

# How to Save Space in Your Course

Some file types can become quite large, increasing the amount of time to upload and download the files. Blackboard Learn has space limitations so uploading smaller files uses the available space more efficiently. Here are some common large file types and how to reduce their size.

1. Videos: Instead of uploading video files to your course, upload the video to YouTube, then upload the link to your course. Below are instructions (click on the link)
  - a. [How to create a YouTube account and upload a video to YouTube](#)
  - b. How to add a weblink to your course ([document link](#)) ([video link](#))
  - c. How to embed a YouTube video in your course ([document link](#)) ([video link](#))
2. PowerPoint presentations with videos.
  - a. If the video is from YouTube, embed the video using the embed link. Follow these instructions: <https://martin.cuw.edu/Panopto/Pages/Viewer.aspx?id=d838deb0-2639-44da-8a7d-7ebf466f7cdc>
  - b. If it is your own video, upload the video to YouTube, then embed the video as described above. See #1 (above) for instructions to create a YouTube account and upload video to YouTube.
3. PowerPoint presentation with voice over: Instead of uploading the PowerPoint file to your course, convert the voice over PowerPoint presentation to a video and upload the video to YouTube. Below are links to show you how to create a voice over PowerPoint and convert it to a video. See #1 (above) for instructions for uploading the video to YouTube.
  - a. Instructions for creating a voice over PowerPoint and converting it to a video file ([document instructions](#), video instructions: [Part 1](#), [Part 2](#))
4. Audio files: In most cases, audio files should be converted to mp3 format to save space. If the file is already in mp3 format, it can be compressed even further (lower quality, but still audible). Follow these directions for compressing audio files (or share these directions with your students): <https://martin.cuw.edu/Panopto/Pages/Viewer.aspx?id=74c6698d-242b-49da-ab28-28577b2bb6c2>