Recycle a Blackboard Container - Bb9

These steps will show you how to wipe a container clean, leaving no content or menu items in it, so that you can use it for another class or project. This process can remove all students and their records, such as grades, discussion board posts, and assessment attempts. Teaching Assistants and Instructors are not removed from the course.

If there is any chance you will need the information in the container after it is recycled, be sure to archive it first:
(Control Panel > Export/Archive Course > Archive > download the file to your hard drive).

Bulk Delete

In the Control Panel:
1. Click Packages and Utilities to expand the section
2. Click on Bulk Delete
Check ALL Content Check Boxes in Section 1

Every content area box that you check will be removed. To completely recycle your container, check them all.

Select All Other Materials Except Users

Every item on this list that you check will be removed. To completely recycle your container, check all of them except users. If you check the box to remove users, you will remove all users except TA's and Instructors. This is generally not what you want to do, but the option is there if you need it.
Type Delete, then Submit

1. Type Delete in the box (yes, it has to have a capital D... go figure!)
2. then click the Submit button

Success - Recycle operation completed.

This message confirms that everything has been removed from all the content from the areas.

More To Do

The content within your course content areas has been removed, but the menu still has all the links on it. The next steps will show you how to remove the menu items.

Turn Edit Mode On

Make sure Edit Mode is turned on.

Remove Menu Items

Perform the following 3 steps for each menu item you want to remove:

1. Click on the double arrow next to the menu item
2. Click **Delete**
3. Click **OK** in the confirmation window that pops up

*Note:* You might want to leave one menu item. Sometimes Blackboard gets a little disoriented when all menu items are removed. Announcements, Tools, or Read Me! would be good items to leave there.

### Empty Course Container

![Image of Empty Course Container]

If everything is successful you should now have an empty course shell. You are now ready to either [copy another course](#) into this container, or [import the Model Course template](#).