DELETING GROUPS

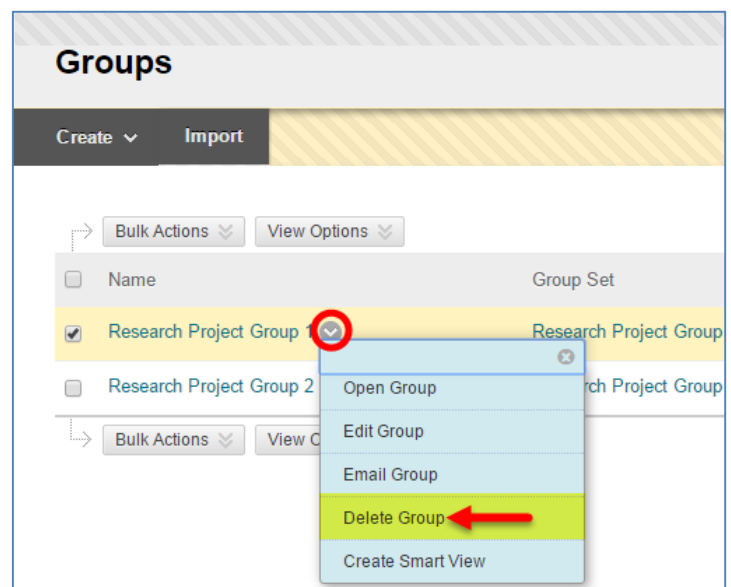**Blackboard Learn**

To delete one or more groups that you have created through your course's Groups tool, follow these steps. Please note that once you delete a group, all activity and assessment data referring to the group will be *permanently* deleted. If this is your intent, please proceed.

These instructions assume that you have **EDIT MODE** turned on in the course.

DELETING A SINGLE GROUP

1. Click on your **GROUPS** tool link button to access the Groups page.

2. On the Groups page, click the set of double-down arrows next to the group you want to work with. In the menu that appears, select **DELETE GROUP.**

3. A confirmation dialogue box will appear on the screen. If you would like to permanently delete this group and its data, click **OK**. The group will be deleted.

DELETING MULTIPLE GROUPS

1. On the Groups page, select the checkboxes next to the groups you want to delete

2. In the **BULK ACTIONS** menu, select **DELETE GROUP.**

3. A confirmation dialogue box will appear on the screen. If you would like to permanently delete these groups and their data, click **OK**. The groups will be deleted.