Emptying a course

I accidentally course copied from the wrong course. How do I clear out everything so I can try again?

Unfortunately D2L lacks an easy way to return a course shell to its initial, empty state. You will need to manually remove everything from the course.

These instructions assume you have already logged in to D2L and entered the course in which you wish to work.

In Content

1. Click Table of Contents.
2. Click the Bulk Edit button.
3. Click each trash can icon in turn, and when prompted, choose the option: Permanently delete both the topic from Content and the associated file or activity from the course.

In Manage Files

1. Check the box in the menu bar, next to the scissors icon, to select all your files and folders.
2. Click the trash can icon.

In Homepages

1. In the Active Homepage drop-down, choose: Default
2. Click the Apply button.
3. For each of your custom homepages:
   a. Click the down arrow (▲) next to the name of the custom homepage.
   b. Choose Delete Homepage.

In Checklist

1. Click More Actions.
2. Choose Delete.
3. Check the box in the header row to select all checklists.
4. Click the Delete Selected button.

In Links

1. Check the box in the header row to select all links.
2. Click Delete.

In Announcements

1. Check the box in the header row to select all announcements.
2. Click Delete.

In Discussions

1. Click More Actions.
2. Choose Delete.
3. Check the box for Select all.
4. Click the Delete button.

In Assignments

1. Check the box in the header row to select all assignment folders.
2. Click More Actions.
3. Choose Delete.

In Quizzes

1. Check the box in the header row to select all quizzes.
2. Click More Actions.
3. Choose Delete.

In Self Assessments
1. Check the box in the header row to select all self assessments.
2. Click More Actions.
3. Choose Delete.

**In Surveys**

1. Check the box in the header row to select all surveys.
2. Click More Actions.
3. Choose Delete.

**In Rubrics**

1. Check the box in the header row to select all rubrics.
2. Click the trash can icon.

**In Grades**

1. Go to Manage Grades.
2. Check the box in the header row to select all grade items and categories.
3. Click More Actions.
4. Choose Delete.