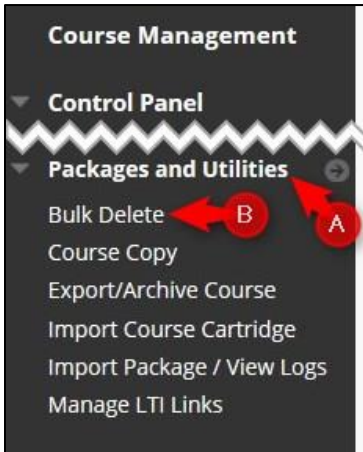# Bulk Delete

There are times that you may need to delete content in Blackboard. The video will explain how to use the Bulk Delete function in Blackboard.

Directions:

1. Click **Packages and Utilities** and then **Bulk Delete.**

2. Select the content you want to delete**. NOTE: Do not delete users.**

3. Type **Delete** in the field. **NOTE: You must use a capital "D".**

CONFIRMATION

* Type "Delete" to complete this request   Delete

4. Click **Submit**.

Cancel   Submit

NOTE: Wait for the message that says the bulk delete is completed.