Reducing Course Size

Simple Steps to Streamline Course Content

UNIVERSITY OF MIAMI
DEPARTMENT
of INFORMATION
TECHNOLOGY

Challenges

Export Limits

A course larger than 2GB requires assistance to export and archive.

Auto-Archives

Changes to large courses triggers an auto-archive that takes days to process, preventing other archives.

Nested Content

Courses are often large due to multiple copies of content in the course and its content collection.

File Uploads

Students and faculty can upload up to 500MB at a time, but videos can easily take up course storage.

Options to Reduce Course Size

Step 1	Calculate the Size of a Course
Step 2	Delete Unused Content
Step 3	Perform Granular Course Copy
Step 4	Upload Video Content using Kaltura
Step 5	Share Large Files Through Cloud Services

01

Calculate the Size of a Course

Identify which courses may exceed the course size limit.

Step 1: Calculate Size of a Course

Blackboard

Tools

- Institution Page
- Mina Akbar
- Activity Stream   15
- Courses
- Organizations
- Calendar
- Messages
- Grades
- Tools
- Sign Out

Content Collection

Portfolios

1. To check the size of your course, log in to Blackboard and select 'Tools' in the Ultra Base Navigation on the left-hand side.

2. Select 'Content Collection'.

3. Select 'Course Content'.

4. The list of folders with the name of the courses will show both your Ultra and Original Courses.

5. Under the 'Size' column, you will be able to see the size of the course next to the name of your course.

Bookmark Items   Download Package

	FILE TYPE	NAME	COURSE	EDITED △	SIZE	P
☐	📁	NTS	Narrative Techniques Study	Dec 29, 2017 5:30:05 PM	9.92 MB	
☐	📁	Template20178	Template for Courses 20178	Dec 29, 2017 7:51:12 PM	0	
☐	📁	LOQSARCH1	Learning Online Quick-Start Guide (Architecture_1)	Mar 20, 2020 5:02:07 PM	1.37 MB	
☐	📁	LOQSARTS1	Learning Online Quick-Start Guide (Arts_Science_1)	Mar 20, 2020 5:06:13 PM	1.37 MB	
☐	📁	LOQSARTS2	Learning Online Quick-Start Guide	Mar 20, 2020 5:08:00 PM	1.37 MB	

02

Delete Unused Content

Identify and delete large files, and folders are
not in use within your active course.

Step 2: Delete Unused Content (Ultra)

1. Open the course you want to delete content from.
2. Select the ellipsis (three dots) menu at the top of the Course Content page
3. Select Unused Files.
4. Simply select the files you want to delete and then select Delete Files.

Original courses offers multiple ways to to delete and find unused content.

Bulk-Delete — Delete up to 2000 files at once.

Individually-Delete — Isolate and delete specific large files.

Delete Unused Content

Bulk-Delete
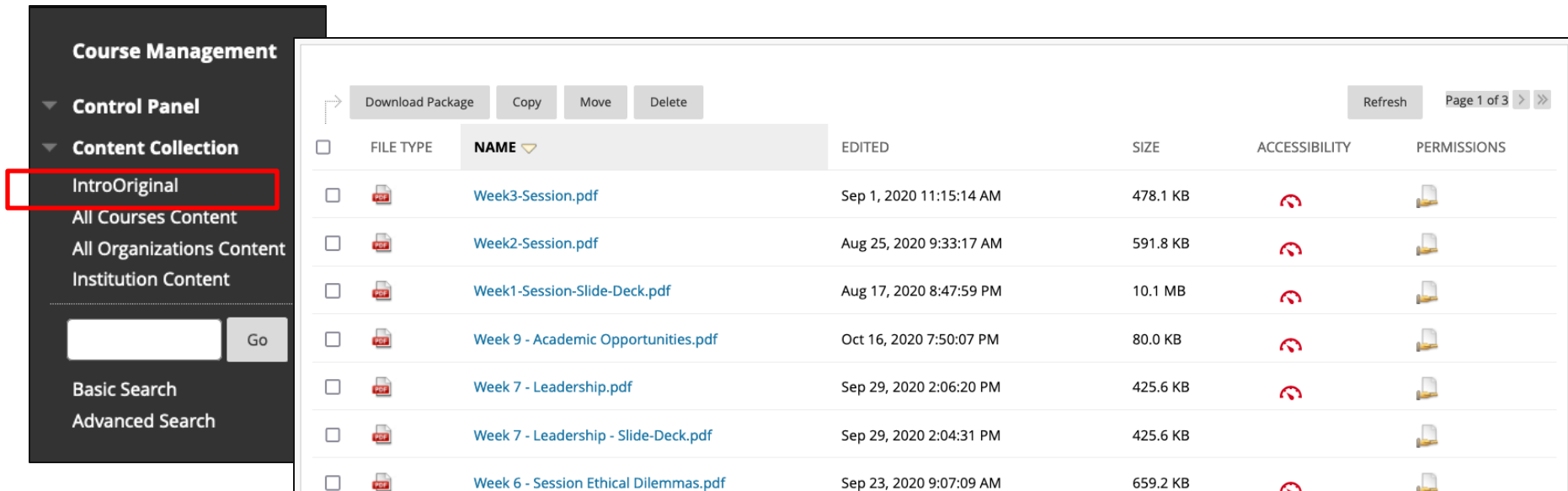
Delete up to 2000 files at once.

