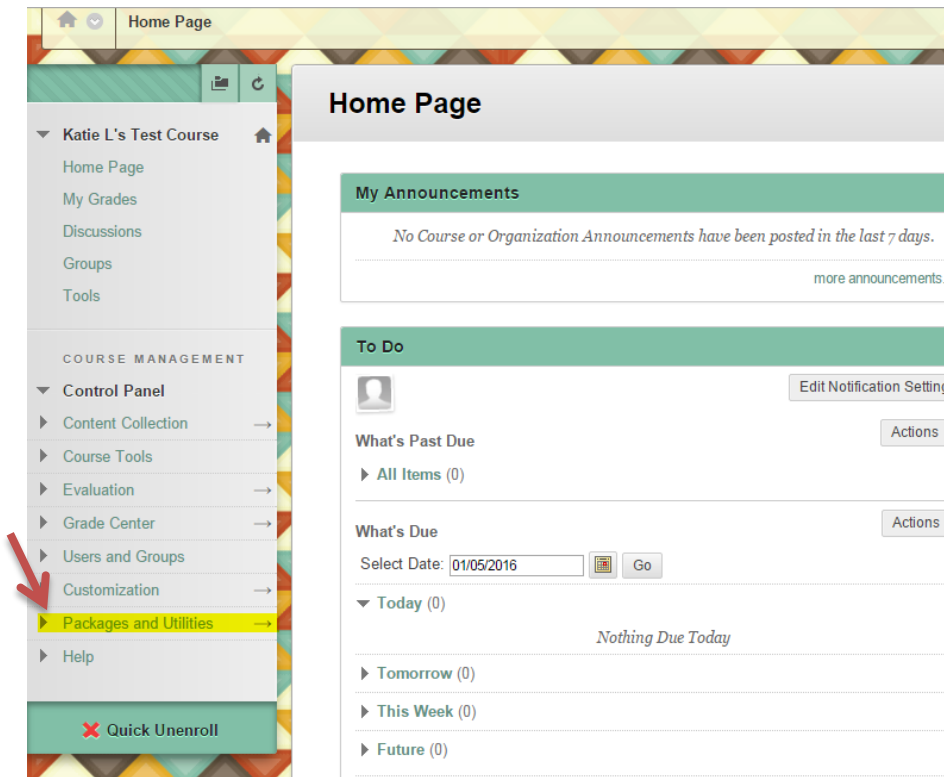
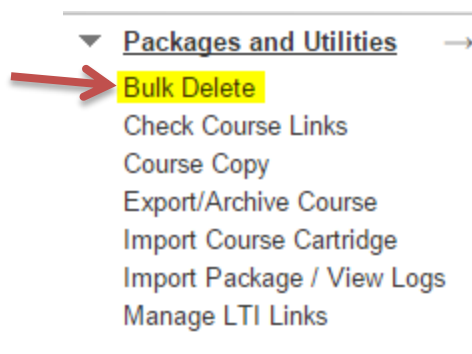


Bulk Delete in Blackboard Learn

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.

