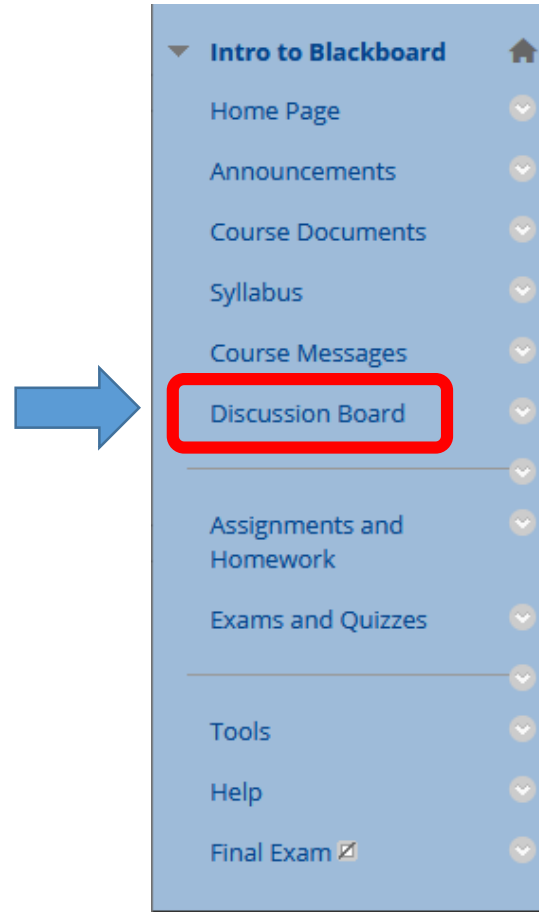




How to Bulk Delete Discussion Board Posts on Blackboard

1. Log in to the Course on Blackboard, and click on the ***Discussion Board*** tool.



2. In this example, we copied these Forums you see in the screenshot below from a previous semester into this brand new course. Now, we want to delete the student threads in each forum. Start with the first forum on your list, in this example it is **Week 1 Discussion**, and so we will click on that link.

The screenshot displays the Blackboard Discussion Board interface. On the left is a navigation menu with categories: 'Intro to Blackboard' (containing Home Page, Announcements, Course Documents, Syllabus, Course Messages, Discussion Board), 'Assignments and Homework', 'Exams and Quizzes', 'Tools', 'Help', and 'Final Exam'. Below this is a 'Course Management' section with a 'Control Panel' link. The main content area is titled 'Discussion Board' and includes a sub-header 'Create Forum'. Below this is a table of forums:

<input type="checkbox"/>	FORUM	DESCRIPTION
<input type="checkbox"/>	Week 1 Discussion	
<input type="checkbox"/>	Week 2 Discussion	
<input type="checkbox"/>	Week 3 Discussion	
<input type="checkbox"/>	Week 4 Discussion	
<input type="checkbox"/>	Week 5 Discussion	

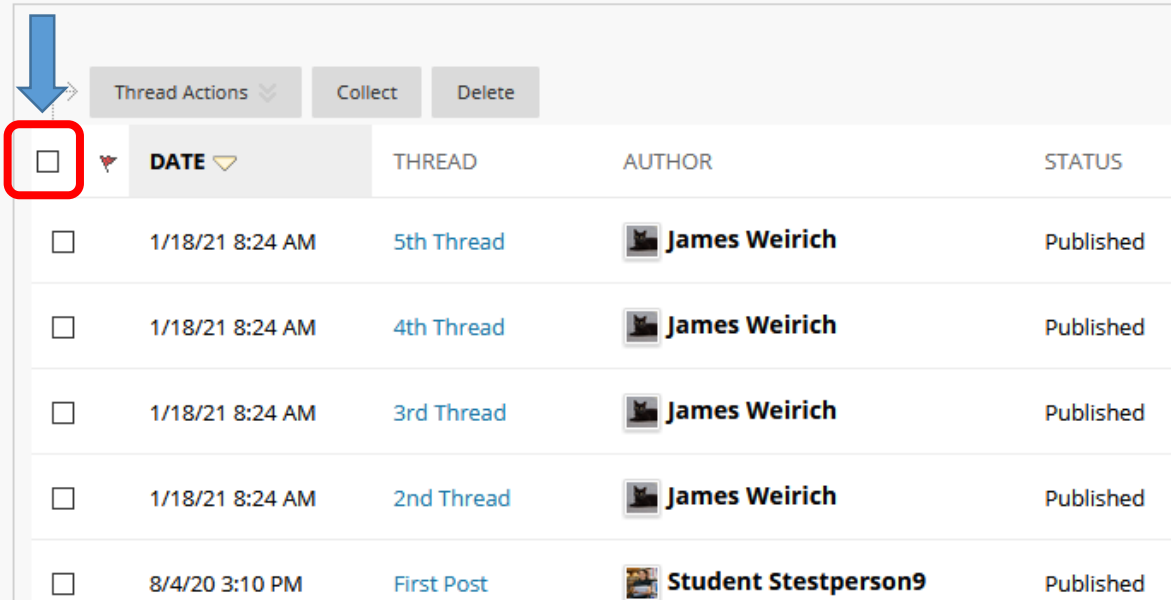
A blue arrow points to the 'Week 1 Discussion' link, which is also enclosed in a red rectangular box. 'Delete' buttons are visible at the top and bottom of the forum list.

