

Faculty Tutorial:

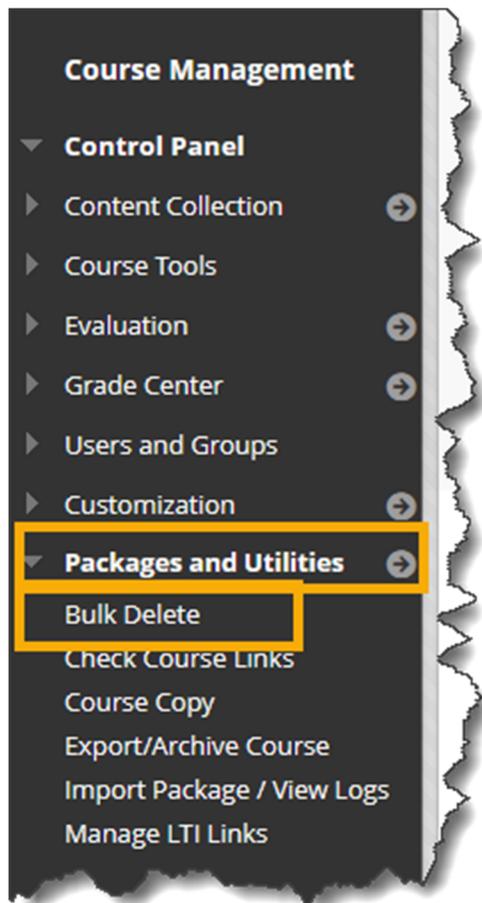
Bulk Delete

Purpose: To show faculty how to “Bulk Delete” a course in MyHills.

The “Bulk Delete” function allows you to clean content and data you don’t need out of a course. This is useful, for example, if you are planning to copy another course into this one. Before copying, you should perform a “Bulk Delete” to clean out and prepare the course.

From within a course in MyHills, click “**Packages and Utilities**,” located toward the bottom of the Course Management menu.

In the sub-menu that opens, click “**Bulk Delete**.”



The “Bulk Delete” page will open.



On the “Bulk Delete” page, check every box that appears, *except “Users.”*

Note: Do NOT check “Users,” as checking it would delete ALL students from your course.

SELECT CONTENT MATERIALS TO DELETE

Warning: This action is final and can't be undone.

Syllabus and Schedule

Learning Units

Assignments

NetTutor

SELECT OTHER MATERIALS TO DELETE

Announcements

Contacts

Groups

Discussion Board

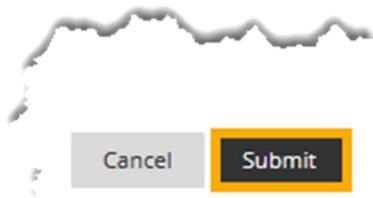
Tests, Surveys, and Pools

Grade Center Columns

Type **“Delete”** in the box under **“Confirmation.”**



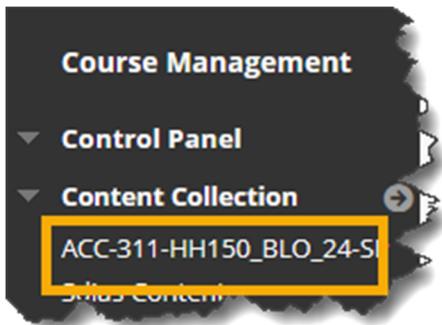
Then, click **“Submit.”**



A **“Success...”** message will appear at the top of the **“Packages and Utilities”** page.

Now, you will need to clear out the files in your course so you can be clear to copy in your new materials.

Go to the Content Collection menu and select your course's code from the submenu.



Then, click the top check box to select all of the files listed.

Course Content: ACC-311-HH150_BLO_24-SP 

The Content Collection provides central file storage for all content. When creating content for your course, the items reflect those changes. Using the links in the **Control Panel**, you can access the content in your course.

