

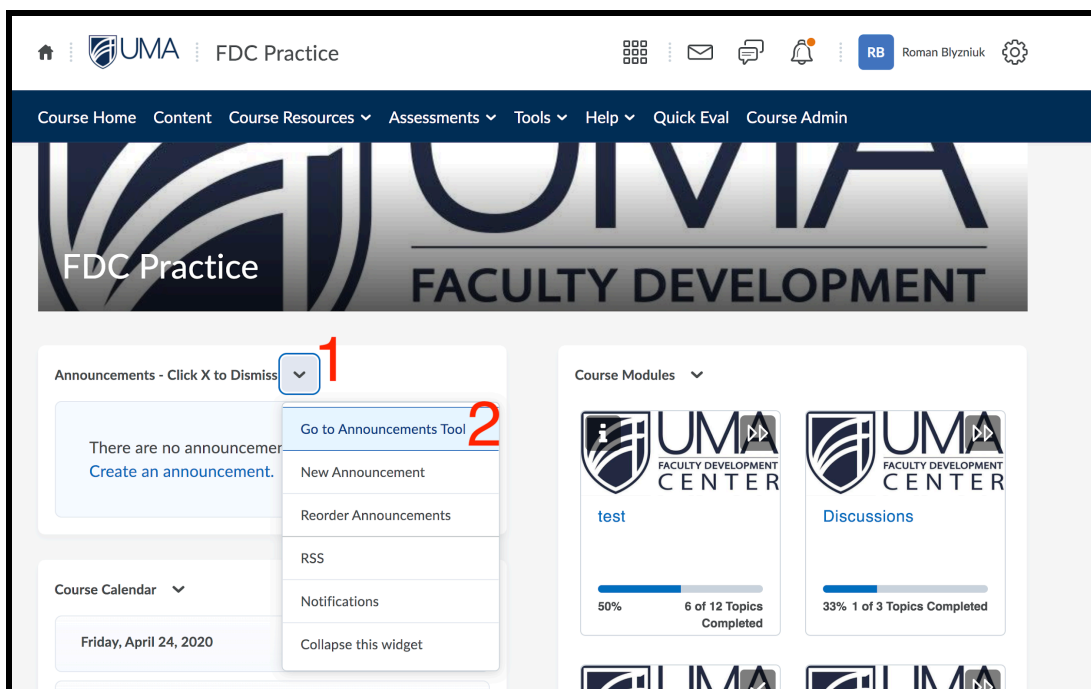
Deleting Assessments and Other Course Content

It could occur that you want to empty your entire course or sandbox in order to redesign it at a later moment. This might be necessary when you accidentally duplicated or copied the wrong content from a different course to your current course or to your sandbox.

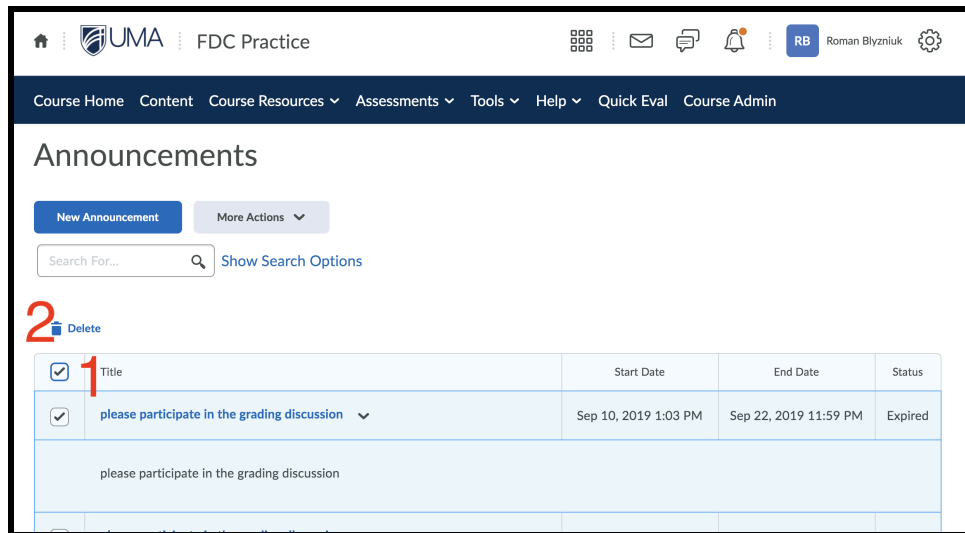
After you have deleted all components you will have an empty course. Only the Classlist will remain, meaning your students will still be in the course. You can now start rebuilding your course. You can also copy parts of another course to your course using Copy Course.

