

CLEANING AFTER A COURSE COPY

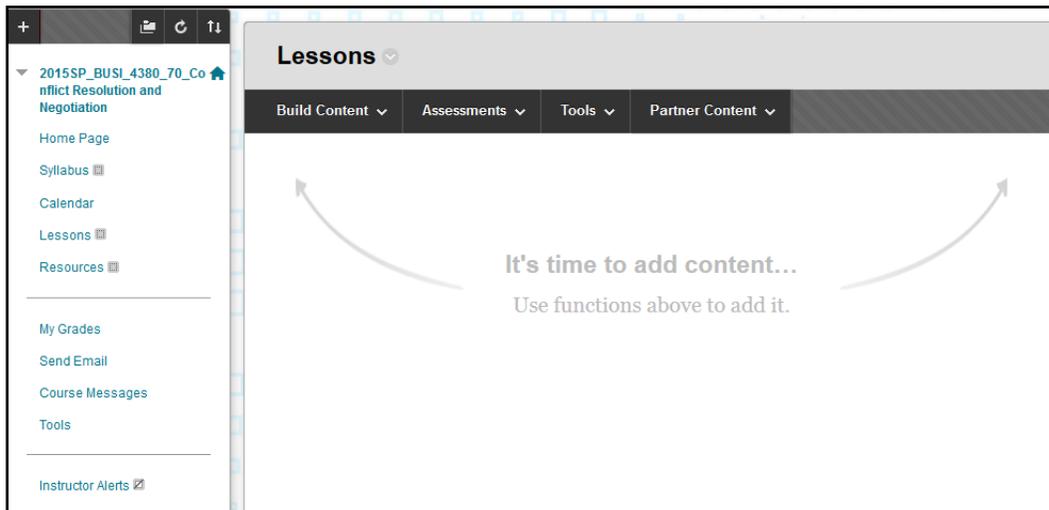
After completing an import from one course to a new course or semester, some cleanup may be necessary.

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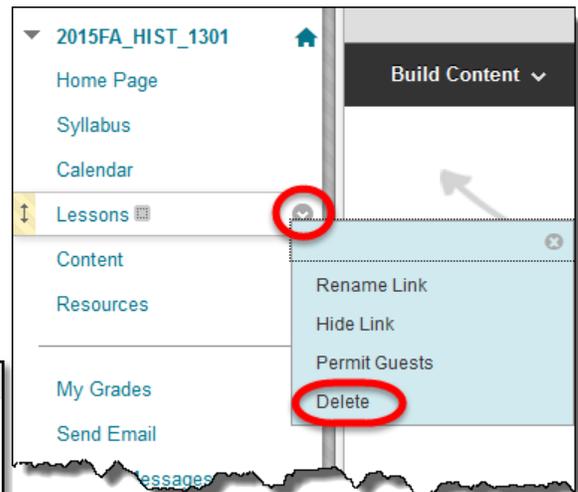
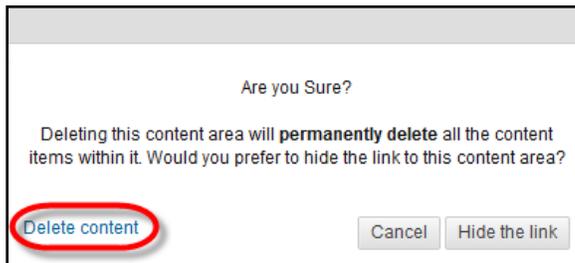
DELETING “LESSONS” AREA WHEN USING A DIFFERENTLY TITLED CONTENT AREA

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.

