

S*O*S



Save Our (Bb) Space!

Why Are We Here Today?



We Need Your Help!!!

It is prudent to maintain our Blackboard courses & system at efficient levels. This means ensuring that only needed content exists throughout Blackboard. Your assistance in keeping your courses “clean” will be beneficial to NCC and our Blackboard community.

In the following slides we'll show you what **YOU CAN DO TO HELP US** maintain Blackboard space.



COURSE COPY ONLY ONCE per semester

When you are ready to populate your new semester course shell with last semester's content via Course Copy follow these rules:

- Be sure to select any/all course content/tools needed for the entire semester.
- **Be patient!** Allow time for the Course Copy to complete. You will receive email when done.
- After Course Copy, any desired additions/modifications to your new semester course should be made directly in the new shell. **Do not use Course Copy again** to add content.
- If you have multiple course sections, choose one section to Course Copy content into and to update. Then Course Copy **only** once from this updated course section into other sections.

This will prevent duplicating files course to course. When doing course copy semester to semester, if your files are not cleaned up from source course, the new course ends up with many unnecessary files in it, which builds up repeatedly as each course copy is done.

LINK LARGE FILES

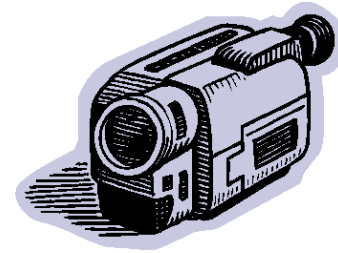
- **Link** large PDF's, PPT's, Docs & Photos to your NCC OneDrive account (or Dropbox, Gdrive, etc.)
- Inserting large files directly into courses increases your course size unnecessarily.
- Generally, all files uploaded to Blackboard courses should be compressed or formatted to minimize storage usage, when practical. See ITS for help!

Helpful Links:

<http://www.wikihow.com/Reduce-PDF-File-Size>

<http://www.wikihow.com/Reduce-Powerpoint-File-Size>

DON'T UPLOAD VIDEOS TO Bb!



- Video files can be quite large - even short videos.
- Use your OneDrive (or other cloud) account to store them. Then post a **link to them** in your course.
- You are strongly encouraged to use **Echo360** to create and store video content! Echo360 is NCC's **Active Learning Platform** which provides additional features that enhance teaching & learning and it integrates with Bb courses. Send email to helpdesk@northampton.edu requesting assistance with Echo360.



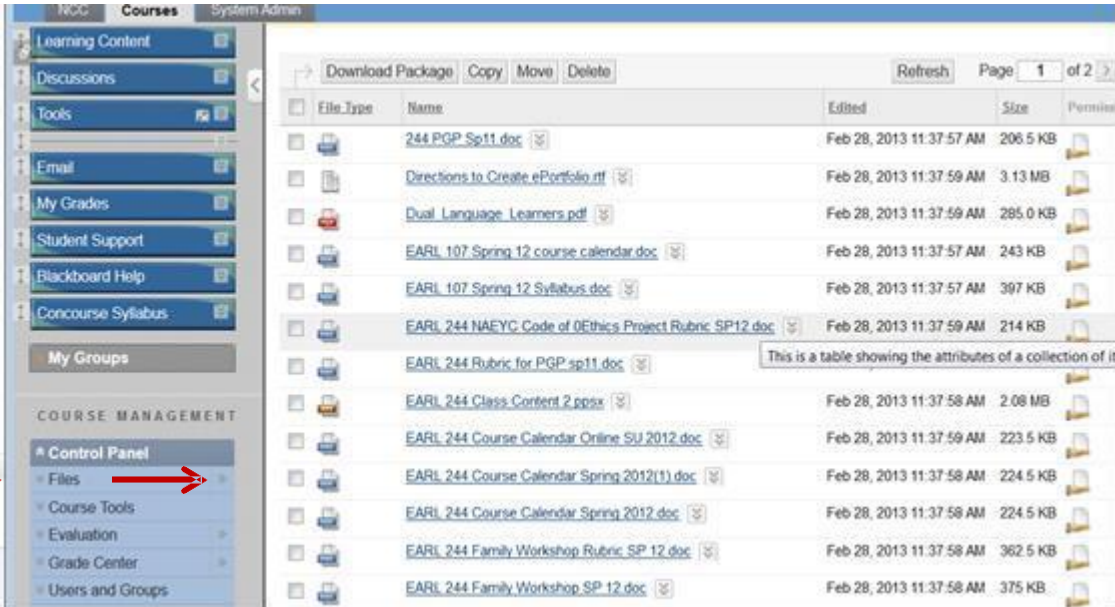
CLEAN UP & ORGANIZE BEFORE YOU COURSE COPY

- Clean out your Course Files.
 - Go to Control Panel > Files and remove files that are no longer used in your course. (You should clean up content on your courses as well between semesters.) Check the box next to each file, then click Delete.



