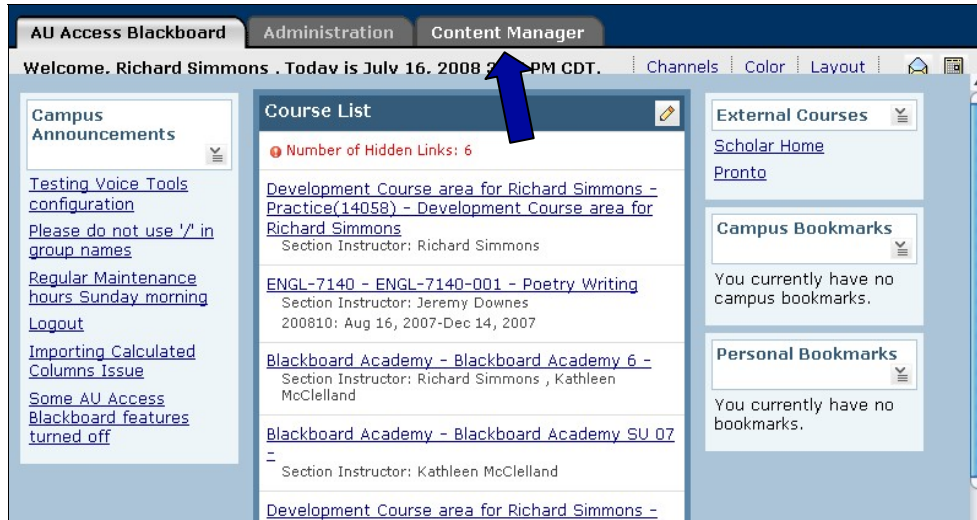


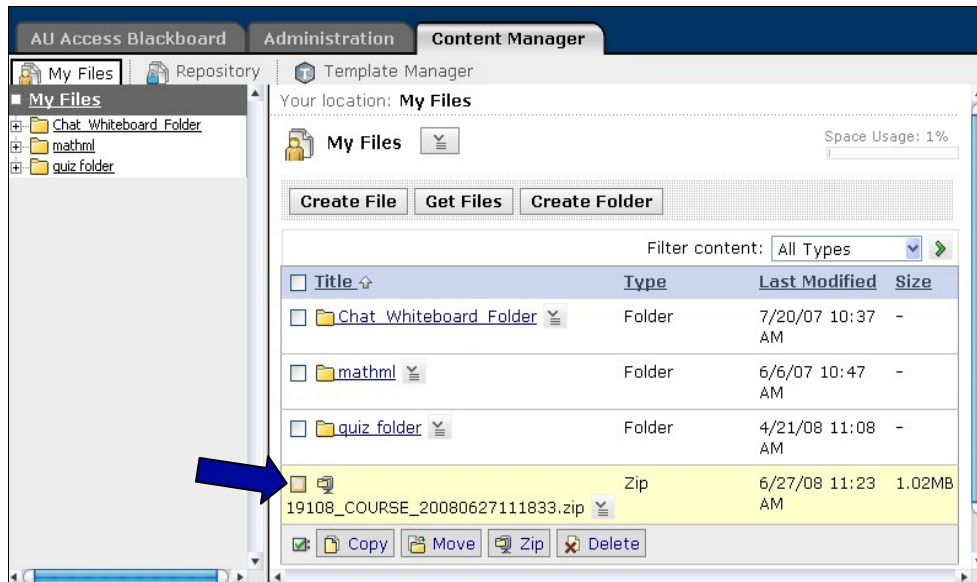
How to Delete Files from My Files

1. If while importing content into Blackboard you receive the following message, “While copying the content you reached the file quota allotted to you. If you want to copy more files, you must delete some files,” you will need to delete previously uploaded files to create space in My Files.

From the AU Access Blackboard homepage, select the **Content Manager** tab.

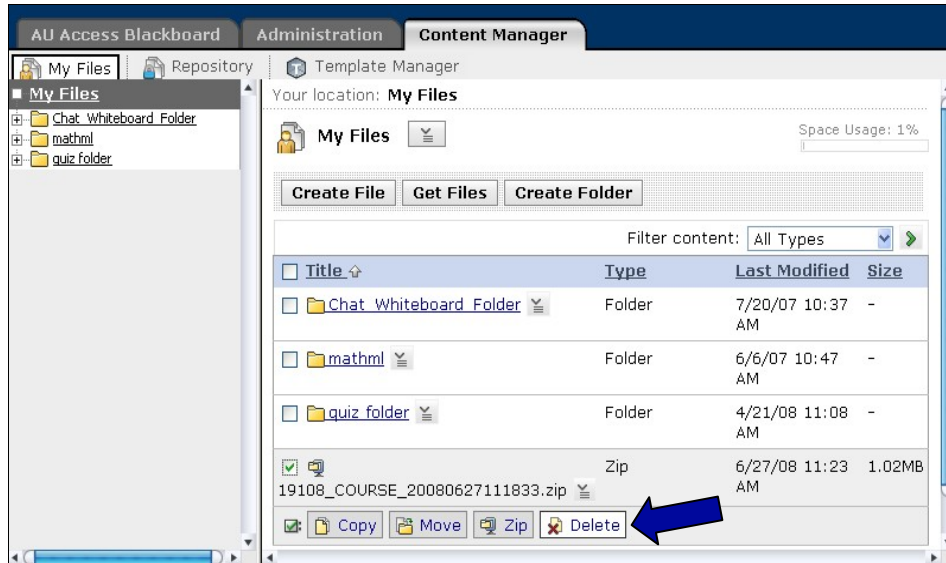


2. Select all unneeded files (such as previous course migration ZIP files).

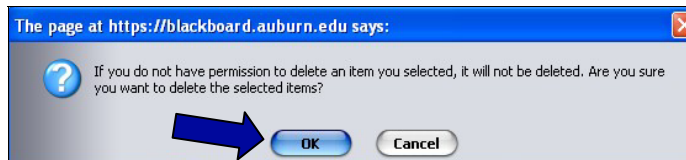


How to Delete Files from My Files

3. Click Delete.



4. Click the **OK** button



5. The file is deleted. Repeat until you have enough room to upload your course. Space usage for My Files appears at the top right.

