

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

| <input type="checkbox"/> | FILE TYPE | NAME | COURSE | EDITED | SIZE | P |
|--------------------------|-----------|---------------|--|-------------------------|---------|---|
| <input type="checkbox"/> | | NTS | Narrative Techniques Study | Dec 29, 2017 5:30:05 PM | 9.92 MB | |
| <input type="checkbox"/> | | Template20178 | Template for Courses 20178 | Dec 29, 2017 7:51:12 PM | 0 | |
| <input type="checkbox"/> | | LOQSARCH1 | Learning Online Quick-Start Guide (Architecture_1) | Mar 20, 2020 5:02:07 PM | 1.37 MB | |
| <input type="checkbox"/> | | LOQSARTS1 | Learning Online Quick-Start Guide (Arts_Science_1) | Mar 20, 2020 5:06:13 PM | 1.37 MB | |
| <input type="checkbox"/> | | 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.

The screenshot displays the Canvas LMS interface for a course titled "Introduction to Botany" by "myrmex". The course content page is active, showing a list of items. The "Course Content" section is visible, with a search icon and an ellipsis menu icon (three dots) highlighted with a red box. A dropdown menu is open, listing various actions: "Batch Edit", "Import Content", "Copy Items", "Export Course Package", "Course Tasks and Logs", and "Unused Files". The "Unused Files" option is highlighted with a red box. The right sidebar shows the "Course Faculty" section with "Emma Harp" listed as an instructor, and the "Details & Actions" section with options like "Roster" and "Progress Tracking".

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

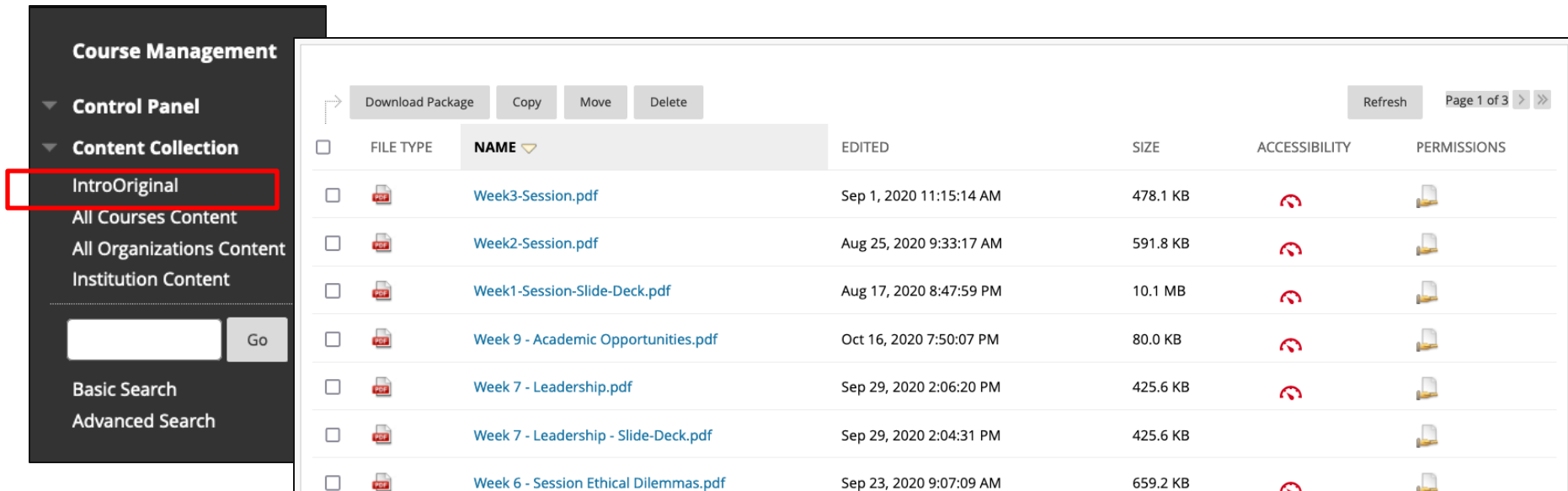
Delete up to 2000 files at once.

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.



The screenshot displays the Course Management interface. On the left, a dark sidebar contains the 'Course Management' menu with 'Control Panel' and 'Content Collection' expanded. 'IntroOriginal' is highlighted with a red box. Below the menu is a search bar with a 'Go' button and links for 'Basic Search' and 'Advanced Search'. The main content area shows a table of files with columns for 'FILE TYPE', 'NAME', 'EDITED', 'SIZE', 'ACCESSIBILITY', and 'PERMISSIONS'. At the top of the table are buttons for 'Download Package', 'Copy', 'Move', and 'Delete'. A 'Refresh' button and 'Page 1 of 3' indicator are also present.

