

# Using the Bulk Delete Feature in Blackboard 9

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## **Bulk Deleting Course Information**

**NOTE: Bulk Delete will be available for instructors until the upcoming semester is underway.**

Bulk Delete allows Instructors to remove erroneous content from a Course. This function will be available until the upcoming semester is under way.

Note: If Users are selected, Bulk Delete deletes all users with a role of Student from the Course. Teaching Assistants, Graders, and Course Builders will not be deleted.

**Note:** *Consider archiving Courses first so that, if necessary, it can be restored to its exact state before a bulk delete.*

## **How to Bulk Delete course Information**

1. On the Control Panel, under Packages and Utilities, click Bulk Delete.
2. In the Select Content Materials to Delete section, select the check boxes for Content Materials within the Course that will be deleted. For example, if Faculty Info is selected all of the data within Faculty Info will be deleted.
3. In the Select Other Materials to Delete section, select the check boxes for content found in other areas within the Course that will be deleted. For example, if Discussion Board is selected all of the Discussion Boards in the Course will be deleted.
4. In the Confirmation section, type Delete in the Type 'Delete' to complete this request field to confirm the Bulk Delete.

Instruction video located online at:

<http://www.youtube.com/watch?v=zxEivGslA8g>