

# Deleting Everything in a D2L Course Site – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the various tools in D2L. For further information, please contact <u>elearning@camosun.ca</u> for assistance.

#### Scenario

This tutorial will cover the steps involved when you wish to delete everything (content and activities) in your D2L course in order to "start from scratch". Note that you cannot "delete all" in one step - you will need to delete the content/activities in each tool used in the course separately.

We recommend that you do not delete everything in course site that has student data in it (i.e., a course site for a past offering). It is better to do this in a DEV or MASTER course site only.

If the course you are deleting from also has custom homepages or navigation bars, or incorporates tools beyond the list below (for example the Glossary or Survey tools), you will need to delete content contained in those tools as well. If you are unsure of how to delete content from homepages, navigation bars or other tools not included in this tutorial, contact <u>elearning@camosun.ca</u> or an instructional designer for assistance.

#### Deleting Content and Files in File Manager

- 1. Go to the Content tool in your course.
- 2. Click on the down arrow next to Table of Contents (at the top of the page), and select **Delete All Modules**.



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3. To delete all Modules and Topics in the Content tool, as well as all the linked files (stored in Manage Files) AND linked activities (in other D2L tools), select the second option in the pop-up box.



4. Now, click on **Related Tools** and select **Manage Files**.

Course Home My Tools ✔ Edit Cours	e		
Search Topics	Table of Contents ~		🖶 Print 🔅 Settings
Cverview			
Bookmarks	Import Course 🗸 🖉 Bulk Edit	Related Tools 🗸	Expand All   Collapse All
ф		Course Builder	
Course Schedule	≡ Sample Module	Manage Files	-
Table of Contents		View Reports	
■ Sample Module	New V Add Existing Activitie	~	
≡ Module 1	<ul> <li>Participation-Community_of_Practic</li> <li>Word Document</li> </ul>	ce-eg 🗸	
■ Audio embed Sample	Add dates and restrictions		
■ Sample Rubrics	∃ Integrating Blogs into your Courses ₩ PowerPoint Presentation	PPT 🗸	
	Add dates and restrictions		

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5. Click on the select box at the top of the File Manager table to select everything in the table. Then click on the trash can, and click **Yes** in the Confirmation pop-up window

Course Home My Tools ✔ Edit Course						
Content Manage Files						
Location: content > DE > ourses	DEV	'_Emily_2017				
🔉 Hide Tree 🏻 📋 New File	New F	older   🖺 Past 🔿 Upload		-	Add Learning Object	
🗉 🗁 /content/DE/courses/D						
🗉 📄 assignment informatio		Name	Size	Type	Last Modified Date	
🖲 📄 audio					Jul 14, 2017	
bobs_templates		🖮 assignment information 🐱		Folder	1:57 PM	
🗉 📄 gamification					Jul 14, 2017	
🗉 📄 intelligentagents		🗎 audio 🗸		Folder	1:57 PM	
🗉 📄 library workshop		<b>2</b> • • • • •		5.11	Jul 14, 2017	
🗉 📄 library_academic_inte		bobs_templates 🗸		Folder	1:57 PM	
🗉 📄 library_apa				Folder	Jul 14, 2017	
🖲 📄 mediaintegration	<b>~</b>	gamication 👻		Folder	1:57 PM	
🖲 📄 new module		📄 intelligentagents 🖌		Folder	Jul 14, 2017	
🗉 📄 news images					1:57 PM	
🖲 📄 quizzing		🚞 library workshop 🗸		Folder	Jul 14, 2017	
🗉 🛅 rubrics					1:57 PM	
		-			lul 14_2017	

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## **Deleting Quizzes**

- 1. Go to the Quizzes tool in your course.
- 2. Click on the select box at the top of the quizzes table to select all quizzes in your list. Click on the More Actions drop-down menu, and select **Delete**.

Course Home My Tools 🗸 Edit Course						
Manage (	Question Library	Statistics LockDown Browser	P Help			
New	Quiz Edit Categories	More Actions 🗸				
1		Add Learning Object View: By Availability	✓ Apply			
🖇 Bu	ılk Edit	Сору				
	Current Quizzes	Reorder	Published			
	Special Access test ↓ (inacti Availability: always available	ve)	-			
	Testing 1 2 3 ♀ (inactive) Availability: always available		-			
	Past Quizzes		Published			
	Master Quiz  ✔ (inactive) Available on Jul 14, 2017 10:18	AM until Jul 15, 2017 10:18 AM	-			

3. In the Confirmation pop-up box, click **Delete**.

on Libory S Confirmation Quiz Deletion	
This operation will permanently delete the selected quizzes and all associated data. Are you sure that you want to continue?	By Availability
it 🗸 (inactive) s available	

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#### 4. Next, click on **Question Library**.

Course	Home My Tools 🗸 Edit Course	
Manage (	Quizzes Question Library Statistics LockDown Browser	Help
New	Quiz Edit Categories More Actions 🗸	
	View: By Availability 🗸	Apply
🅢 Bu	lk Edit	
	Current Quizzes	Published
		-
		-

5. Click on the select box at the top of the Question Library table to select everything in the list. Click on the trash can/**Delete**.

