

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:

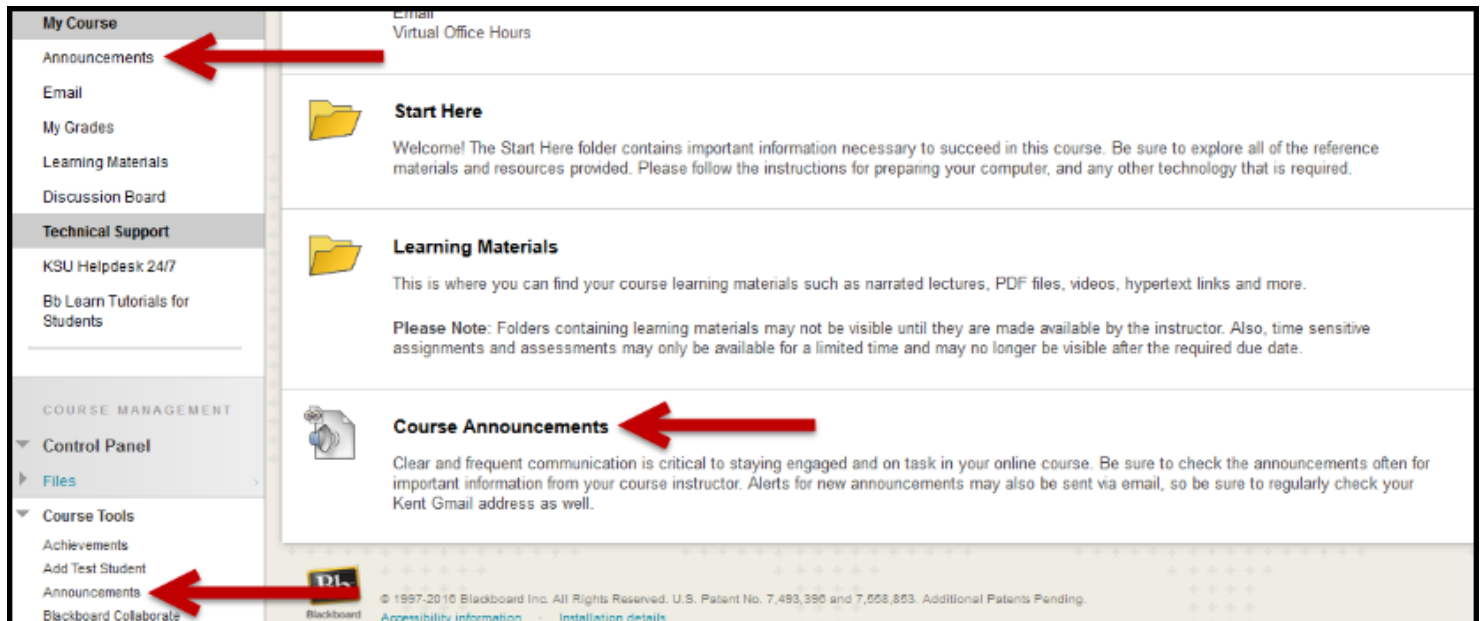
To complete “Deleting Past Announcements and Student Discussion Posts”, you will need to:

- 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.

