

Recycle Your Course

1. In the Control Panel, select **Packages and Utilities**.
2. Select **Recycle**.
3. Check all of the boxes within Section 1. In Section 2, check all boxes EXCEPT for “Users”.
4. In the Confirmation field, type “Delete” (without quotation marks)
Blackboard will now remove all content from your course. Once this process is complete you will only see empty Content Areas (course menu buttons). Select the down arrow next to each button and select **Delete**.