

Deleting Course Content in a Brightspace Course

General Information:

Important: Deletion of course content is recommended over the deletion of an entire course site.

There are times when all or some course content needs to be deleted from a course site, reasons may include:

- Instructor has copied the wrong course content from another course site.
- A course has been reassigned to another instructor and initial instructor’s content needs to be removed.

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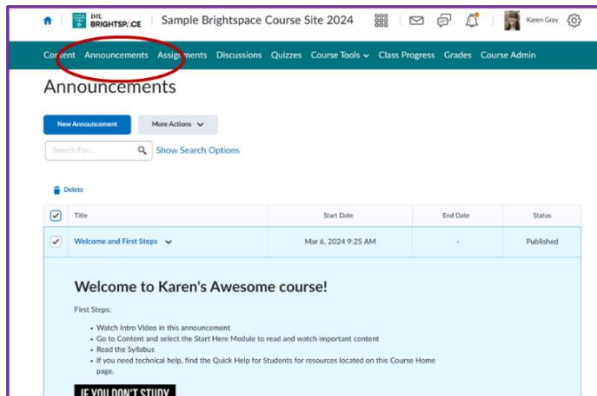
Deletion Steps:

Step 1 for all Deletions

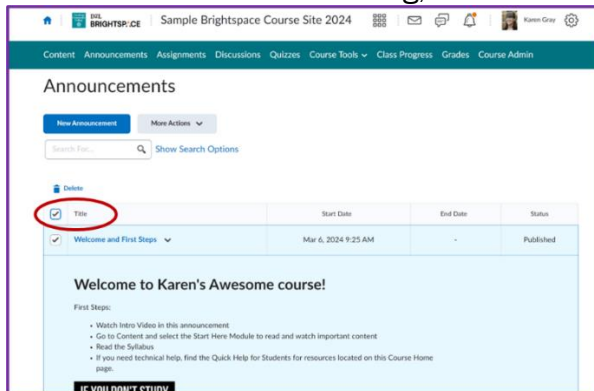
Open the Brightspace course where the deletions will occur.

Delete Announcements

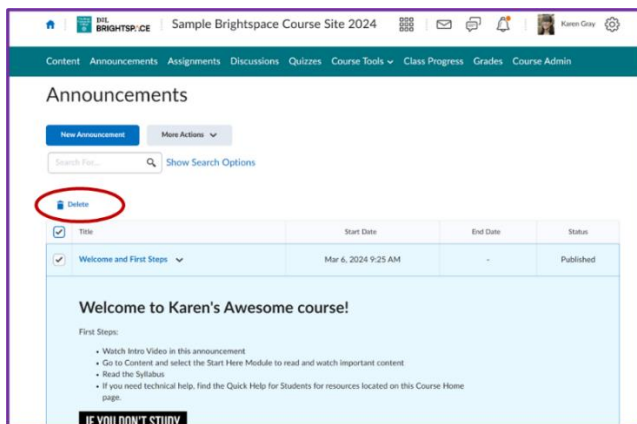
1. To delete announcements, select the Announcements tab in the top teal navigation bar.



2. To delete all announcements, check the box to the left of the word Title or if only some announcements need deleting, check the box for each announcement to be deleted.



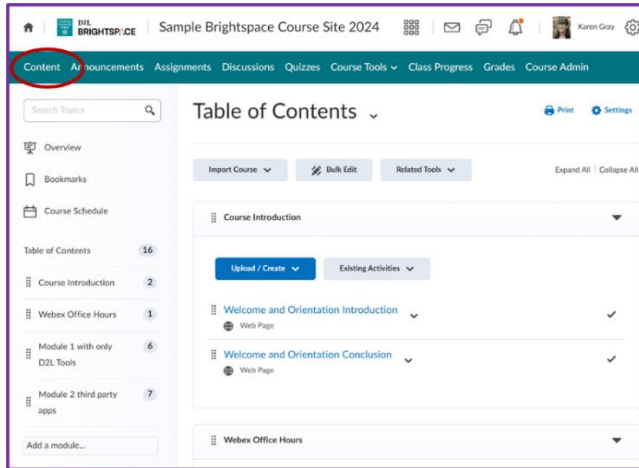
3. Select Delete to delete announcements that are checked.



