

Best Practice: Reduce Your Course Size

Be mindful of the sizes of the courses you create - your Blackboard administrator will appreciate it! Your institution might have course size limits, so minimizing uploaded file sizes as you create content will help you stay within the limit for the entire term. The following recommendations can help you do your part to conserve disk space on your institution's server. Your institution might have additional policies that you need to follow.

Video — link to videos rather than uploading video files to a course. Instead, upload your videos to YouTube, Vimeo, or a separate media server on campus and then link to them within a course. Be mindful of intellectual property rules. For example, it might not be legal to host a video from National Geographic on Vimeo, even if you licensed it to use in a course.

Use Mashups — upload slide decks to SlideShare, video to YouTube, or images to Flickr. You can easily embed these elements in your course with the Blackboard Learn Mashups tool. To learn more, see [How to Create Mashups](#).

Course Files or Content Collection — look for large file sizes and unused files and folders that you can delete.

Reduce File Sizes — before uploading, reduce file sizes for:

- Microsoft Office Files - Use the tools available in Microsoft Office to reduce file size for Powerpoint and Word files. The **Reduce File Size** option is located in the **File** menu. You can also save files as PDFs before uploading, which often makes smaller, read-only versions of the files.
- Images - Use a graphics program to resize images for screen viewing before uploading. You can also use an online service such as <http://www.shrinkpictures.com> or <http://www.picresize.com>.
- Audio - Use software to resample or trim audio files to reduce their size.

