If You Don’t Know How to Download a File in Blackboard

1. To download a file in Blackboard, click on the file.
2. Your Internet browser may vary in what happens next, so these are general directions. The Internet browser displays a dialog box so you can Open (but it is not saved automatically) or Save or Save As.
*Tips:* Choose Save As and save this to your Desktop initially. (You can move it later to your section of your computer for history work.)
3. On the desktop, click on the file. ***Tip:*** You may have to do something such as click a button to enable editing.
4. Complete the file and be sure to save it.