Deleting Announcements

Navigate to **Course Home** in your course.



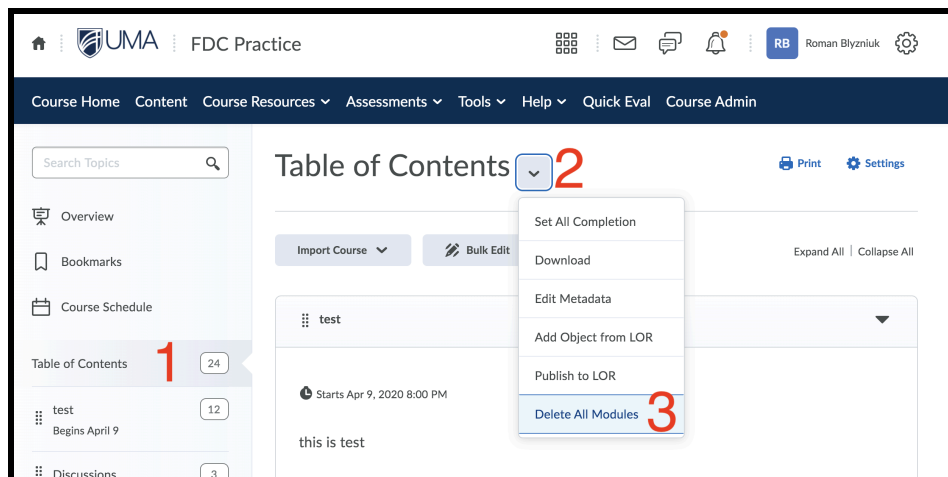
1. Click on the arrow next to **Announcements**.
2. Click **Go to Announcements Tool**.



1. Check the box next to Title to select all announcements.
2. Click **Delete**. Then click Yes to confirm.

Deleting Content

Navigate to Content in the navbar of your course.



