Add attachments to media in Blackboard (legacy)

Content updated: 12/18/2024

This article is designated for all users.

About

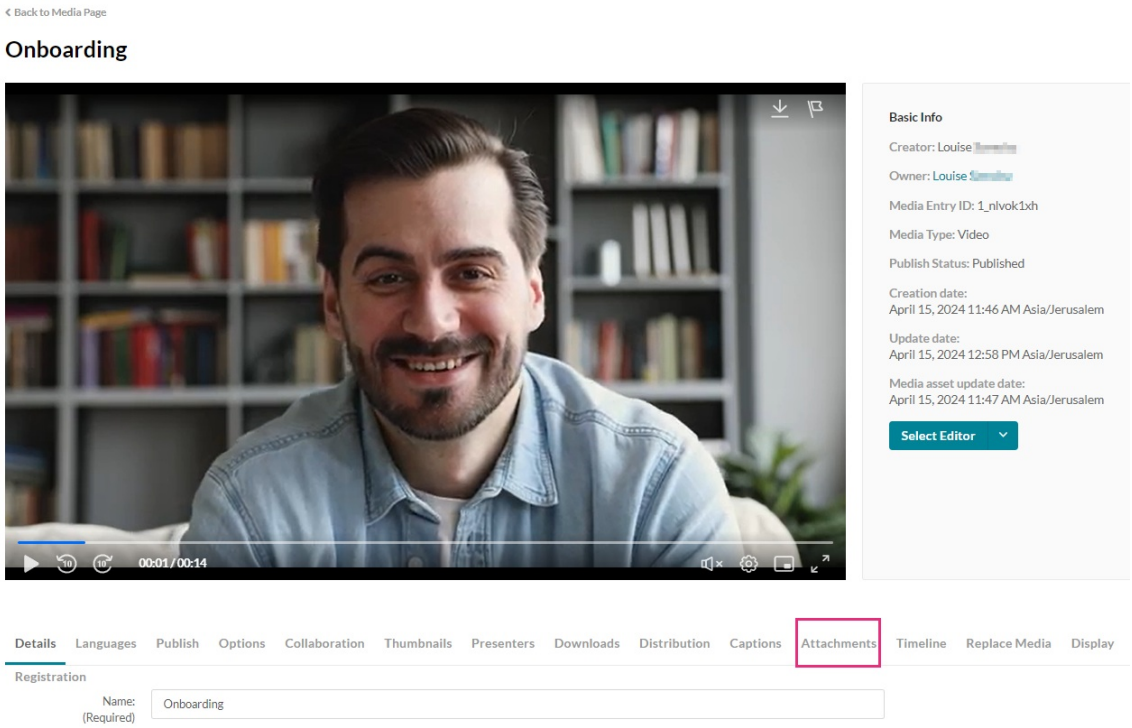
Attach files to your media effortlessly, allowing viewers to download them before, during, or after watching the content.

This feature requires the Attachments module to be enabled.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the LMS Rich Media Extensions category.

