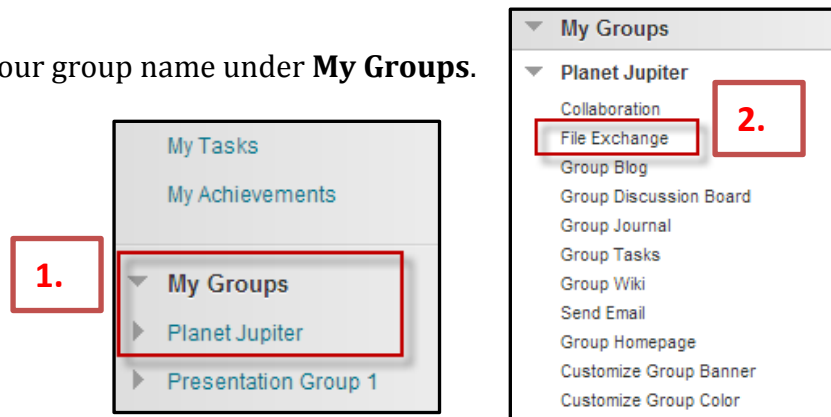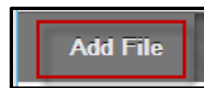# File Sharing

Students can exchange files between group members if the instructor has granted access to this tool.

1. Find your group name under **My Groups**.
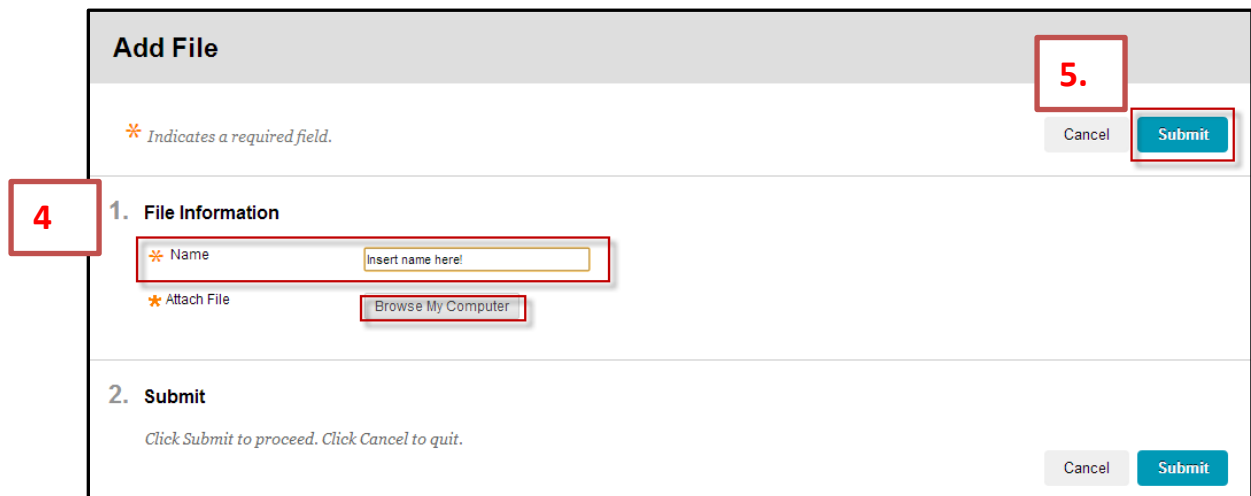

2. Click your **group name** for more options. Click **File Exchange**

3. Click **Add File** on the action bar.

4. Under **Name,** enter the name of the file that you wish to exchange. Click **Browse My Computer** to find the file.

5. Click **Submit**.

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or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**