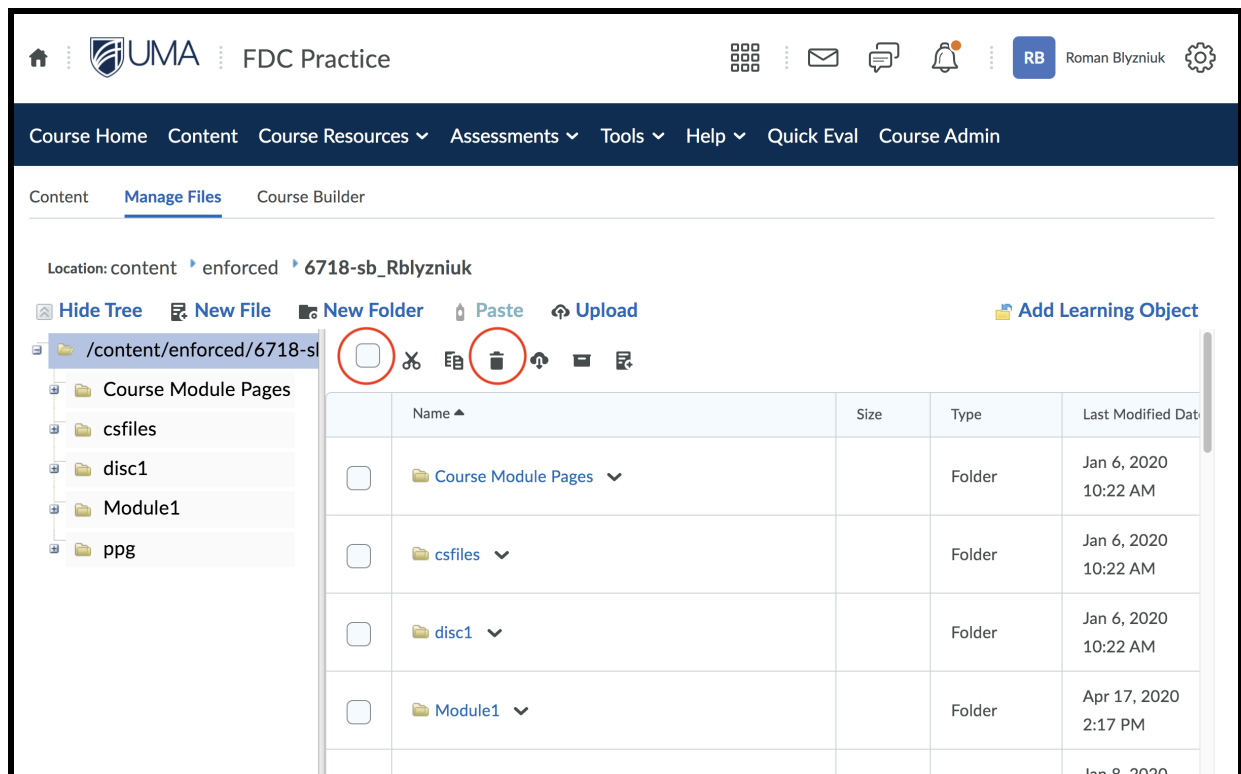
1. Click **Table of Contents**.
2. Click on the **drop down arrow** next to Table of Contents.
3. Click **Delete All Modules**. Then select **Permanently delete all modules, topics, and all associated files and activities from the course and then click Delete again**.

Notes: This will not only remove the topics, but also all files and activities that are linked to them.

Deleting Files

After you have deleted the content and the linked items, there could be remaining (unlinked) files. These can be deleted the following way:

- Navigate to **Course Admin** in the navbar of your course.
- Click **Course Admin**.
- Click **Manage Files**.

