

You can upload file attachments in your course, such as to an assignment. Users select a link to open a file that appears in the course.

After you upload a file, you may be able to edit the link name to the file. This link title appears to users instead of the name of the document. For example, type "My Introduction" as the link title instead of the file name "introduction.doc."

Accepted characters in file names

Blackboard Learn allows the use of all characters in file names. However, a user's operating system and the browser may limit the types of characters accepted. For example, some browsers don't accept characters that are wider. Some browsers may not have the languages installed to display the special alphabetic characters specific to them.



Recognized attachment file types

The system recognizes several file types by default. These files open directly in the browser or an associated application. If the system doesn't recognize the file type, users can download the attached file and open it on their computers.

Extension	File Type	Programs Associated with the
		File Type
AAM	Multimedia	Macromedia Authorware plug in.
		The AAM file is the starting
		point for a series of files that
		must be enclosed in a ZIP file.
AIFF	Audio	AIFF is an uncompressed audio
		format. AIFF files tend to be
		large.
ASF	Multimedia	Microsoft .NET Show.
		ASF files can contain audio,
		video, images, and text.
AU	Audio	Real Audio Player
AVI	Video	Video Player - Windows only
DOC, DOCX	Text	Microsoft Word – word processor
EXE	Executable	Executive files are applications.
		Some network security policies
		and firewalls might prohibit users
		from downloading executable
		files. (If your institution uses a
		newer version of Blackboard
		Learn, you may not be able to
		upload files of this type. Contact
		your administrator for help)



Chart continued:

GIF	Image	Graphics program or web
		browser
HTML, HTM	Web page	HTML editor or web browser
JPG, JPEG	Image	Graphics program or web
		browser
ЛF	Image	Graphics program or web
		browser
MP3	Audio	Audio program
MP4	Video	Video player
MPE	Audio/Video	Audio program
MPG, MPEG	Video	Video player
MOOV, MOVIE	Movie	QuickTime movie
MOV	Video	Movie or media player
NUMBERS	Spreadsheet	Apple numbers
PDF	Text	Adobe Acrobat Reader
PNG	Image	Graphics editor or web browser
PPT, PPTX, PPS	Slideshow	Microsoft PowerPoint,
		PowerPoint Player
QT	Movie	QuickTime
RA	Audio	Real Audio Player
RAM	Video	Real Audio Movie
RM	Audio	Audio program
RTF	Text	Word processor
SWF	Multimedia	Macromedia Shockwave plug-in
TIFF, TIF	Image	Graphics program or web
	_	browser



Chart continued:

TXT	Text	Text or HTML editor, word
		processor
WAV	Audio	Audio program
WMA	Audio	Audio program
WMF	Graphic	Microsoft Windows
WMV	Media/Audio	Microsoft Windows
WDP	Text	WordPerfect or another word
		processor
XLS, XLSX	Spreadsheet	Microsoft Excel
ZIP	Compressed package	WinZip

Note: File size is restricted to 3.5 Mb. This applies to instructors and students, whether it is a document or an attachment in an email or Discussion Board posting. Files larger than 3.5 Mb will either need to be split into parts or optimized to reduce file size.