Step 2: Bulk-Delete Unused Content (Original)

Original courses offer a bulk-delete option, which must be completed within folders in the content collection. This will remove the content from your course permanently.

Please do not delete from the course page.

1. Open the course you want delete content from.

2. Under Control Panel, go to 'Content Collection' and click on your course name/ID.

3. You'll see all the stored content, including file type, last edited date, and file size.

4. Click on the 'File Type' column to sort all the files, with folders on top.

5. Select a **folder** to get started. You may have to click within **sub-folders.**

6. Then, **select only the files** in the folder using the top check-box. <u>**Selecting entire folders will cause data loss.**</u>

7. The next actions will help **delete content <u>not being used</u> in your course**.

8. Click the 'Delete' button, and OK on the pop-up. Then you will be taken to a review page.

This page 'List Files and Folders With Links.' – is a screen that tells you what files are already in use in your course. **You do not want to delete these!**

9. **Uncheck the files**. You can use the top checkmark to uncheck them all.

10. Then click **Submit.**

11. Return and complete this process within additional folders. (e.g., Steps 4 – 8).

12. Ensure to only select files (not folders) in the delete process.

List Files and Folders With Links

You selected items to delete that are either directly linked or contain items that are linked to other places in a course. Deleting will result in broken links. Additional information on where files and folders are linked from is found on the **360 View** page. Select the items to delete and click **Submit**.

SELECT FILES TO DELETE

	NAME	360° VIEW
☑	OBN Courses.png	
☑	OBN-Tab-Courses.png	
☑	theme1.png	
☑	theme2.png	
☑	theme6i.png	
☑	theme6icons.png	
☑	theme6o.png	
☑	UBN.png	

*Click **Submit** to proceed.*

Cancel | Submit

Delete Unused Content

Individually-Delete

Isolate and delete specific large files.

Step 2: Delete Specific Unused Content (Original)