Upload  Create HTML Object Create Folder

 Download Package Copy Move Recycle

<input checked="" type="checkbox"/>	FILE TYPE	NAME
<input checked="" type="checkbox"/>		MAS-ACC-311-WWW_ImportedContent_20120806120945
<input checked="" type="checkbox"/>		Recycle Bin
<input checked="" type="checkbox"/>		SND-DDARLAN1-ACC-311-WWW_ImportedContent_20200522023815

 Download Package Copy Move Recycle

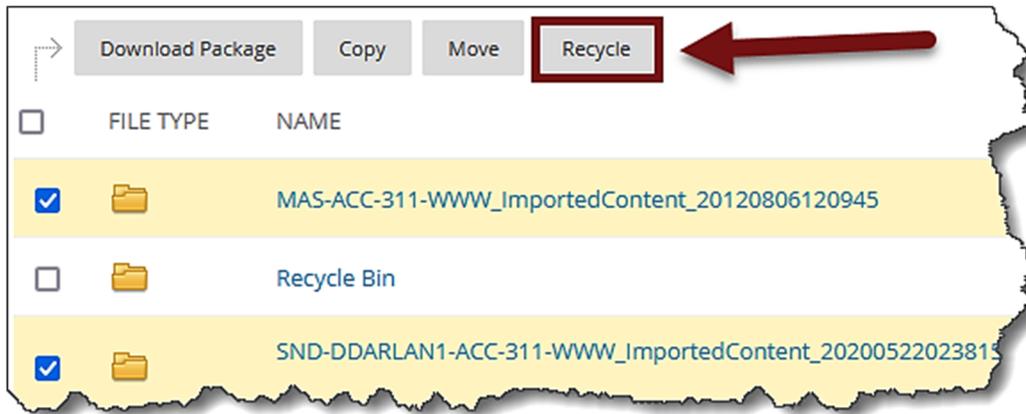
Next, **uncheck** the Recycle Bin folder.

 Download Package Copy Move Recycle

<input type="checkbox"/>	FILE TYPE	NAME
<input checked="" type="checkbox"/>		MAS-ACC-311-WWW_ImportedContent_20120806120945
<input type="checkbox"/>		Recycle Bin
<input checked="" type="checkbox"/>		SND-DDARLAN1-ACC-311-WWW_ImportedContent_20200522023815

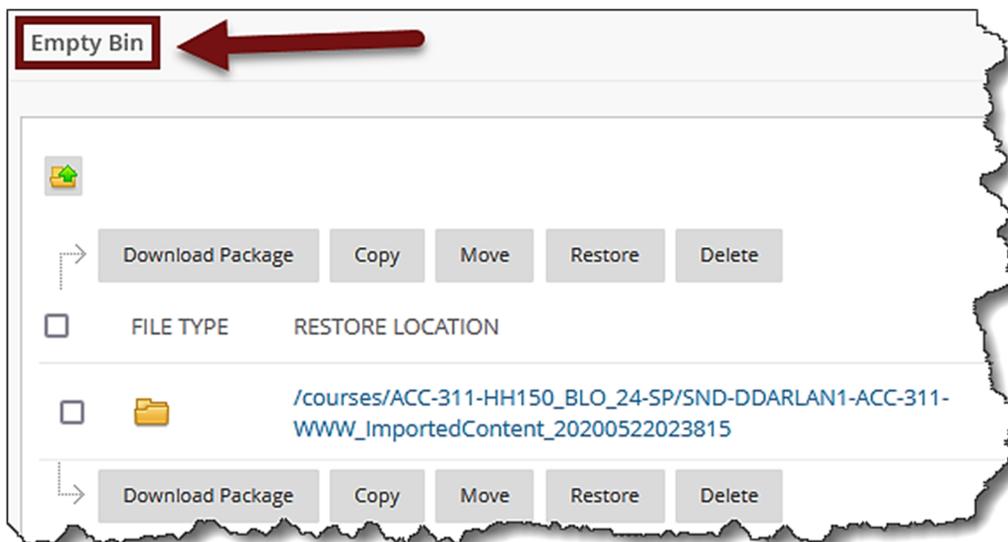
Click "Recycle" at the top of the page. You'll get a confirmation message.

Note: You may see a page listing a subset of items, click Next on it, as well.



You should end up back at the list but only the Recycle Bin folder will be listed.

Click the Recycle Bin folder to go into it. On the Recycle Bin folder page, click Empty Recycle Bin at the top of the page.



Congratulations! You now know how to "Bulk Delete" a course in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk