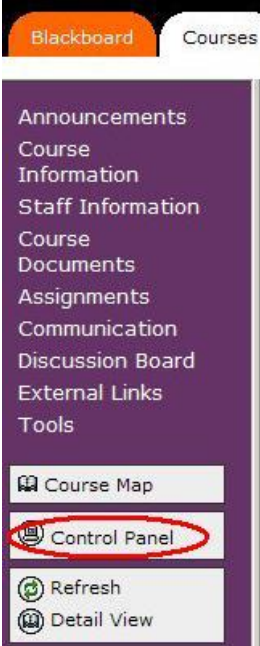




How do generate disk usage report for my Blackboard Course?

1. Click the "Courses" tab in the top navigation bar.
2. Click the name of the course you want to access.

<p>3. On your course's main page, click the Control Panel.</p>	 <p>The screenshot shows the Blackboard navigation menu. The 'Control Panel' option is circled in red. Other options include Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Course Map, Refresh, and Detail View.</p>
<p>4. Under Course Tools, click Disk Usage Report.</p>	 <p>The screenshot shows the 'Course Tools' section of the Blackboard interface. The 'Disk Usage Report' link is circled in red. Other links include Course Information, Course Documents, Assignments, External Links, Announcements, Collaboration, Course Calendar, Digital Dropbox, Staff Information, Glossary Manager, Tasks, Messages, Send Email, Disk Usage Report, Discussion Board, Self and Peer Assessment, Course Options, Manage Course Menu, Course Copy, Course Design, Import Course Cartridge, Manage Tools, Import Package, Settings, Export Course, and Recycle Course.</p>

5. Your Disk Usage Report will now be displayed. It allows you to view your current disk space utilization as well as identify which areas of your course shell need attention as your usage grows closer to your quota limit. Click OK to close the window when done.

 **Disk Usage Report**

The disk usage report calculates the amount of disk space used by this course shell for both instructor and student content.

Instructor Content	6,047KB
Assignments	1,289KB
Digital Dropbox	1,305KB
Discussion Boards	2KB
Export Packages	11,467KB
Gradebook	9KB
Messages	3KB
Assessments	0KB
Total disk usage	20,217KB
Quota Limit	262,144KB
Percent of quota used	7.71%

It is recommended that instructors remove graded student submissions from the Digital Dropbox and Assignment areas as well as Messaging items before requesting additional resources. Contact the Technology Support Center, 2-0999, for assistance.