

Q. How can I remove all the files from the digital drop box at one time?

A. The poorly-named *Recycle Course* option removes all content and data from selected areas of a course site. Any information removed during this process cannot be restored either by you or by a system administrator. For this reason, Instructional Technology does not generally recommend its use.

The Recycle Course feature should be used **only for removing data and materials from selected areas** of a Blackboard site. For example, if your class is using the Digital Dropbox and you've saved copies of students' files, recycling the Dropbox is a convenient method of removing all files stored there.

1. Navigate to the Control Panel for the course you wish to recycle.
2. Locate the Course Options section of the Control Panel, and click Recycle Course.

Note

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.

3. The Recycle Course page includes three sections.
 - a. In the first section, click in the boxes to select the course content areas you wish to remove, if any.
 - b. In the second section, click in the boxes to select the other course materials you wish to remove, if any.
 - c. In the third section, type **Remove**, exactly as shown, to confirm your wish to permanently remove the selected materials from your course. Then click *Submit*.
4. Once the recycle process is complete, you will see a receipt page indicating that the process has been successful. This page will also list the areas which were recycled.
5. Click OK to return to the course Control Panel.