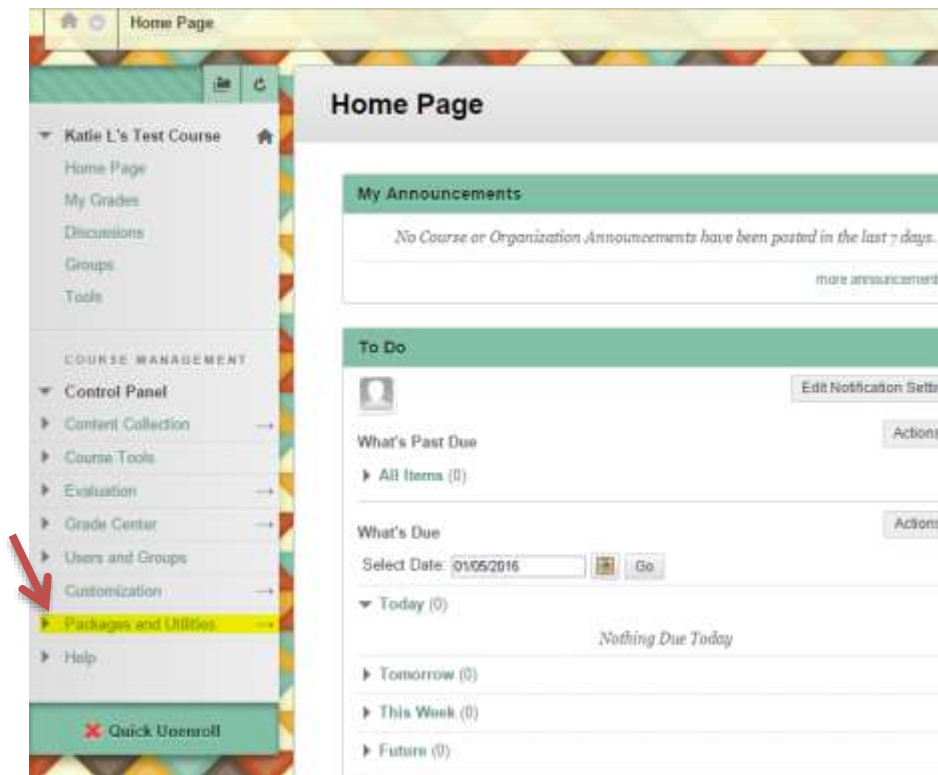


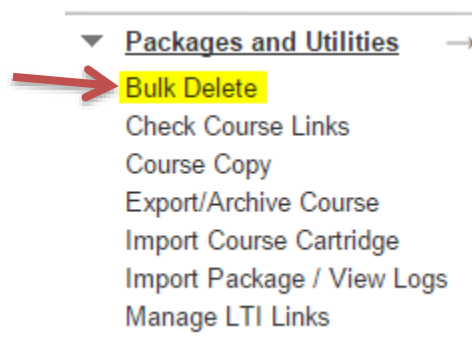
## Bulk Delete in Blackboard Learn

**NOTE:** Be very careful when choosing to do a Bulk Delete. Once deleted, it cannot be retrieved. If students have submitted work to the course, a Bulk Delete should not be done. Contact [celtsupport@cuw.edu](mailto:celtsupport@cuw.edu) for assistance.

1. On the course menu (left hand side) click on “Packages and Utilities”



2. Click “Bulk Delete”



3. You will see the following page. Select the checkboxes for the items you wish to delete. In most cases you would check everything EXCEPT users.

