

# Content Deletion Process



## Blackboard Learn

When working with content and assessments in your Blackboard courses, please be mindful of using the “delete” or “bulk delete” options presented to you through the course’s context menus or control panel.

**In most cases, these processes will permanently and irrevocably delete the content from the course and Blackboard’s databases.**



### ? HOW DO I PREVENT DELETION AND BACK-UP MY WORK?

Deletion processes are always initiated through an individual’s click of a “delete” command and acceptance of a confirmation prompt. If you accidentally click a “delete” button, immediately click the “cancel” button presented to you on the confirmation screen; this will allow you to safely cancel and exit the request.

Although Blackboard Client Services performs daily backups of Blackboard’s databases, they are not meant for individual course, grade, or content item restoration; they are meant to restore an entire system in the event of a server failure.

If you are concerned about losing important assessment data in the course, we recommend:

- [Downloading a copy of your Grade Center](#) as an Excel file at regular weekly intervals.
- [Generating archive “save points” of your course](#) at regular intervals; an administrator can use an archive to try to restore course content.

### ? WHAT DO I DO IF I ACCIDENTALLY DELETED AN ASSESSMENT OR GRADE?

Content may not always be recoverable, but contact Blackboard Faculty Support to investigate what options are available:

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