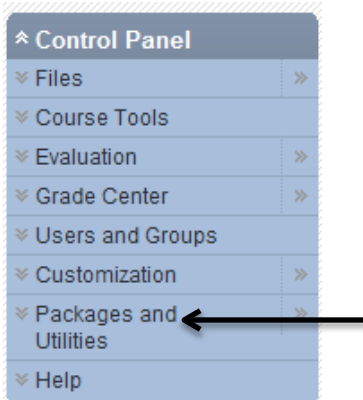


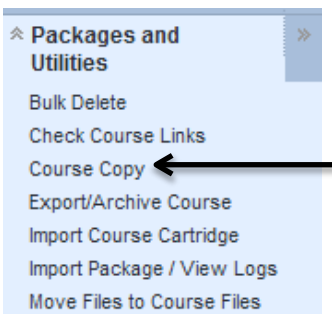
Checking Your Course File Size and Clean Up Your Course

By Scott Badger

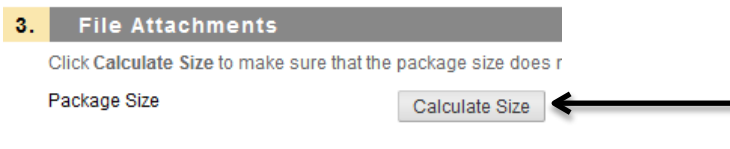
As you are starting to prepare your Fall, Spring, or Summer courses, please make sure you clean out your Course Files area. When courses are copied over from old semesters, old course files are placed into a folder. If they are not cleaned and moved out, over time, various copies and versions of files accumulate – pushing the file limit over the **500MG limit** set on courses. To avoid this, when you copy over old courses please clean up the course files area after you have copied your course over.



2. On the Control Panel, Select **Packages and Utilities**.



3. Click on **Course Copy**.



4. Scroll down to **3. File Attachments** and click the **Calculate Size** button.



5. You will now see your course file size.


Course Files Cleanup

COURSE MANAGEMENT

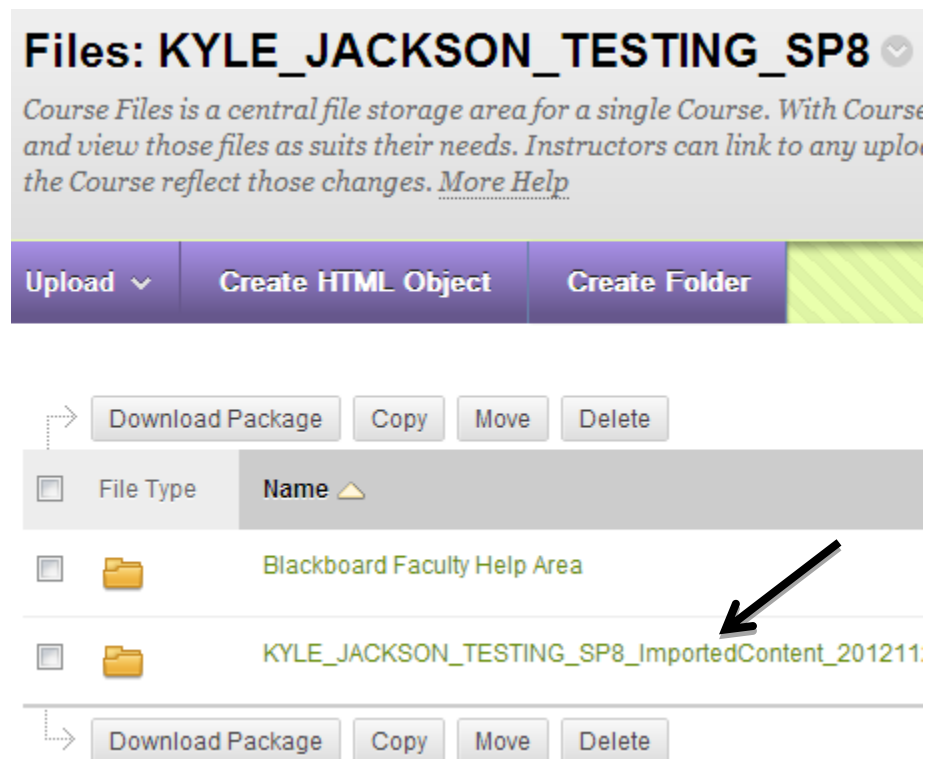
▼ Control Panel

▼ Files

KYLE_JACKSON_TESTING_SP8



1. From the **Course Management** section below **Control Panel**, select **Files** > name of your course.




Note: The **Blackboard Faculty Help Area** folder comes over from the Template.

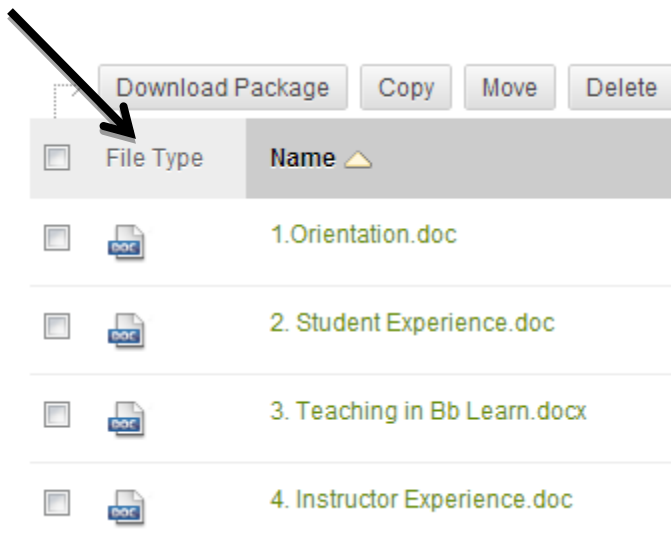
2. Click on the folder that has the **name of your course_ImportContent_#####**.

