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

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.

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

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.
6. 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.

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

8. 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:

1. 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.
2. 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.

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

4. 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**.

5. 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.