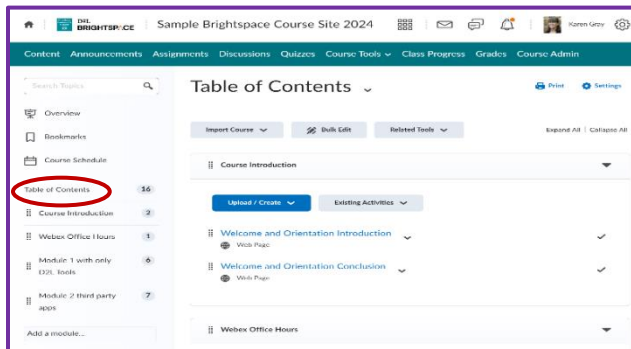
Delete Content Modules

Instructors have the option to delete items in a module, delete selected modules, or delete all modules.

1. Select the Content tab in the top teal navigation bar.

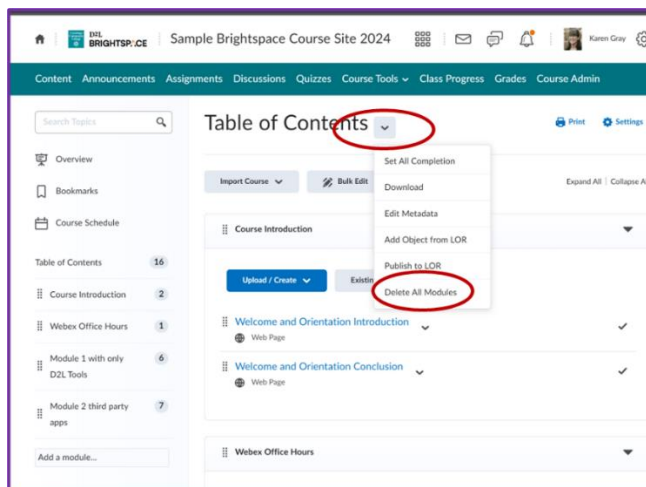


2. Select Table of Contents in the left navigation bar.

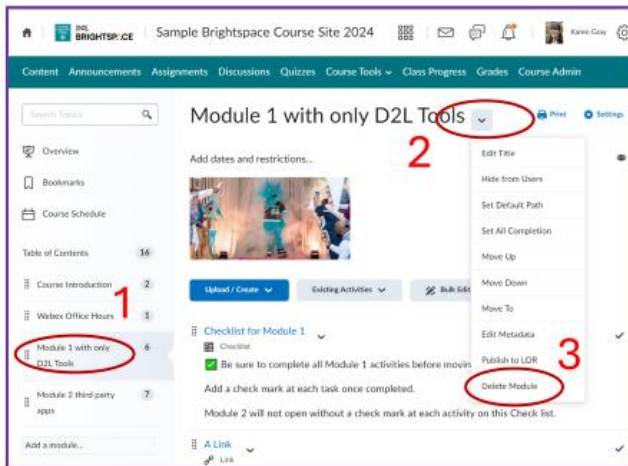


3. Delete Modules

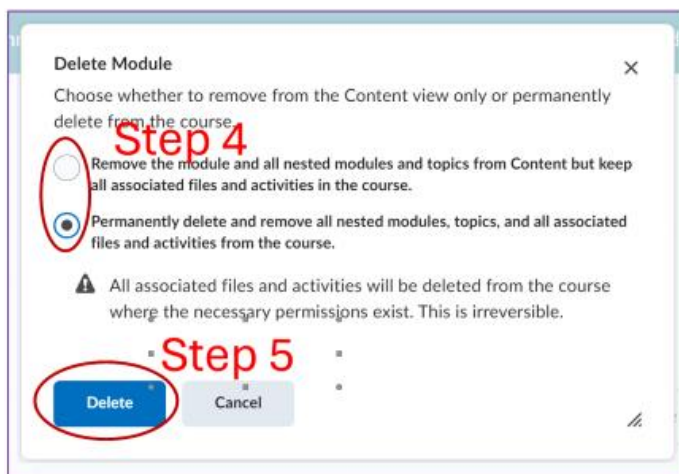
- a. Option 1 – Delete all Modules: At the top of the work panel select the dropdown arrow to the right of the Table of Contents and then select Delete All Modules.



- b. Option 2 – Delete individual modules: (1) select the name of the module in the left navigation bar, (2) select the dropdown arrow to the right of the title once the module appears in the right portion of the screen and finally, and (3) select Delete Module in the popup.



