

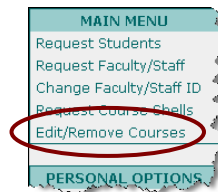
Blackboard Admin Portal

Deleting Courses

How do I Clean up Unused Courses at My School?

The following steps will assist you in deleting courses from your school or department. This does not only remove the courses from your course list, but also **permanently removes** them from Blackboard!

1. Go to the Bb-Admin Portal (<http://bbadmin.wcpss.net>).
2. Log in using your Bb-Admin Portal username and password.
3. Click **Login**.
4. Click Edit/Remove Courses.



5. Click the Delete icon next to the course ID you would like to have deleted.

Course Name	Course Code	M	X
Blackboard Coordinator Central	7500.blackboard.bb_coordinator.2004		
Blackboard Study Skills Lesson 1	7500.blackboard.study_series_1.2006		

6. Read the directions on the Course Deletion Form.

DELETE EXISTING BLACKBOARD COURSE

COURSE DELETION FORM

Directions: Review the course information below to confirm that this is the course you would like to delete. Make sure you have performed the following steps PRIOR to confirming the deletion of this course:

- Ask the course owner if they are sure they want the course deleted.
- If the teacher has moved to another school, make sure the teacher doesn't want the course any more otherwise submit a course modification form.
- Ensure that that none of those teachers want to keep the course, if there are multiple course instructors in he course you have selected.

7. Type in a brief description of the change being made in the Reason for Deletion box.

Course Name: July 27, 2007 Source

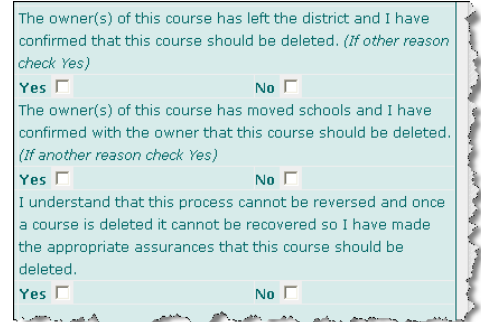
Course Code: 7500.rgottlieb.source.2007

Reason For Deletion: rgottlieb has confirmed that he no longer needs this course.
(include all relevant details about this deletion in this area)

Blackboard Admin Portal

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8. Answer the three questions at the bottom of the form.



The owner(s) of this course has left the district and I have confirmed that this course should be deleted. (If other reason check Yes)

Yes No

The owner(s) of this course has moved schools and I have confirmed with the owner that this course should be deleted. (If another reason check Yes)

Yes No

I understand that this process cannot be reversed and once a course is deleted it cannot be recovered so I have made the appropriate assurances that this course should be deleted.

Yes No

9. Click [Confirm Deletion](#).

10. Read the Course Action Confirmation page.

11. Click [Continue](#).

Note: The course will be deleted within five business days and you will receive an email when it has been removed. **The course will not be recoverable, so make sure that the owner does not want it anymore.**