

# **Blackboard**

## **Recycling your Blog**

This option removes users (either all, or those with certain roles) and their corresponding content from your blog.

Ensure that you are in the relevant blog

Click on the Settings and select Recycle:

The screen that follows gives information about what gets removed:

To delete all content, check the All Content box

To delete content from individual users, check the Delete Content by user box and select the relevant user(s).;

To delete content from users associated with a specific role (such as instructor or student), check the Delete Content by role option.;

When you have finished, click on Recycle:

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