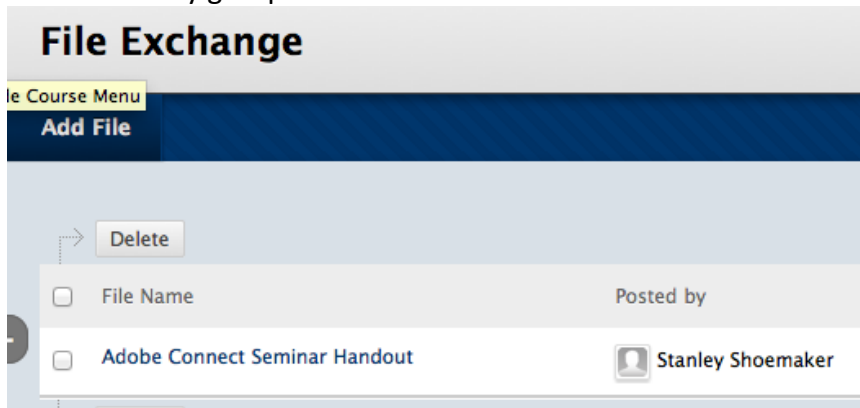


3. To access the File Exchange menu, click on group's name and select **File Exchange** under the **Group Tools** section.



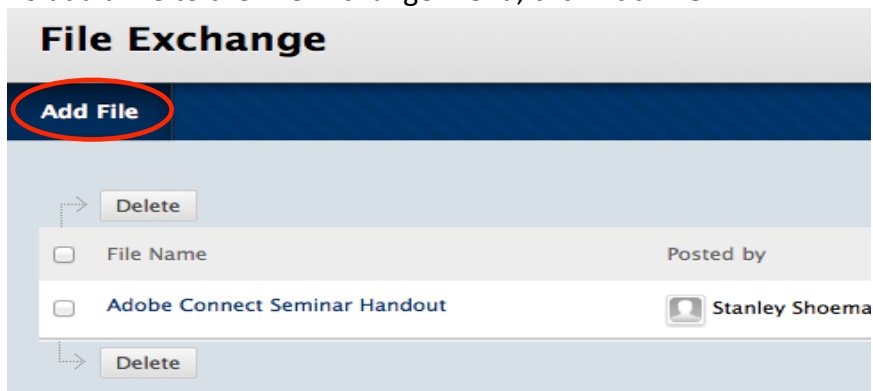
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- This will take you to the File Exchange menu where you can access all files that have been added by group members.

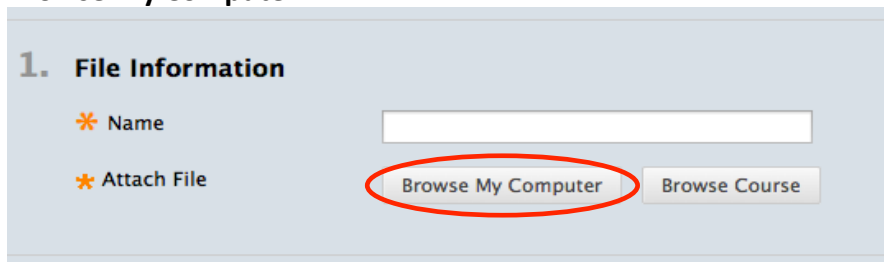


HOW TO ADD FILES TO THE FILE EXCHANGE MENU:

- To add a file to the File Exchange menu, click **Add File**.



- Provide a name for your file (something your group will be able to recognize) then click **Browse My Computer**.



Note: It is strongly suggested that you determine a file naming convention and use versioning to help differentiate the latest version of the file. Blackboard will provide a timestamp but it is wise to add your own naming convention to best determine the current version.

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<http://www.utc.edu/learn/>

3. Locate the file in your computer and click **Open** to attach the file. When you are finished, click **Submit**.
4. A message will appear indicating the successful submission of your file. Your file will now appear in the File Exchange menu.

Success: Group File Added