CLEANING AFTER A COURSE COPY

After completing an import from one course to a new course or semester, some cleanup may be necessary.

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DELETING “LESSONS” AREA
WHEN USING A DIFFERENTLY TITLED CONTENT AREA

1. Verify that no content exists in the Lessons area. This can be determined by clicking on the Lessons area in the course menu, and seeing “It’s time to add content…”

2. Select the contextual dropdown menu for the Lessons area.

3. Select Delete.

4. In the confirmation window, select Delete content.
   
   Note: If you delete a content area, all content within this area will also be deleted. Make sure you are deleting the course menu items of your empty course.
CLEANING ANNOUNCEMENTS

Delete old announcements that you no longer use or need. Announcements also often import under the user “Blackboard Administrator.” These announcements will need to be edited to show your name.

DELETING OLD ANNOUNCEMENTS

1. Click the dropdown/contextual menu to the right of the announcement.
2. Click Delete.
3. Click OK.

EDITING OLD ANNOUNCEMENTS: CHANGING DATES

1. Click the dropdown/contextual menu to the right of the announcement.
2. Click Edit.
3. In the **Web Announcement Options** area, remove or update the dates next to **Select Date Restrictions**.

   - **WEB ANNOUNCEMENT OPTIONS**
     - Duration
       - Not Date Restricted
       - Date Restricted
     - Select Date Restrictions
       - Display After: 06/30/2012, 07:20 AM
       - Display Until: 09/06/2012, 07:20 AM

   *Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

4. Click **Submit**.
CLEANING DISCUSSION BOARDS

During the Export/Import process you have the option to “Include only the forums, with no starter posts.” If you forgot to select this option you may need to remove student posts that were accidentally imported. Alternatively, you may want to update the name from Anonymous to your name.

ACCIDENTALLY SELECTED “INCLUDE ONLY THE FORUMS, WITH NO STARTER POSTS”

1. In the Control Panel, click on Course Tools, and select Discussion Board.

2. Select the board that has the course ID.

3. Select Cancel
4. Open a discussion board by clicking the title link.

5. Click the top checkbox to select all of the posts.

6. Select Delete.

7. Click OK.
VERIFY TOOL SETTINGS

After a Course Export/Import some Tool settings may not have held their “hidden” setting.

1. Check the course menu to make sure that either “Send Email” or “Course Messages” has been hidden.
   To make one of the options hidden:
   a. Select the dropdown to the right of the communication tool you want to hide.
   b. Select Hide Link.

2. Hiding links on the Tools page:
   a. From the Course Menu, click on Tools.
   b. On the Tools page, click the “Hide Link” on all tools you are not using.

If you do not plan on using Messages (internal messages), hide the Course Messages link. If you do not plan on using Send Email (external mail), hide the Send Email link.