

How do I Clean Out My Course?

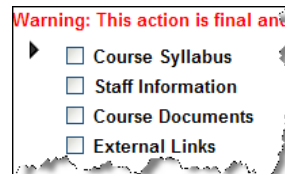
Sometimes you will want to continue to re-use your course with different students. It's a daunting proposition to reset everything in the course so that a new batch of students will come into a clean environment! The course recycle feature in Blackboard addresses this issue for you!

1. While in your Blackboard Course, click .

2. Click the **Recycle Course** link.



3. Select each area to remove content from by clicking the **checkbox that corresponds with the appropriate area**.



NOTE: *Once you select to remove content from the course you cannot recover it. Blackboard suggests that you make a full course archive in case you accidentally remove anything you later discover you need!*

4. Type **Remove** into the space provided at the bottom of the page. You **MUST** capitalize the 'R' in Remove.

5. Click .

6. You will get confirmation of each area that you recycled.

7. Click .