

ULEARN QUOTA FILE STORAGE

This guide contains information about course quota limits, best practices, and resources regarding ulearn file storage.

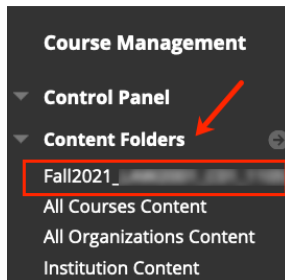
[Check course quota](#)

[Manage your files](#)

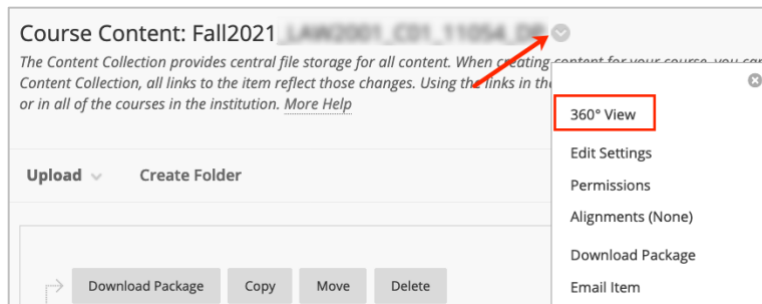
[Remove course copy imported files](#)

[Check course quota](#)

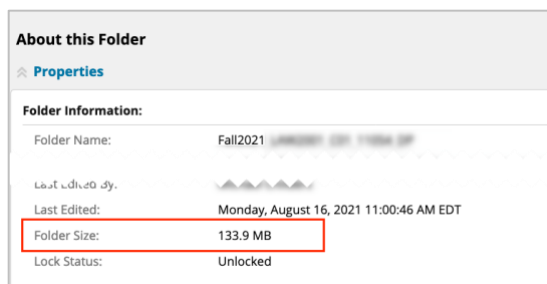
1. Under the **Control Panel**, expand **Content Folders** and click on the **Course ID**.



2. Click on the **down arrow** at the end of the Course ID. From the menu, click on **360° View**.



3. In the **360° View** the **Folder Size** displays the current size of the course. To determine how much space remains subtract the folder size from the 2000 MB quota. In the example below, the folder size is 133.9 MB, well under the 2000 MB or 2 GB quota, so 1866.1 MB is left.



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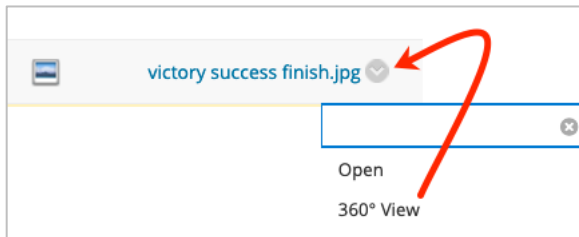
Note:

If you try to upload a file that would cause the course to exceed its quota the upload will not go through. Student assignment files are protected files and do not count against the course quota.

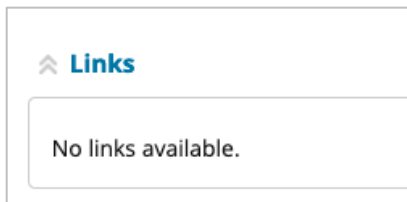
Manage your files

Checking to See if a File is Used in ulearn

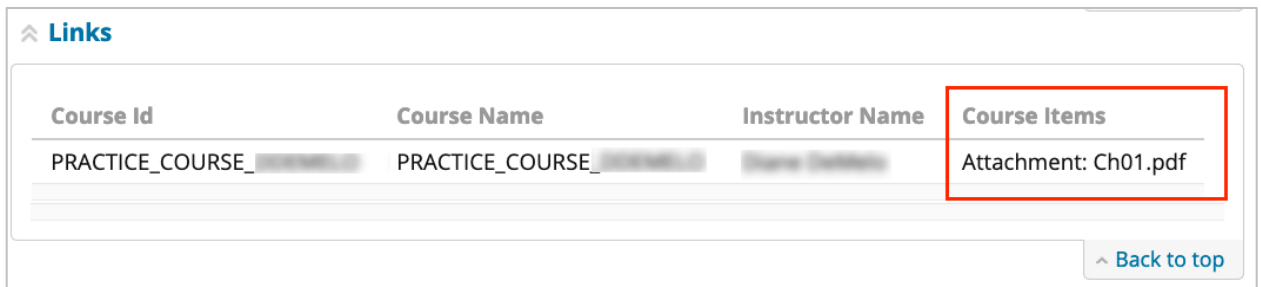
1. In the content folder of a course, click the **down arrow** next to the file name and choose **360° View**.