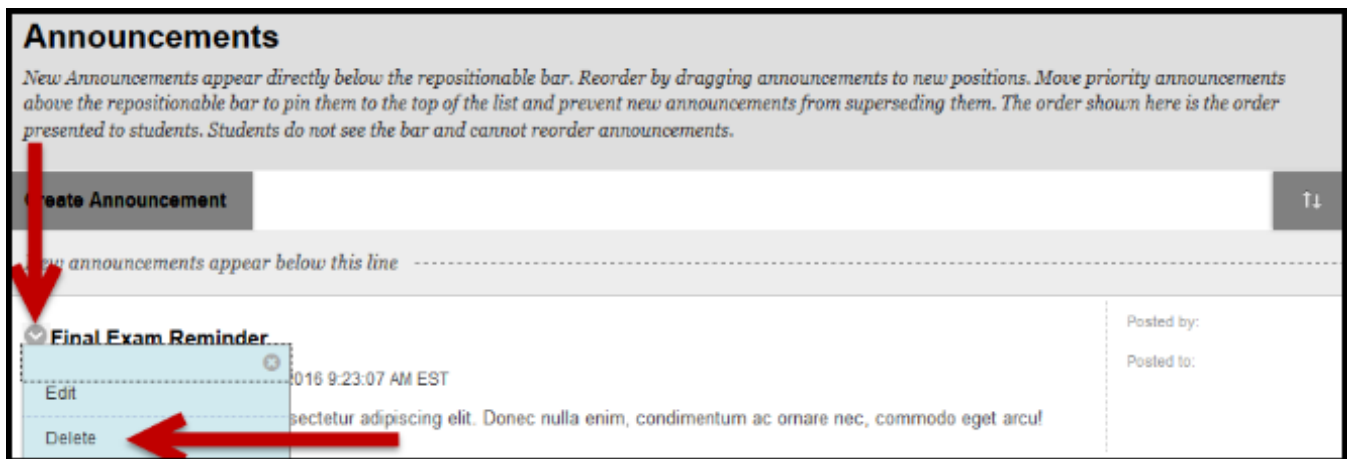


The screenshot displays the Blackboard course interface. On the left-hand navigation menu, three red arrows point to the following links: 'Announcements' under the 'My Course' section, 'Announcements' under the 'Course Tools' section (which is expanded from the 'Control Panel'), and 'Announcements' under the 'Course Tools' section. The main content area shows three sections: 'Start Here', 'Learning Materials', and 'Course Announcements'. A red arrow points to the 'Course Announcements' section, which includes a printer icon and a brief description of the tool's importance.

Step 2: Delete Announcements

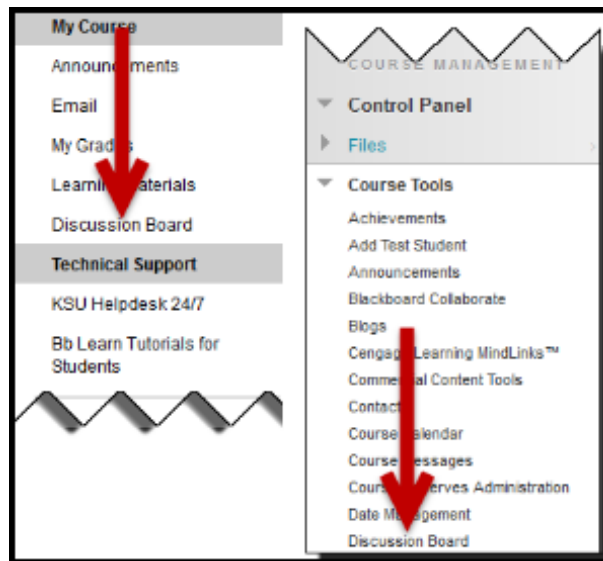
Click the drop-down arrow that appears to the left of the **Announcement** title and click **Delete**. Repeat this action for any **Announcement** that needs to be deleted.

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

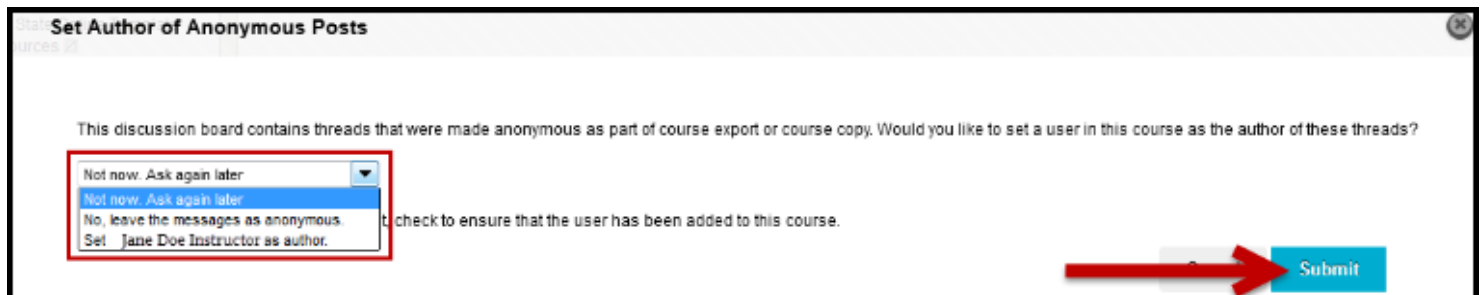
Navigate to the **Discussion Board**. In the **Kent State Online Template**, this can be accessed by clicking the **Discussion Board** link under the **My Course** section on the left-hand navigation menu. This tool can also be accessed by expanding the **Course Tools** under the **Control Panel** section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



