



## Making best use of disk space

There are a number of items within the LMS that will use the allocated disk space quota. These include:

- Data Files
  - Course packages
  - Course files
  - Course back-ups
  - Assignment files
  - SCORM files
- LMS database
  - User accounts
  - Course data
  - Usage data
  - Logs

The majority of disk space is often used up by data files and the amount used can vary significantly. Resource files added to a course page should not use much space, for example, this PDF file is only 116 KB. Whereas media heavy SCORM packages would use much more disk space, for example, a 10-minute eLearning course containing animation and audio might use 125MB. Checking a file's properties should give you an indication of it's size. *Please note SCORM files when unpacked will utilise approximately 2.5 times of the zipped file size.*

In order to make the best use of the disk space available, you may wish to consider the following:

1. Don't keep unwanted course back-up files
2. When creating course pages, where possible, use links to files that are stored elsewhere rather than uploading files to the LMS. This also helps with version control as the document is only stored in one place.
3. When uploading document files, save as low-resolution PDFs where possible.
4. When using video, use a Content Delivery Network (CDN) such as 'Vimeo' or 'You Tube'. Then embed the video into the LMS from the CDN. This not only has the advantage of not using any of your disk space, but it also automatically provides a customisable 'smart player' which means that the player will intelligently choose the highest quality possible based on the viewer's network connection, bandwidth, graphics processing ability, and other factors. A CDN would also provide the option to add closed captioning and translated subtitles to the videos if required. Purchasing a 'Pro' account for a CDN such as Vimeo isn't particularly expensive and amongst other things, provides the added advantage of keeping your videos 'private'
5. When creating elearning using an authoring tool, consider inserting links to files stored elsewhere