Deleting Content from a Course

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In some cases you may need to delete everything in your course and start from scratch. Unfortunately, there is no Delete All option in Western Online. You will need to individually go through each tool and delete their items. The good news is, it sounds worse than it really is. It will actually only take you about 5 minutes to completely delete everything in your course.

Below are the most commonly used tools in Western Online divided into their respective tabs on the default WIU nav bar. There are instructions for each on how to delete their content.

**Assessments**

**Assignments**
- Click **Assessments** in the nav bar and choose **Assignments**.
- Click the **More Actions** drop down menu and choose **Delete**.
- Place a check next to all items.
- Click the **Delete Selected** button at the bottom.

**Quizzes (Question Library)**
In the Quizzes tool you will need to delete all quizzes as well as any questions in the Question Library (if you have any in there)

To delete quizzes, do the following:
- Click **Assessments** in the nav bar and choose **Quizzes**.
- Click the **More Actions** drop down menu and choose **Delete**.
- Place a check next to all items.
- Click the **Delete Selected** button at the bottom.

To delete questions from the question library, do the following:
- In the Quizzes tool click the **Question Library** link at the top.
- Place a check next to all items.
- Click the **Delete** icon (trash can) at the top or bottom.
- Click the **Delete** button to confirm.

**Rubrics**
- Click **Assessments** (or Grade Tools) in the nav bar and choose **Rubrics**.
- Place a check next to all items.
- Click the **Delete** icon (trash can) at the top or bottom.
- Click the **Delete** button to confirm.

**Resources**

**Checklists**
- Click **Resources** in the nav bar and choose **Checklists**.
• Click the **More Actions** drop down menu and choose **Delete**.
• Place a check next to all items.
• Click the **Delete Selected** button to confirm.

**Content**

• Click **Resources** in the nav bar and choose **Content**.
• Click **Table of Contents** on the left to select it.
• Click the drop arrow to the right of where it says **Table of Contents** at the top and choose **Delete All Modules**.
• In the window that pops up you will have two options. You will want to choose option 2. This will delete the module’s nested modules, all topics inside the modules and all associated files that the topics were linked to.

**Communication**

**Discussions**

You cannot delete all discussions at once. They have to be deleted one forum at a time. However, if you have all of your topics in one forum, you will only need to delete the one forum.

• Click **Communication** in the nav bar and choose **Discussions**.
• Click the drop arrow for each forum and choose **Delete**.
• Click **Yes** to confirm.

**Announcements**

You cannot delete all Announcements at once. They have to be deleted one at a time.

• Click **Communication** in the nav bar and choose **Announcements**.
• Click the drop arrow for each Announcement and choose **Delete**.
• Click **Yes** to confirm.

**Groups**

• Click **Communication** in the nav bar and choose **Groups**.
• Place a check next to all groups.
• Click the **Delete** icon (trash can) at the top or bottom.
• Click the **Delete Groups/Categories** button to confirm.

**Grade Tools**

**Grade Items**

It is best to delete grade items last. This way any activities (discussions, quizzes, etc.) that are linked to grade items are already deleted and there is no longer a link between the two that would prevent you from being able to delete the grade items.

• Click **Grade Tools** in the nav bar and choose **Grades**.
Click **Manage Grades** at the top.
Click the **More Actions** drop down menu and choose **Delete**.
Place a check next to all items.
Click the **Delete Selected** button at the bottom.
Click the **Delete** button to confirm.

**Rubrics**
- Click **Grade Tools** (or Assessments) in the nav bar and choose **Rubrics**.
- Place a check next to all Rubrics.
- Click the **Delete** icon (trash can) at the top or bottom.
- Click the **Delete** button to confirm.

**Course Admin**

**Manage Files**
- Click **Course Admin** in the nav bar.
- Click **Manage Files**.
- Place a check next to all items.
- Click the **Delete** icon (trash can) at the top.
- Click the **Yes** button to confirm.

**Widgets**
- Click **Course Admin** in the nav bar.
- Click **Widgets**.
- Click the **Custom Widgets** tab.
- Click the **Delete** icon (trash can) for each widget.
- Click the **Delete** button to confirm.

**Homepages**
- Click **Course Admin** in the nav bar.
- Click **Homepages**.
- Click the drop arrow for each custom homepage and choose **Delete Homepage**.
- Click the **Yes** button to confirm.