

Cleaning up your course content

Removing unused content from your courses, including files, folders and tests, and moving video files to Panopto will help make your courses more efficient, reduce storage sizes and prepare them for the eventual move to a new LMS.

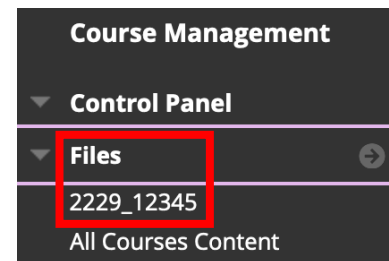
Identifying and deleting files

The **Files** area acts as a repository for all files that you upload to your course. You may be surprised to learn that when you add and update files in your course each semester (e.g., a schedule or syllabus) UB Learns retains the previous version of the files, which adds to the overall storage size of the course.

Accessing the Files area

1. Go to **Control Panel > Files**.
2. Click the course ID (first item in the list). Do not click *All Courses Content*.

The Course Content window opens and displays all of the files and folders that are saved in your course. You may notice duplicate files or files that you no longer need. These are the files you should delete from your course.



Course ID is the first item under Files.

Determining which files are not being used

Use both the Ally accessibility checker and 360° View to help determine which files can safely be deleted.

1. Check for an accessibility gauge.
 - A colored gauge (red, orange or green) in the **Accessibility** column indicates that the file is being used in the course and **should not be deleted**.
 - The absence of a gauge indicates that the file is not being used. Use the **360° View** (see step 2) to **double check before deleting the file**.
 - In the screen shot on the next page, there are *Assignment Directions* files that are not being used in the course.

FILE TYPE	NAME	EDITED	SIZE	ACCESSIBILITY
<input type="checkbox"/>	Accessibility Activity - fix this worksheet.docx	Apr 11, 2022 10:35:39 AM	114.3 KB	
<input type="checkbox"/>	Assignment Directions - Course Tour Video_ACC.pdf	Jul 27, 2020 7:55:38 PM	95.6 KB	
<input type="checkbox"/>	Assignment Directions - Online Learning Module_ACC ExTR(1).pdf	Jul 2, 2020 10:40:02 AM	212.0 KB	
<input type="checkbox"/>	Assignment Directions - Online Learning Module_ACC ExTR(2).pdf	Sep 25, 2020 2:33:39 PM	212.0 KB	

This file is likely being used in the course and should NOT be deleted.

This file is most likely not being used. It CAN be deleted.

2. While Ally is a great first step to determine if a file is being used in a course, you should always check the **360° View** to make sure there are no links to the file before deleting it.
 - a) Move your cursor over the name of the file you want to check.
 - b) Click the chevron (v-shaped icon) next to the file name.
 - c) Select **360° View** from the pop-up menu.
 - d) Scroll down to the **Links** section.
 - If there is nothing there, you can safely delete the file.
 - **If there are links displayed, you should not delete the file.**

Links

No links available.

Example of a file that CAN be deleted.

Links

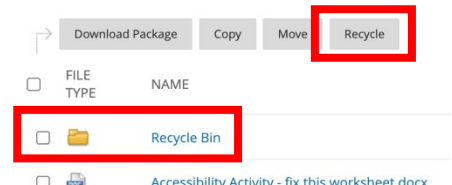
Course Id	Course Name	Instructor Name
ADM_CEI_TEACH_20	CEI Online Teaching Academy- Design and Build	Jeremy Jungbluth, Rebecca Roti Wild, Jeremy Cooper, Caroline H

Example of a file that should NOT be deleted.

Deleting unused files

Once you have determined that a file is no longer needed, deleting the file is very easy.

1. Click the checkbox next to the file name in the Course Content window.
2. Click **Recycle**.
3. Click **OK** in the *These items will be moved to the Recycle Bin. Continue?* dialog box.



Recycle button and Recycle Bin in Course Content Window.

HINT: The **Recycle Bin** will hold removed items for a period of 30 days before the items are permanently deleted. If you need a file that was accidentally removed, go to the **Recycle Bin**, select the file and click **Restore**.

