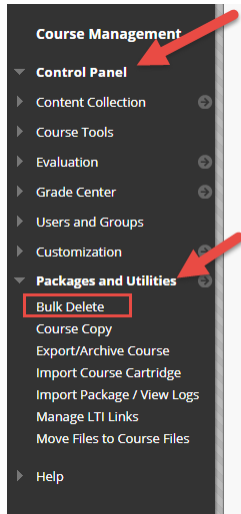


# How to Completely Clear a Blackboard Course to prepare for Course Copy

- (1) Log into Blackboard and enter the course that you want to clear the content from. In this course it is very important to blank out the entire template and all of the tools where user data/settings might have been set. You can do this by going to Control Panel → Packages and Utilities → Bulk Delete.



- (2) Place a check mark beside every available item on this page (ignore the “Users” area in the screenshot, that is an ADMIN only thing).

\* Indicates a required field.

**SELECT CONTENT MATERIALS TO DELETE**

*Warning: This action is final and cannot be undone.*

Course Information

Coursework

Communication

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**SELECT OTHER MATERIALS TO DELETE**

Announcements

~~Users~~

Groups

Discussion Board

Tests, Surveys, and Pools

Grade Center Columns

Statistics

Glossary

Blogs

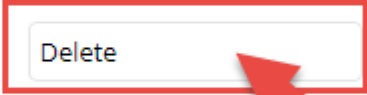
Journals

Course Messages

(3) Scroll to the bottom, type the word "Delete" (case sensitive)

**CONFIRMATION**

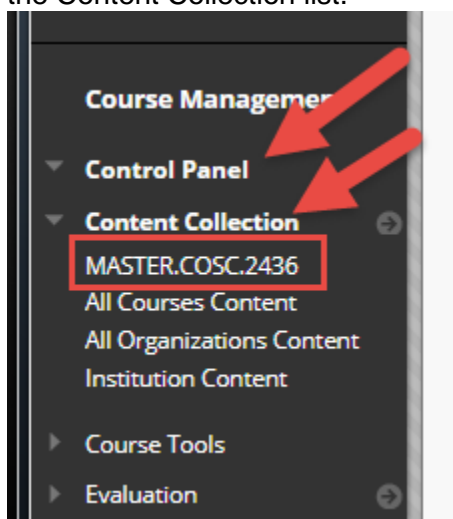
\* Type "Delete" to complete this request



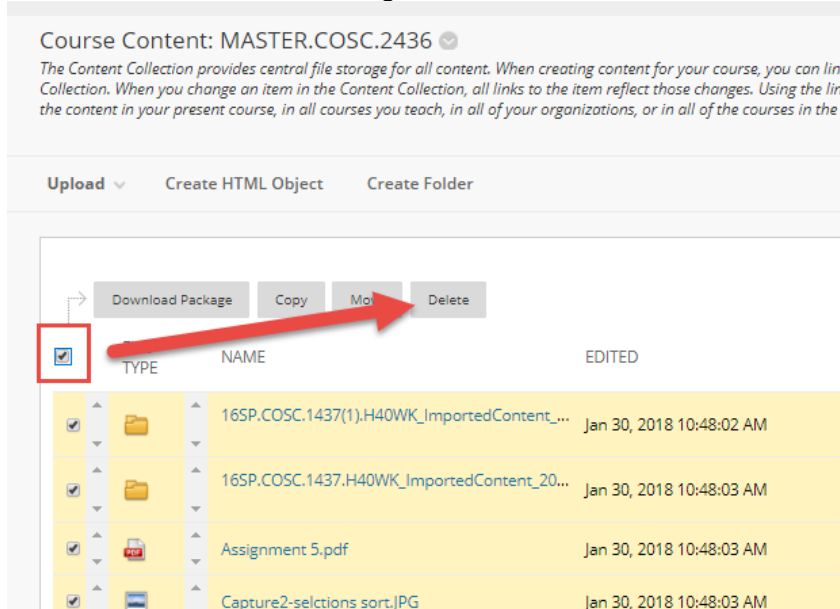
(4) Click submit



(5) For some reason the Bulk Delete function never catches the Content Collection items in the course (I have no idea why – you'd think it would!). So, next you'll need to go to Control Panel → Content Collection → [CourseID]. The main content collection for the course will always be the FIRST link on the Content Collection list.



- (6) Click on the SELECT ALL checkbox for the file collection area, and then click DELETE. Do this until there are no more files showing in this area. There is a possibility that you may get prompted by Blackboard with a warning that you are deleting files that are still linked to the course. If you do, it is okay, go ahead and delete the files (this usually only happens with the course banner file). Just make sure there is NOTHING sitting in this area.

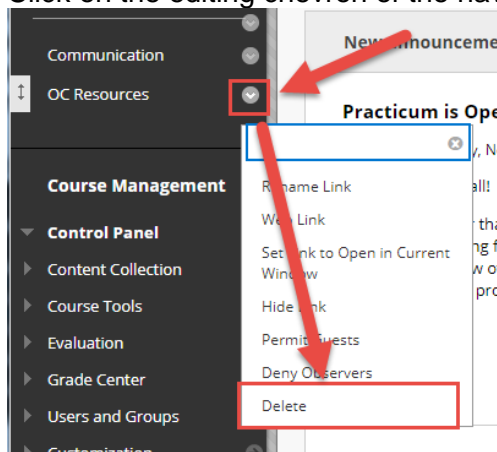


**(7) OPTIONAL STEP (FOR LUMEN CONTENT ONLY!)**

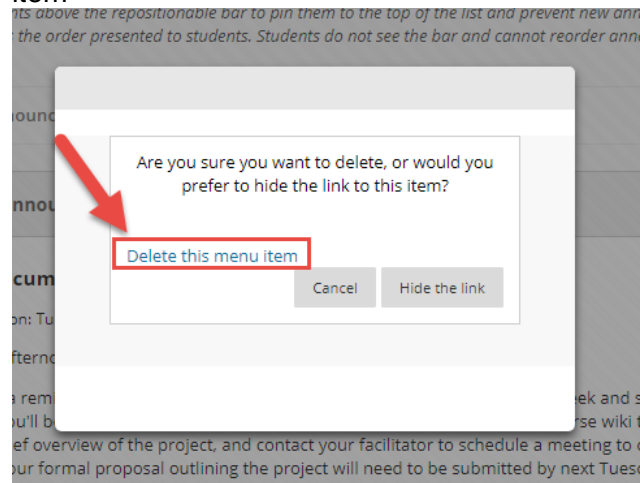
If you will be copying Lumen/OER content into your course shell, you may need to take the additional step of clearing ALL LINKS from the navigational course menu. We've found in the past that sometimes when copying OER content that OER links won't come over if the course navigational menu is still present (really odd thing, I know!). So, if you plan on copying Lumen/OER content into your course shell, make sure to remove your navigational links from the main course menu.

RECOMMENDATION: When removing links, ALWAYS ALWAYS ALWAYS start from the bottom. Deleting from the top will always change the course entry page to the next link down on the page refresh, and this can cause havoc once you get to the last link (which is a web link). So, always best to start from the bottom, and delete working your way up!

Click on the editing chevron of the navigational menu item and select Delete.



You will be asked to confirm the deletion of the link. Click on the hyperlink text for “Delete this menu item”



**Once you have completed the bulk delete, cleared out the course content collection, and (possibly optional!) removed all course navigational links – your course is now completely clean and ready to receive new content! 😊**