

DOWNLOAD/DELETE VIDEO FILES

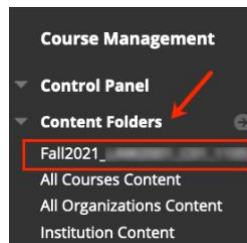
If your course has been flagged for going over the 2 GB course quota, this guide contains information about how to download and delete files from the ulearn content folder, in particular video files, and how to add them back to ulearn by uploading them to [Kaltura](#) if those files are necessary.

Note:

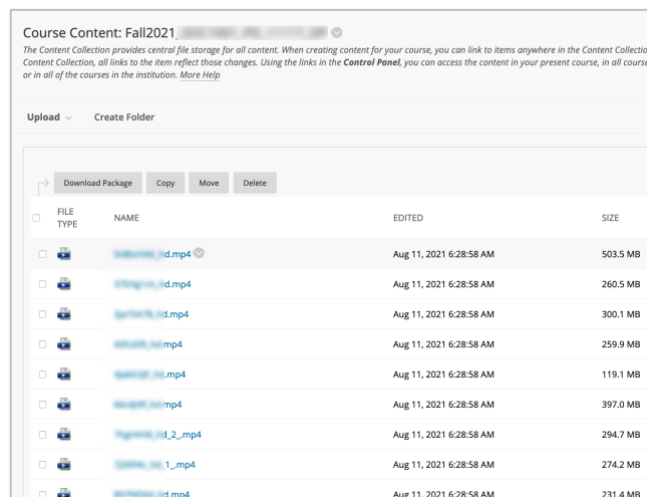
Per the JWU Classroom Recording Policy, faculty cannot share class video recordings from a previously taught course section into another course section. These include videos from Blackboard Collaborate or Zoom that were either manually added files or files shared via a cloud recording link.

Instructions

1. Under the **Control Panel**, expand **Content Folders** and click on the **Course ID**.

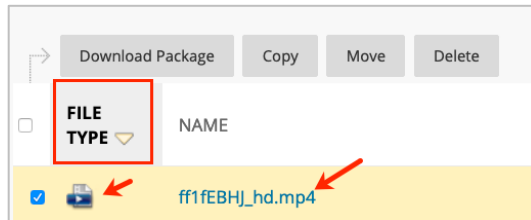


2. You will see the content folder of your course. This is the location where all course files end up when you upload content into ulearn (such as to a weekly content folder on the left menu).



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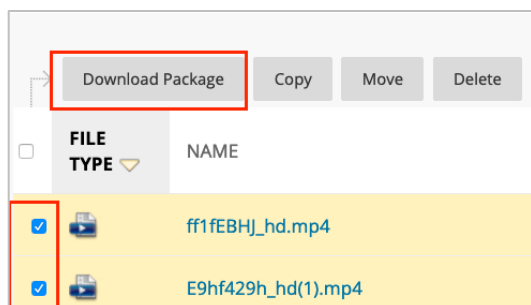
3. First, sort the files by clicking **File Type** so that it captures all possible media files first on the list. This should include common video formats including MP4, MEG-4, MOV, WMV, FLV, AVI, MKV, etc.,