Displaying 1 to 4 of 4 items

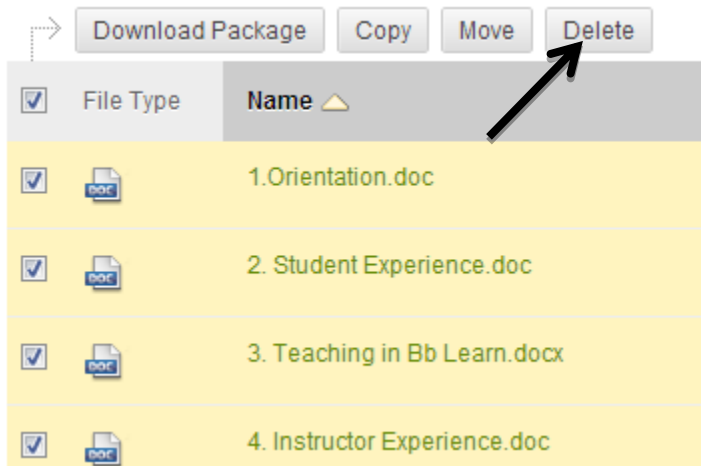
Show All



3. Click on the **Show All** button so that you are seeing all of the files.



4. Click the **Select All** button.



5. Click **Move**.

2. Destination

Browse to select a destination folder for this content.

* Destination Browse

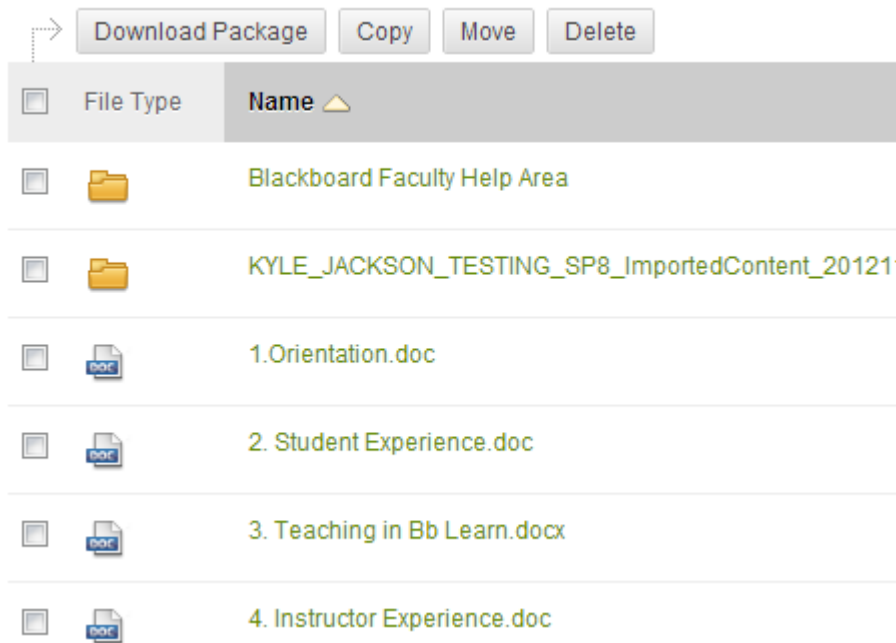
If selected, the system automatically overwrite

6. Under **2. Destination**, click **Browse**.

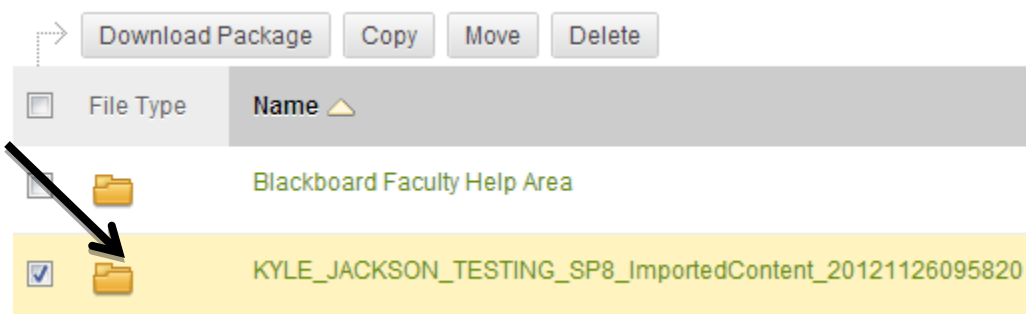


Select current directory (KYLE_JACKSON_TESTING_SP8)

7. Turn on “Select current directory (name of your course)”
8. Turn on “If selected, the system automatically overwrites the existing file with the same name.”
9. Click **Submit**.
10. Click **Submit**.

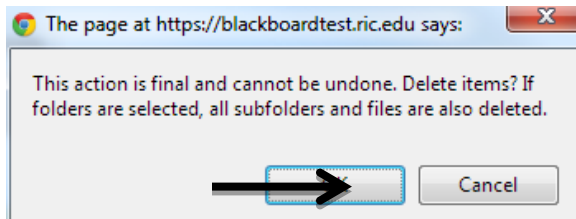


11. The files are now located in your **Course Files** root directory.



12. Select the name of your **course_ImportedContent_#####** folder.

13. Click **Delete**.



14. Click **Ok** to confirm the deletion.