



Have You Exceeded Your Blackboard File Size Limit?

Help! I've exceeded my course file size limit...

If you have ever encountered the dreaded file size limit in Blackboard you know how frustrating this can be. Each course in Blackboard has a set amount of storage space. When you exceed the limit of this storage quota you receive an error message that prevents you from adding content to your course. To solve the problem, you must then remove files and have the storage quota reset by the Faculty Center. Frustrating is just one thought that may come to mind.

To avoid running out of available storage it is best to be mindful of the types of files that are likely to result in large file sizes. There are four main types of files that tend to consume large amounts of storage space when attached to our courses: PowerPoint files, PDF documents, images and movies. Each file type can range in size from small to large.

With a few simple strategies you can typically reduce the storage demands of your course. Let's examine all for types of files in more detail.

PowerPoint Guidelines

PowerPoint File Sizes

- Most PowerPoint presentations should create a file size ranging from a few MB to 10MB. This is acceptable for Blackboard.
- Embedding images and videos into a PowerPoint presentation will quickly expand the overall file size.

Tip 1 - Reduce File Size by Reducing Image Quality

- Any time an image is added to a presentation the PowerPoint file size will grow.
- Hi-resolution files use extra space
- Reduce the overall file size by "Compressing" images in a presentation
 - In PowerPoint select:
 - Picture Format
 - Compress
 - 150 ppi

Tip 2 - Don't Record Audio Narration

- Embedding audio narrations into PowerPoint will generate large files - Don't use the audio recording tools provided by PowerPoint for your presentations.
- Recording audio and video narrated presentations is best done using Panopto.

Tip 3 - Save as PDF

- Consider exporting your presentations to a Portable Document Format - PDF. This file embeds all text and images into an format that is static and will not require additional fonts to be added.
- During the PDF export process you can alter the quality settings.

PDF Guidelines

PDF File Sizes

- Portable Document Format - PDF is a format that embeds all images and text into a single format.
- Documents with larger image files will generate larger file size PDF documents
- Most PDF documents range from a few MB to 10MB.

Tip 1 - Reduce File Size by Reducing PDF Quality

- Any time an image is added to a PDF document the file size grows.
- PDF file larger than 10-15MB should be reviewed. Check the PDF export quality settings.

How to Reduce PDF Size Adobe Acrobat

- Open PDF document using Acrobat
- Navigate to the "File" menu and select "Save as Other" > "Reduced Size PDF"

How to Reduce PDF Size Apple Preview

- Open PDF document using Preview
- Navigate to the "File" menu and select "Export"
- From the pop-up menu select:
 - Format: PDF
 - Quartz Filter: "Reduce File Size"

Image Guidelines

Image File Types and Sizes

- There are many different types of image files. In Blackboard, you should plan on attaching only JPEG and PNG files.
- Files sizes for most images should be only a few MB in size.

Tip 1 - Know where the image is sourced from

- Typically when you obtain an image from the web that image has already been processed to an acceptable file format.
- When pulling pictures from a mobile device or camera the file export settings may require adjustment. Most phone cameras today will export higher quality images than needed.

What is a JPEG File?

- Joint Photographic Experts Group - JPEG is an image that is saved as a compressed or lossy image. This means that the file has lost some level of resolution in the effort to shrink the file size.
- Most commonly used for photos.
- For the purpose of Blackboard most JPEG files are more than acceptable for uploading.

What is a PNG File?

- Portable Network Graphic - PNG is a lossless file that retains the original graphic content.
- More commonly used for graphics that need to support a transparent background.
- Although typically larger than JPEG files, most PNG files are more than acceptable in Blackboard as well.

Movie Guidelines

About Movie Files

- Video files are often large and should not be uploaded directly into the Blackboard course.
- It is common for video files to range from 500MB to many GB.
- Video content has several different resolutions:
 - SD - 480p
 - HD - 720p
 - Full HD - 1080p
 - Ultra HD | 4K - 2160p

How to Record

- When you create video content it is important to determine your video resolution prior to recording.
- For Blackboard and Panopto video only needs to be captured as:
 - Standard Definition 480p
 - High Definition 720p
- In most cases there is no need to record instructional content in Full HD or Ultra HD.

Video Render/Export Settings

- The concept of video rendering is where all of the information is combined into a playback file format.
- There are many different ways to encode video. The most common file container is the MP4
- Most programs today will do most of this work for you. Selecting the default settings in most programs will work well.

Video Storage

- Video content should not be uploaded directly into Blackboard.
- Instead, provision the course for Panopto.
- Create, upload, and manage video content from Panopto (Cloud video storage).
- Link the videos hosted in Panopto to the various content areas in your course.