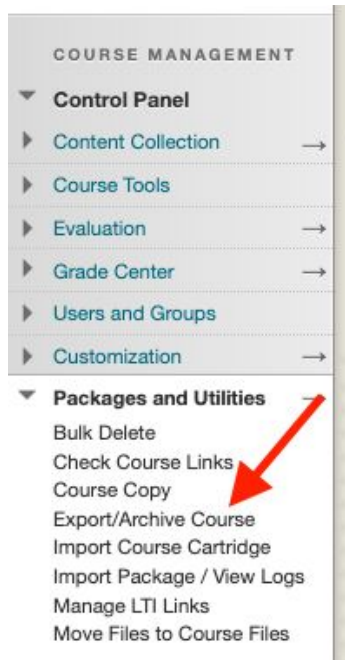# REVIEWING YOUR COURSE'S ESTIMATED FILE SIZE
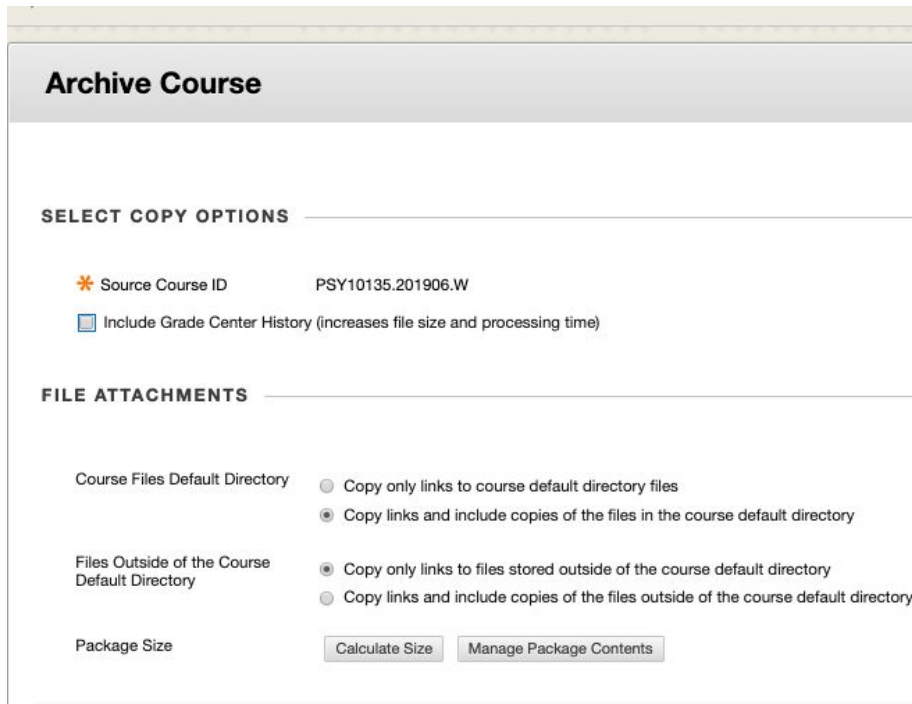
Each course's overall file size must stay within the range of **500 MB to 1 GB.** You may check your course's file size when logged into Blackboard by following these steps:

1. Navigate to the course that you want to review. In the course's **CONTROL PANEL**, click on **PACKAGES UTILITIES** and select **ARCHIVE/EXPORT COURSE** from the menu of tools.

2. On the Export/Archive Course page, click on the **ARCHIVE COURSE** button.

3. On the Archive Course page, scroll down to the **PACKAGE SIZE** section and click on the **CALCULATE SIZE** button.

4. You will see an estimate of your course's overall file size.

Package Size

Allowed package size: Unlimited

4.26 MB Manage Package Contents

If your course's file size is larger than 1 GB, you will need to reduce your course's file size to be within the accepted range.
You will need to review your Content Collection and remove files that are no longer being used, mp4 files and/or duplicate files.