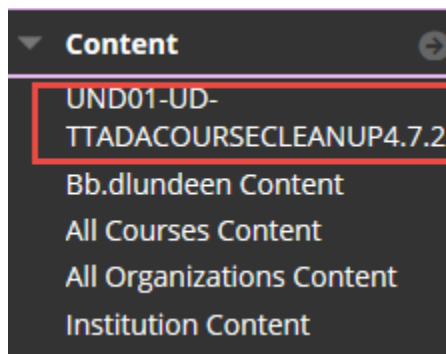# How to Clean Up Course Files

The Content Collection houses all files added or uploaded to a course, so the course files can become large very quickly. This is especially true if course copies have been performed on the course or there have been multiple imported content packages. Course copies and imports often lead to duplicated and unnecessary files in the course Content Collection. The steps below show you how to clean up your course files in the Content Collection.

Step-by-Step Guide

How to Clean Up Course Files

1. **Access the Content Collection for your course**.

   Enter your course and scroll down to the Control Panel. Select **Content Collection** and click on your **Course ID**.

2. **Review the list of course files, looking for outdated, unnecessary, and duplicated files/folders.**

	FILE TYPE	NAME	EDITED	SIZE
☐	📁	Recycle Bin	Apr 7, 2021 3:52:53 PM	0
☐	📁	UND01-UD-TTADACOURSECLEANUP-2021_ImportedContent_20210318015924	Apr 7, 2021 3:53:06 PM	233.0 KB
☐	📁	UND01-UD-TTADACOURSECLEANUP4.7.21_ImportedContent_20210407041213	Apr 7, 2021 4:12:14 PM	893.5 KB
☐	📁	UND01-UD-TTADACOURSECLEANUP4.7.21_ImportedContent_20210407041433	Apr 7, 2021 4:14:35 PM	893.5 KB
☐	📄	blooms-taxonomy-action-verbs(1).docx	Apr 7, 2021 3:53:05 PM	16.8 KB
☐	🖼	Login screen.jpg	Apr 7, 2021 3:53:05 PM	25.4 KB
☐	📄	ND325.docx	Apr 7, 2021 3:53:04 PM	14.3 KB
☐	📊	Powepoint Template for Activity 1.2.pptx	Apr 7, 2021 3:53:05 PM	92.1 KB
☐	🖼	Pumping.JPG	Apr 7, 2021 3:53:06 PM	15.0 KB
☐	📗	Summer Dev Faculty Report(1).xlsx	Apr 7, 2021 3:53:04 PM	50.9 KB
☐	📗	Summer Dev Faculty Report.xlsx	Apr 7, 2021 3:53:04 PM	50.9 KB

Please Note: In the photo above, notice the three identical Imported Content folders at the top of the list. Two of them are the same size and were uploaded on the same day, so these are duplicates and at least one can be deleted. Also, in the second red box the first document has a (1) at the end of the file name. This means there are two files with the same name, so a (1) was added to the duplicate file. The file with the largest number in parentheses is usually the most recent and/or up-to-date version of the file, so you can delete all previous versions.
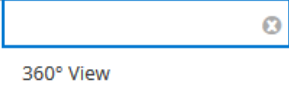
3. Check to see which files are used

Blackboard can generate a list which tells you which files are "linked" to an item in a content area and may therefore be visible to students. If a file is not linked, consider deleting it from Blackboard.

- If you are not already in the Content Collection, follow step one from above
- At the top of the page, next to your course ID, click on the dropdown menu icon to the right and choose "360° View"

- The list will appear in a new window or new tab of your browser.
- At the bottom of the page, look for the number of items in total (for example, there may be 325 files). Then click "Edit Paging", type the total number of files in the box and click Go. This will

display all files in one list (please be patient – if you have a lot of files it may take a while).

- Look for the green check mark in the "Linked" column. If there is a check mark then your file is in use in your content areas – it may be unavailable (invisible to students), but there is still a link there somewhere. If the Linked column is blank, there are no links to this file.

You can now identify which files can be deleted from Blackboard.

4. Once you identify files or folders that can be deleted, you can choose to download them to your computer first if you don't want to lose the file. Select the check box next to the items you wish to download and click the **Download Package** button at the top of the list. This will download a .zip file with all of your selected content.

5. When you are ready to delete a file or folder, select the check box next to the items' names and click the **Delete** button at the top of the list.

	FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS	VERSIONS	COMMENTS
☐	📁	course documents	Dec 5, 2018 12:08:24 PM	16.3 MB	🗋		
☐	📁	DEV-alb2003_ImportedContent_20181203040604	Dec 3, 2018 4:06:04 PM	3.74 MB	🗋		
☐	📁	Sample Content	Dec 6, 2018 12:04:13 PM	391.3 KB	🗋		
☐	📁	Sample Media	Apr 11, 2019 9:05:37 AM	87.0 MB	🗋		
☐	📁	__MACOSX	Dec 5, 2018 12:08:24 PM	1 KB	🗋		
☐	🖻	Bb_SampleBanner.jpg	Nov 19, 2018 8:27:54 AM	11.6 KB	🗋	Off	
☐	🖻	BlackBeltBadge.png	Jan 23, 2019 8:50:47 AM	130.1 KB	🗋	Off	
☑	🖻	blackboard banner_01 copy(1).jpg	Nov 19, 2018 8:27:54 AM	367.4 KB	🗋	Off	
☑	🖻	blackboard banner_01 copy(2).jpg	Nov 19, 2018 8:27:54 AM	246.6 KB	🗋	Off	
☑	🖻	blackboard banner_01 copy(3).jpg	Nov 19, 2018 8:27:54 AM	316.7 KB	🗋	Off	
☑	🖻	blackboard banner_01 copy(4).jpg	Nov 19, 2018 8:27:54 AM	292.6 KB	🗋	Off	
☑	🖻	blackboard banner_01 copy.jpg	Nov 19, 2018 8:27:54 AM	57.5 KB	🗋	Off	

6. Continue this process until all unnecessary files have been deleted.