

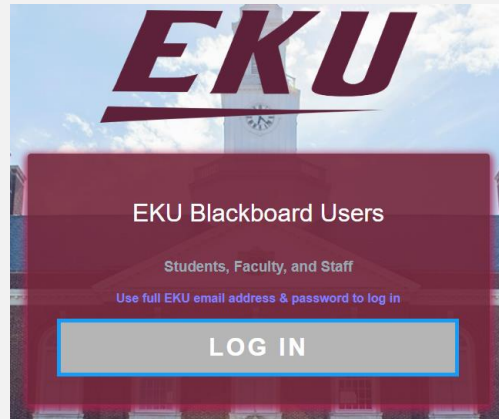
# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

## DELETING PREVIOUS DISCUSSION BOARD POSTS

This tutorial will show you how to clean up your course's discussion board and delete previous posts. Please be mindful that this process may differ depending on how the discussion board has been set up in your course. Read carefully!

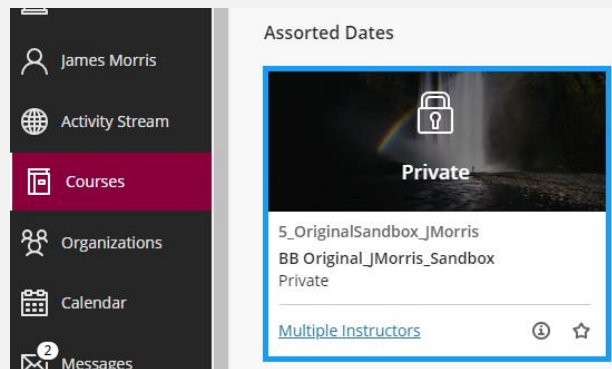
### STEP 1

Log into Blackboard.



### STEP 2

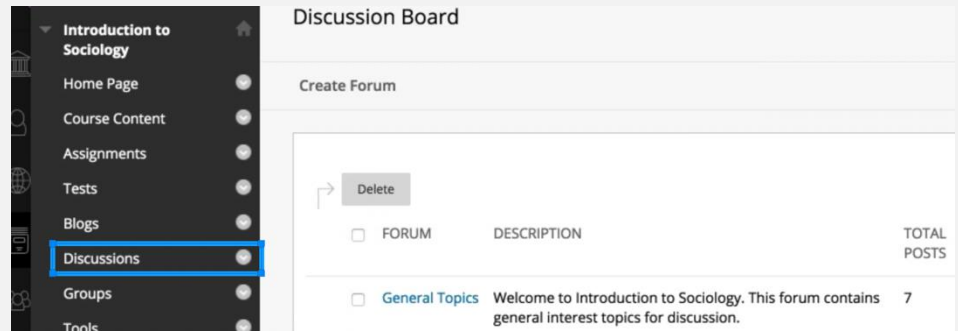
Select the appropriate course in which needs to be made available.



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## STEP 3

Select the section of the course labeled Discussions or Discussion Boards.

