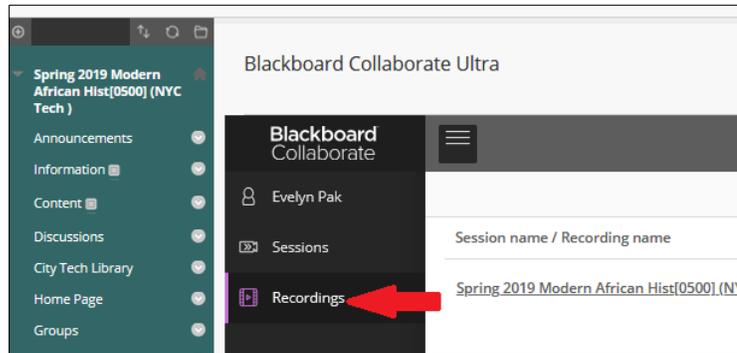# New York City College of Technology

Blackboard Course Quota

iTEC Department | Room: G-601 **| Phone:** (718) 254-8565
**Email:** itec@citytech.cuny.edu

For the Spring 2020 semester course quota is 1.5GB. The quota is only for documents you add to the course, and it does not include assignments submitted by students or Collaborate recordings.

Collaborate recordings are saved outside of Blackboard. As of now, you can save practically any number of recorded sessions. Students will be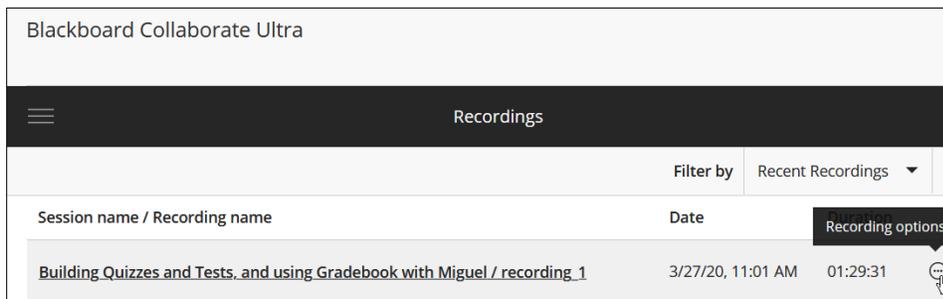 able to view recordings going through **Tools -> Blackboard Collaborate Ultra**, clicking on the ☰ button and selecting **Recordings**.

To see older recordings in the course, go to Filter by and select Recordings in a Range.
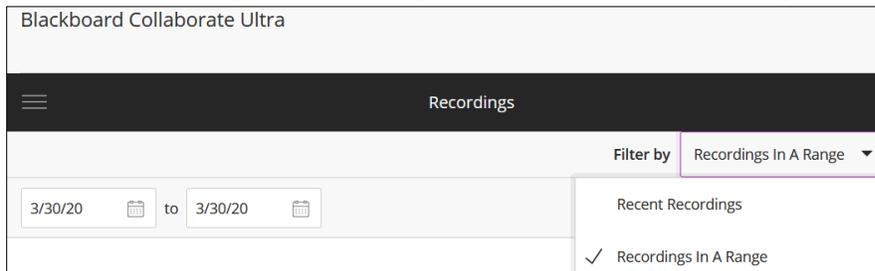
Alternatively, you can copy the link to the recording for easier access by clicking on the recording options ⋯ button.
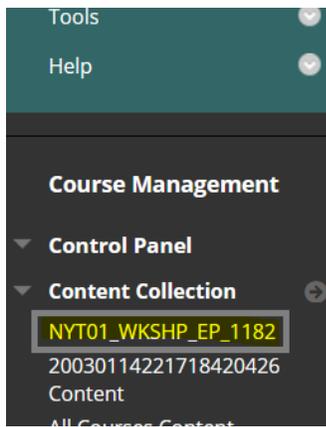
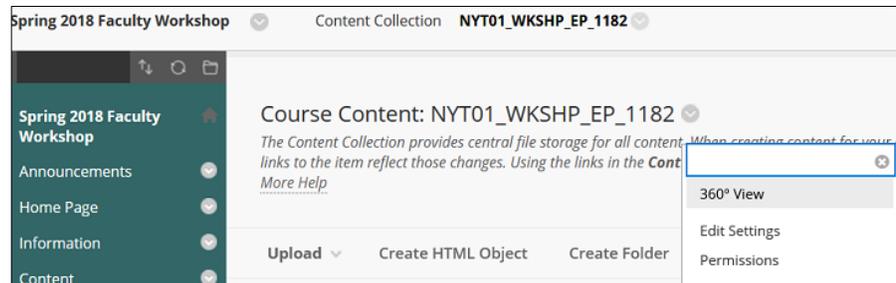Click on Copy link to copy the link of the recording, and create a Web Link in a content area of your course.

