

REVIEWING YOUR COURSE'S ESTIMATED FILE SIZE



Blackboard Learn

Each course's overall file size must stay within the range of 250 MB to 500 MB. You may check your course's file size when logged into Blackboard by following these steps:

1. Navigate to the course that you want to review. In the course's **CONTROL PANEL**, click on **PACKAGES AND UTILITIES** and select **ARCHIVE/EXPORT COURSE** from the menu of tools.
2. On the Export/Archive Course page, click on the **ARCHIVE COURSE** button.
3. On the Archive Course page, scroll down to the **PACKAGE SIZE** section and click on the **CALCULATE SIZE** button.

4. You will see an estimate of your course's overall file size. If the course's file size is over 250 MB, you will see a warning that prompts you to review and manage your course's Content Collection.

If your course's file size is larger than 500 MB, you will not be able to archive the course successfully until you reduce your course's file size to be within the accepted range. You will need to review your Content Collection and remove large or duplicate files.

See [Reviewing and Maintaining Files in Your Course's Content Collection](#) for more information.