

New! - HOW TO RECYCLE YOUR COURSE OR PERSONAL MASTER WITH BULK DELETE



Blackboard Learn

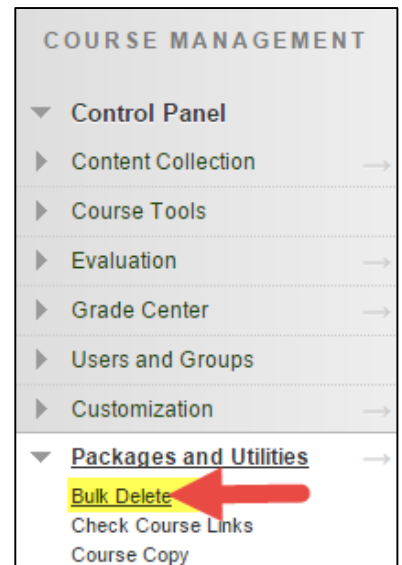
The Bulk Delete process clears the content and settings from your course's Content Areas and Tools. It can be used to remove and reset specific areas of a course, such as a corrupted Announcements Tool, or it can be used to remove content from all Content Area buttons and delete all student data. It is often used to recycle a Personal Master before importing a new Archive file into it.

**Please note that the deletion process is permanent and irrevocable.
Information deleted during this operation cannot be recovered.**

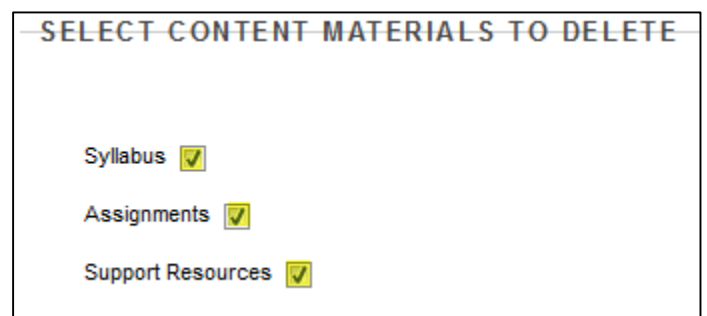
Before you begin this process, please be sure to have [EDIT MODE](#) turned on in the course.

Using Bulk Delete to Recycle Content Areas and Tools

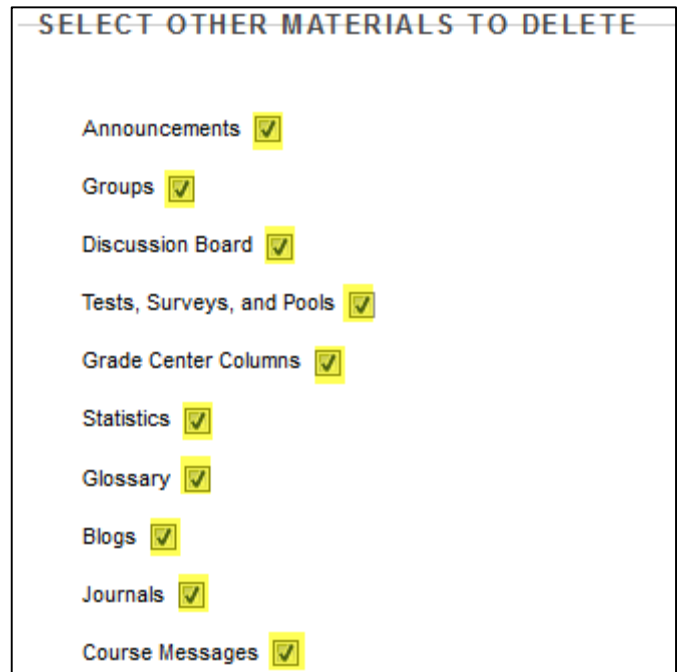
1. In the course or Personal Master to be recycled, scroll down to the **CONTROL PANEL**. Click the **PACKAGES AND UTILITIES** link and select **BULK DELETE**.



2. You will be taken to the BULK DELETE page. Under **SELECT CONTENT MATERIALS TO DELETE**, check the checkboxes to select the Content Areas you want to purge of content.



