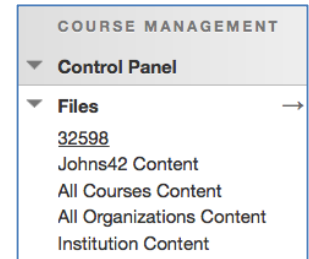


How to Shrink Your Large Course

If you have calculated the size of your Blackboard course and it is over 3 GB, you may need to clean up some files. Some courses are large intentionally because it has large files in it. Some courses are large accidentally because of many course copies and you can clean these up using the instructions below.

1. Go into Blackboard and then go into a course. Scroll down to the bottom to expand the “Files” link. Select the first option, which is the CRN number “32598.”
2. You will see a list of files. Each file selected below is a duplicate as indicated by (1), (2), (3), in the filename.



Course Content: 80731.201608

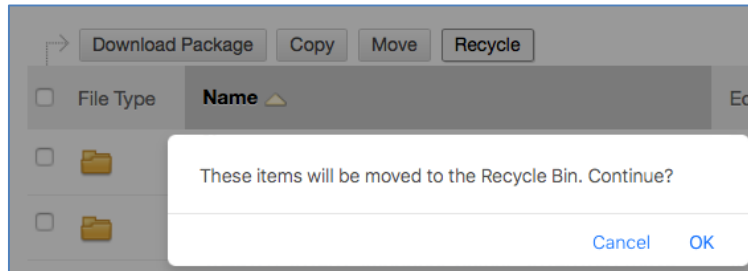
*The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)*

Upload ▾ Create Folder Set Up Shared Location

Download Package Copy Move Recycle Refresh Page 1 of 9 > >>

<input type="checkbox"/>	File Type	Name ▲	Edited	Size	Permissions
<input checked="" type="checkbox"/>	Folder	10657(1).201601_ImportedContent_20160104022947	Aug 23, 2016 2:46:40 PM	191.5 MB	
<input checked="" type="checkbox"/>	Folder	10657(1).201601_ImportedContent_20160105110935	Aug 23, 2016 2:46:41 PM	252.9 MB	
<input checked="" type="checkbox"/>	Folder	10657(2).201601_ImportedContent_20160104022947	Oct 7, 2016 1:34:08 PM	191.5 MB	
<input checked="" type="checkbox"/>	Folder	10657(2).201601_ImportedContent_20160105110935	Oct 7, 2016 1:34:10 PM	252.9 MB	
<input type="checkbox"/>	Folder	10657.201601_ImportedContent_20160104022947	Aug 23, 2016 1:42:17 PM	191.5 MB	
<input type="checkbox"/>	Folder	10657.201601_ImportedContent_20160105110935	Aug 23, 2016 1:42:18 PM	252.9 MB	
<input type="checkbox"/>	Folder	30206_ImportedContent_20120706021150	Aug 23, 2016 1:42:19 PM	56.5 KB	
<input checked="" type="checkbox"/>	Folder	30206_ImportedContent_20120706021150(1)	Aug 23, 2016 1:42:19 PM	56.5 KB	
<input checked="" type="checkbox"/>	Folder	30206_ImportedContent_20120706021150(1)(1)	Aug 23, 2016 2:46:42 PM	56.5 KB	
<input checked="" type="checkbox"/>	Folder	30206_ImportedContent_20120706021150(1)(2)	Oct 7, 2016 1:34:10 PM	56.5 KB	
<input checked="" type="checkbox"/>	Folder	30206_ImportedContent_20120706021150(10)	Aug 23, 2016 2:46:41 PM	56.5 KB	
<input checked="" type="checkbox"/>	Folder	30206_ImportedContent_20120706021150(11)	Oct 7, 2016 1:34:10 PM	56.5 KB	

3. Select the files in question and then click the “Recycle” button at the top of the screen. Click “OK” to move the files to the Recycle Bin. Click the “Submit” button.



The Recycle Bin will no longer have a file size of 0, because items have been placed in the trash. The Recycle will be emptied overnight.

Please Note: If you Calculate Course Size before the trash is empty, it will still appear that your course is large. Wait until the next day to Calculate Course Size to get an accurate number.