4. Once the delete option has been selected, a popup window will appear.



Select “Remove the module and all nested modules and topics from Content but keep all associated files and activities in the course” if items are to remain in the course but not in the module, **those materials can then be added back into a different module.**

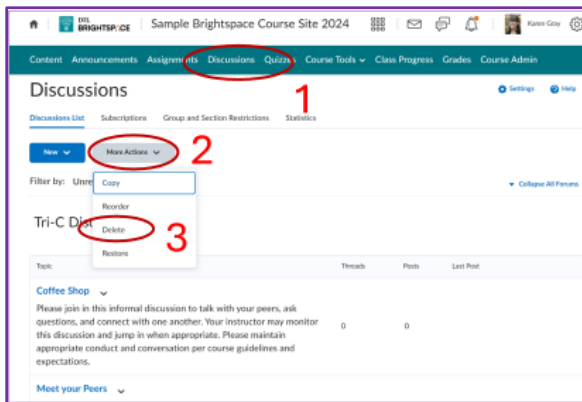
Or

Select “Permanently delete and remove all nested modules, topics and all associated files and activities from the course” if all assignments, quizzes, files and other items that are in the module along with the module will be removed permanently. Please note if this option is selected, the items in the module cannot be restored.

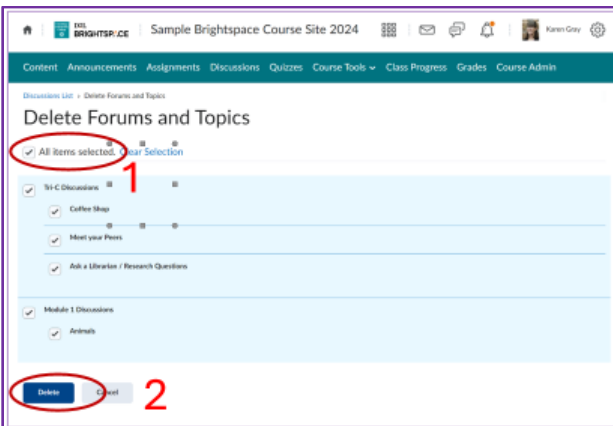
5. Select Delete.

Delete Discussions

1. All discussions can be deleted at once, or individual discussions can be deleted. To delete all discussions: (1) select Discussions in the top teal navigation bar, (2) select the More Actions option, and (3) select Delete in the popup.



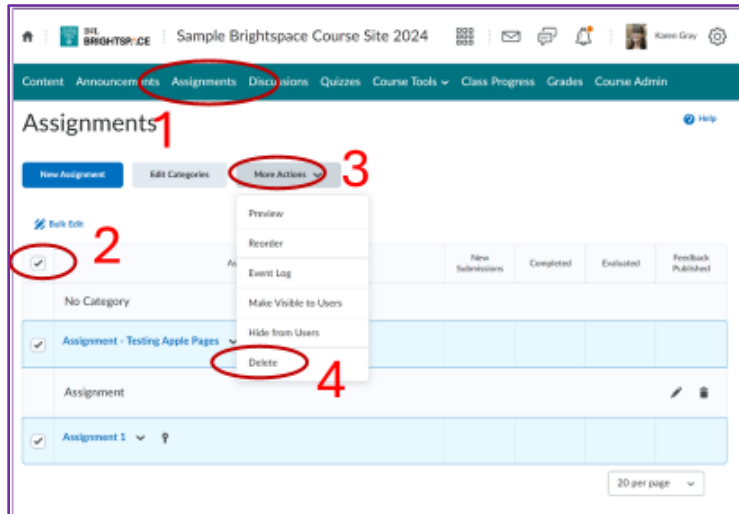
2. A new window will appear. To delete all discussions and forums: (1) check the All items selected box or to choose individual discussions, check the box for the individual forums and/or discussions, and (2) select Delete once the options have been made.



3. Note: If there are links to specific discussions in content modules, be sure to delete the links to any deleted discussions. To delete the link, go to the module, select the dropdown arrow to the right of the discussion title, and select Delete Topic in the popup.