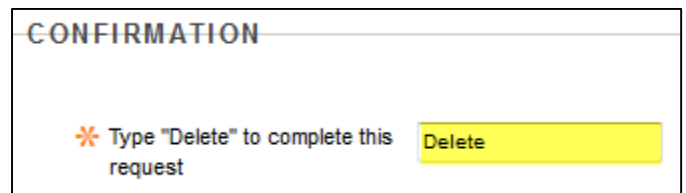
3. Under **SELECT OTHER MATERIALS TO DELETE**, check all the tool checkboxes.



SELECT OTHER MATERIALS TO DELETE

- Announcements
- Groups
- Discussion Board
- Tests, Surveys, and Pools
- Grade Center Columns
- Statistics
- Glossary
- Blogs
- Journals
- Course Messages

4. In the confirmation text-field at the bottom of the page, type the word **DELETE**.

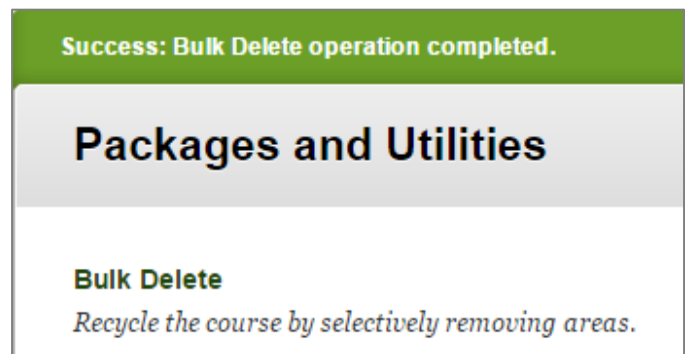


CONFIRMATION

* Type "Delete" to complete this request

5. Lastly, click the **SUBMIT** button to process your request.

Please wait while the command executes. Depending on the size of your course, this could take several minutes. A green confirmation message will appear on the screen to indicate that the bulk delete process has been completed.




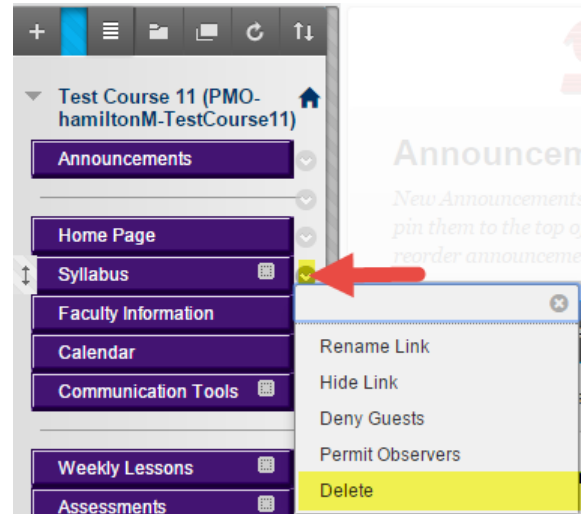
Success: Bulk Delete operation completed.

Packages and Utilities

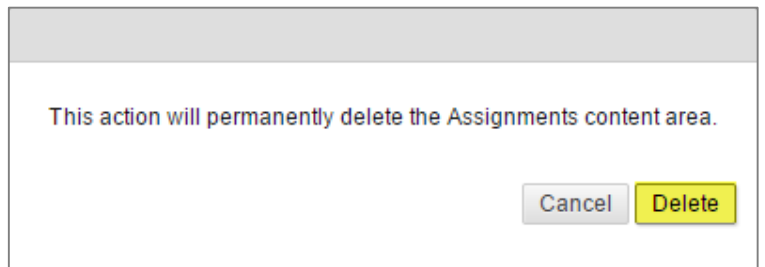
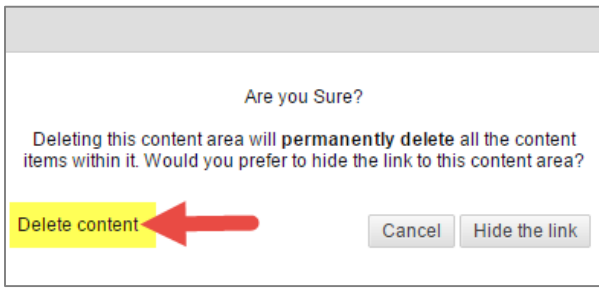
Bulk Delete
Recycle the course by selectively removing areas.

