

New York City College of Technology Blackboard Course Quota

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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 E button and selecting Recordings.

To see older recordings in the course, go to Filter by and select Recordings in a Range.

Blackboard Collaborate Ultra			
Recordings			
	Filter by	Recordings In A Range 🔻	
3/30/20 💼 to 3/30/20 💼	Recent Recordings		
	🗸 Recording	gs In A Range	

Alternatively, you can copy the link to the recording for easier access by clicking on the recording options \bigcirc button.

Blackboard Collaborate Ultra				
Recordings				ſ
	Filter by	Recent	Recordings	• (
Session name / Recording name	Date		Recording o	ptions
Building Quizzes and Tests, and using Gradebook with Miguel / recording_1	3/27/20, 1	1:01 AM	01:29:31	0 7 0

Click on Copy link to copy the link of the recording, and create a Web Link in a content area of your course.

Blackboard Collaborate Ultra		
E Recordings		
	Filter by	Recent Recordings
Session name / Recording name	Date	Duration
Building Quizzes and Tests, and using Gradebook with Miguel / recording_1	3/27/20, 1	1:01 AM 01:29:31
Building Quizzes and Tests, and using Gradebook / recording 1	▷ Watc	h now
Building Ouizzes and Tests. and using Gradebook Mar 25th@5pm / recording 1	🗞 Edit r	name
	🕅 Delet	e
	% Copy	link
	CC Add	aption source

To see the course size of your course:

	Tools 🛛 🐨 Help 😪	 Log onto your course in Blackboard. Click on the content collection of your course. When you are in the Content collection of your course, click on the drop down arrow next to your course ID and select 360°. 		
	Course Management	Spring 2018 Faculty Wor	rkshop	Content Collection NYT01_WKSHP_EP_1182
	Control Panel		- U	
	Content Collection	Spring 2018 Faculty Workshop		The Content Collection provides central file storage for all content the creating content for your
	NYT01_WKSHP_EP_1182	Announcements	۲	links to the item reflect those changes. Using the links in the Cont
. 1	20030114221718420426	Home Page	•	500 VIEW
	Content	Information	۲	Upload Create HTML Object Create Folder
	All Courses Content	Content	۲	Permissions

4. Go to Folder Size to see the size of your course.

Created By:	Evelyn Pak
Created On:	Friday, December 29, 20
Last Edited By:	Evelyn Pak
Last Edited:	Monday, December 30, 2
Folder Size:	39.3 MB
Lock Status:	Unlocked

To back up files from Content Collection:

Tools 🛛 😌 Help 💮	 Log onto the course you want to back up files from the content collection. Click on Content Collection on your course menu and click on your course ID. Locate your course, hover mouse over the course, click small drop-down arrow and select Download Package. 			
Course Management	Spring 2018 Faculty Worksho	P Content Collection NYT01_WKSHP_EP_1182		
Control Panel Content Collection	 Spring 2018 Faculty Workshop Spring 2018 Faculty Course Content: NYT01_WKSHP_EP_1182 The Content Collection provides central file storage for all content to Panel, you can access the content in your present course, in all collection 			
20030114221718420426 Content	Home Page Solution	360° View Upload v Create HTML Object Create Folder Edit Settings		
All Courses Content	Content Source Content2	Permissions Alignments (None) Download Package Copy Move Delete Email Item		

4. Save the zip file on your computer.

To delete files from Content Collection:



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 <u>https://support.office.com/en-us/article/reduce-the-file-size-of-a-picture-in-microsoft-office-8db7211c-d958-457c-babd-194109eb9535</u>

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: <u>https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07</u>

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