Step 4: Set Author of Anonymous Posts

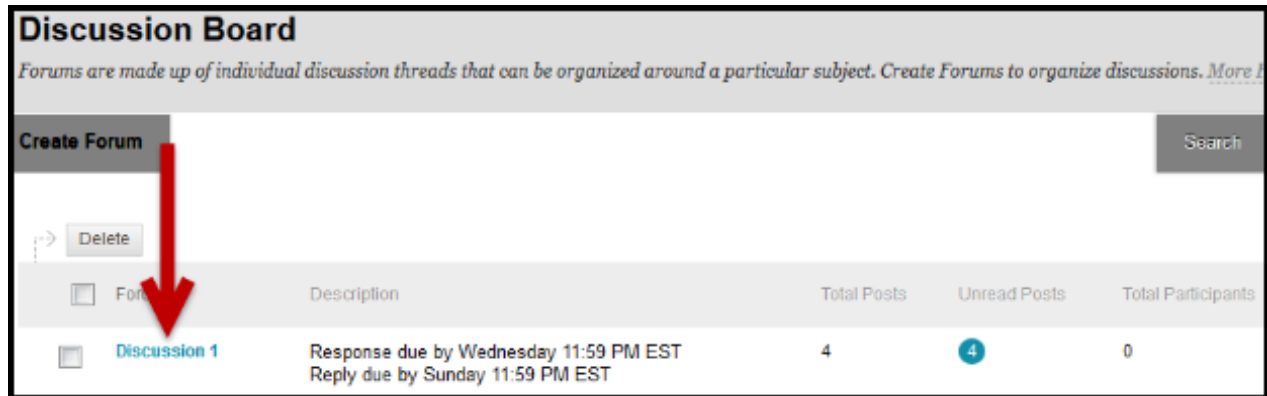
If you do not have starter posts (an instructor post that contains forum instructions and/or topics), choose **"No, leave the messages as anonymous."** and click the **Submit** button.

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

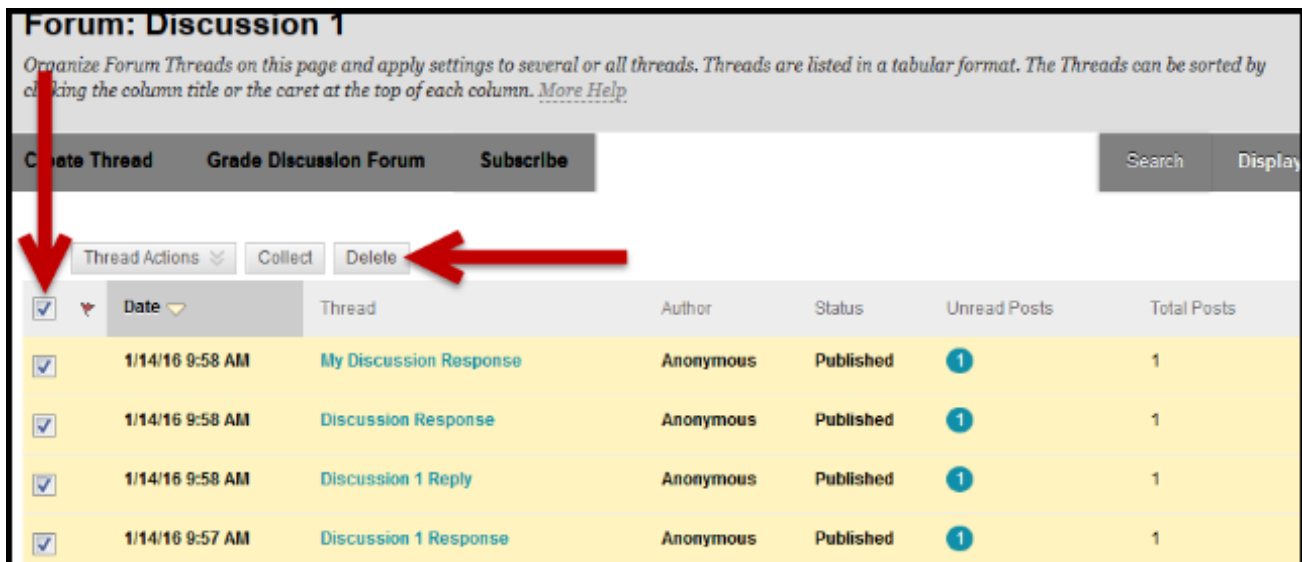
Click the **Discussion** link for the **Discussion Forum** that contains student discussion posts that need to be deleted.



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.*



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.