Deleting Past Announcements and Student Discussion Posts Instructions

**Purpose:** Deleting Past Announcements and Student Discussion Posts walks through the process of deleting announcements and student discussion posts that may have been copied from the source course.

*Note* These instructions reference the Kent State Online Template. If you are not using this template for your course and would like more information, please review the Getting Started section on The Framework Build page of the Online Teaching website (http://www.kent.edu/onlineteaching/build).

Deleting Past Announcements and Student Discussion Posts

**Needed to Complete:**

To complete “Deleting Past Announcements and Student Discussion Posts”, you will need to:

- Be logged into Blackboard Learn
- Be in the course that needs past announcements and student discussion posts deleted
- Be enrolled as an Instructor, Teaching Assistant, or Course Builder in the course

*Note* Steps 1 - 2 cover the Announcements Tool and Steps 3 - 7 cover the Discussion Board.
Step 1: Navigate to the Announcements Tool

Navigate to the Announcements tool. In the Kent State Online Template, this can be accessed by clicking the Announcements link under the My Course section on the left-hand navigation menu or the Course Announcements link on Home page. This tool can also be accessed by expanding the Course Tools option under the Control Panel section on the left-hand navigation menu and clicking the Announcements link.
Step 2: Delete Announcements

Click the drop-down arrow that appears to the left of the Announcement title and click Delete. Repeat this action for any Announcement that needs to be deleted.

*Note* If an Announcement simply needs verbiage or release date adjustments, click Edit instead of Delete, make the necessary updates, and click the Submit button.
Step 3: Navigate to the Discussion Board

Navigate to the Discussion Board. In the Kent State Online Template, this can be accessed by clicking the Discussion Board link under the My Course section on the left-hand navigation menu. This tool can also be accessed by expanding the Course Tools under the Control Panel section on the left-hand navigation menu and clicking the Discussion Board link.

Step 4: Set Author of Anonymous Posts

If you do not have starter posts (an instructor post that contains forum instructions and/or topics), choose "No, leave the messages as anonymous." and click the Submit button.

If you have starter posts, choose "Set [Your Name] as author." and click the Submit button. *Note* This will set all posts (starter posts and student posts) to have your name as the Author. Make sure to preserve only your starter post in Step 6.*
Step 5: Access Discussion Forum

Click the **Discussion** link for the **Discussion Forum** that contains student discussion posts that need to be deleted.

![Discussion Board Image]

Step 6: Select and Delete All Student Posts

Select all student posts by clicking the top check box that appears to the left of the **Date** column. Click the **Delete** button and click the **OK** button when prompted.

*Note* If there is a starter post (instructions or topic post) that should be kept, make sure to uncheck the box for that post before clicking the **Delete** button.

![Forum: Discussion 1 Image]
Step 7: Repeat Steps 5 & 6 For All Discussion Forums With Student Posts

Repeat Steps 5 & 6 for all Discussion Forums that contain student posts that need to be deleted.