Folders in the Files area

In addition to a listing of files in the Course Content window, you may also see folders that contain unused files from previous semesters. You should open each folder (and any subfolders) and remove the unused files before deleting the folder.

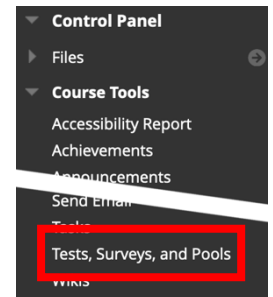
ALERT: You should never remove an entire folder from the Course Content area before verifying that there are no files in it that are being used in the course!

FILE TYPE	NAME	EDITED	SIZE
Folder	ADM_CATT_mdcc45_20220411_ImportedContent_2...	Apr 11, 2022 10:29:21 AM	29.2 MB
Folder	ADM_CATT_mdcc45_20220411_ImportedContent_2...	Apr 11, 2022 10:35:40 AM	53.6 MB
Folder	ADM_GSE_ellensid_031119_ImportedContent_201...	Apr 11, 2022 10:27:13 AM	11.7 KB
Folder	Recycle Bin	Apr 11, 2022 10:35:41 AM	0

Folders in the Course Content window.

Deleting unused tests

Another focus of your cleanup should be the *Tests, Survey, and Pools* area in your course. Copying assessments, including tests and assignments, from semester to semester can create challenges when using the Grade Center. Removing unused assessments can make your courses run more efficiently.




Tests, Surveys and Pools are located under Course Tools.

Identifying unused tests

The easiest way to determine if a test is not being used is to see if it is deployed to a content area.

- Go to **Control Panel > Course Tools > Tests, Surveys and Pools**.
- Click **Tests**.
 - This opens a list of all the tests in the course. If there are multiple pages of tests in the course, click **Show All**.
- You may notice several outdated tests (based on **Date Last Edited** column) or duplicate tests (based on **Name** column).
- The **Deployed** column can help you determine which tests you can delete.
 - Any item marked **No** is not being used in the course and should be deleted.

NAME 	DEPLOYED
Orientation Quiz	Getting Started
Orientation Quiz	No
Revision Summary "Quiz" (optional)	Assignments
Revision Summary "Quiz" (optional)	No

List of tests and quizzes

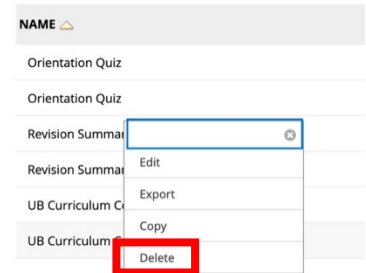
Notice the name of where this it can be found? This one is deployed and should NOT be deleted.

Notice the word "No"? This item has not been deployed and CAN be deleted.

Deleting a test

ALERT: Tests do not have a recycle bin and are immediately deleted.

1. Move your cursor over the name of the test.
2. Click the chevron (v-shaped icon) next to the test name.
3. Select **Delete** from the pop-up menu.
4. Click **OK** in the *This item will be deleted. Continue?* dialog box.



Options to Edit, Export, Copy and Delete, with Delete highlighted.

Moving video content from UB Learns to Panopto

Videos can take up considerable storage space in courses, resulting in large storage sizes and poor performance. As with files and tests, any previously uploaded video continues to be copied and saved in the Files area from semester to semester. You should move these files to Panopto (our recommendation), YouTube or another streaming service and then use the tools in UB Learns to display them on your course content pages.

Why use Panopto?

- Automatically captions recordings.
- Analytics are easily available.
- Quizzes can be embedded in the video.
- Instructors can control who sees the video.

Locating video files in your course

1. Go to **Control Panel > Files**.
2. Click the course ID (first item in the list). Do not click *All Courses Content*.
3. Look for files with video format extensions such as MP4, MOV, MPEG and AVI. Click **File Type** to sort the list by format.

Make sure you have a copy!

ALERT: If you do not have a copy of the file, download the video and then upload it to Panopto before removing it from your course.

