

File Naming Conventions for Blackboard

If you are uploading files to Blackboard or attaching files to a Blackboard Discussion Board post, remember the following simple naming conventions to prevent problems with the file opening correctly:

- Use only letters, numbers and underscores (_) in filenames.
- Do include extensions on filename. The valid extension for a Word document is .doc, PowerPoint is .ppt and Excel is .xls.
- Do not use periods anywhere else in your filenames except before the extension.
- Do not use spaces, commas, pound signs (#), question marks, equal signs, dashes or any other special characters in your filenames. (e.g., never use "Chapter#1.doc". The "#" symbol is a special character in web pages that will prevent the file from opening correctly.)

IN GENERAL: Any files that will be uploaded in Blackboard should have short, simple names such as homework1 or test3 and must not include any character beyond letters, numbers, spaces and underscore.