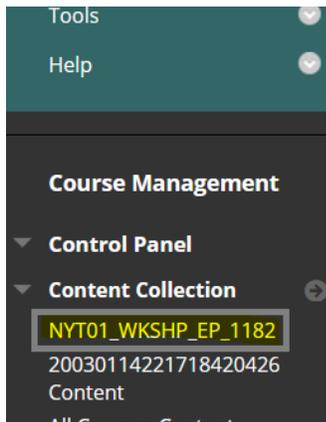## To see the course size of your course:

1. Log onto your course in Blackboard.
2. Click on the content collection of your course.
3. When you are in the Content collection of your course, click on the drop down arrow next to your course ID and select 360°.
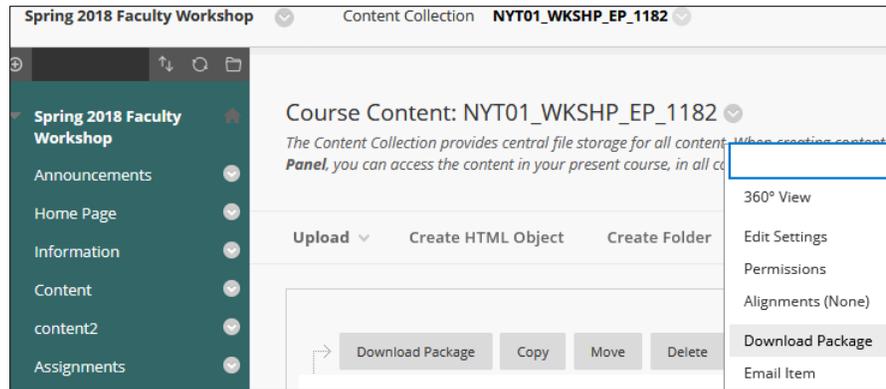

4. Go to Folder Size to see the size of your course.
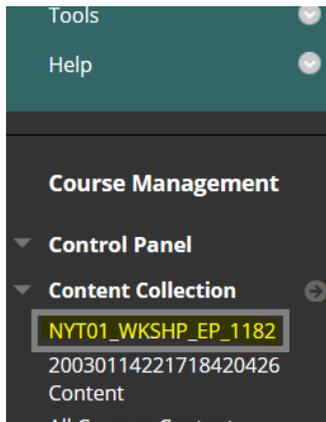
To back up files from Content Collection:

1. Log onto the course you want to back up files from the content collection.
2. Click on Content Collection on your course menu and click on your course ID.
3. Locate your course, hover mouse over the course, click small drop-down arrow and select Download Package.

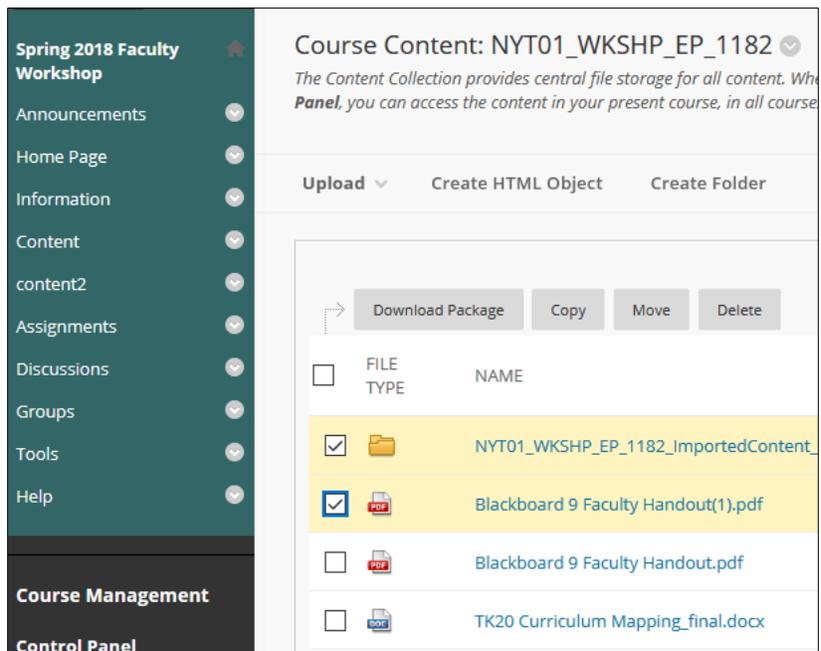
4. Save the zip file on your computer.

To delete files from Content Collection:

1. Log onto the course you want to delete files from.
2. Click on Content Collection on your course menu and click on your course ID.
3. Check mark the file(s) to be deleted and click Delete button.

4. Click OK to confirm delete. You need to click Submit button if any file is linked with any content area.

Note: files deleted in a content area such as Information or Content will not be removed from the Content Collection (course folder) on Blackboard.

For large PowerPoint files, consider reducing the image file sizes, see following link for instructions
https://support.office.com/en-us/article/reduce-the-file-size-of-a-picture-in-microsoft-office-8db7211c-d958-457c-babd-194109eb9535

For large files such as videos, it is best to upload to YouTube or save the videos to your Dropbox, OneDrive, or Google Drive account and link to Blackboard.

For Zoom recordings, you will need to upload the video into Dropbox, OneDrive, Google Drive or YouTube to share
https://support.zoom.us/hc/en-us/articles/202291078-Sharing-a-Local-Recording

Creating Dropbox link:
https://help.dropbox.com/files-folders/share/view-only-access

Creating a OneDrive link:
https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07

Creating a Google Drive link:
https://support.google.com/drive/answer/2494822?hl=en&co=GENIE.Platform=Desktop

Uploading video to YouTube:
https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en