2. The Links section of the page will indicate if and/or where a file is linked in the course. A file that is not linked anywhere in the course (such as a content area) will present as “no links available”. This means the file exists in this space but was at some point deleted from a content area of a course.



Alternatively, a file that is linked in the course will show the course ID, Course Name, Instructor Name, and most importantly be listed under “Course Items”. Unfortunately, it doesn’t list the content area of the course (such as Week 1, etc.) but indicates the file is linked and should not be removed. A file can be overwritten, however. See how to [overwrite a file](#) section below.



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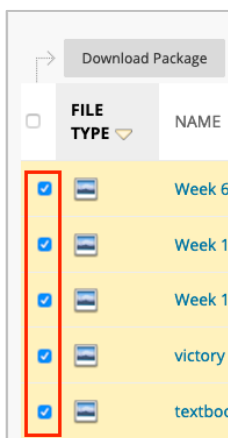
Note:

Image files in the content folder that are linked on tests or quizzes in ulearn will be listed simply as "AsiObject". Do not delete files that indicate they are linked this way or your tests will not display those images in the questions/answers.

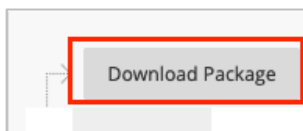
Course Items
AsiObject

Download and save files before deleting

1. In the course files area, **check the box** in front of each file you want to download.



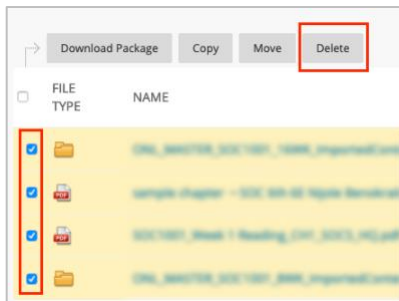
2. Click **Download Package** and follow the prompts. Multiple files will download in a single zipped file. Files usually download to your computer's "Downloads" folder.



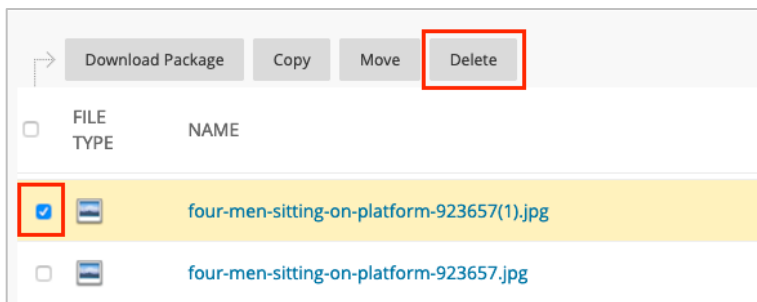
Permanently delete a file

1. **Check the box** in front of any file you want to delete from the content folder. You can display the files by Type, Name, last Edited date, or Size. If you are trying to reduce your quota try displaying by size to see the largest files first. Before deleting, make sure the file is not linked in the course. See step 1 under "[Checking to See if a File is Used in ulearn](#)" above.

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2. Remove duplicate files no longer in use by checking the box in front of the file and clicking delete. Duplicate files will have a 1 added to the name as ulearn does not automatically overwrite old files, it adds (1), (2), etc., to the end of the file name.