This way focuses on isolating and removing the largest unused files. **Please do not delete from the course page.**
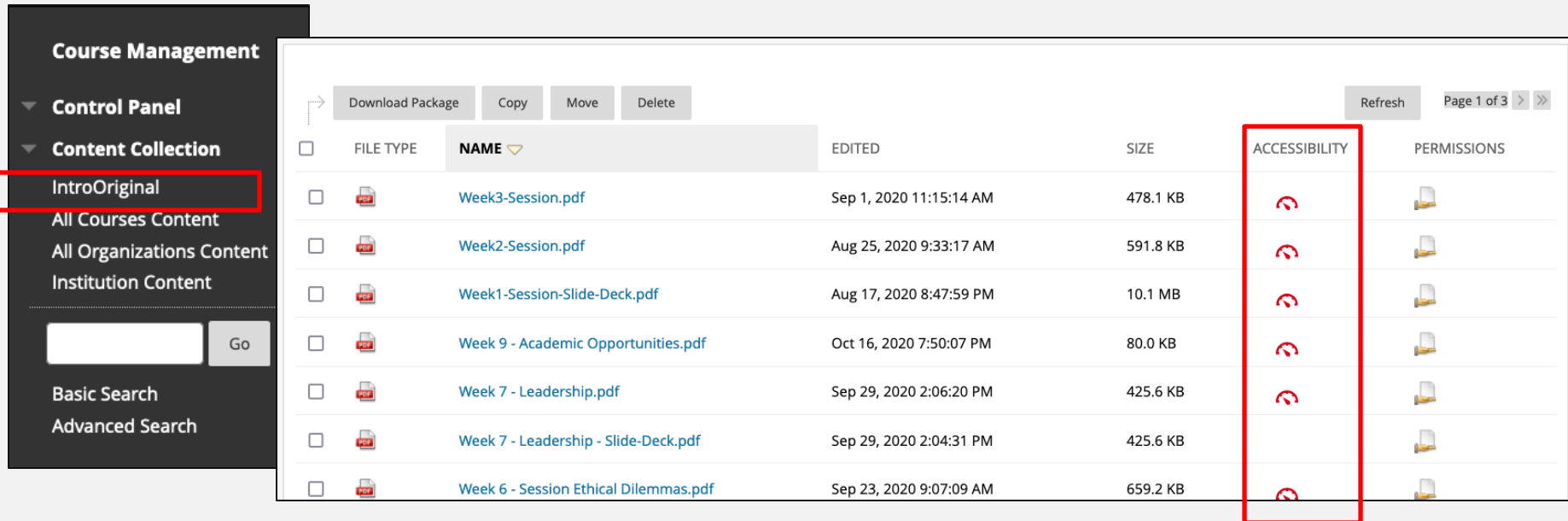
1. Open the course you want delete content from.

2. Under Control Panel, go to 'Content Collection' and click on your course name/ID.

3. You'll see all the stored content, including file type, last edited date, and file size.

4. Tip – look for the 'Accessibility' column. Items with a gas gauge or speedometer icon are in use and should <u>not be deleted</u>. (Video files do not have a gauge). **Check inside folders**.

	FILE TYPE	NAME ▽	EDITED	SIZE	ACCESSIBILITY	PERMISSIONS
☐	PDF	Week3-Session.pdf	Sep 1, 2020 11:15:14 AM	478.1 KB		
☐	PDF	Week2-Session.pdf	Aug 25, 2020 9:33:17 AM	591.8 KB		
☐	PDF	Week1-Session-Slide-Deck.pdf	Aug 17, 2020 8:47:59 PM	10.1 MB		
☐	PDF	Week 9 - Academic Opportunities.pdf	Oct 16, 2020 7:50:07 PM	80.0 KB		
☐	PDF	Week 7 - Leadership.pdf	Sep 29, 2020 2:06:20 PM	425.6 KB		
☐	PDF	Week 7 - Leadership - Slide-Deck.pdf	Sep 29, 2020 2:04:31 PM	425.6 KB		
☐	PDF	Week 6 - Session Ethical Dilemmas.pdf	Sep 23, 2020 9:07:09 AM	659.2 KB		

Course Management

Control Panel

Content Collection

IntroOriginal
All Courses Content
All Organizations Content
Institution Content

Go

Basic Search
Advanced Search

Download Package Copy Move Delete

Refresh Page 1 of 3

Step 2: Delete Specific Unused Content (Original)

Course Management

Control Panel

▼ **Content Collection** ➡
   IntroOriginal
   All Courses Content
   All Organizations Content

Course Content: IntroOriginal ⌄

The Content Collection provides central file storage for all content. When creating ~~
Collection, all links to the item reflect those cha~~
the courses in the institution. *More Help*

⊗

360° View

Edit Settings

Permissions

Upload ⌄   **Create Folder**

5. To confirm which items are not active, open the Options Menu and select 360° View. A new tab will open.

6. Scroll to the Files and Subfolders, with the Linked column. If an item is listed here with a green check, it is actively used in the course. If not, it is inactive and can be deleted.

