

Recycling a Blackboard Container

These steps will show you how to wipe a container clean, leaving no content or menu items in it, so that you can use it for another class or project. If there is any chance you will need the information in the container after it is recycled, be sure to archive it first (Control Panel > Archive).

Recycle Course



Go to the **Control Panel**, then click on **Recycle Course**.

Select ALL Content Check Boxes

1 Select Content Materials to Remove

The Recycler removes content and data so that the course may be reused. Information removed during recycling cannot be recovered. Archive the course prior to recycling in order to store a permanent record.

Select the materials to remove. Type **Remove** in the box and then click **Submit** to finish.

Warning: This action is final and cannot be undone.

- Syllabus
- Instructor
- Assignments
- Online Resources
- Help

Check all boxes

Every content area box that you check will be removed. To completely recycle your container, check them all.

Select All Other Material

2 Select Other Materials to Remove

- Announcements
- Discussion Board
- Dropbox
- Glossary
- Grade Center Columns
- Groups
- Messages
- Statistics
- Tests, Surveys, and Pools
- Users

- Check all boxes
- except Users

Every item on this list that you check will be removed. To completely recycle your container, check all of them except users. It's not a good idea to remove users in a container.

Type Remove, then Submit

3 Submit

Type **Remove** to complete this request. Remove **1**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit **2**

Type **Remove** in the box (yes, it has to have a capital R... go figure!) and then click the **Submit** button.



Recycle Course

Receipt: Success

The following areas have been recycled:

- Announcements
- Tests, Surveys, and Pools
- content.Syllabus.label
- Assignments
- Online Resources
- manual.Help.label
- Discussion Board
- Dropbox
- Glossary
- Grade Center Columns
- Groups
- Messages
- Staff Information
- Statistics
- Users

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Blackboard will show you a list of the areas that have been recycled. Click **OK** to finish.

This has removed all the content from the areas, but they will still appear on the menu. The next steps will show you how to remove the menu items.

Remove Menu Items



To remove the menu items, from the **Control Panel**, click **Manage Course Menu**.

Remove Menu Items



Manage Course Menu

To view changes, refresh the Menu.

Add Content Area Tool Link Course Link External Link

1	▼	Announcements <i>Announcements</i>	Modify	Remove	1
2	▼	Syllabus <i>Content Area</i>	Modify	Remove	
3	▼	Instructor <i>Staff Information</i>	Modify	Remove	
4	▼	Assignments <i>Content Area</i>	Modify	Remove	
5	▼	Discussion Board <i>Discussion Board</i>	Modify	Remove	
6	▼	Online Resources <i>Content Area</i>	Modify	Remove	
7	▼	My Grades <i>My Grades</i>	Modify	Remove	
8	▼	Help <i>Content Area</i>	Modify	Remove	

2
OK

1. Click on each **Remove button** to remove the associated item. Repeat this step until all of the items have been removed.
2. Click the **OK** button when you have removed all the menu items from the list.

Empty Course Container

The screenshot shows the Blackboard user interface for an empty course container. At the top, there is a blue header bar. On the left side of the header, the Grossmont-Cuyamaca Community College District logo is displayed, featuring a green square with a white 'G' and a white 'C'. To the right of the logo, the text "GROSSMONT-CUYAMACA" and "COMMUNITY COLLEGE DISTRICT" is visible. Further right in the header are three icons: a building icon, a question mark icon, and a padlock icon. Below these icons are the links "Home", "Help", and "Logout". Below the header bar, there are two tabs: "Welcome" (highlighted in green) and "My Courses". The main content area is divided into two sections. On the left, there is a vertical sidebar containing several menu items, each with an icon and text: "Communication" (with a computer icon), "Course Tools" (with a wrench icon), "Course Map" (with a book icon), "Control Panel" (with a computer icon), "Refresh" (with a circular arrow icon), and "Detail View" (with a book icon). The right section of the main content area is currently empty.

If everything is successful you should now have an empty course shell. You are now ready to either [copy another course](#) into this container, or [import the Model Course template](#).