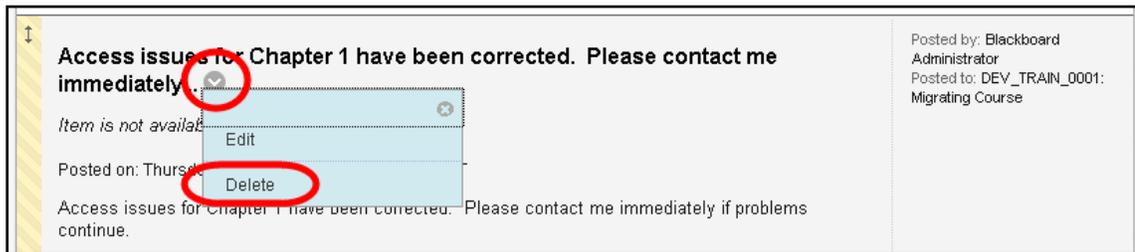


CLEANING ANNOUNCEMENTS

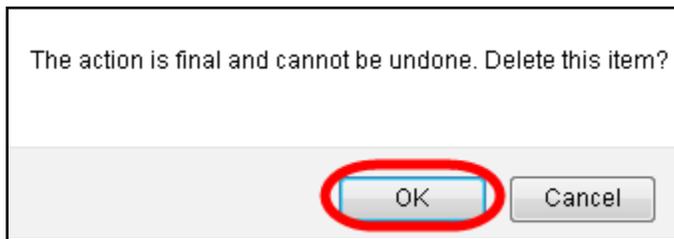
Delete old announcements that you no longer use or need. Announcements also often import under the user “Blackboard Administrator.” These announcements will need to be edited to show your name.

DELETING OLD ANNOUNCEMENTS

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

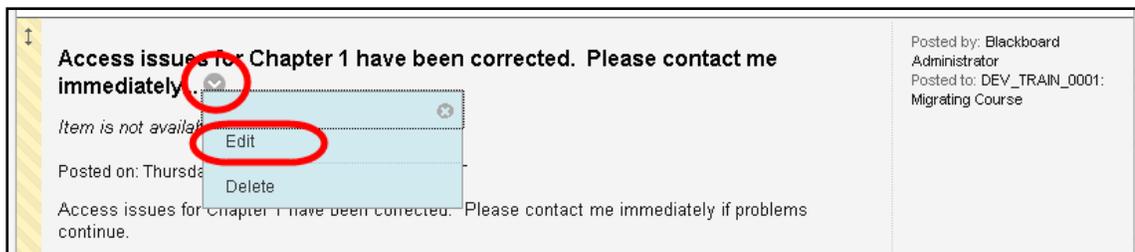


3. Click **OK**.



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 Restriction: Display After 08/30/2012

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

Display Until 09/06/2012

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

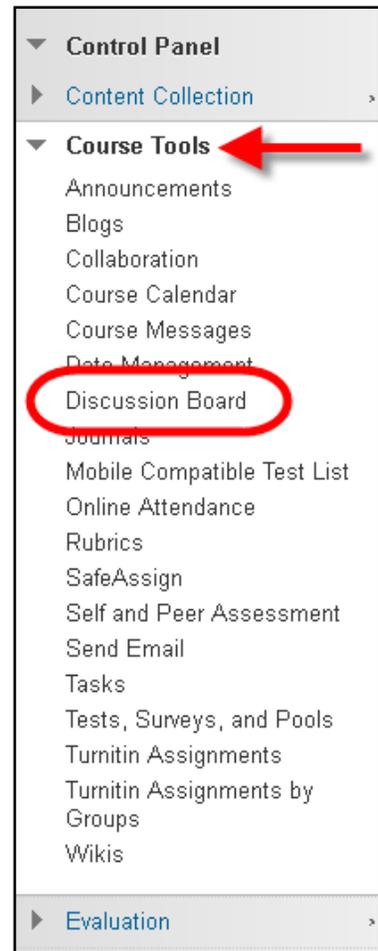
4. Click **Submit**.