7. **Check inside folders** by clicking the 360° view button to confirm what files are linked.

Files and Subfolders

NAME	EDITED	SIZE	PERMISSIONS	VERSIONS	COMMENTS	LINKED	360° VIEW
📁 kh-original_ImportedContent_2...	Jul 6, 2023 11:20:45 AM	654.0 KB	🔒				📄
📁 privateDocSubmission	Mar 16, 2023 12:10:01 PM	47.4 KB	🔒				📄
📁 READ_ONLY	Mar 16, 2023 12:10:00 PM	17.3 MB	🔒			✔	📄

Step 2: Delete Specific Unused Content (Original)

8. Return to the content collection.

9. Use the **Size column** in the content collection to view large files not in use.

10. Delete content not being used by selecting the checkbox next to the item(s) and click Delete.

	FILE TYPE	NAME ▽	EDITED	SIZE	ACCESSIBILITY	PERMISSIONS
☐		Week3-Session.pdf	Sep 1, 2020 11:15:14 AM	478.1 KB		
☐		Week2-Session.pdf	Aug 25, 2020 9:33:17 AM	591.8 KB		
☐		Week1-Session-Slide-Deck.pdf	Aug 17, 2020 8:47:59 PM	10.1 MB		
☐		Week 9 - Academic Opportunities.pdf	Oct 16, 2020 7:50:07 PM	80.0 KB		
☐		Week 7 - Leadership.pdf	Sep 29, 2020 2:06:20 PM	425.6 KB		
☐		Week 7 - Leadership - Slide-Deck.pdf	Sep 29, 2020 2:04:31 PM	425.6 KB		

Download Package Copy Move Delete Refresh Page 1 of 3

03

Perform Granular Course Copy

Select the items you use in your course to prevent copying over content that is no longer needed or used.

Step 3: Granular Course Copy (Ultra)

1. Open the course you want to copy content into.

2. On the Course Content page, select the More options menu. Select Copy Items from the dropdown menu.

4. Select the arrow beside the name of a course to access its available items to copy. This includes Original courses.

5. Copy content by folder, or drill further down to specific content to copy.

6. Select the check the box next to content title. Select Start Copy to process.

Step 3: Granular Course Copy (Original)

1. Open the course you want to copy from (source course).

2. In the Control Panel, select Packages and Utilities. Select 'Course Copy'.

3. Choose 'Copy Course Materials into an Existing Course'.

4. Select the course ID for the destination course. Browse to locate a course.

5. Select the course materials and areas you want to copy.

Course Management

Control Panel

▶ **Content Collection** ⊙

▶ Course Tools

▶ Evaluation ⊙

▶ Grade Center ⊙

▶ Users and Groups

▶ Customization ⊙

▼ **Packages and Utilities** ⊙

Bulk Delete

Check Course Links

Course Copy

Export/Archive Course

Import Package / View Logs

Manage LTI Links

Move Files to Course Files

▶ Help

SELECT COPY TYPE

Select Copy Type

Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

✱ Destination Course ID

FYD101-E5-10346-1-20218   Browse...

Select Course Materials

Select All   Unselect All

☑ Content Areas

☑ Course Materials

☐ Blackboard Help

☑ Instructor Resources

☐ Zoom Meetings

Step 3: Granular Course Copy (Original)

6. Under File Attachments, Course Files, click one of two options.

   - Option 1: To copy only files that are linked in the course, and used in the course, select 'Copy links and copies of the content'. This will remove any content not being used in the course.

   - Option 2: If you have uploaded zip files/learning objects/SCORM, select 'Copy links and copies of the content (include the entire course home folder)'.

8. If you select 2, select **Manage Package Contents** to select, and remove any course files you will no longer need in the new course, and select submit.

9. Click Submit to start the copy.

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files
- ○ Copy links to Course Files
- ○ Copy links and copies of the content
- ● Copy links and copies of the content (include entire course home folder)

Package Size
[Calculate Size] [Manage Package Contents]

Manage Package

View Thumbnails

View List

⬆
..

