



Blackboard Best Practices: Field Lengths

A Blackboard Learning Services Tip Sheet

Introduction

The *Blackboard Learning System* (Release 6) contains many areas where instructors can input text. Each of these areas (fields) has a generous, but finite, limit of allowable characters. Many instructors have indicated that awareness of character limitations would aid their planning – so we include most of them below.

Users and Courses

Course ID	50 characters
Course Name	255 characters
Course Description	4000 characters
Username	50 characters
Password	32 characters (in most cases)
First Name, Last Name, Middle Name, Title, Student ID, Email address, Job Title, Department, Company, Street Address	100 characters (each)
City, State, Zip, Country, Business Address, Home Address, Mobile, Fax, Fax Home	50 characters

Content Areas

Item, Folder, Assignment, or Learning Unit Title	255 characters
Item, Folder, Assignment, or Learning Unit Description	Virtually unlimited. On Unix systems, the initial value is limited by the stored procedure on the Oracle database (32K) and the update value size is limited to 512K. On Windows systems, the theoretical limit is 2MG.
Name of Link to Attached File	255 characters

Course Tool Areas

Announcement Subject	255 characters
Announcement Body	Virtually unlimited. On Unix systems, the initial value is limited by the stored procedure on the Oracle database (32K) and the update value size is limited to 512K. On Windows systems, the theoretical limit is 2MG.
Calendar Item Subject	100 characters
Calendar Item Message	4000 characters
Task Subject	100 characters
Task Description	4000 characters
External Link Name	255 characters
External Link URL	255 characters
External Link Description	4000 characters

Gradebook

Item Name	245 characters
Points Possible (in a single grade)	32 characters

Assessments (Tests and Quizzes)

Assessment Name	245 characters
Instructions	4000 characters
Description	4000 characters
Question	4000 characters
Instructor's Answer	2000 characters
Student's Answer (Fill in the Blank)	225 characters
Student's Answer (Short Answer/Essay)	>32000. On Unix systems, the initial value is limited by the stored procedure on the Oracle database (32K) and the update value size is limited to 512K. On Windows systems, the theoretical limit is 2MG
Correct Feedback, Incorrect Feedback	1500 characters
External Link	255 characters
Name of External Link	32 characters
Pool Name	245 characters
Pool Description	2000 characters
Pool Category Name	32 characters

Collaboration and Groups

Discussion Board Forum Name	255 characters
Discussion Board Forum Description	4000 characters
Discussion Board Message Subject	255 characters
Discussion Board Message	Virtually unlimited. On Unix systems, the initial value is limited by the stored procedure on the Oracle database (32K) and the update value size is limited to 512K. On Windows systems, the theoretical limit is 2MG.
Group Name	255 characters
Group Description	4000 characters
Digital Drop Box Comment (to attached file)	4000 characters

Education Opportunities

Blackboard Learning Services offers comprehensive classroom training programs and educational materials for the *Blackboard Learning System* and *Blackboard Community Portal System*[™] products. For more information about how Blackboard Learning Services can serve your institution's training needs through on-site events, synchronous WebEx seminars, or via our Certified Education Center partners, please contact your Account Manager at Blackboard or visit the online [Training Center](http://behind.blackboard.com) at <http://behind.blackboard.com>.

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