3. Click the box to the left of the **DATE** column to select all of the threads within the forum at the same time. You will see a check mark appear for it, and all other boxes in that column. This indicates that those threads are selected.

Forum: Week 1 Discussion

Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation, a list of threads appears. [More Help](#)

Create Thread Grade Discussion Forum Subscribe

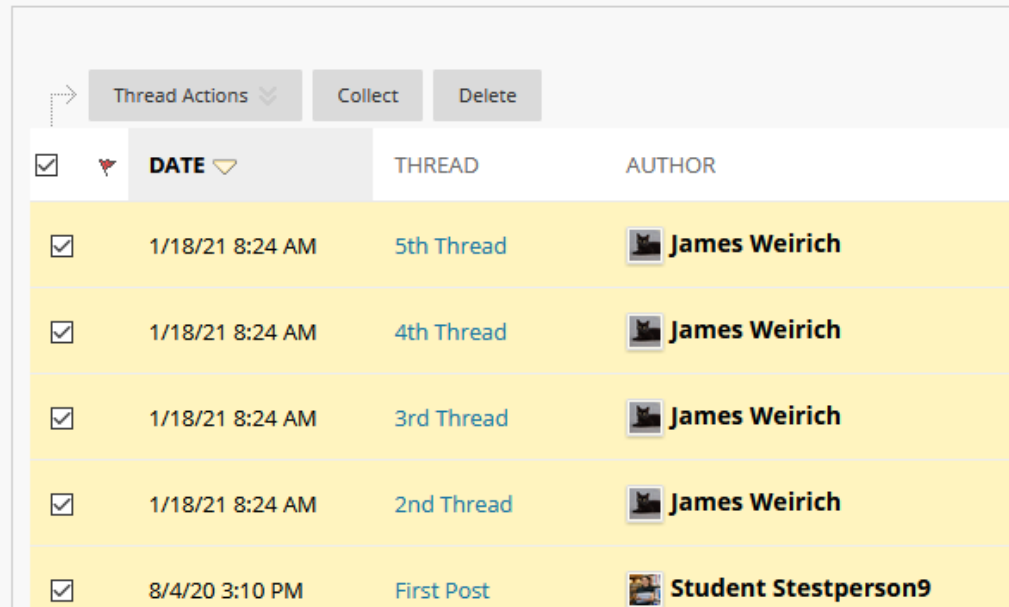


<input type="checkbox"/>	DATE ▾	THREAD	AUTHOR	STATUS
<input type="checkbox"/>	1/18/21 8:24 AM	5th Thread	James Weirich	Published
<input type="checkbox"/>	1/18/21 8:24 AM	4th Thread	James Weirich	Published
<input type="checkbox"/>	1/18/21 8:24 AM	3rd Thread	James Weirich	Published
<input type="checkbox"/>	1/18/21 8:24 AM	2nd Thread	James Weirich	Published
<input type="checkbox"/>	8/4/20 3:10 PM	First Post	Student Stestperson9	Published

Forum: Week 1 Discussion

Forums are made up of individual discussion threads that can be organized around a particular subject for a forum, a list of threads appears. [More Help](#)

Create Thread Grade Discussion Forum Subscribe



<input checked="" type="checkbox"/>	DATE ▾	THREAD	AUTHOR	STATUS
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	5th Thread	James Weirich	Published
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	4th Thread	James Weirich	Published
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	3rd Thread	James Weirich	Published
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	2nd Thread	James Weirich	Published
<input checked="" type="checkbox"/>	8/4/20 3:10 PM	First Post	Student Stestperson9	Published

4. Click Delete, and a pop up box will appear. Click OK to delete the selected threads.

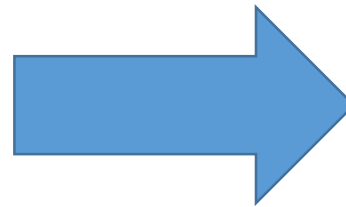
Forum: Week 1 Discussion

Forums are made up of individual discussion threads that can be organized around a particular subject forum, a list of threads appears. [More Help](#)

Create Thread Grade Discussion Forum Subscribe

Thread Actions Collect **Delete**

<input checked="" type="checkbox"/>	DATE	THREAD	AUTHOR
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	5th Thread	James Weirich
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	4th Thread	James Weirich
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	3rd Thread	James Weirich
<input checked="" type="checkbox"/>	1/18/21 8:24 AM	2nd Thread	James Weirich
<input checked="" type="checkbox"/>	8/4/20 3:10 PM	First Post	Student Stestperson9