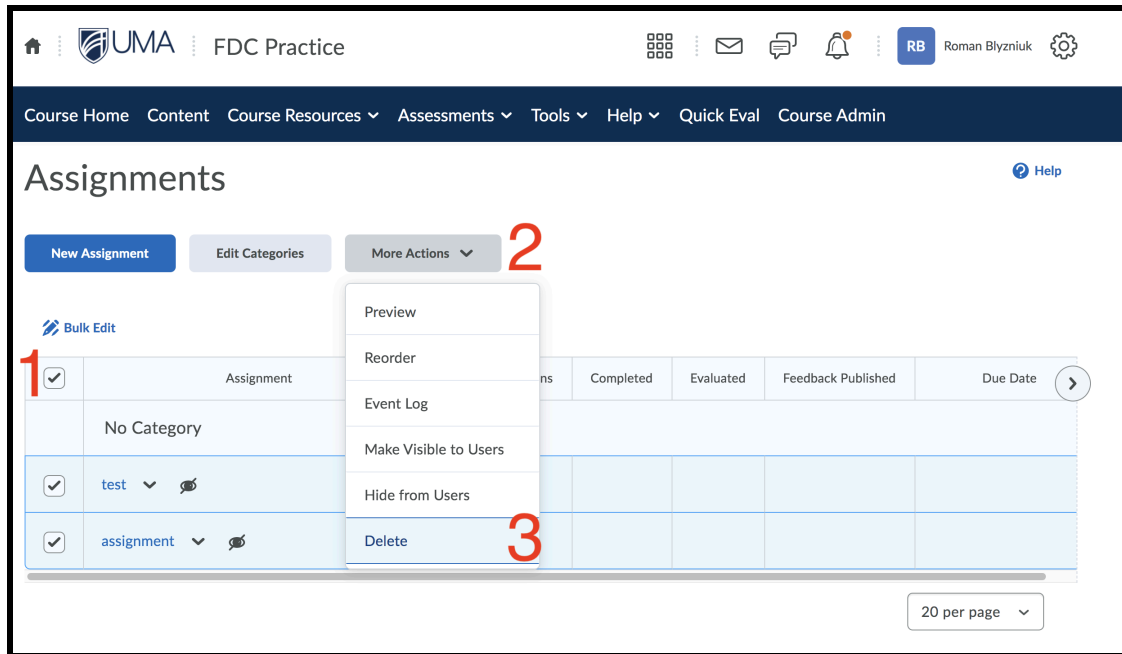


- Select the box at the top left of the table to select all components.
- Click on the **trashcan icon** (Delete). Then click **Yes** to confirm.

Deleting Assignments

- Navigate to **Assessments** in the navbar of your course.
- Click **Assessments**.

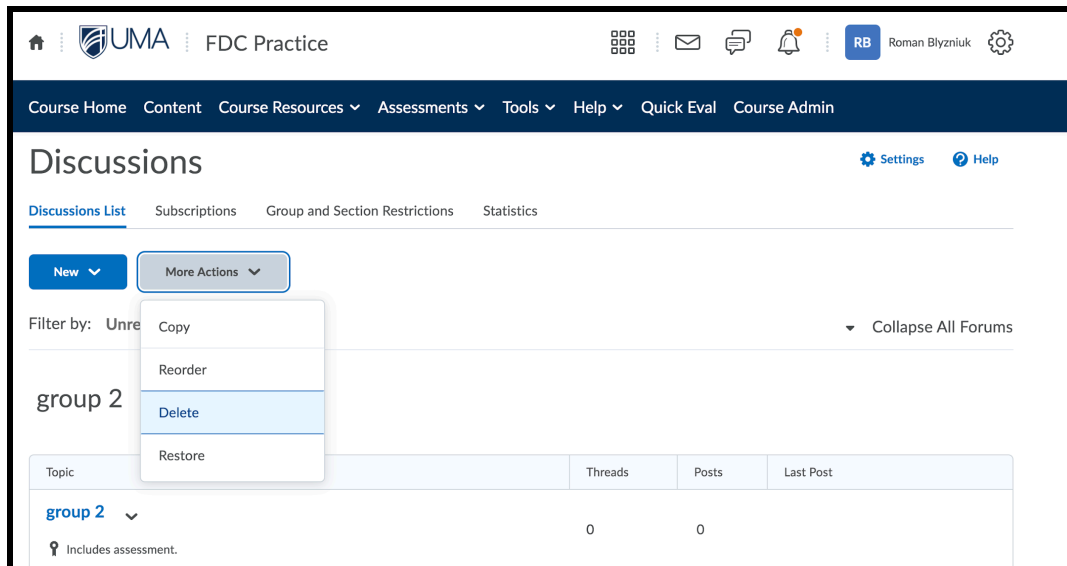
- Click **Assignments**.



