

Bulk Delete / Reset Course

The Bulk Delete option allows you to reset content areas within the course. It will remove selected content from the content areas but the content area names that appear on the Course Menu must be manually deleted.

1. Ensure that the Edit Mode is turned **ON**
2. On the **Control Panel** under Content Management expand **Packages and Utilities**
3. Choose the **Bulk Delete** option
4. Use the check boxes beside the content area options to choose the content that you wish to delete. These actions are final and cannot be undone.
5. In the Conformation section, **type the word "Delete"** to complete the request.

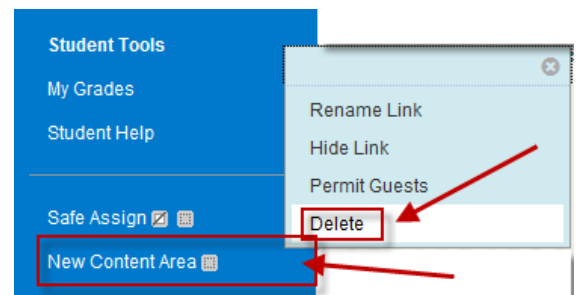
3. Confirmation

* Type "Delete" to complete this request

6. Click Submit.
7. The content areas that were selected will be empty.

(Optionally) To delete the Content Area name from the Course Menu:

1. Hover over the name of the Content area
2. Click the chevron when it becomes available
3. Choose Delete.



For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>