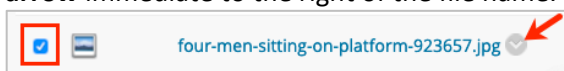


Note:

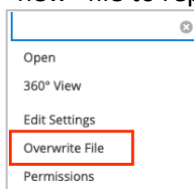
To download and delete video files from a course and upload them to Kaltura, [please visit this user guide](#).

Overwrite an existing file and avoid multiple versions

1. **Navigate** to the course files area and find the file you want to overwrite then click the **down arrow** immediate to the right of the file name.



2. From the menu, click **Overwrite File** and follow the prompts. It may take several minutes for the “new” file to replace the old one in the course display.



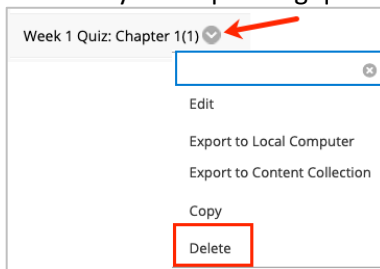
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Delete multiple test bank files and multiple test copies

To completely remove a test and any pools it pulled from you, you will need to confirm the test is not deployed (available for students to take), delete the test, and finally, delete the question pools.

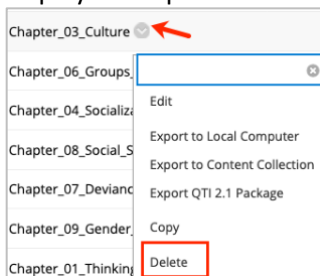
Tests

1. Under the **Control Panel**, click **Course Tools**, then **Tests, Surveys, and Pools**.
2. Click on **Tests**.
3. Click on the **down arrow** next to a **test you want to delete**. If it is not deployed you will have an option to delete it. You can remove a test link from the content area of a course to “undeploy it”, then return to **Tests, Surveys, and Pools** and delete it. Note that deleting a test does not delete any corresponding question pools.



Pools

1. Under the **Control Panel**, click **Course Tools**, then **Tests, Surveys, and Pools**.
2. Click on **Pools**.
3. Click on **the down arrow** next to a **pool you want to delete**. If it is not used in a test you will have an option to delete. You won't be able to delete a pool that is in use and ulearn will not display that option.



Reducing file sizes

Videos

Raw video files should not be uploaded directly into ulearn. Please instead use Kaltura, our streaming media server. [User guides for Kaltura are located here for faculty](#). Students can also submit videos via [Kaltura for assignments you create](#).

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Audio

With audio, the .mp3 format is preferred. It typically generates the smallest files.

Presentations

PowerPoint is not quota-friendly. It was not designed for online delivery and produces large files. Options for reducing PowerPoint file size can vary with the version of PowerPoint you are using. You can search for your specific version and the words “reduce file size” to see options for your version.

- Embedded audio or video in the presentation can be uploaded to Kaltura and linked to the presentation.
- When saving PowerPoint, the Tools menu next to the Save button lets you Compress Pictures, and Delete cropped areas of pictures.
- Presentations can be saved as PDF's. This option also makes it easier to display within ulearn, allows the student to download and save the presentation, and does not require PowerPoint or PowerPoint viewer to open. There is a minimum size selection option when saving as PDF.

Documents

Save documents created with Word with the current file extension, i.e. file.docx rather than Word 97-2003 compatible .doc. [Students can download MS Office for free.](#)

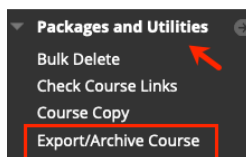
Saving as PDF is also a good option and PDF files are smaller than the same file saved in Word.

Do not save documents as rich text, .rtf. Rich text creates very large files. An identical document saved in Word and rich text was 354KB and 9.8MB respectively.

[Remove course copy imported files](#)

When a course copy is performed, ulearn stores a copy of that imported file as a zip file. Depending on the content of the imported file, this can also take up space and counts toward the course quota. These files can be deleted to save space.

1. Under the **Control Panel**, click **Packages and Utilities**, then **Export/Archive Course**.



2. Open the **down arrow** to the right of the export file and then click **Delete**.