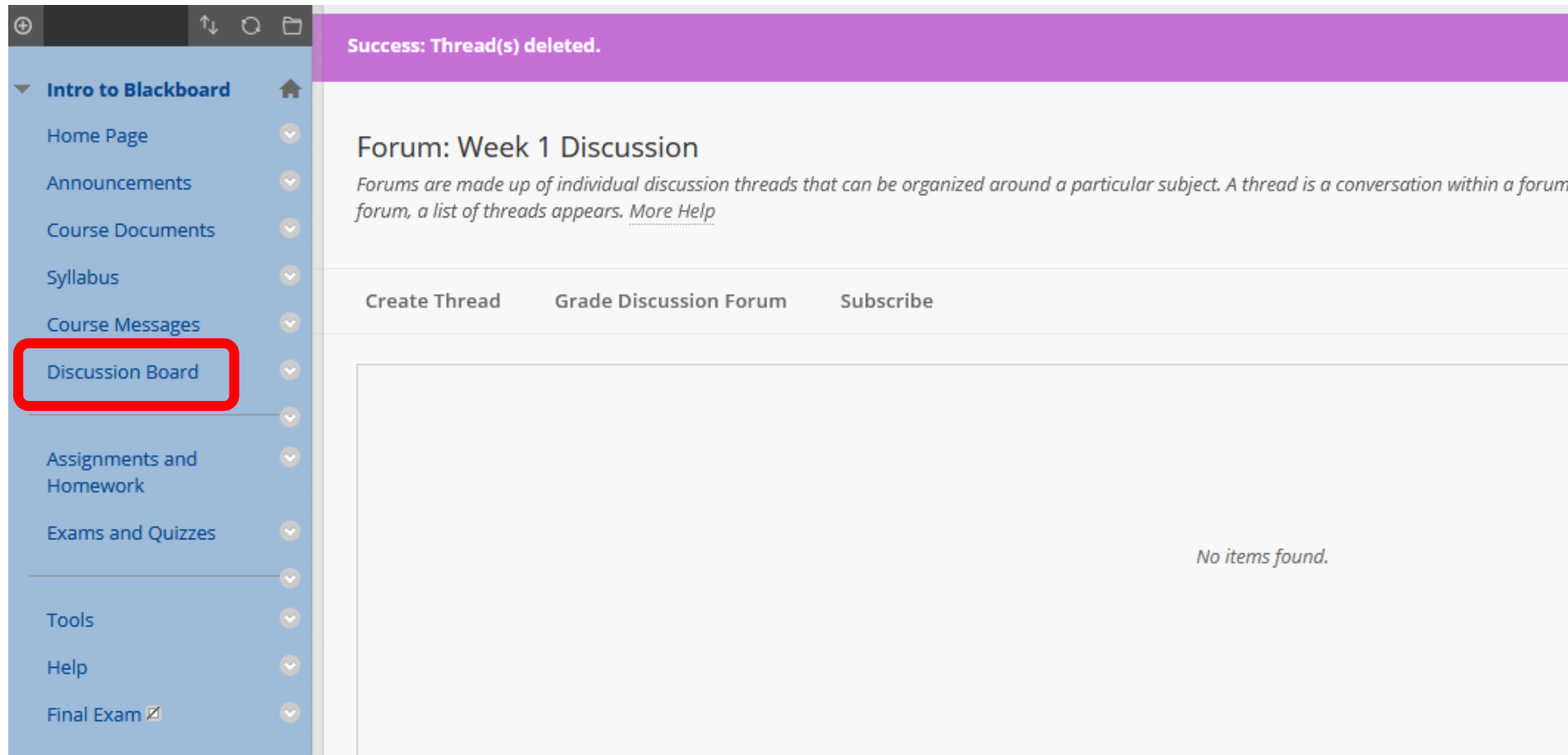
unsubscribe

Delete selected thread(s)?

OK Cancel

AUTHOR: James Weirich Published

Success! The previous threads were deleted, and the forum is now ready for new students to participate in.



The screenshot shows the Blackboard interface. On the left is a navigation menu with the following items: Intro to Blackboard (with a home icon), Home Page, Announcements, Course Documents, Syllabus, Course Messages, Discussion Board (highlighted with a red rectangle), Assignments and Homework, Exams and Quizzes, Tools, Help, and Final Exam (with a checkmark icon). The main content area has a purple banner at the top that reads "Success: Thread(s) deleted.". Below the banner is the title "Forum: Week 1 Discussion" followed by a descriptive paragraph: "Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum forum, a list of threads appears. [More Help](#)". Underneath the text are three buttons: "Create Thread", "Grade Discussion Forum", and "Subscribe". The bottom section of the forum is empty and contains the text "No items found."

You will repeat these steps for each of the forums in your Discussion Board. Click the Discussion Board tool to see the list of your forums again. Then repeat the steps in this guide.