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

Step 2: Bulk-Delete Unused Content (Original)

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. **Selecting entire folders will cause data loss.**
7. The next actions will help **delete content not being used in your course.**
8. Click the 'Delete' button, and OK on the pop-up. Then you will be taken to a review page.

The screenshot illustrates the process of deleting unused content. On the left, a file browser shows a list of folders: 'About This Course', 'Building Online Communities', 'Common Graphics', and 'Designing Engaging Content'. The 'FILE TYPE' column is highlighted with a red box, and a red arrow points to the 'About This Course' folder. On the right, a detailed view of the 'About This Course' folder is shown. The top check-box is checked, and the 'Delete' button is highlighted with a red arrow. Below, a list of files is shown with their respective file type icons and edit dates. The 'Delete' button is also highlighted with a red arrow. A confirmation dialog box is open, displaying the URL 'www.courses.miami.edu' and the message: 'This action is final and cannot be undone. Delete items? If folders are selected, all subfolders and files are also deleted.' The dialog has 'Cancel' and 'OK' buttons.

| FILE TYPE | NAME | EDITED |
|-------------------------------------|-----------------------------|--------|
| <input checked="" type="checkbox"/> | About This Course | |
| <input type="checkbox"/> | Building Online Communities | |
| <input type="checkbox"/> | Common Graphics | |
| <input type="checkbox"/> | Designing Engaging Content | |

| FILE TYPE | NAME | EDITED |
|-------------------------------------|---------------------|------------------------|
| <input checked="" type="checkbox"/> | OBN Courses.png | Feb 6, 2025 3:19:30 PM |
| <input checked="" type="checkbox"/> | OBN-Tab-Courses.png | Feb 6, 2025 3:19:30 PM |
| <input checked="" type="checkbox"/> | theme1.png | |
| <input checked="" type="checkbox"/> | theme2.png | |
| <input checked="" type="checkbox"/> | theme6i.png | |

www.courses.miami.edu

This action is final and cannot be undone. Delete items?
If folders are selected, all subfolders and files are also deleted.

Cancel OK

Step 2: Bulk-Delete Unused Content (Original)









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

| <input checked="" type="checkbox"/> | NAME | 360° VIEW |
|-------------------------------------|---------------------|--|
| <input checked="" type="checkbox"/> | OBN Courses.png |  |
| <input checked="" type="checkbox"/> | OBN-Tab-Courses.png |  |
| <input checked="" type="checkbox"/> | theme1.png |  |
| <input checked="" type="checkbox"/> | theme2.png |  |
| <input checked="" type="checkbox"/> | theme6i.png |  |
| <input checked="" type="checkbox"/> | theme6icons.png |  |
| <input checked="" type="checkbox"/> | theme6o.png |  |
| <input checked="" type="checkbox"/> | UBN.png |  |

Click **Submit** to proceed.