4. Click the **box** next to each video file and ensure it is **checked**.

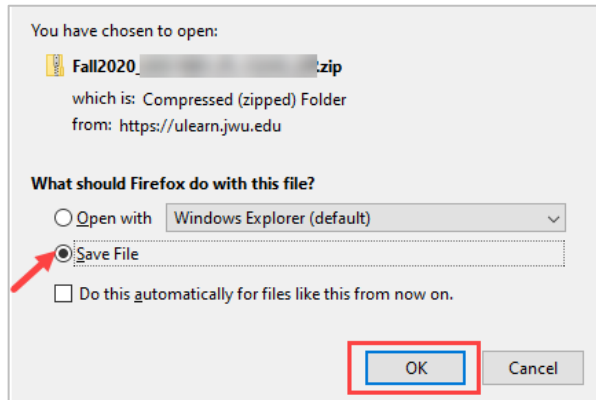


5. With the files selected, click **Download Package**.

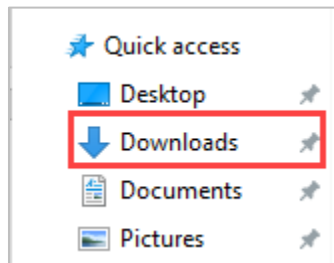


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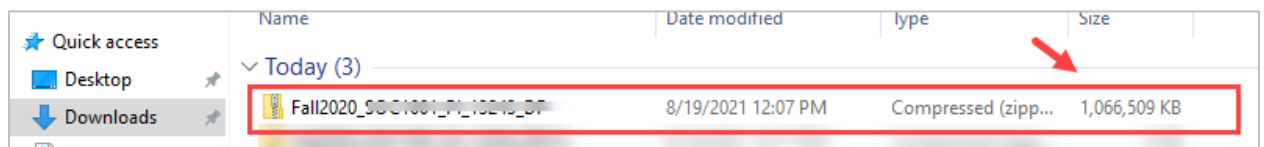
- If you have not set your downloads to automatically download, a pop up screen will appear. Click **Save File** and then click **OK** if this pop-up appears.



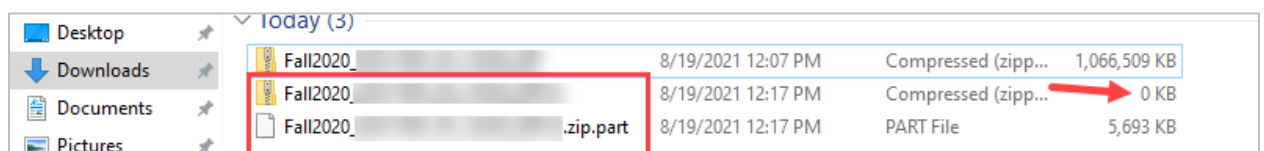
If a pop-up does not appear, the files will download into a zip file (a compressed file with one or more files in it). To locate the file, click on your computer's **Downloads** folder. It may take several minutes or longer to completely download the zip file, depending on your internet connection.



- Verify that your zip file downloaded completely by visiting the **Downloads** folder on your computer. A completely downloaded file will have a large file size. **Double click** the zip archive so that it can open the files.






A file download that is not yet completely downloaded will show up as having a part file to it in the downloads folder. Be patient and return to this space for the zip file to completely download. The download speed may depend on your internet connection.

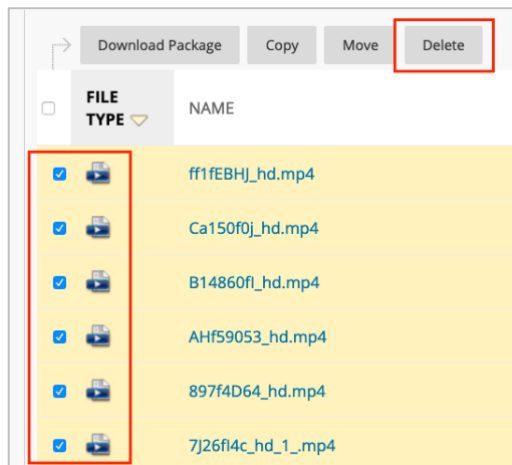


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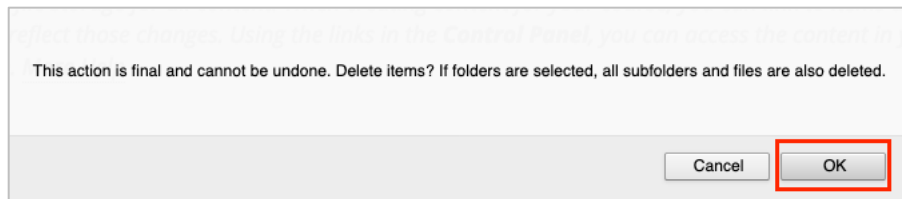
8. Once a file has completed downloaded, return to the **Downloads** folder of your computer and locate the file. **Double click** your folder and ensure all the videos you selected for download are there and that they can play.

