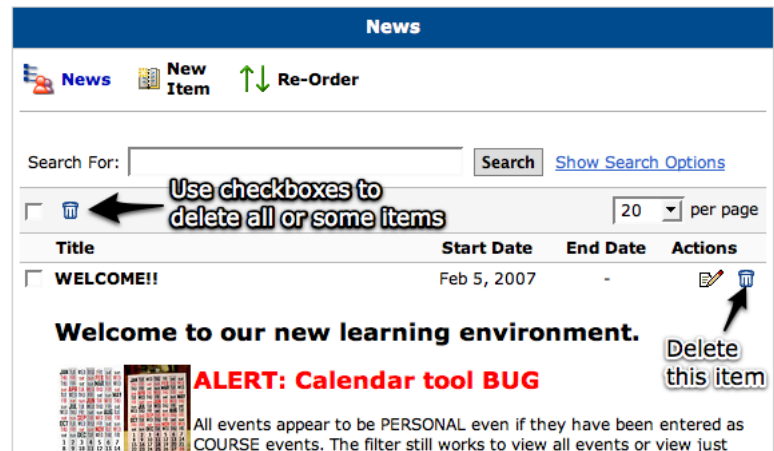


Cleaning out a Master Course

How to reset and remove items from a master course before copying components into it.....

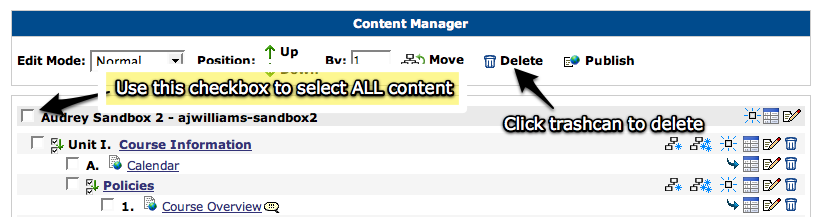
COURSE NEWS

1. Click Edit button by any news item
2. Click News icon in top left of page
3. Use top checkbox and trashcan to select all items and delete them OR Use the trashcan icon to delete individual items.



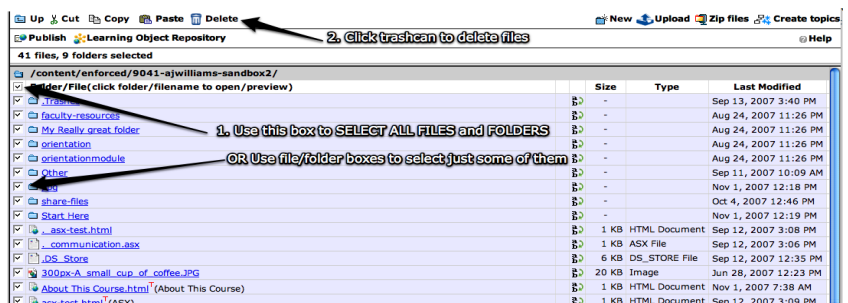
COURSE CONTENT

1. Click Edit Course in Navbar
2. Click Files
3. Use top checkbox to select ALL FILES and FOLDERS or use checkboxes to select appropriate files/folders



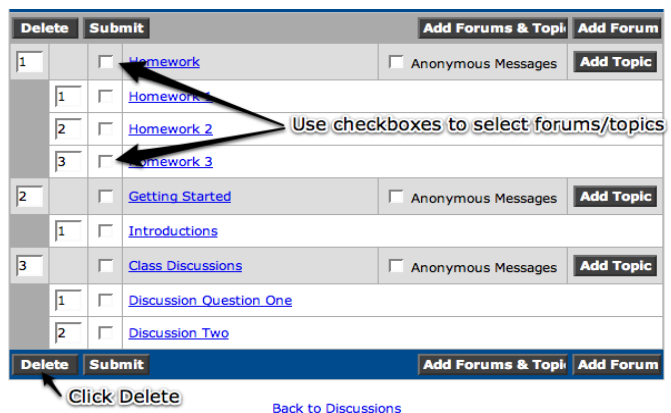
COURSE FILES

1. Click Edit Course in Navbar
2. Click Files
3. Use top checkbox to select ALL FILES and FOLDERS or use checkboxes to select appropriate files/folders
4. Click Trashcan icon in top actions area.
5. Confirm to delete files



DISCUSSIONS

1. Click Discussions on Navbar
2. Click Modify Forums and Topics (top left)
3. Use checkboxes to select forums and topics
4. Press Delete button



QUIZZES

1. Click Quiz tool on Navbar
2. Click Delete Quizzes icon (trashcan)
3. Use checkboxes to select ALL or some quizzes

Cancel View: By Availability ▾

Delete Selected

1. Use this checkbox to select ALL quizzes

2. Click Delete

Current Quizzes

- [My New Great Quiz](#) Always Available
- [WorkshopExample](#) Always Available
- [WorkshopExample2](#) Always Available
- [workshop_3](#) Always Available
- [Workshop4](#) Always Available

DROPBOX

1. Click Dropbox on Navbar
2. Press Admin button (in the blue bar above the list of folders)
3. Click trashcan by each folder

Sorry, no way to mass delete dropbox folders.

Pick Up Files						
Order	Folder	Grade Item	Total Files	Unchecked Files	Edit	Delete
1	Project One	-	2	0		
2	Final Project	-	0	0		
3	Practice	-	0	0		

Back Add Folder Submit Order

OTHER ITEMS

If you have other tools in your course like:

- Surveys
- Checklists
- Useful Links

You will need to enter each tool and delete the items or not choose to copy those components over from another course.

CALENDAR

Since the dates are not repeated, you do not have to necessarily delete the calendar since the entries will be in the past. But, if you want to delete all items, they must be done individually in the Calendar tool.