CLEANING DISCUSSION BOARDS

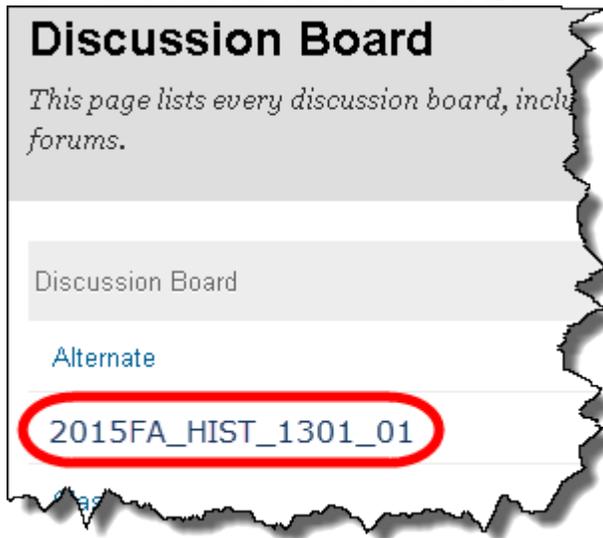
During the Export/Import process you have the option to “Include only the forums, with no starter posts.” If you forgot to select this option you may need to remove student posts that were accidentally imported. Alternatively, you may want to update the name from Anonymous to your name.

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

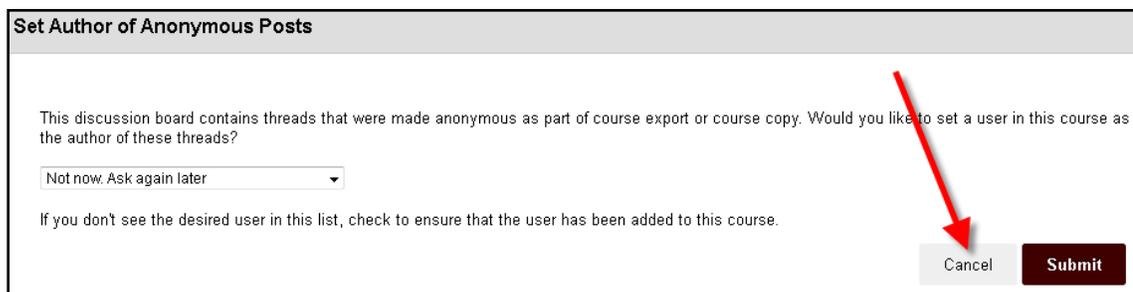
1. In the **Control Panel**, click on **Course Tools**, and select **Discussion Board**.



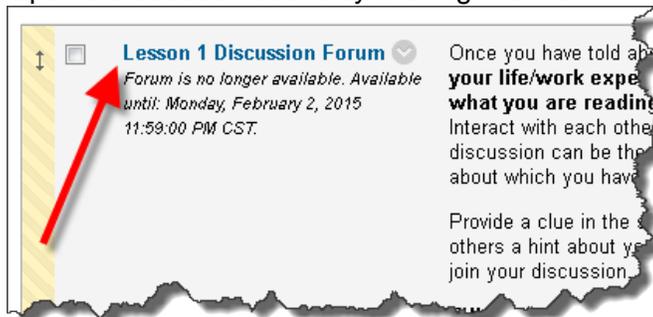
2. Select the board that has the course ID.



