

Policy Regarding Course and File Size Quotas

Two quota restrictions are in place on the Blackboard system. The first limits the size of a single file uploaded to Blackboard. The other limits the overall size of a course site (shell) within Blackboard. These quotas are necessary to properly manage storage resources and ensure adequate system performance.

The size of any single file uploaded to Blackboard is limited to **25 Megabytes**.

Large files may be difficult for students to access. In some cases, extremely large files are the result of improper production techniques and file formats. Consult support staff for assistance with compression and management of large files.

The size of any course site in Blackboard is limited to **300 Megabytes**.

Uploading of any additional items when the course quota is reached or very nearly reached will result in an error message. Quota usage can be monitored by the course instructor using the 'quota usage' link in the course control panel.

Note: After quota is reached, removal of items will NOT immediately result in the ability to upload additional content. Reductions in course size are not noted until Blackboard's daily update.

Course instructors may request exceptions to the quota limitations by contacting the Information Technology Helpdesk. Requests are reviewed on a case-by-case basis and will be granted in most cases.