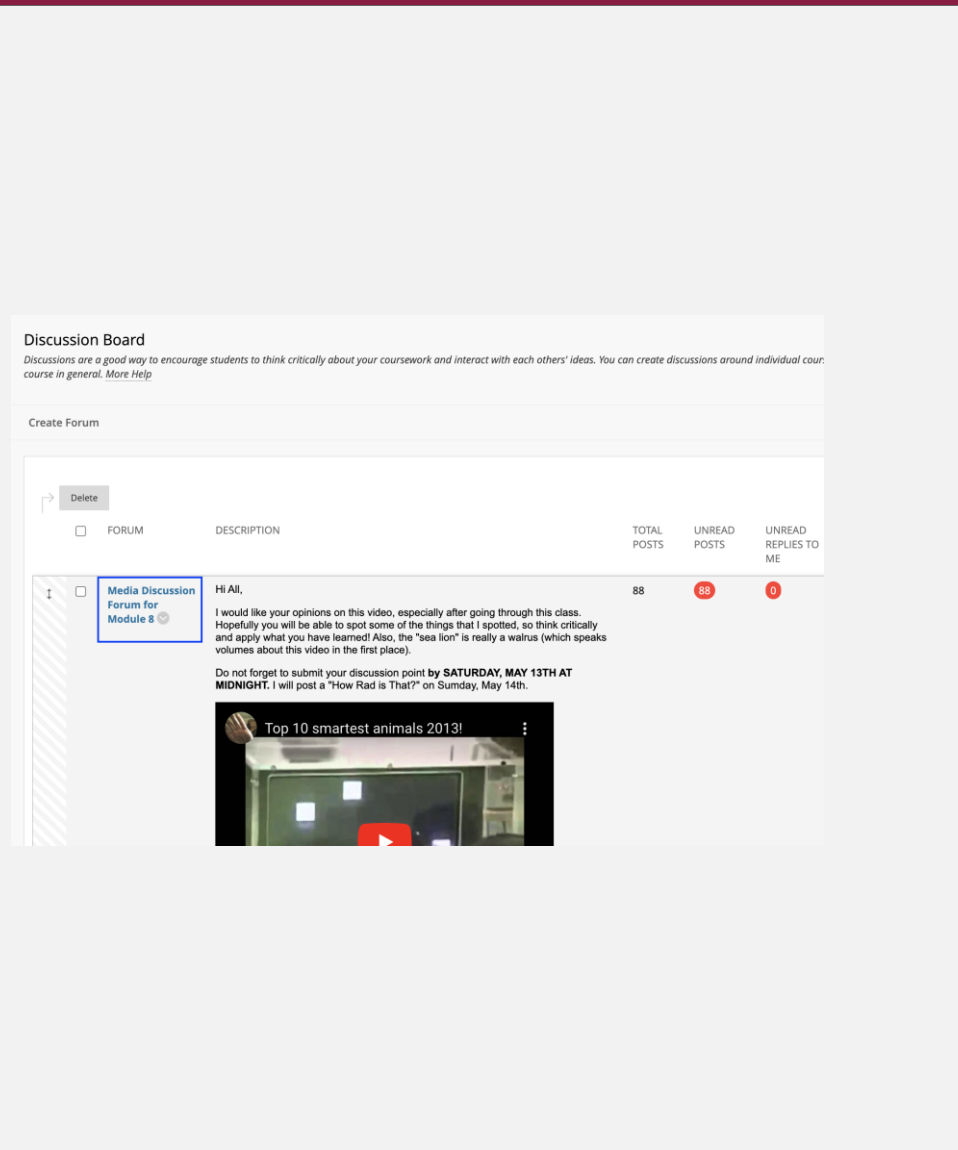


The screenshot shows a course navigation menu on the left with 'Discussions' highlighted in blue. On the right, the 'Discussion Board' interface is visible, featuring a 'Create Forum' button and a table of existing forums. The table has columns for 'FORUM', 'DESCRIPTION', and 'TOTAL POSTS'. One forum is listed: 'General Topics' with a description 'Welcome to Introduction to Sociology. This forum contains general interest topics for discussion.' and 7 total posts.

FORUM	DESCRIPTION	TOTAL POSTS
<input type="checkbox"/> General Topics	Welcome to Introduction to Sociology. This forum contains general interest topics for discussion.	7

## STEP 4

Select the Forum by clicking on its name. It is likely that you will repeat this process for all Forums in the course.



The screenshot shows the 'Discussion Board' interface with a 'Create Forum' button. Below it is a table of forums. The 'Media Discussion Forum for Module 8' is selected and highlighted with a blue box. The forum description reads: 'Hi All, I would like your opinions on this video, especially after going through this class. Hopefully you will be able to spot some of the things that I spotted, so think critically and apply what you have learned! Also, the "sea lion" is really a walrus (which speaks volumes about this video in the first place). Do not forget to submit your discussion point by **SATURDAY, MAY 13TH AT MIDNIGHT**. I will post a "How Rad is That?" on Sunday, May 14th.' Below the text is a video player showing 'Top 10 smartest animals 2013!'.

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME
<input checked="" type="checkbox"/> Media Discussion Forum for Module 8	Hi All, I would like your opinions on this video, especially after going through this class. Hopefully you will be able to spot some of the things that I spotted, so think critically and apply what you have learned! Also, the "sea lion" is really a walrus (which speaks volumes about this video in the first place). Do not forget to submit your discussion point by <b>SATURDAY, MAY 13TH AT MIDNIGHT</b> . I will post a "How Rad is That?" on Sunday, May 14th.	88	88	0

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## STEP 5

**Note:** If your Discussion Board is set up where students are responding to one singular thread created by the instructor, skip to step 6.

Check the box that selects all threads in the forum OR select specific threads by checking their boxes.

Click Delete.

Forum: Media Discussion Forum for Module 8  
 Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies. To view all posts in a forum, a list of threads appears. [More Help](#)

Create Thread    Subscribe    Display

Thread Actions    Collect    Delete

<input checked="" type="checkbox"/>	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME
<input checked="" type="checkbox"/>	5/14/23 12:23 AM	Module 8	[Avatar]	Published	1	0
<input checked="" type="checkbox"/>	5/14/23 12:01 AM	Mod 8	[Avatar]	Published	1	0
<input checked="" type="checkbox"/>	5/13/23 11:17 PM	DB - Media	[Avatar]	Published	1	0
<input checked="" type="checkbox"/>	5/13/23 11:05 PM	Module 8	[Avatar]	Published	1	0

## STEP 6

If your discussion board is set up in a way that **all students respond in one singular thread**, you will follow this process to retain the original post.

Select the Forum by clicking on its name. It is likely that you will repeat this process for all Forums in the course.

Discussion Board  
 Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual topics or in general. [More Help](#)

Create Forum

Delete

<input type="checkbox"/>	FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME
<input type="checkbox"/>	<b>G1 Week 1 Challenge</b>		91	72	0
<input type="checkbox"/>	G1 Week 2 Challenge		125	125	0
<input type="checkbox"/>	G1 Week 4 Challenge		147	147	0

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## Step 7

Select the Thread. It is likely that you will repeat this process for all the Threads in this Forum

Forum: G1 Week 1 Challenge  
*Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to a forum, a list of threads appears. [More Help](#)*

Create Thread   Grade Discussion Forum   Subscribe   Disp

Thread Actions	Collect	Delete						
DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME			
6/11/21 1:10 PM	<a href="#">Falling Tools &amp; Contractor Control</a>	Justice and Safety Course Developer	Published	31	0			
6/11/21 1:05 PM	<a href="#">Life on the Job</a>	Justice and Safety Course Developer	Published	41	0			

## STEP 8

Your starter post will be highlighted in gray. Do not delete your starter post!

Each response to the starter post must be individually deleted. Hover over the post you want to delete to find the delete button.

This post and all replies to this post will now be deleted.

RE: Falling Tools & Contractor Control

Another senseless death that could have and should have been mitigated with SIMPLE strategies....

[Week1\\_Discussion.docx](#) (15.583 KB)

Reply   Quote   Edit   Delete   Email Author