Downloading a copy of the video

1. Move your cursor over the name of the video file.
2. Click the chevron (v-shaped icon) next to the file name.
3. Select **Download Package** from the pop-up menu.

The video will download as a ZIP file. Unzip the file before uploading to Panopto.



Uploading your video to Panopto and displaying it in your course

Help webpages for using Panopto.

- [Sign into Panopto](#)
- [Uploading a Video to Panopto](#)

Under *Instructions* on [UB Learns and Panopto](#) help webpage:

- *Add the Panopto Tool Application Link and Configure Your Course for Panopto*
 - You only need to do this once.
- *Optional: Embed Video using Panopto Tools*

Removing video files

1. Click the checkbox next to the video file name in the Course Content window.
2. Click **Recycle**.
3. Click **OK** in the *These items will be moved to the Recycle Bin. Continue?* dialog box.

Creating archives and exports

Now that you have removed the unused files, folders, tests and videos, you should create archive and export files of your course.

Working with ZIP files

ALERT: Archive and export packages are downloaded as compressed ZIP files and are imported in the same format. Don't unzip these files as the contents won't import correctly.

ALERT: Some browsers might automatically unzip a file after download, so you may need to download the ZIP file by right-clicking on the link and choosing *Download Linked File As...*

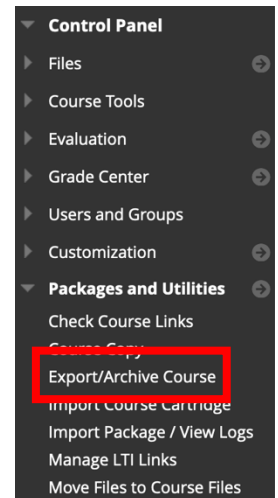
What is an archive file?

Archive Course creates a ZIP file that captures all the student and instructor interactions in a course. It is recommended that you capture this information at the end of each semester.

HINT: Check with your department for more specific information regarding details of what to keep, the length of time to keep the information, and where to store it as the information provided here is an overview.

Creating an archive

1. Go to **Control Panel > Packages and Utilities > Export/Archive Course**.
2. Click **Archive Course**.
3. Under **Select Copy Options**, check **Include Grade Center History**.
4. Click **Submit**.
5. You will receive an email when your archive file is ready.
6. Return to the **Export/Archive Course** page and download the ZIP file. You may need to click the **Refresh** button.
7. Save the ZIP file to UBbox, OneDrive or your computer.



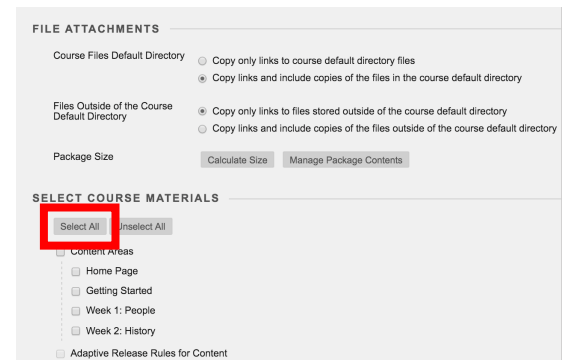
Export/Archive Course is located under Packages and Utilities

What is an export file?

Export Course creates a ZIP file of your course content that you can import into a new course, but the export does not include any users or user interactions from the course. You choose which course materials to include in the export. Note that attendance isn't included in the list.

Creating an Export file

1. Go to Control Panel > **Packages and Utilities > Export/Archive Course**.
4. Select **Export Course**.
5. Under **File Attachments**, leave the default settings.
6. Under **Select Course Materials**, click **Select All**.
 - For **Discussion Board**, decide whether to *Include starter posts for each thread in each forum (anonymously)* or *Include only forums with no starter posts*.
7. Click **Submit**.
8. You will receive an email when your export file is ready.
9. Return to the **Export/Archive Course** page and download the ZIP file. You may need to click the **Refresh** button.
10. Save the ZIP file to UBbox, OneDrive or your computer.



HINT: We strongly suggest using the Select All option when creating an export file.