Name	Type	Compressed size
 0c8bcHAE_hd	VLC media file (.mp4)	512,450 KB
 3ja75A7B_hd	VLC media file (.mp4)	296,132 KB
 37EHg1ch_hd	VLC media file (.mp4)	257,927 KB

9. Now, return to the content folder of your ulearn course. **Check the box or boxes** next to the video files you need to delete permanently from the course. Click the **Delete** button.

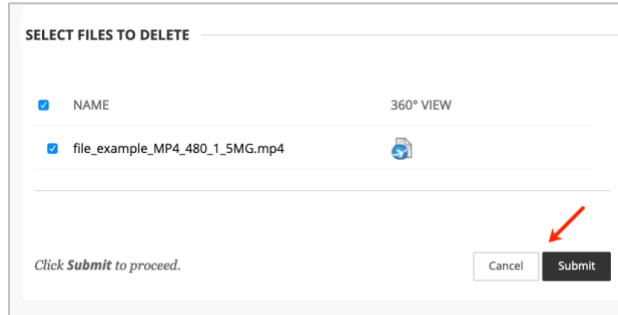


10. A pop-up message appears with a warning. Click **OK**.



11. This window may appear to some. If it does, click **Submit**. Do not uncheck any checked files.

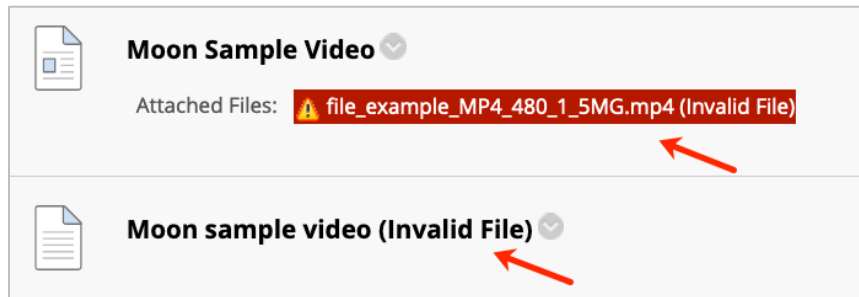
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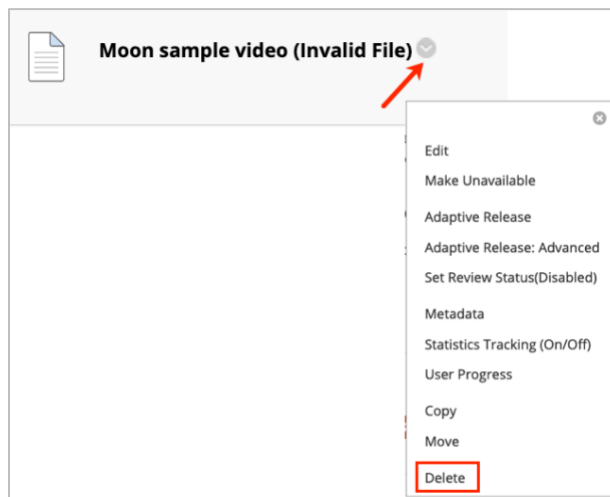
A message appears that files have been successfully deleted.

Success: Items deleted.

12. Depending on how your videos were added in ulearn (as a file or to an item), you may have to return to your weekly content folders (i.e. Week 1, etc.,) to remove any instances of items that now show invalid files. Files that were added to items will appear this way with a red message over the file that was deleted.



13. Click the down arrow next to the item or file and select **Delete** from the menu.



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14. To add video files, follow the steps in this user guide to [Add Media to Kaltura](#). This houses videos on our media server and does not stress the 2 gigabyte course quota in each course.

Note:

Before uploading video files to Kaltura, ensure the files are not classroom recordings from a previous course section. Double click a file to inspect it before adding it to Kaltura.