

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**.



This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

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 🗸 🗸 Add Existing Activitie	~	
∃ Module 1	 Participation-Community_of_Practic Word Document 	e-eg 🗸	
■ Audio embed Sample	Add dates and restrictions		
■ Sample Rubrics	 Integrating Blogs into your Courses PowerPoint Presentation 	PPT 🗸	
	Add dates and restrictions		

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

 \odot

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

ontent Manage Files					
Location: content > DE > ours	es • DEV	/_Emily_2017			
🛛 Hide Tree 🏻 🎦 New File	New F	older 🗈 Past 🔿 Upload		Ľ	Add Learning Object
/content/DE/courses/D					
🗉 📄 assignment informatio		Name 🔺	Size	Туре	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					Jul 14, 2017
🖲 📄 library_academic_inte		🖮 bobs_templates 🗸		Folder	1:57 PM
🗉 📄 library_apa					Jul 14, 2017
🗉 📄 mediaintegration		🖮 gamification 🐱		Folder	1:57 PM
🗉 📄 new module				5.11.	Jul 14, 2017
🗉 📄 news images	~	🖮 intelligentagents 🐱		Folder	1:57 PM
					Jul 14, 2017

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

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 Delete	Published			
	Special Access test ↓ (inacti Availability: always available		-			
	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**.

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

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

 \odot

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

Course Home My Tools 🗸 Edit Course	
Manage Quizzes Question Library Statistics LockDown Browser	P Help
New Quiz Edit Categories More Actions 🗸	
View: By A	vailability V Apply
🌮 Bulk 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 M	ly Tools 🔻	Edit Course					
Cuestion	Que	estion Library					Settings 🕑 Help
Surveys Sulf- asserments Sample	Mew		lune (Publish	to LOD		
Questions	.) IVIC	ove 📋 <u>Delete</u> 🏦 Order 🖧 Edit Va	lues 📄	Publish	to LOR		
Writing		Name (click question name to edit)	Туре	Points	Difficulty	Mandatory	Last Modified
English 175 Quizzes		🗎 Quizzes 🗸	-	-	-		Jul 14, 2017 1:55 PM
 New Section Chapter 01 Chapter 02 		🗎 Surveys 🗸		-	-		Jul 14, 2017 1:55 PM
 Chapter 03 Chapter 04 Chapter 05 		Self-assessments	-				Jul 14, 2017 1:55 PM
 Chapter 06 Chapter 07 Chapter 08 		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**.

 Edit Cou Estion 	Confirmation Are you selecter		ant to delete the	v	
	Delete	Cancel	,	1.	
ove 📋 Del	ete 👔 Order	ని Edit Values	Publish to LC	DR	

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

۲

(cc

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**.

As	Assignments							
Ne	w Assignment	More Actions 🗸						
<i>#</i> 1	Bulk Edit	Preview						
		Reorder		Completed	Evaluated	Feedback Published	Due Date	
	N Categor	Event Log						
	Assignment	Make Visible to Users 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	on assignment 🗸 🗸		1/9	0/9	0/9		
	On-Paper Sub	omission - manually by learner 💊		1/9	0/9	0/9		
	Observed in F	Person - Manually by Learner 🗸 🗸		1/9	0/9	0/9		
	Video Embed	dropbox 🗸		1/9	0/9	0/9		

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



This content is licensed under a <u>Creative Commons Attribution 4.0 International Licence</u>. Icons by the <u>Noun</u> Project.

Deleting Gradebook Items

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

ter Grad	les M	Manage Grades Scheme	5			Settings	🕑 Help
New	~	More Actions	1				
🔗 Bull	k Edit	Delete					
	Grade I	Reorder Event Log	-	Туре	Association	Max. Points	Weight
	Assign	ments 🗸	1				14
	A	ssignment 1 ঔ 🗸 🗸		Numeric	-	20	50
	A	ssignment 2 🐱		Numeric	Quizzes 😧	30	50
	Quizze	s 🗸					25
	0	uiz 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	Course Home My Tools 🗸 Edit Course						
Dele	Delete Grade Items and Categories						
More							
	Name	Туре					
	Assignments						
	Assignment 1	Numeric					
	Quizzes						
Delet	Cancel	Numeric					

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



This content is licensed under a <u>Creative Commons Attribution 4.0 International Licence</u>. Icons by the <u>Noun</u> Project.

Θ

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: Unle Copy			➡ Hide All Topics
Test forur Must post first. For this forun, Restore yestion: Who is the Prime Ministe	ar of Canada?		
For this forunt, Lestion: who is the Prime Ministe	er or Canada?		
Topic	Threads	Posts	Last Post
Answer the question posed in the Forum → ♀ Includes assessment.	1	1	Student one <u>Qct 16. 2017 1:49 PM</u>
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.

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

 \odot

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 Search For Show 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.



This content is licensed under a <u>Creative Commons Attribution 4.0 International Licence</u>. Icons by the <u>Noun</u> Project.