Cancel **Submit**

Delete Unused Content

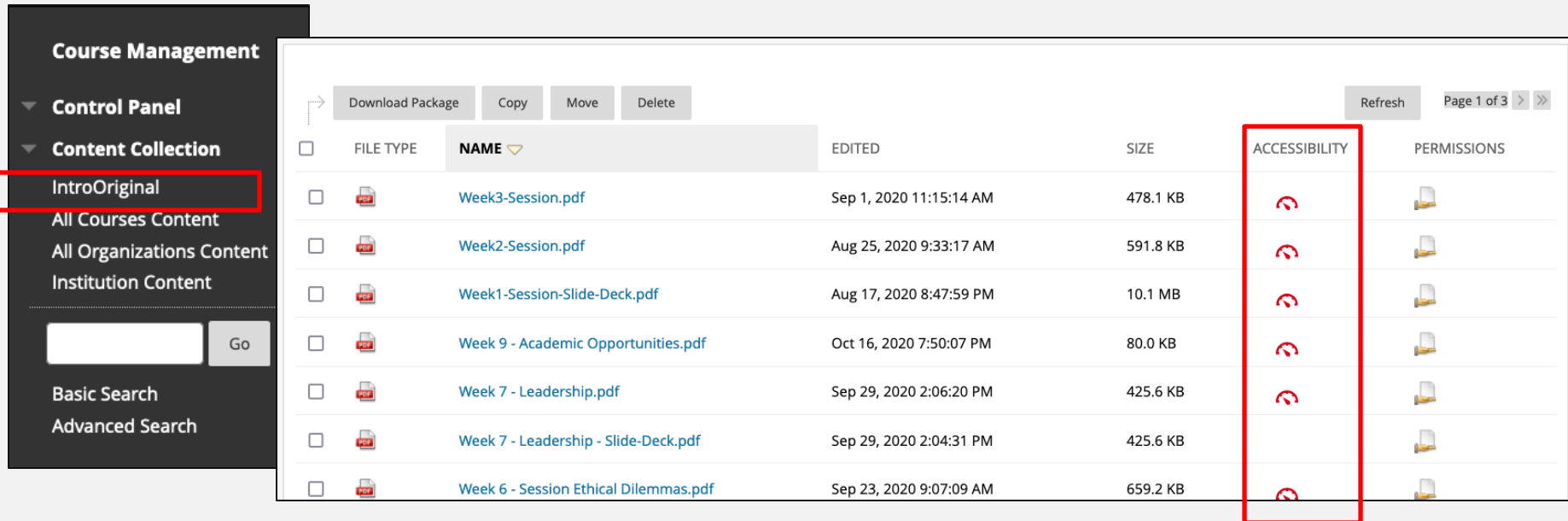
Individually-Delete

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 not be deleted. **Check inside folders.**



The screenshot displays the 'Course Management' interface. On the left, a sidebar menu shows 'Control Panel' and 'Content Collection' expanded, with 'IntroOriginal' selected and highlighted by a red box. The main content area shows a table of files with columns for 'FILE TYPE', 'NAME', 'EDITED', 'SIZE', 'ACCESSIBILITY', and 'PERMISSIONS'. The 'ACCESSIBILITY' column is highlighted with a red box, showing red icons (gas gauges or speedometers) for several files, indicating they are in use. The files listed are:

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

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 a Content Collection, all links to the item reflect those changes across all courses in the institution. [More Help](#)

Upload Create Folder

360° View

Edit Settings

Permissions

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)

- Return to the content collection.
- Use the **Size column** in the content collection to view large files not in use.
- Delete content not being used by selecting the checkbox next to the item(s) and click Delete.

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

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.

The screenshot shows the Canvas LMS interface for a course titled "Introduction to Humanities" (ID: humanitiesintro). The page is viewed from the "Content" tab. A large banner image of a sunset is at the top. Below it, the "Course Content" section is visible, featuring a search icon and a three-dot menu icon (highlighted with a red box). A dropdown menu is open, listing several actions: "Batch Edit", "Import Content", "Copy Items" (highlighted with a red box), "Export Course Package", "Course Tasks and Logs", and "Unused Files". To the right, the "Course Faculty" section lists Emma Harp as the instructor. Below that, the "Details & Actions" section includes links for "Roster" and "Progress Tracking".

Step 3: Granular Course Copy (Ultra)

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.

The screenshot shows the 'Copy Items' interface for the course 'Introduction to Humanities'. The interface is divided into two main sections: a list of items to copy on the left and a summary of selected items on the right.

Left Section: Copy Items

- Course: Introduction to Humanities
- Tab: Courses (selected)
- Path: Courses > Introduction to Humanities
- Items to copy:
 - Content
 - Discussions (highlighted with a red box)
 - Announcements
 - Question Banks
 - Grade Schemas

Right Section: Summary

- 3 Items Selected
- Items:
 - Introduction to Humanities
 - Content
 - Discussions
 - Question Banks
- Start Copy (highlighted with a red box)

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

Select Course Materials

Content Areas

- Course Materials
- Blackboard Help
- Instructor Resources
- Zoom Meetings

Step 3: Granular Course Copy (Original)

- 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)'.
- 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.
- 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 |
|-------------------------------------|---|----------|-------------------------|----------|
| <input type="checkbox"/> | IntroOriginal | | Jan 9, 2025 9:31:06 AM | 0 |
| <input checked="" type="checkbox"/> | 2012-11-05 - image - miami-edu-blackboard.png | Off | Aug 14, 2022 2:58:02 PM | 4.56 KB |
| <input checked="" type="checkbox"/> | academic-calendar-summer-2022.pdf | Off | Aug 15, 2022 1:23:54 PM | 192.7 KB |