REMOVE "ORPHANED" COURSE FILES

If you remove an item containing a file from your course content area, the file must be removed from your Course Files section too. This is a quick step, and it will help reduce Bb space!

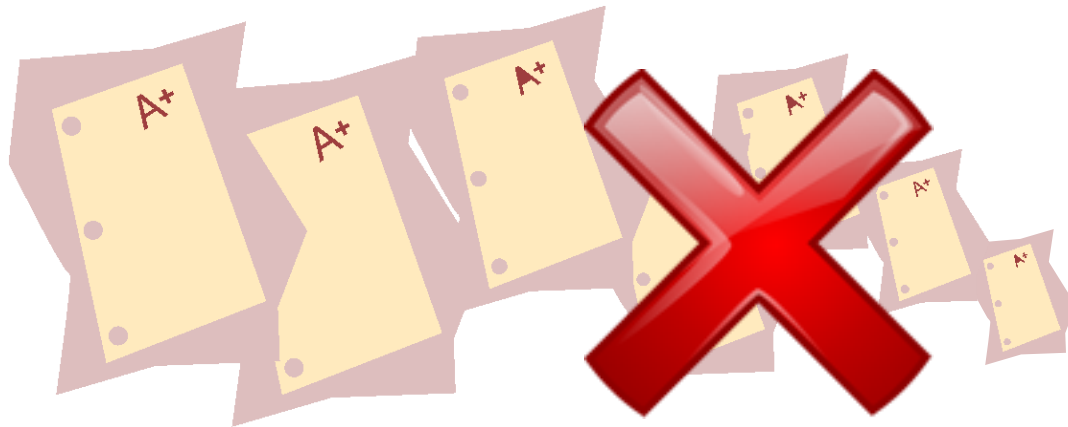


The screenshot displays the Blackboard interface for a course. On the left is a navigation menu with categories like Learning Content, Discussions, Tools, Email, My Grades, Student Support, Blackboard Help, and Concourse Syllabus. Below these is a 'My Groups' section and a 'COURSE MANAGEMENT' section containing 'Control Panel', 'Files', 'Course Tools', 'Evaluation', 'Grade Center', and 'Users and Groups'. A red arrow points to the 'Files' option. The main area shows a table of course files with columns for File Type, Name, Edited, Size, and Permissions. The table lists various documents such as '244 PGP Sp11.doc', 'Directions to Create ePortfolio.rtf', 'Dual Language Learners.pdf', and several 'EARL' related documents. A tooltip is visible over one of the files, stating 'This is a table showing the attributes of a collection of it'.

File Type	Name	Edited	Size	Permissions
Document	244 PGP Sp11.doc	Feb 28, 2013 11:37:57 AM	206.5 KB	Download
Document	Directions to Create ePortfolio.rtf	Feb 28, 2013 11:37:59 AM	3.13 MB	Download
Document	Dual Language Learners.pdf	Feb 28, 2013 11:37:59 AM	285.0 KB	Download
Document	EARL 107 Spring 12 course calendar.doc	Feb 28, 2013 11:37:57 AM	243 KB	Download
Document	EARL 107 Spring 12 Syllabus.doc	Feb 28, 2013 11:37:57 AM	397 KB	Download
Document	EARL 244 NAEYC Code of Ethics Project Rubric SP12.doc	Feb 28, 2013 11:37:59 AM	214 KB	Download
Document	EARL 244 Rubric for PGP.sp11.doc	Feb 28, 2013 11:37:58 AM	2.08 MB	Download
Document	EARL 244 Class Content 2.pptx	Feb 28, 2013 11:37:58 AM	2.08 MB	Download
Document	EARL 244 Course Calendar Online SUJ 2012.doc	Feb 28, 2013 11:37:59 AM	223.5 KB	Download
Document	EARL 244 Course Calendar Spring 2012(1).doc	Feb 28, 2013 11:37:58 AM	224.5 KB	Download
Document	EARL 244 Course Calendar Spring 2012.doc	Feb 28, 2013 11:37:58 AM	224.5 KB	Download
Document	EARL 244 Family Workshop Rubric SP 12.doc	Feb 28, 2013 11:37:58 AM	362.5 KB	Download
Document	EARL 244 Family Workshop SP 12.doc	Feb 28, 2013 11:37:58 AM	375 KB	Download

REMOVE EXTRA TESTS/POOLS

- Remove any extra tests/pools you do not need.
- Go to Control Panel > Course Tools > Tests, Surveys and Pools. Then click the chevron next to an unneeded item and select



Uploading Files to OneDrive:

<https://support.microsoft.com/en-us/office/upload-and-save-files-and-folders-to-onedrive-a1397e56-61ec-4ed2-9dac-727bf8ac3357>

Sharing OneDrive Files:

<https://support.microsoft.com/en-us/office/collaborate-in-onedrive-586df57b-fdae-439c-ae5b-71cbe5bb0d4c>

Help with OneDrive Files:

Contact Helpdesk via [email](#) or phone 610.861.5413