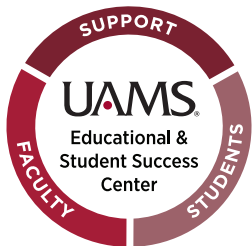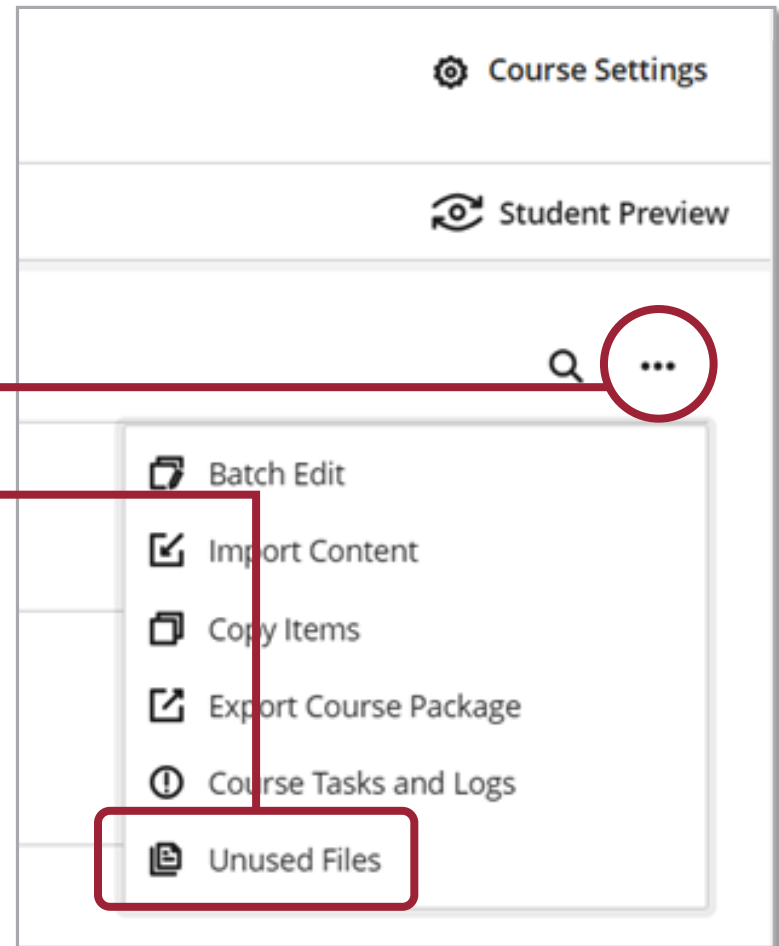# Blackboard ULTRA

TIP OR TRICK #1

Clear Unused Files

DID YOU KNOW?

Ultra makes it easier than ever to clean your content collection.

Simply click the ellipsis icon, then Unused Files to identify and follow the prompt to clear unused files.

Run this process after every course copy to ensure you're using your course storage efficiently. This helps UAMS reduce storage-related costs and ensures the efficient operation of Blackboard.

⚙ Course Settings

↻ Student Preview

Q ⋯

🗐 Batch Edit

☑ Import Content

🗇 Copy Items

↗ Export Course Package

ⓘ Course Tasks and Logs

🗐 Unused Files

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