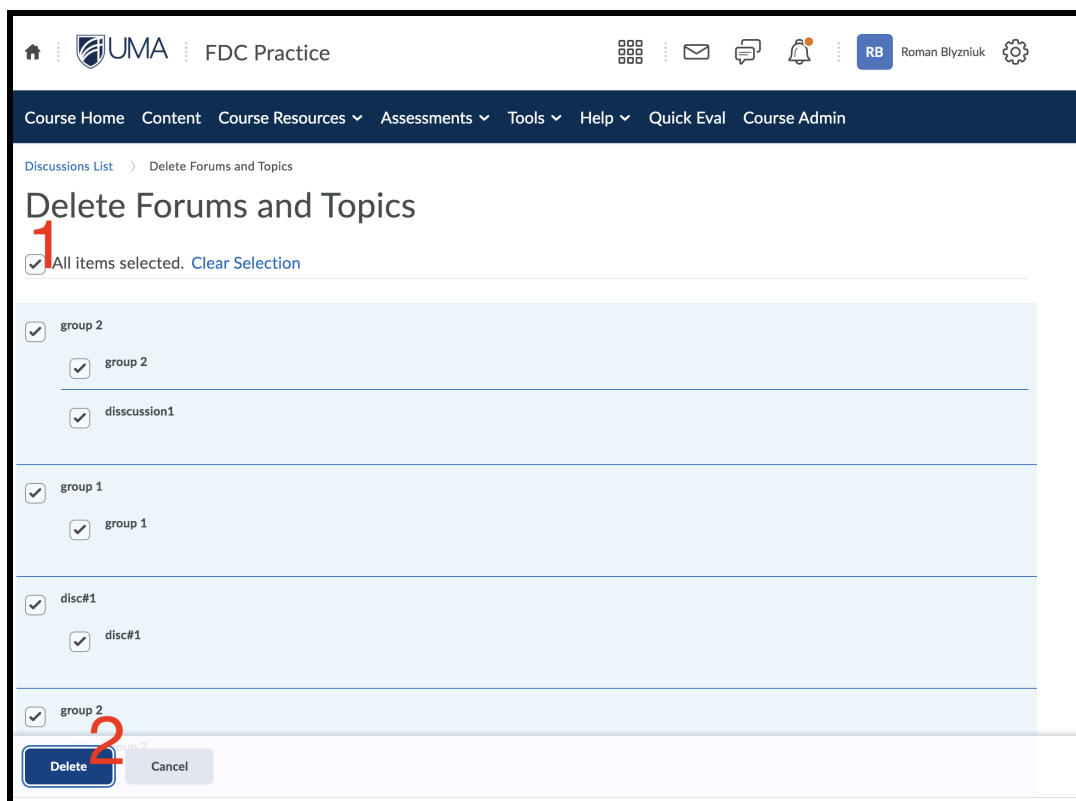
1. Select the **box** at the top right to select all assignments.
2. Click **More Actions**.
3. Click **Delete**. Then click **Delete** again to confirm.

Deleting Discussions

- Navigate to **Assessments** in the navbar of your course.
- Click **Discussions**.



- Click **More Actions**.
- Click **Delete**.



1. Check **Select all**.
2. Click **Delete**.

When you use Surveys and Checklists, you can delete them in the same way as you would delete Discussions. To do this, navigate to **Activities**, then **Surveys** or **Checklists** respectively and then follow the steps described above.