Delete Assignments

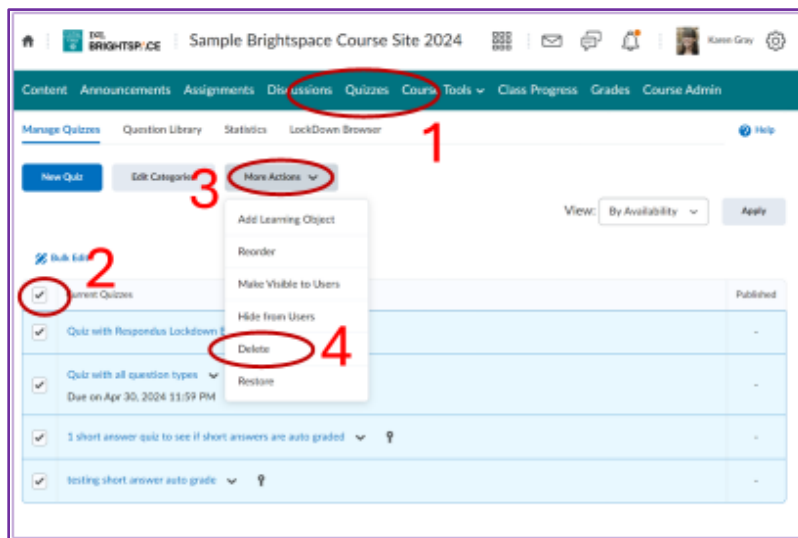
1. All assignments can be deleted at once or individual assignments can be deleted. To delete all assignments: (1) select Assignments in the top teal navigation bar, (2) check the box to select all assignments or check the box at specific assignments, and (3) select the More Actions option, (4) select Delete.



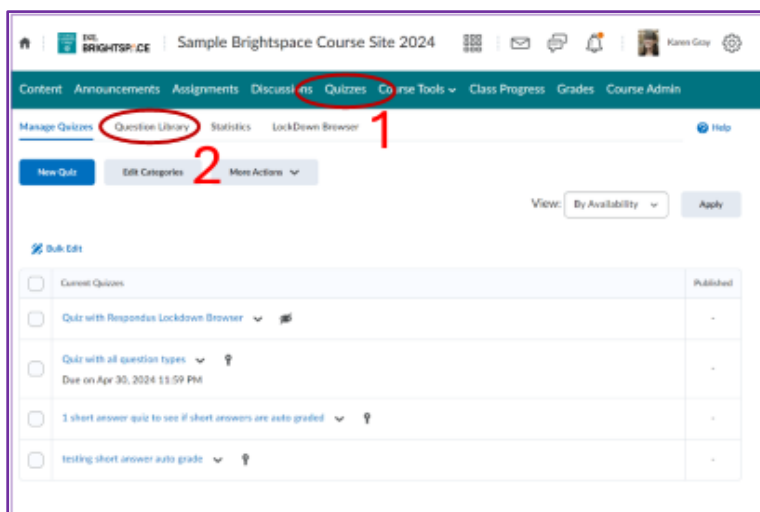
2. Note: If there are links to specific assignments in content modules, be sure to delete the links to any deleted assignments. To delete the link, go to the module, select the dropdown arrow to the right of the assignments title and select Delete Topic in the popup.

Delete Quizzes and Questions from the Question Library

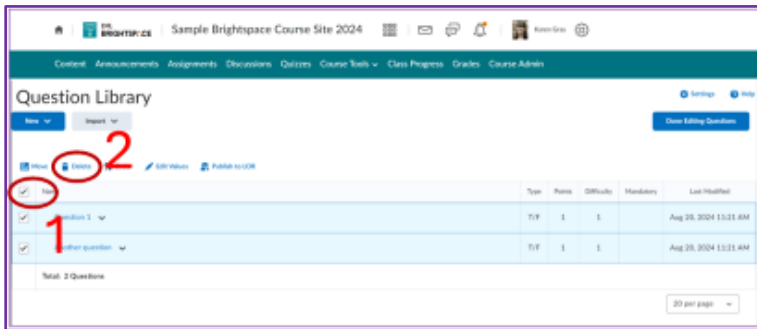
1. All quizzes can be deleted at once or individual quizzes can be deleted. To delete all quizzes: (1) select Quizzes in the top teal navigation bar, (2) check the box at Current Quizzes to select all quizzes or if not all quizzes are required to be deleted, check the box for specific quizzes, (3) select the More Actions option, and (4) select Delete.



2. Note: If there are links to specific quizzes in content modules, be sure to delete the links to any deleted quizzes. To delete the link, go to the module, select the dropdown arrow to the right of the quiz title and select Delete Topic in the popup.
3. Delete Quiz questions in the Question Library.
 - a. To delete questions in the Question Library: (1) select Quizzes in the top teal navigation bar, and (2) select the Question Library tab.



