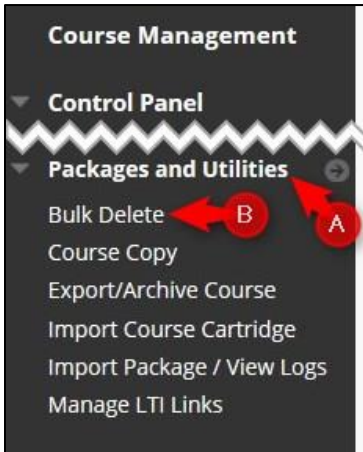


## Bulk Delete

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.**

**SELECT CONTENT MATERIALS TO DELETE**

*Warning: This action is final and cannot be undone.*

Start Here!

Lessons  **Select the content you want to delete.**

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**SELECT OTHER MATERIALS TO DELETE**

Announcements

Users  **Do not delete Users!**

Groups

Discussion Board

Tests, Surveys, and Pools

Grade Center Columns

Statistics

Glossary

Blogs

Journals

Course Messages

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.**