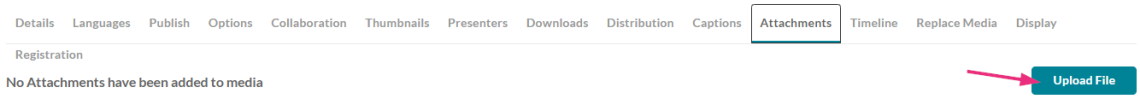
Upload attachments

1. Access the edit media page.

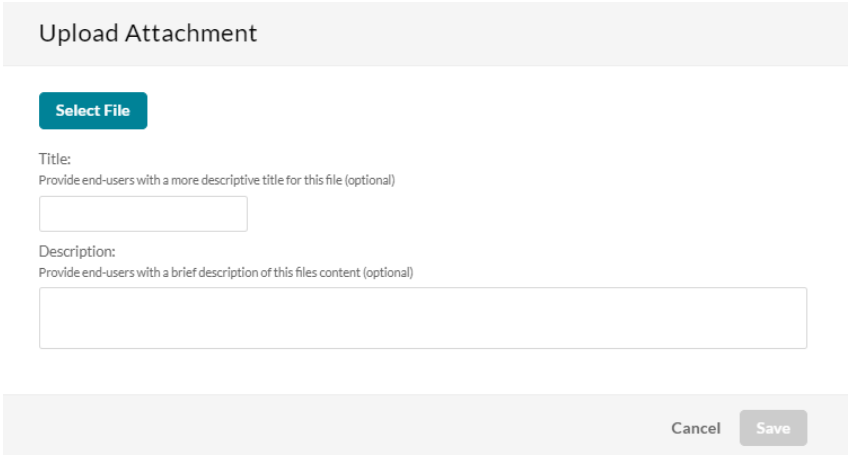


2. Click the **Attachments** tab.
3. Click **Upload File**.

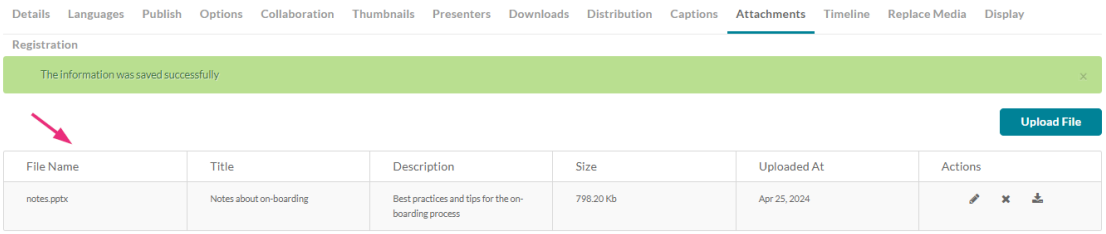
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The **Upload Attachment** window displays.



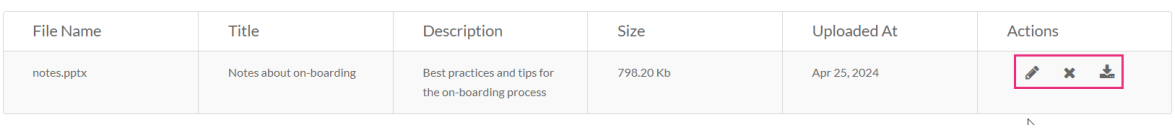
4. Click **Select File**.
5. Select the file you want to upload as an attachment and click **Open**.
   Once the file has uploaded, a success message displays: *Upload Completed*.
6. Type in a title and a description for the attachment (optional).
7. Click **Save**.
   A success message displays: *The information was saved successfully.*
   The file is saved as an attachment to your media file. Information about the attachment appears in a table.



To upload another attachment, repeat steps 3-7 above.

Actions

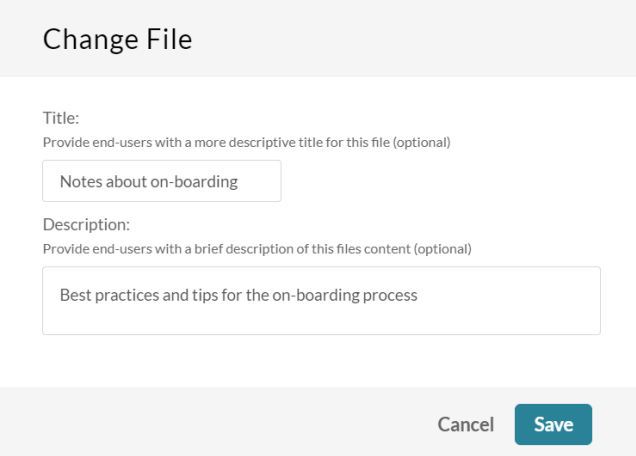
You can use the options in the **Actions** column to perform various actions.



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Edit the title or description of the attachment

1. Click the pencil icon.
   The Change File window displays.
2. Modify the title and description as desired.



3. Click **Save**.

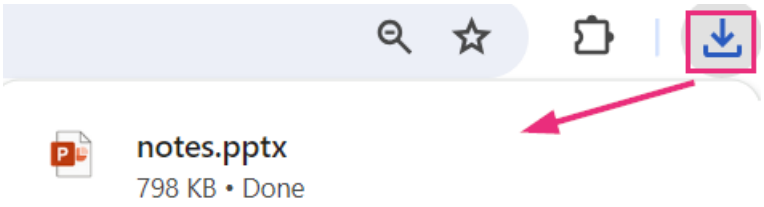
Delete the attachment

1. Click the **X**.
   A confirmation window opens.
2. Click **Delete**.

Download the attachment

Click the download icon.

The file downloads to your computer.



The supported file types for media attachments can be documents, spreadsheets, presentations, audio/video files, and images, including:
Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF; *.wmv;*.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF
Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx',

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'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt','swf','pdf'

Image files - "jpg", "jpeg", "bmp", "png", "gif", "tif", "tiff"

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