- b. (1) Check the Name box to select all questions or check the box for specific questions to be deleted, and (2) select Delete.



Delete Rubrics and other Miscellaneous Items

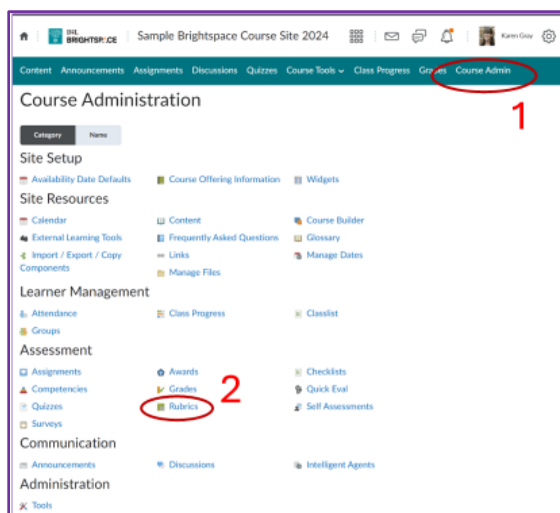
There are other items that can also be deleted by going to Course Administration and selecting those items. It is recommended that, when all content needs to be deleted, in Course Administration select each of these items to verify no content is included:

- Awards
- Frequently Asked Questions
- Groups
- Intelligent Agents
- Manage Files
- Rubrics
- Surveys

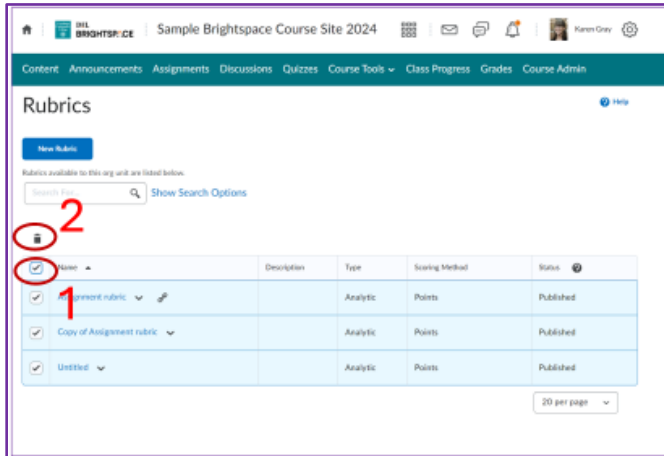
Here are examples using the most common items:

Rubrics

1. To delete Rubrics: (1) select Course Admin in the top teal navigation bar, and (2) select Rubrics.



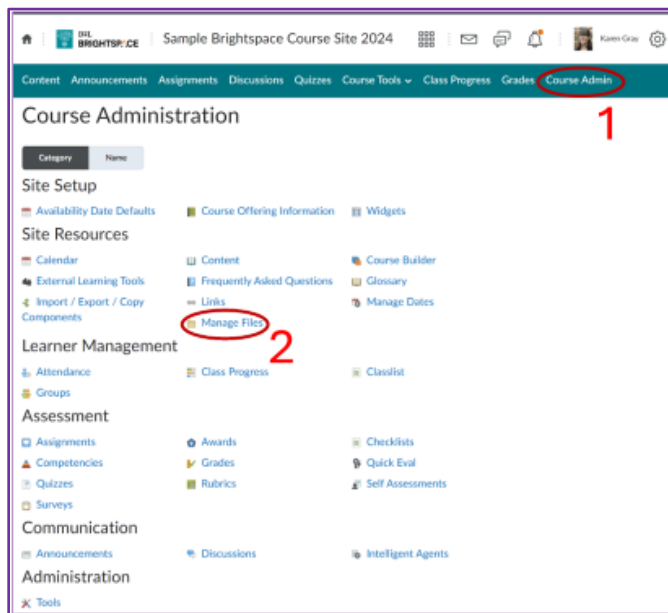
- (1) Check the box to the left of Name to select all rubrics or check the box for specific rubrics, and (2) select the trash can just above the check boxes.



Manage Files

All files added to a Brightspace course site are stored in Manage Files.

- To delete the files: (1) select Course Admin in the top teal navigation bar, and (2) select Manage Files



2. (1) Check the all-files box above the first column to select all files or check the box for individual files, and (2) select the trash can to the right of the checked box.