Current size of Course Package: **13.8 MB** (Maximum size allowed: Unlimited)

Available Quota: **Unlimited**

	TYPE	NAME △	VERSIONS	LAST MODIFIED	SIZE
☐	📁	IntroOriginal		Jan 9, 2025 9:31:06 AM	0
☑	🖼	2012-11-05 - image - miami-edu-blackboard.png	Off	Aug 14, 2022 2:58:02 PM	4.56 KB
☑	📄	academic-calendar-summer-2022.pdf	Off	Aug 15, 2022 1:23:54 PM	192.7 KB

☑ **Removed Files:** 3
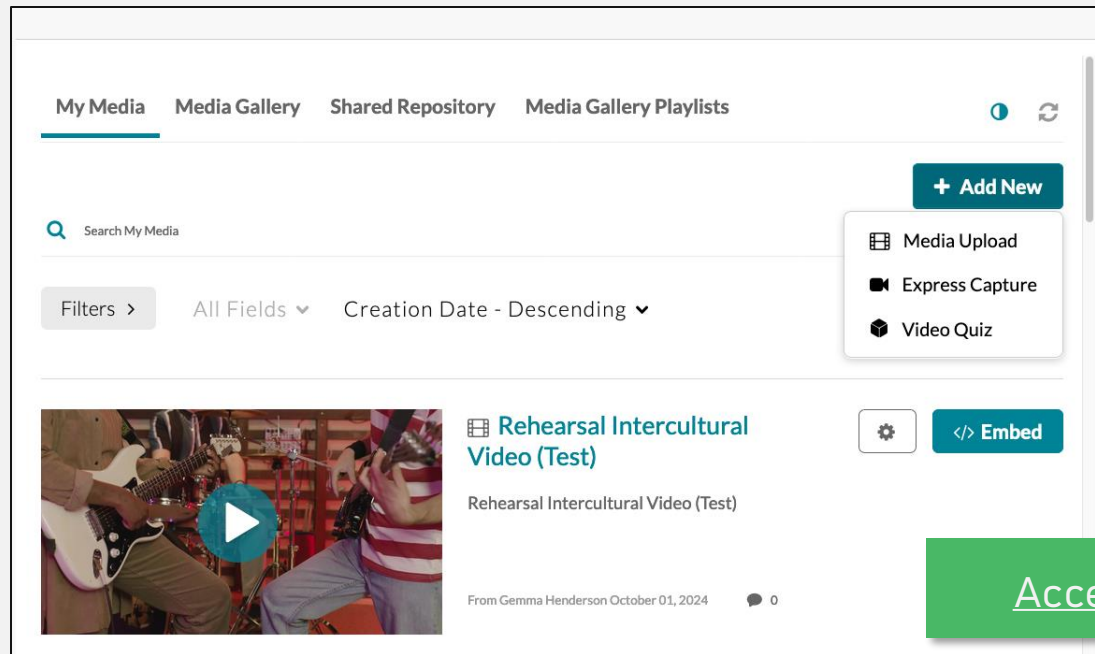☐

Cancel [Submit]

04

Upload Video Content

Use Kaltura to upload your course videos. This includes ensuring students upload videos through Kaltura.

Step 4: Upload Video Content Using Kaltura

These guides will show you how to seamlessly upload your course video directly in Blackboard and enable your students to do the same.

- <u>Upload Media Content to Kaltura in Blackboard (Instructors)</u>
- <u>Upload Media Content to Kaltura in Blackboard (Students)</u>
- <u>Sharing Cloud Recordings in Blackboard Learn</u>
- <u>Edit Media Content in Blackboard Learn</u>

<u>Access the Tip Sheets</u>

05

Share Large Files

Limit uploading large files to Blackboard and use
cloud services available to students, faculty, and staff
at the University of Miami.