Removed Files: **3**

Cancel **Submit**

04

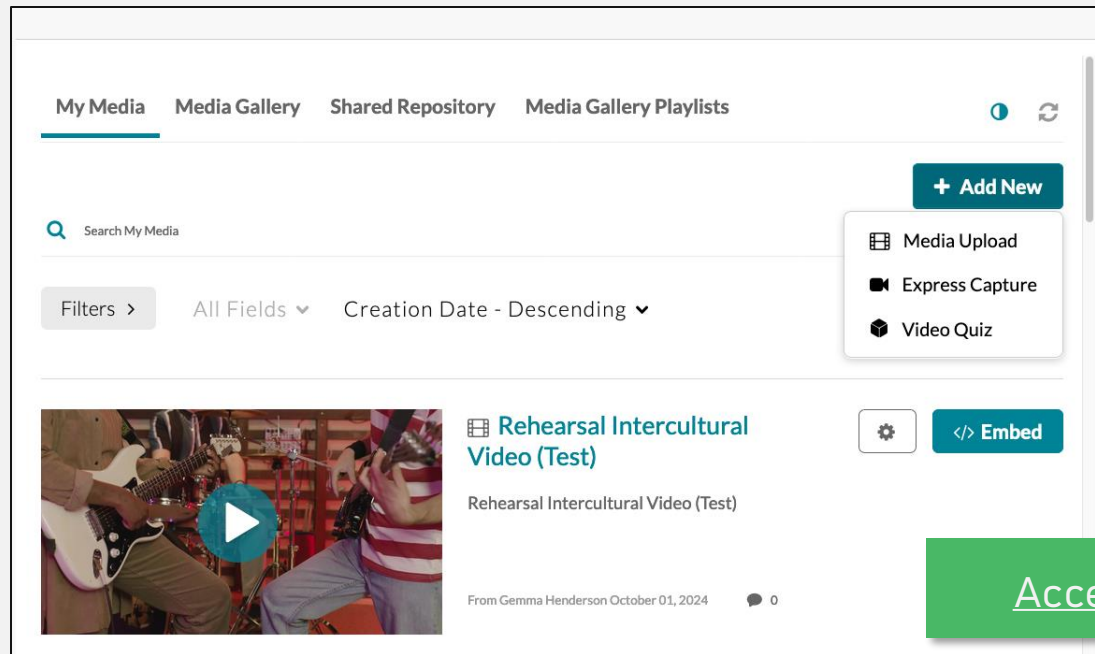
Upload Video Content

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.

- [Upload Media Content to Kaltura in Blackboard \(Instructors\)](#)
- [Upload Media Content to Kaltura in Blackboard \(Students\)](#)
- [Sharing Cloud Recordings in Blackboard Learn](#)
- [Edit Media Content in Blackboard Learn](#)



The screenshot displays the Blackboard Kaltura interface. At the top, there are navigation tabs: 'My Media' (selected), 'Media Gallery', 'Shared Repository', and 'Media Gallery Playlists'. A search bar labeled 'Search My Media' is present. Below the search bar, there are filter options: 'Filters >', 'All Fields v', and 'Creation Date - Descending v'. A '+ Add New' button is visible, with a dropdown menu showing options: 'Media Upload', 'Express Capture', and 'Video Quiz'. The main content area shows a video player for 'Rehearsal Intercultural Video (Test)'. The video thumbnail shows a band performing. To the right of the video player, there is a settings gear icon and an 'Embed' button. Below the video player, the text 'Rehearsal Intercultural Video (Test)' is displayed, followed by 'From Gemma Henderson October 01, 2024' and a comment icon with '0'.

[Access the Tip Sheets](#)

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

The screenshot displays a content editor interface with a modal dialog box titled "Add content". The dialog box is divided into two main sections: "Add content" and "Additional Tools".

- Add content:** This section contains two options:
 - Insert Course Files:** Represented by a folder icon.
 - Insert from Cloud Service:** Represented by a cloud icon with a plus sign.
- Additional Tools:** This section is highlighted with a teal border and contains five options:
 - Dropbox:** Represented by a grid icon.
 - Flickr Photo:** Represented by a grid icon.
 - Microsoft Cloud Collaboration document:** Represented by a document icon with a link symbol. This option is highlighted with a teal border.
 - OneDrive LTI placement:** Represented by a document icon with a link symbol.
 - SlideShare Presentation:** Represented by a grid icon.

The background shows a content editor with a toolbar, a text area, and a "Submit" button at the bottom right.

