

## File Naming Convention In Blackboard

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Blackboard is sensitive to names of files being uploaded. Please note the following criteria when uploading all files:

- The name of an uploaded file should contain **no more than 12 characters**
- The name of an uploaded file should contain **no special characters**, such as: (!) (#) (\$) (%) (&) (-) etc...  
**Underscores are considered special characters, however, they will work within the naming convention**
- The name of an uploaded file should contain **no spaces**

Examples of correct file names:

MJ\_Paper1.doc

Homework2.doc

Paper\_draft1.doc

### **Please Note**

Firefox is the recommended browser for all Blackboard use.

If you have further questions or need assistance, and you are **faculty or staff** please contact the Faculty/Staff Helpdesk at: 212-772-4357. If you are a **student** please contact the Student Helpdesk at: 212-650-3624.