



File Types & Submission Formats

D2L
BRIGHTSPACE

What will be covered in this guide?

This guide will provide information about how to identify and adhere to file type requirements in Brightspace assignments. It will also provide information about the different file types supported for Brightspace assignments.

Determine File Type Submission Requirements

1. Log in to UCM's Brightspace instance and navigate to your course. Navigate to the assignment within the content area or by visiting **Assessment > Assignments**. Click on the assignment (link will be denoted in Blue) to open the assignment instructions.

The screenshot shows the Brightspace interface for an assignment submission. At the top, the University of Central Missouri logo is visible. The navigation bar includes links for Course Home, Course Tools, Content, Assessment, Grades, JCKL, Calendar, and Help. The assignment title is 'Reflective Writing Assignment: The Evolution of Your Creative Style'. A red callout box points to the 'Show Assignment Information' link, stating 'Instructions collapsed to save space'. Below the title, the 'Submit Assignment' section is highlighted with a yellow box. It shows 'Allowed File Extensions' as 'pdf'. Under 'Files to submit', it indicates '(0) file(s) to submit'. A note states 'After uploading, you must click Submit to complete the submission.' Below this, there are three buttons: 'Add a File' (highlighted with a yellow box), 'Record Audio', and 'Record Video'. At the bottom, there is a 'Comments' section with a rich text editor and a text area for submission comments. The text area contains the instruction: 'Submission comments to instructor can be entered here, if desired.' At the very bottom, there are 'Submit' and 'Cancel' buttons.

2. When you read the instructions and submission requirements, the instructor may require certain file types for submission. When in doubt, PDF is the most compatible format for viewing. You can save/download PDFs from Google Docs and Microsoft Word. The above screenshot shows that PDF is the only allowed file type. If multiple file types are allowed,

they will all be listed. After browsing your computer for the submission, be sure to click the **Submit** button to complete your task.

A Guide to File Types

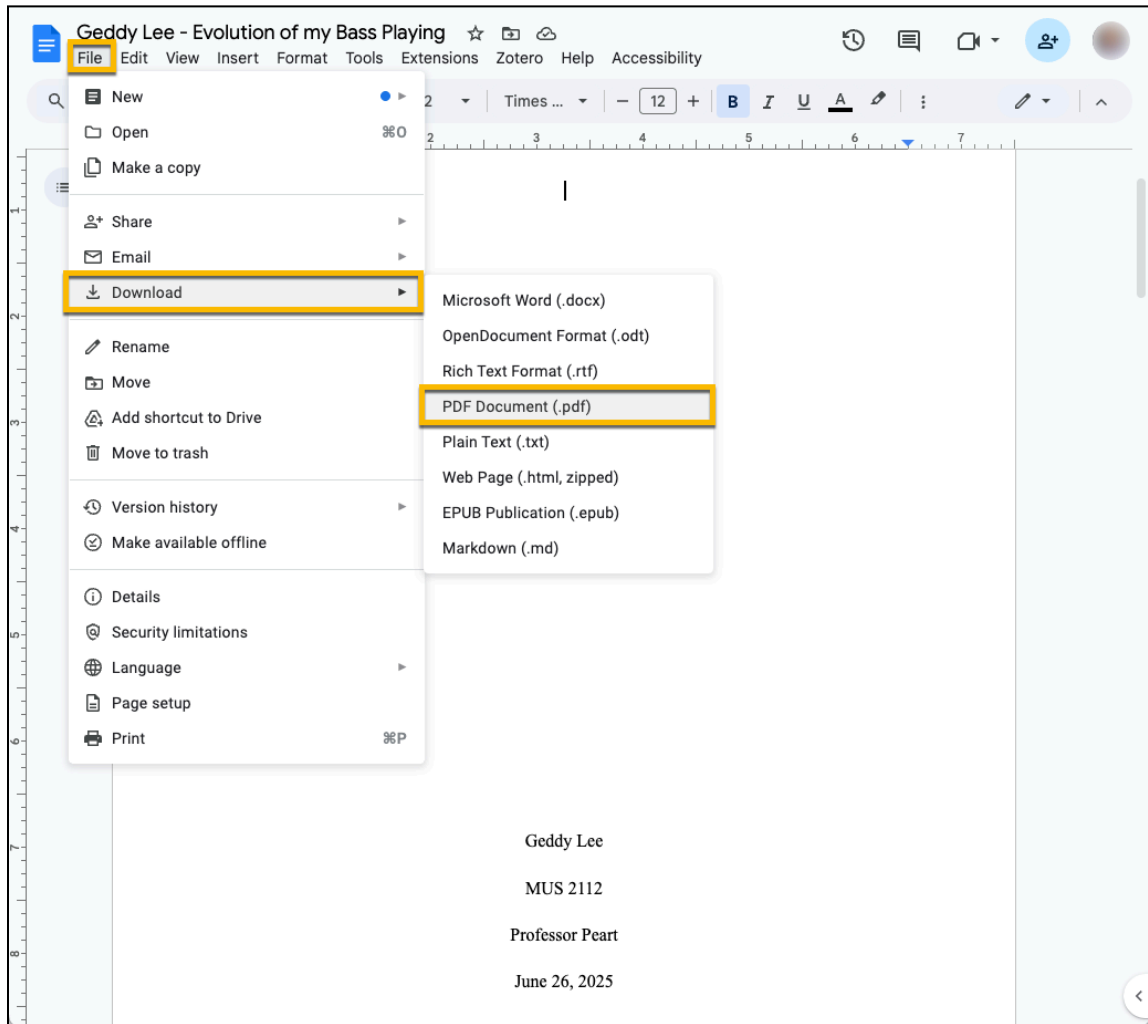
Brightspace provides a guide to the different file types that can be used. It can be found by clicking on the link to this page, [What kind of files can I use for course content?](#)

