

## **Delete Course Content**

## Delete an item from a content area:

- 1. Make sure **Edit Mode** is on (Figure 1).
- 2. Navigate to the item you wish to delete.
- 3. Click the **grey down arrow** to the right of the title to bring up more options.
- 4. Select Delete (Figure 2).
- A pop-up dialogue will appear to confirm your request. Click OK (Figure 3).
   Note: When an item is deleted, the CTI may not be able to recover it. Make sure you are deleting the correct item.

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Fall Semester 2020 O	Statistics Tracking (On/Off) User Progress Conv	FIGURE 3	
Course content	Move Delete		

## Delete an entire content area:

- 1. Find the content area which you'd like to delete in the course menu to the left (Figure 4).
- 2. Click the grey arrow next to the name of the content area.
- 3. Click the **Delete** button.
- 4. A pop-up dialogue will appear to ask you to confirm you'd like to delete the content area. WARNING! Deleting a content area will **permanetley delete** any items which have been added to the content area. **They most likely will not be recoverable by the CTI.** Consider hiding the link instead of deleting it.
- 5. Click the **Hide Link** button if you'd rather hide the link than delete the content area (Figure 5). If you're sure you want to delete it, click on **Delete content**. Click on **Cancel** if you want to leave the content area as it is.



