Faculty: How to Bulk Delete Course Material in Bb 9.1

This document will explain how to easily delete large amounts of material in your Blackboard 9.1 courses. The Bulk Delete function is a way to permanently delete the contents of your Bb course. You can delete by content type or select all content to create a clean slate. This function is useful if there is a problem with large amounts of content and allows you to remove it more efficiently than deleting individual items.

Bulk Delete

1. Log in to Blackboard and select the course within which content is to be deleted.
2. In the Control Panel, select Packages and Utilities, then Bulk Delete.
3. On the Bulk Delete screen, click on the boxes for the content and other materials that you desire to delete (select ALL boxes to return the course shell to its default state).
4. Type the word "Delete" in section 3 to confirm that you want to permanently delete all the course content selected above.

5. Click the Submit button to complete the Bulk Delete.
   You will receive a green "Success" banner message near the top of the Packages and Utilities screen when the Bulk Delete process is complete.