**Bulk Delete**  
*Bulk Delete deletes selected Course Content and data from a Course.*

*\* Indicates a required field.*

**SELECT CONTENT MATERIALS TO DELETE**

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

Information

Content

**SELECT OTHER MATERIALS TO DELETE**

Announcements

Users

Groups

Discussion Board

Tests, Surveys, and Pools

Grade Center Columns

Statistics

Glossary

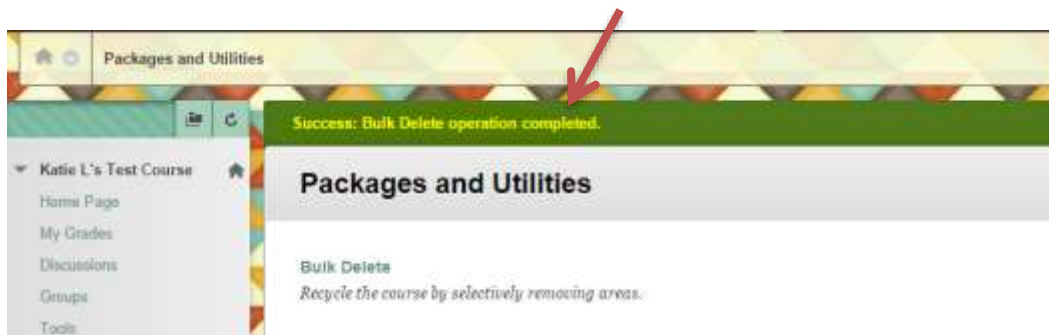
Blogs

4. Scroll down and type “Delete” in the appropriate box. Then click “Submit”

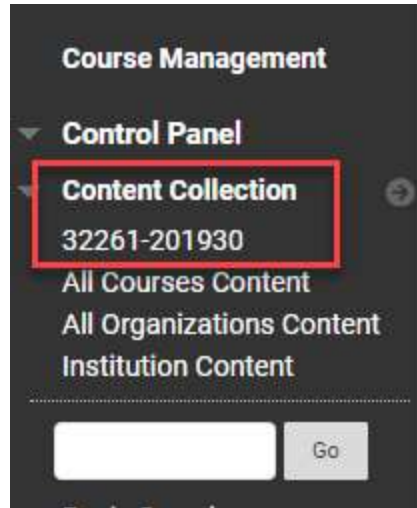
**CONFIRMATION**

\* Type "Delete" to complete this request

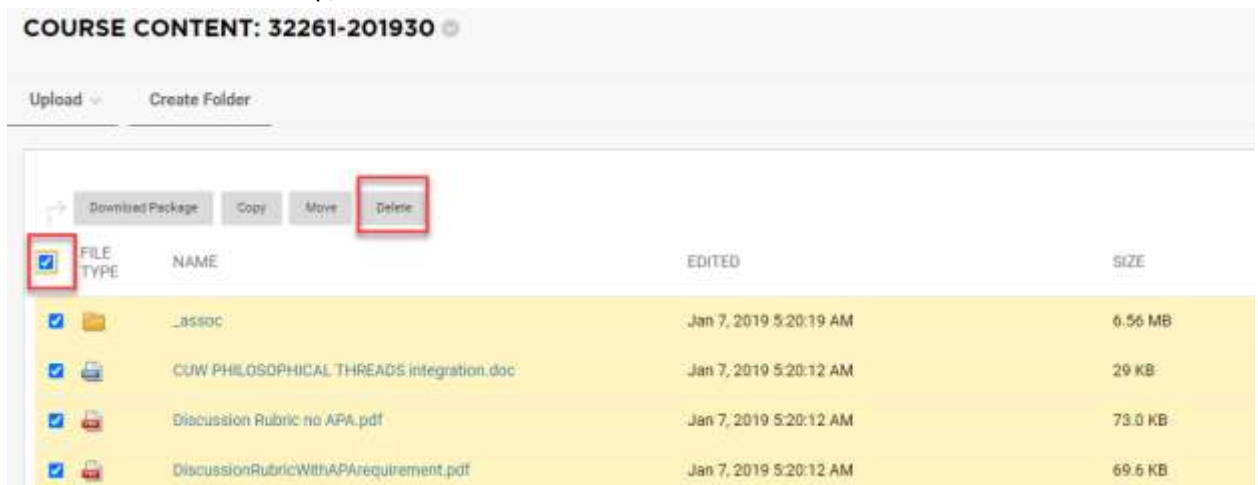
5. Once you click “Submit”, the following screen should appear along with the green bar indicating the bulk delete was successful.



6. After completing the Bulk Delete, the Content Collection should also be deleted. Click on Content Collection. Then click on the CRN-Term Code that appears just below.



7. Check the box near the top, then click Delete.



8. There are 25 items per page. If multiple pages exist, repeat the above steps, or click Show All at the bottom of the page to delete the Content Collection at one time.