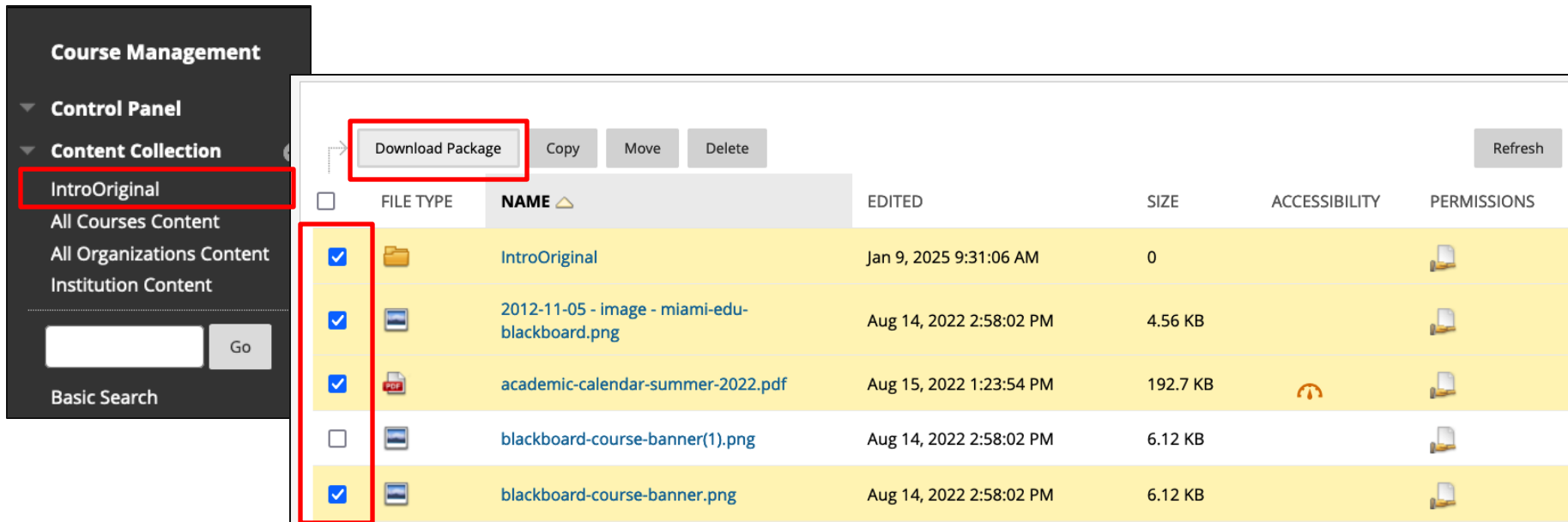# Step 5: Share Large Files Through Cloud Services

+

Import/Export Resources

Export select content within Blackboard Original and save a copy before importing this into a course.

Download Course Materials (Original)

Export select content within Blackboard Original and save course materials. You can also import this into a course.

1. Open the course you want to copy from.
2. Under Control Panel, go to Content Collection and click on your course name/ID.
3. You'll see all the stored content, including file type, last edited date, and file size.
4. Select the files and folders to download.
5. Select the Download Package button. If a window opens, Select Save File and select OK.

Import Course Materials (Original)

Course Management

- **Control Panel**
- **Content Collection**
  - IntroOriginal
  - All Courses Content
  - All Organizations Content
  - Institution Content

[   ] [Go]

Basic Search

Course Content: IntroOriginal

The Content Collection provides central file storage for all content. When cre change an item in the Content Collection, all links to the item reflect those ch courses you teach, in all of your organizations, or in all of the courses in the

Upload ▾   **Create Folder**

Upload Files

Upload Zip Package

Download Package   Copy   Move   Delete

Upload Zip Package

Upload a ZIP file and unpackage the contents in this folder. To upload a ZIP file without unpacking the contents, use the Upload Files option.

★ Indicates a required field.

FILE INFORMATION

Browse to select a file to upload.

★ File

Attach Files
Browse Local Files

☐ If selected, the system automatically overwrites the existing file with the same name.

• Select File Name Encoding   *Change this setting only if the package contains files with names that are encoded using known, uncommon encoding. Otherwise, use the system default value.*

Default (UTF-8) ▾

Cancel   **Submit**

*Click **Submit** to proceed.*

1. Follow guidance to Download Course Materials.

2. Open the course you want to copy to.

3. In the Content Collection, go to the location where you want to upload files.

4. Point to Upload and select Upload Zip Package.

5. Browse for the file.

6. Select Submit to start the upload.