Bulk Delete

Description – In this tutorial, you will learn how to use the Bulk Delete function in Blackboard. This function allows the instructor to delete selected course content and data from his or her course.

*Information deleted during this operation cannot be recovered.

How to Use Bulk Delete

1. Go to the Control Panel on the left of your screen.
2. Click on Packages and Utilities.
3. Next, click Bulk Delete.

When Bulk Delete can be Beneficial

Let’s say that course content was copied into an existing course template multiple times by mistake. You can delete specific content from your course. For example, you can delete old announcements from your course. When Announcements is selected, all of the announcements will be removed. A second example would be deleting tests, surveys, and pools that were copied 2x into your new course. This would affect tests and surveys that are deployed within content areas and that are connected to the Grade Center. You will be starting new with tests, surveys, and pools.

When Should You NOT Use the Bulk Delete Function

Deleting specific course content in a course from a prior term - all previously taught courses should be kept intact for auditing purposes. Copy the old course to a new course and, then, manipulate the content within the new course.