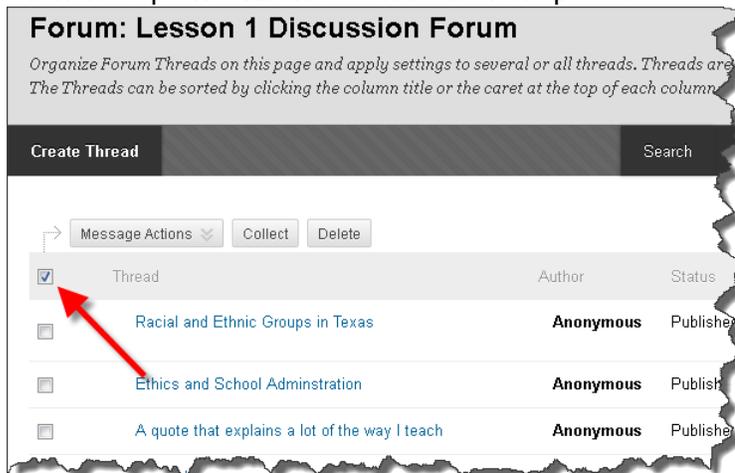
3. Select Cancel



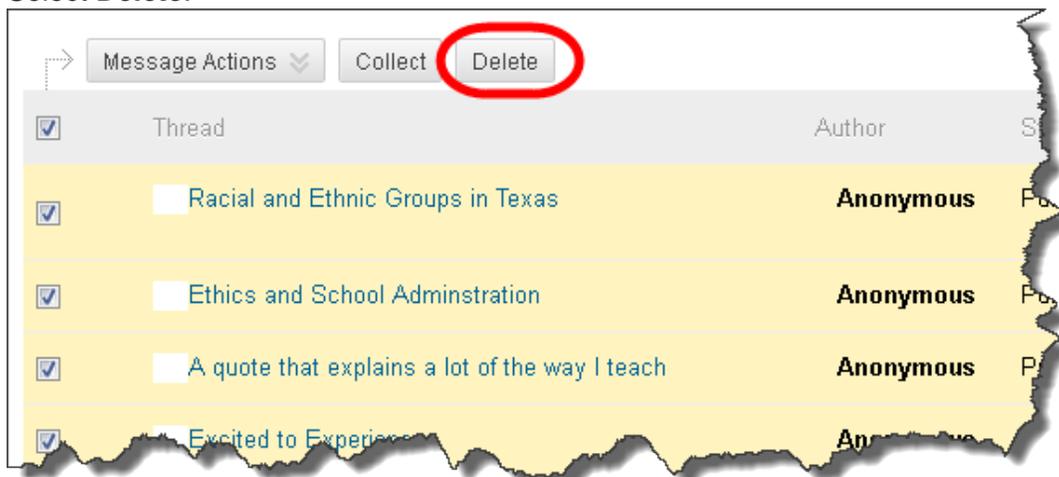
4. Open a discussion board by clicking the title link.



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.

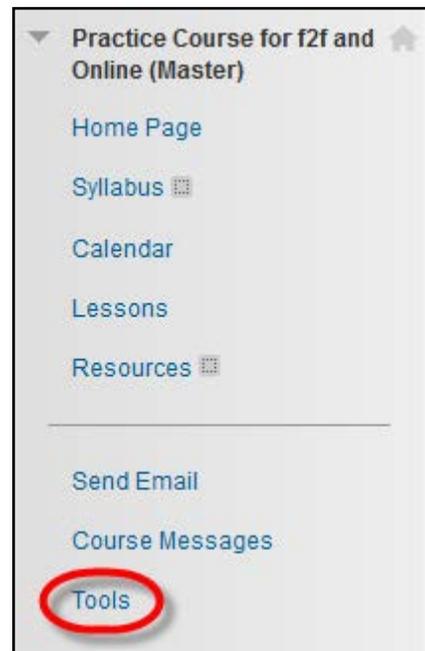
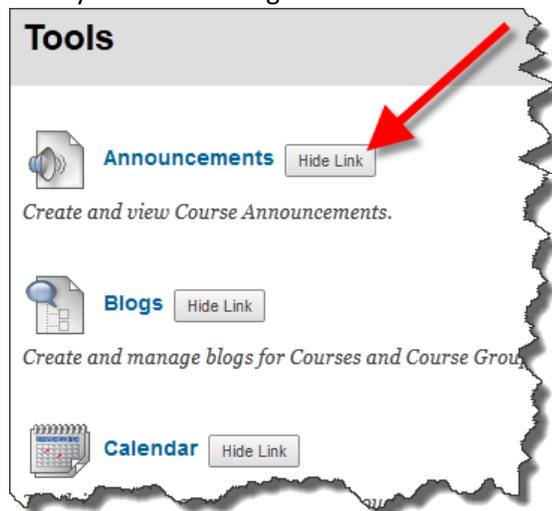
To make one of the options hidden:

- 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.*