- Once this process is complete you will see empty Content Areas buttons in your course menu. You will now remove all the buttons except for one (1); we recommend keeping the Announcements button.

To delete a button, roll your mouse over a button and click the gray context arrow button  that appears. From the context menu, choose **DELETE**.



- A confirmation alert will appear. Click **DELETE CONTENT**. Then click the **DELETE** button.



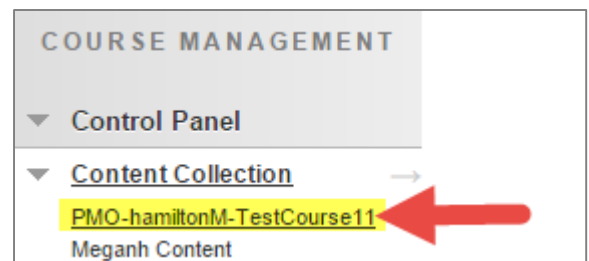
- A confirmation message will appear indicating that button was deleted from the course menu.



Deleting Files from a Course's Content Collection

Please note that the Bulk Delete process only clears the content and settings from your Content Areas and Tools. Any files you had uploaded in the course, such as a Syllabus, will actually still be stored in the Personal Master or course's unique *Content Collection*. You may delete the uploaded files from the selected *Content Collection* using these steps:

- In the course's **Control Panel**, click on the **Content Collection** menu. From the list of opens, click on the **link to the Personal Master or course** that you are viewing.



- You will be taken to the Course Content page for your course, where all the files you have uploaded to the course will be listed. Click the **master checkbox** at the top of the page to select all the files.

Then, click the **Delete** button.

Course Content: PMO-hamiltonM-TestCourse11

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)

Upload Create HTML Object Create Folder Set Up Web Folder

Download Package Copy Move Delete Refresh

<input checked="" type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input checked="" type="checkbox"/>	Audio	streetsofoldmilwaukee_MPM.wav	Dec 4, 2014 1:49:42 PM	273.7 MB	
<input checked="" type="checkbox"/>	Folder	PMO-hamiltonM-TestCourse18_importedContent_20131229020925	Dec 4, 2014 1:49:38 PM	46.7 MB	
<input checked="" type="checkbox"/>	Folder	PMO-hamiltonM-TestCourse17_importedContent_20131223094051(1)	Dec 4, 2014 1:49:33 PM	28.1 MB	
<input checked="" type="checkbox"/>	Audio	bioluminescence.mp3	Dec 4, 2014 1:49:43 PM	13.4 MB	

- A confirmation window will appear. Click the OK button to proceed with the deletion process.

The page at <https://blackboard.matc.edu> says:

This action is final and cannot be undone. Delete items? If folders are selected, all subfolders and files are also deleted.

OK Cancel

- If you selected content in the Content Collection that may be linked to places in a course, you will see a list of those items along with links to the [360° View](#) tool to investigate where the links occur.

If you would like to delete the linked items, leave them selected and click **SUBMIT**.

List Files and Folders With Links

You selected items to delete that are either directly linked or contain items that are linked to other places in a course. Deleting will result in broken links. Additional information on where files and folders are linked from is found on the [360° View](#) page. Select the items to delete and click **Submit**.

Cancel Submit

1. Select Files to Delete

<input checked="" type="checkbox"/>	Name	360° View
<input checked="" type="checkbox"/>	robot-brain.jpg	360° View
<input checked="" type="checkbox"/>	test-course-banner.gif	360° View

Click to See More Information

- A confirmation message will indicate that the selected items were deleted. When there are no more files in the course's Content Collection, you will see the words "Folder Empty" when viewing it.

Success: Items deleted.

Course Content: PMO-hamiltonM-TestCourse11

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Upload Create HTML Object Create Folder

Folder Empty