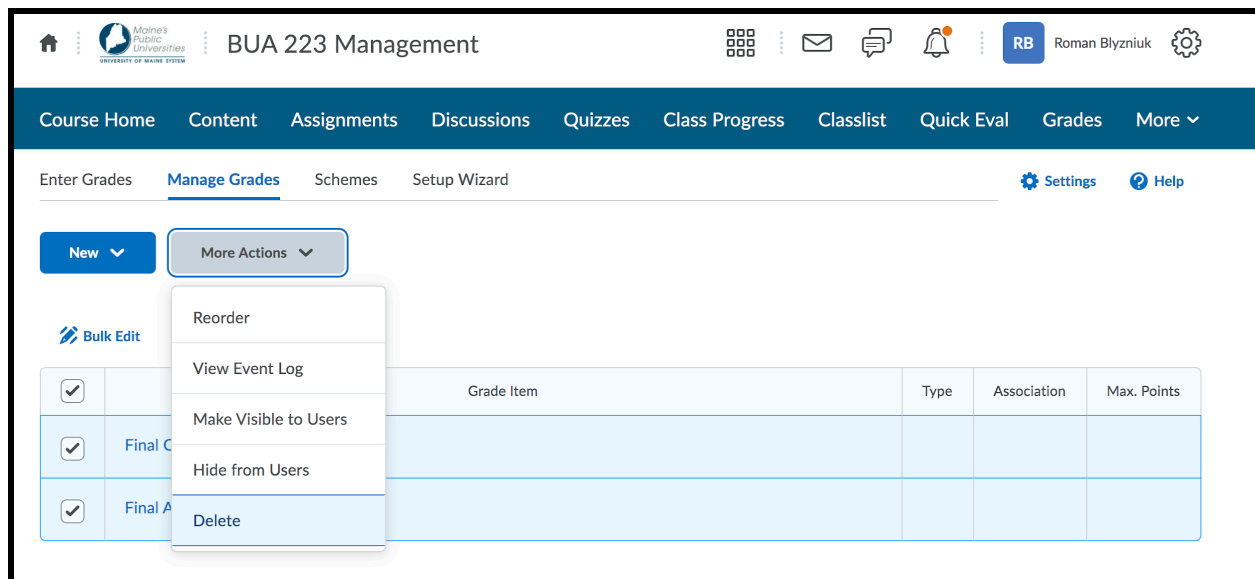
Deleting quizzes and questions from the Question Library

- Navigate to **Activities** in the navbar of your course.
- Click **Quizzes**.

1. Navigate to **Manage Quizzes**.
2. Select the box in front of **Current Quizzes** to select all quizzes.
3. Click **More Actions**.
4. Click **Delete**. Then click **Delete** again to confirm.
5. Then click **Question Library** to empty out the question library.

Deleting Grade items

- Navigate to **Administration** in the navbar of your course.
- Click **Grades**.



- Click **Manage Grades**.
- Click **More Actions**.
- Click **Delete**.

Notes: Grade items that are associated with an Activity cannot be deleted. When you have followed the steps in this article, all associations with Activities should have been deleted, meaning you should have no difficulty deleting the grade items.

Deleting Rubrics

- Navigate to **Administration** in the navbar of your course.
- Click **Course Admin**.
- Click **Assessment** and then **Rubrics**.

UMA FDC Practice

Course Home Content Course Resources ▾ Assessments ▾ Tools ▾ Help ▾ Quick Eval Course Admin

Rubrics [Help](#)

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For... [Show Search Options](#)

	Name ▲	Description	Type	Scoring Method	Status
☒	Untitled ▾		Analytic	Points	Published

20 per page ▾

- Check the box at the top left to select all rubrics.
- Then click the **trashcan** icon (Delete). Click **Delete** to confirm.

Deleting Groups

- Navigate to **Administration** in the navbar of your course.
- Click **Groups**.

The screenshot shows the 'Manage Groups' page in a Brightspace LMS. At the top, there's a navigation bar with 'Course Home', 'Content', 'Course Resources', 'Assessments', 'Tools', 'Help', 'Quick Eval', and 'Course Admin'. Below this, the 'Manage Groups' title is displayed with 'Settings' and 'Help' links. A 'New Category' button is visible. Under the 'Categories' section, there's a 'View Categories' dropdown menu currently set to 'group'. Below this, there are 'Email' and 'Delete' buttons. A table lists the groups with columns for selection, name, members, assignment, discussions, and locker. The table contains one entry: 'Group 1' with 0 members.

	Groups	Members	Assignment	Discussions	Locker
☒	group (1) ▼				
☒	Group 1	0			

- Select the groups (or categories) you want to delete.
- Click **Delete**. A Confirmation pop-up will appear.
- Click **Delete Groups/Categories** to remove the selected groups.

Note: Pay attention that when you are deleting groups on Brightspace you do not also delete the connected OSIRIS groups.