How to Recycle Your Course or Personal Master with Bulk Delete

The Bulk Delete process can clear the content, settings, and student data from a Blackboard shell. It can be used to remove and reset content areas and tools or an entire course shell. It is often used to recycle a Personal Master before importing a new Archive file into it.

The deletion process is permanent. Information deleted during this operation cannot be recovered!

Using Bulk Delete to Recycle All Content Areas and Tools

Before you begin this process, please be sure to have EDIT MODE turned on in the course.

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 from the options menu.

2. You will be taken to the Bulk Delete page. Under SELECT CONTENT MATERIALS TO DELETE, select the checkboxes to indicate the Content Areas that you want to include in the process.

3. Under SELECT OTHER MATERIALS TO DELETE, select the checkboxes to indicate the tools you want to include in the process.

4. Scroll down to the bottom of the page and type the word DELETE in the confirmation text-box. Then, click the SUBMIT button to process your request. If you are successful, you will see a confirmation banner appear at the top of the page. Please wait for a confirmation email to indicate that the process is complete.

5. Once this process is complete you will see empty Content Areas links in your course menu. Delete all the links from the course menu except for one (1); we recommend keeping the Announcements tool link at the top of the menu.

Deleting Files from a Course’s Content Collection

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 purge the Content Collection using these steps:
1. In the course's **Control Panel**, click on the **Content Collection** menu's navigation button.

2. You will be taken to the Course Content page for your course, where all the files you have uploaded to the course are stored. 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 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.