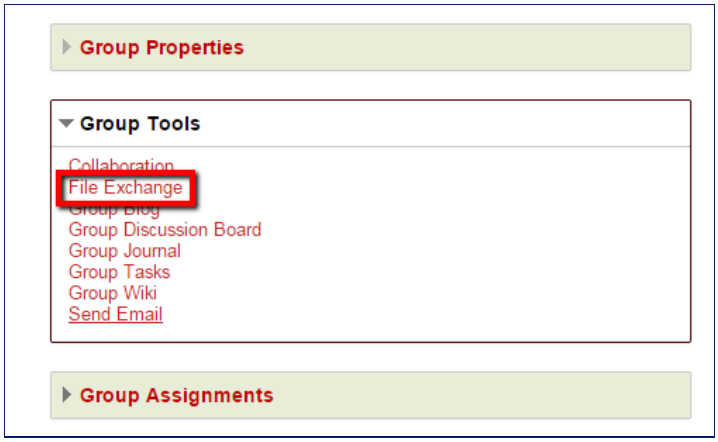
# Blackboard 9.1 Group File Exchange

File Exchange allows students within a Group to exchange files without depending on email. The File Exchange page displays a list of shared files and provides a button to add files.

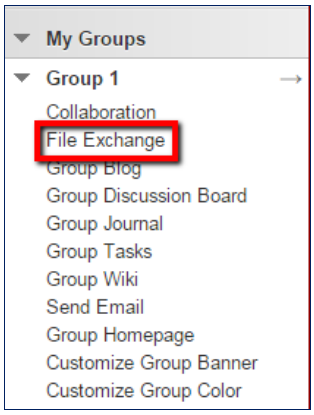
1. Students may navigate to File Exchange in one of two ways:

   - Click the **Groups** link in the **Tools** area, and then the name of the Group. In the Group Tools section of the Group Home Page, click **File Exchange**.

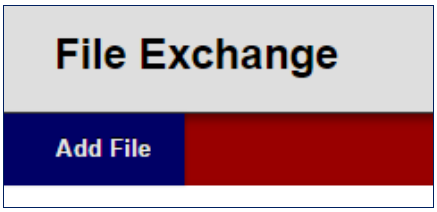



—OR—

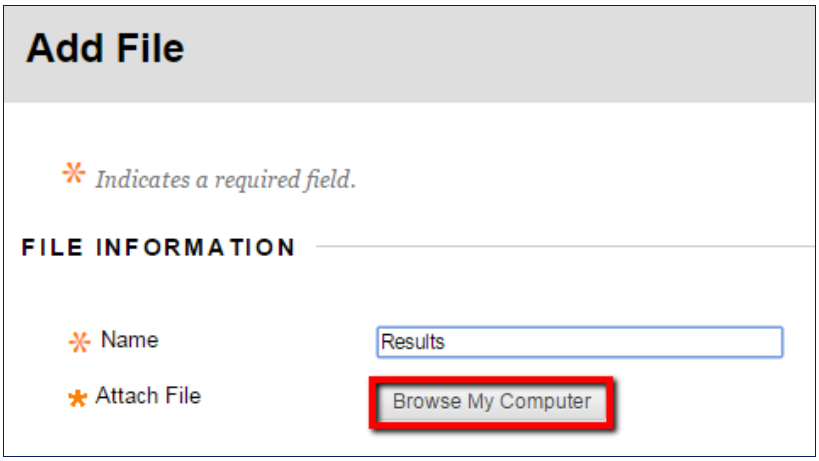
   - Expand **My Groups** below the Course Menu, click the name the Group, and then click **File Exchange**.



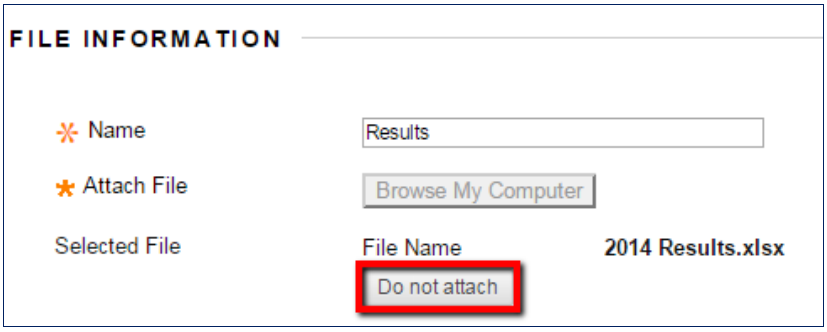
2. To add a file for your Group's members to view or modify, click the **Add File** button on the action bar.



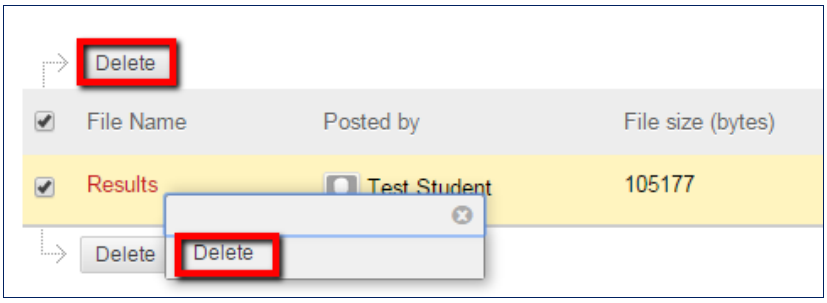

3. Type a name for the file in the text box next to name. This does not have to be the same as the file name. Click **Browse My Computer** to upload a file from a drive. Click **Submit** when you have added your file.

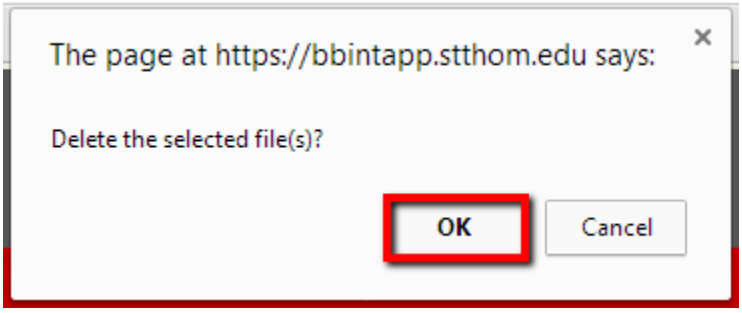



4. If you add the wrong file by mistake, click the **Do Not Attach** button to remove it, then browse for the correct file.




5. Any student in the Group may delete any file from the File Exchange. To delete one or more files, check the checkboxes next to the files you wish to delete, and then click **Delete** from above or below the list. You may also click the contextual arrow next to a file name and select **Delete** to remove a single file. In either case, you will be prompted for confirmation; click **OK** on the message box.


Delete
File Name
Posted by
File size (bytes)
Results
Test Student
105177
Delete
Delete


The page at https://bbintapp.stthom.edu says:
Delete the selected file(s)?
OK
Cancel