How to Recycle Your Course or Personal Master with Bulk Delete

To remove course content and data from a course, instructors can use their course Control Panel's Bulk Delete utility. After you perform this action, the course and default settings can be re-used. Bulk Delete can be used to remove and reset specific areas of a course, such as a corrupted Announcements Tool, or it can be used to remove an entire course's content and student enrollment data. It is often used to recycle a Personal Master before importing a new archive file into it.

Please note that information deleted during this operation cannot be recovered.

Recycling an Entire Course

1. In the course or Personal Master to be recycled, scroll down to the Control Panel and select the “Packages and Utilities” menu.

   From the “Packages and Utilities” menu, select “Bulk Delete”.

2. On the Bulk Delete page, please do the following, check all the checkboxes under “Select Content Materials to Delete.”

   Check all checkboxes to remove all content

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3. Under “Select Other Materials to Delete”, check all the checkboxes EXCEPT FOR USERS.

4. In the confirmation text-field at the bottom of the page, type the word “Delete” (without quotation marks).

5. Click “Submit”. Please wait while the command executes. Depending on the size of your course, this could take several minutes. A green confirmation message will appear on the screen to indicate that the bulk delete process has been completed.

6. Once this process is complete you will see empty Content Areas buttons in your course menu.

   You will now remove all Content Area and Tool-Link buttons except for one; we recommend keeping the Announcements or Home tool-link button.

7. To delete a menu button, you must first have the course’s EDIT MODE turned on. This allows you to edit and manage your content in the course.
8. Roll your mouse over a button you want to delete and click the gray context arrow button that appears. From the context menu, choose **DELETE**.