You can also refer to the table below

File Extension	File Type	Notes
HTM, HTML, MHT, MHML	Web document	Brightspace strips the <title> tag and text within the tag from user created web documents
RFT, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD, XLSX, XLS	Text documents	When embedded in Content, PowerPoint presentations that contain animations do not play; however, downloading the PowerPoint presentations saves them in their native file format, allowing the animations to play
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Images	
SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA	Media	The extensions MP4, M4V, and M4A allow users to drag entire albums, video podcasts, and movies from iTunes

Save a PDF from Google Docs

1. Create your submission in Google Docs. When you are ready to submit, navigate to **File > Download > PDF Document**. *Note: You can also download as a Microsoft Word document if needed.*



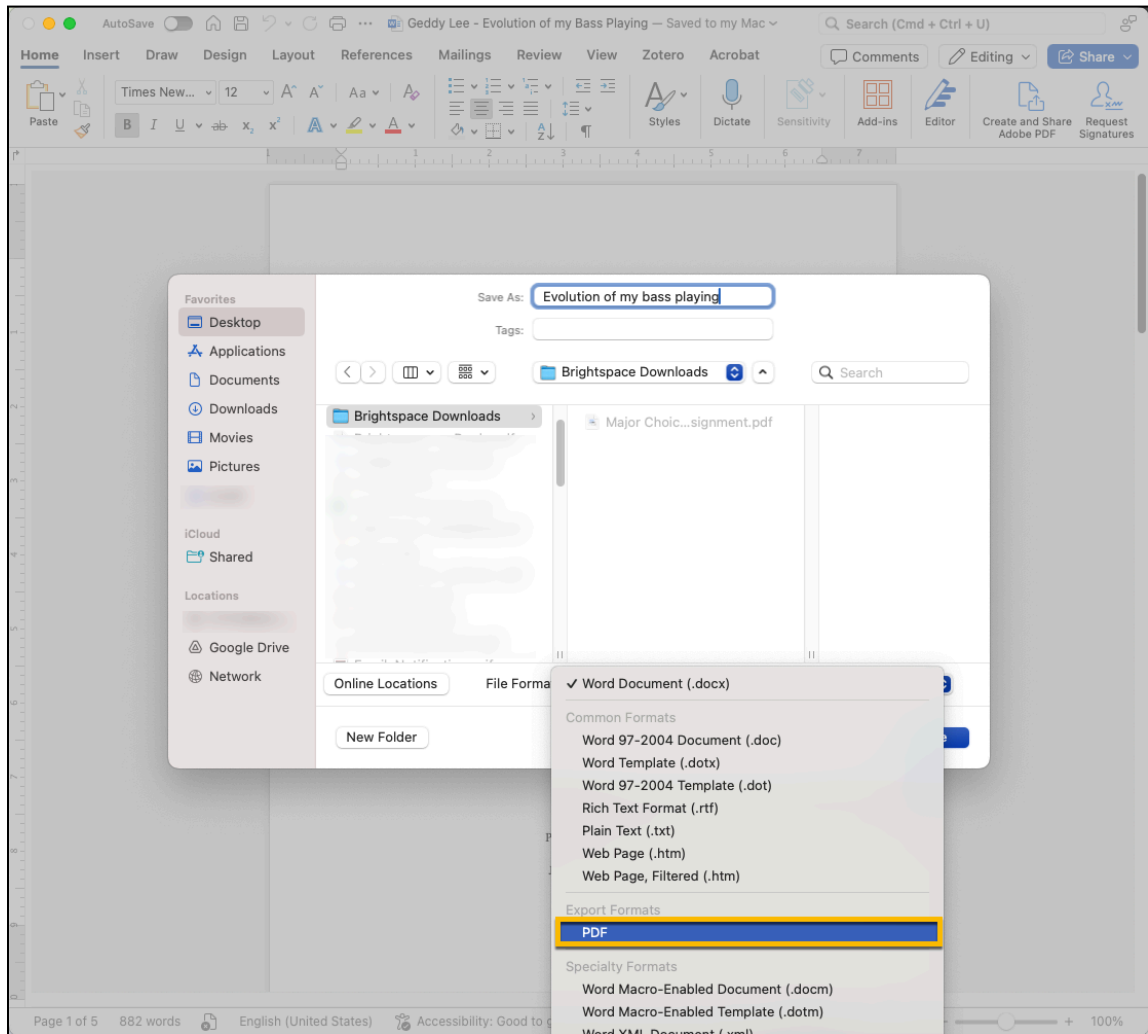
2. From there, you can locate the file on your desktop, and submit according to the instructions in [Brightspace Student Training: Upload Files & Submit Assignments](#)

Save a PDF from Microsoft Word

1. Inside Microsoft Word, navigate to **File > Save As**

- New Document ⌘ N
- New from Template... ⇧ ⌘ P
- Open... ⌘ O
- Open Recent >
- Close ⌘ W
- Save ⌘ S
- Save As... ⇧ ⌘ S
- Save as Template...
- Move...
- Rename...
- Browse Version History
- Share >
- Always Open Read-Only
- Restrict Permissions >
- Reduce File Size...
- Page Setup...
- Print... ⌘ P
- Properties...

2. From the Save As dialog box, look for **File Format** and change from .docx to **PDF**.



3. From there, you can locate the file on your desktop, and submit according to the instructions in [Brightspace Student Training: Upload Files & Submit Assignments](#)

Need Further Assistance?

For further assistance please contact DLII at dlII@ucmo.edu