[Access the Tip Sheets](#)



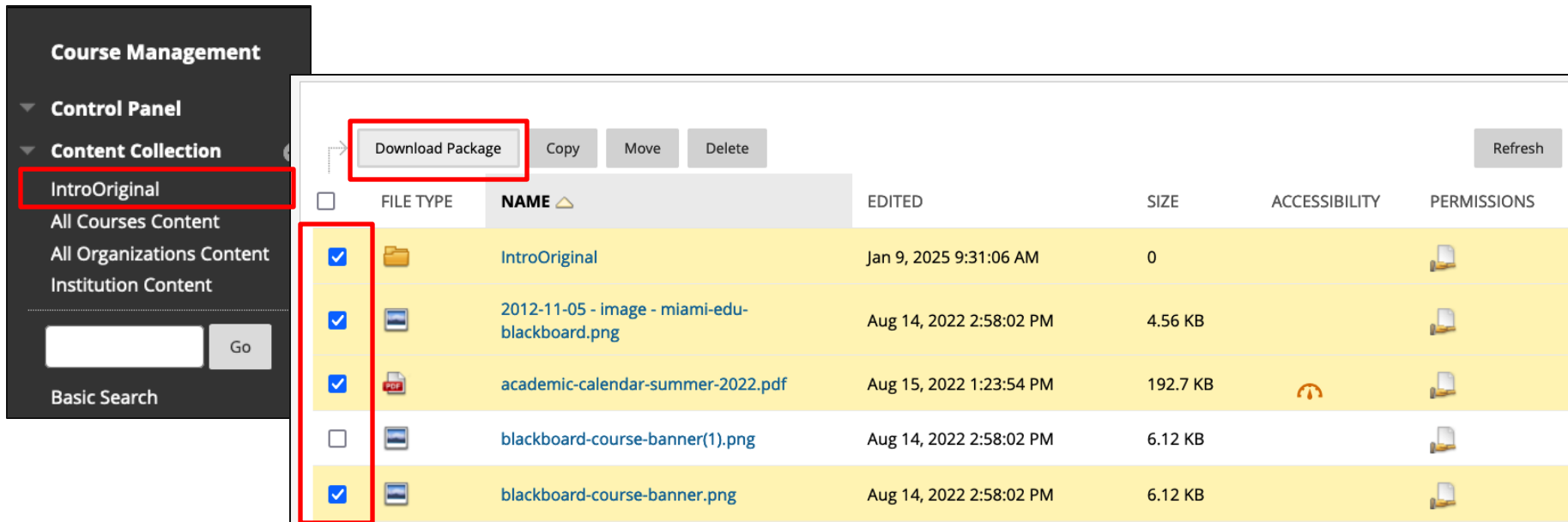
Import/Export Resources

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.



The screenshot displays the Blackboard Course Management interface. On the left, the 'Course Management' sidebar is visible, with 'Content Collection' expanded and 'IntroOriginal' selected. The main content area shows a table of course materials. A red box highlights the 'Download Package' button in the top toolbar. Another red box highlights the selection checkboxes for the 'IntroOriginal' folder and the two 'blackboard-course-banner.png' files. The table columns are FILE TYPE, NAME, EDITED, SIZE, ACCESSIBILITY, and PERMISSIONS.

| <input type="checkbox"/> | FILE TYPE | NAME  | EDITED | SIZE | ACCESSIBILITY | PERMISSIONS |
|-------------------------------------|-----------|--|-------------------------|----------|---|---|
| <input checked="" type="checkbox"/> | Folder | IntroOriginal | Jan 9, 2025 9:31:06 AM | 0 | |  |
| <input checked="" type="checkbox"/> | Image | 2012-11-05 - image - miami-edu-blackboard.png | Aug 14, 2022 2:58:02 PM | 4.56 KB | |  |
| <input checked="" type="checkbox"/> | PDF | academic-calendar-summer-2022.pdf | Aug 15, 2022 1:23:54 PM | 192.7 KB |  |  |
| <input type="checkbox"/> | Image | blackboard-course-banner(1).png | Aug 14, 2022 2:58:02 PM | 6.12 KB | |  |
| <input checked="" type="checkbox"/> | Image | blackboard-course-banner.png | Aug 14, 2022 2:58:02 PM | 6.12 KB | |  |

Import Course Materials (Original)

The screenshot shows the 'Course Management' sidebar on the left with 'Content Collection' expanded and 'IntroOriginal' selected. The main area displays 'Course Content: IntroOriginal' with a description and a menu where 'Upload' is selected, showing a dropdown with 'Upload Zip Package' highlighted. Other options like 'Download Package', 'Copy', 'Move', and 'Delete' are visible below.

The 'Upload Zip Package' form includes instructions, a 'FILE INFORMATION' section with a 'File' field containing 'Attach Files' and 'Browse Local Files', a checkbox for overwriting, and a 'Select File Name Encoding' dropdown set to 'Default (UTF-8)'. 'Cancel' and 'Submit' buttons are at the bottom.

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.