Course Home	ly Tools 🔹	✓ Edit Course					1
<ul> <li>⇒ Introduction</li> <li>⇒ Question</li> <li>⇒ Quizzes</li> <li>⇒ Surveys</li> <li>⇒ Uf- assemments</li> <li>⇒ Sample</li> <li>Questions</li> </ul>		Import V Delete 18 Order © Edit Va	lues 🛓	Publish	to LOR		Settings O Help
<ul> <li>Library_Acade</li> <li>Writing</li> <li>Library_APA</li> </ul>		Name (click question name to edit)	Туре	Points	Difficulty	Mandatory	Last Modified
English 175 Quizzes		🗎 Quizzes 🗸	-	-	-	-	Jul 14, 2017 1:55 PM
Chapter 01		🗎 Surveys 🗸	-	-	-	-	Jul 14, 2017 1:55 PM
<ul> <li>Chapter 03</li> <li>Chapter 04</li> <li>Chapter 05</li> </ul>		Self-assessments 🗸	-	-	-	-	Jul 14, 2017 1:55 PM
<ul> <li>Chapter 06</li> <li>Chapter 07</li> <li>Chapter 08</li> </ul>		Sample Questions 🗸	-	-	-	-	Jul 14, 2017 1:55 PM
Chapter 09		🗎 Library_Academic_Integrity 🗸	-	-	-	-	Jul 14, 2017 1:55 PM

6. In the Confirmation pop-up box, click **Delete**.

<ul> <li>Edit Cot</li> <li>Estion</li> </ul>	Confirmation Are you selecter	sure that you w	ant to delete the		
	Delete	Cancel	,	1.	
ove 📋 Del	lete 👔 Order	ం Edit Values	Publish to LC	R	

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## **Deleting Assignment Folders**

- 1. Go to the Assignments tool in your course.
- 2. Click on the select box at the top of the Assignments table to select all Assignments in your list. Click on the **More Actions** drop-down menu, and select **Delete**.

Assi	gnmen	ts					P Help
New A	ssignment	More Actions 🗸					
🌮 Bulk	Edit	Preview					
		Reorder	Completed	Evaluated	Feedback Published	Due Date	
	N Categor	Event Log					
	Assignment	Hide from Users	5/9	2/9	1/9		
	Assignment 2	Delete	3/9	3/9	3/9		
	Assignment 3	~	0/9	0/9	0/9	Jun 13, 2014 9:00	PM
	Text submission	n assignment 🗸 🗸	1/9	0/9	0/9		
	On-Paper Subn	nission - manually by learner 🗸 🗸	1/9	0/9	0/9		
	Observed in Pe	erson - Manually by Learner 🛛 🗸	1/9	0/9	0/9		
	Video Embed d	Iropbox 🗸	1/9	0/9	0/9		

3. In the Confirmation pop-up box, click Delete.



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## **Deleting Gradebook Items**

- 1. Go to the Grades tool in your course.
- 2. Click on the More Actions drop-down menu, and select **Delete**.

Course	Home	My Tools 🗸 Edit Course					
Enter Gra	ades	Manage Grades Schemes				Setting:	Help
New	v ~	More Actions	1				
🖉 Bi	ulk Edit	Delete					
<i>,</i>		Reorder					
	Grade I	Event Log		Type	Association	Max. Points	Weight
	Assign	ments 🗸					14
	A	ssignment 1 🛫 🗸		Numeric	-	20	50
	A	ssignment 2 🗸		Numeric	Quizzes 😧	30	50
	Quizze	s 🗸					25
	c	Quiz 1 🗸		Numeric	Quizzes 😧	40	40

3. Click on the select box at the top of the **Delete Grade Items and Categories** table to select everything in the list and click **Delete**. **NOTE:** If grade items are attached to other activities in your D2L course site (eg, a dropbox or quiz), you will need to delete those activities BEFORE you can delete their grade items.

Course Home My Tools 🗸 Edit Course					
Delete Grade Items and Categories					
More					
	Name	Type			
	Assignments				
	Assignment 1	Numeric			
	Quizzes				
Delet	Cancel	Numeric			

4. In the Confirmation pop-up box, click **Delete.** 



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## **Deleting Discussion Forums and Topics**

- 1. Go to the Discussions tool in your course.
- 2. Click on the More Actions drop-down menu, and select **Delete**.

Course Home My Tools 🗸 Edit Course					
Discussions			Settings 🖉 Help		
Discussions List Subscriptions Group and ection Restrictions Statistics					
New V More Actions V					
Filter by: Unie Copy			▼ Hide All Topics		
Test foru Must post first. For this forum, Restore Lestion: Who is the Prime Minister	er of Canada?				
Торіс	Threads	Posts	Last Post		
Answer the question posed in the Forum ~ f Includes assessment.	1	1	Student one Oct.16.2017.1:49.PM		
Teaching Example 1: Student Introductions 👻					

3. Click on the select box at the top of the Delete Forums and Topics table to select everything in the list and click **Delete**.



**NOTE**: You will NOT be asked to confirm the deletion of Discussion Forums and Topics. BUT you will be able to restore them later if you have deleted them in error.

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#### **Deleting News Items**

- 1. Go to your Course Homepage.
- 2. Click **News** (to go to the News tool).



3. Click on the select box at the top of the News listing to select everything in the list and click **Delete**.

Course Home My Tools ✓ Edit Course						
News						
New Item More Actions V Search For O Shr w Search Options						
Delete						
Title	Start Date	End Date	Status			
✓ Velcome to the Daylight Experience! ✓	Mar 21, 2014 10:52 AM		Published			
Today we way be giving you an overview of the new version of D2L, the Daylight Experience! Please let us know if you have any questions.						
		20				

4. In the Confirmation pop-up box, click Yes.



#### Things to Remember

**Note** that even if you delete Discussion Forums and Topics, you can restore them at any time (they are never really gone). This is the same for Assignment folders, Grade items, and News items.



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