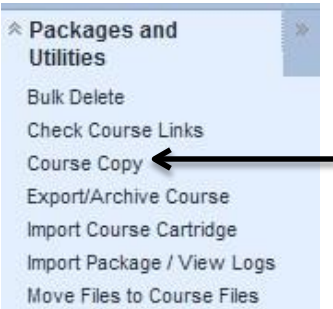# Checking Your Course File Size and Clean Up Your Course

By Scott Badger

As you are starting to prepare your Fall, Spring, or Summer courses, please make sure you clean out your Course Files area. When courses are copied over from old semesters, old course files are placed into a folder. If they are not cleaned and moved out, over time, various copies and versions of files accumulate – pushing the file limit over the **500MG limit** set on courses. To avoid this, when you copy over old courses please clean up the course files area after you have copied your course over.

2. On the Control Panel, Select **Packages and Utilities**.

3. Click on **Course Copy**.

4. Scroll down to **3. File Attachments** and click the **Calculate Size** button.

5. You will now see your course file size.