

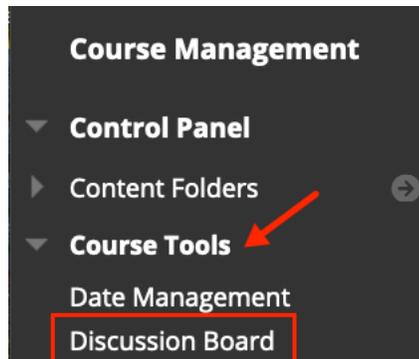
# DELETE OLD DISCUSSION POSTS

When a course is copied, old discussion posts need to be removed after the course is copied so that they are wiped. Instructors must do this manually for each forum that has older posts.

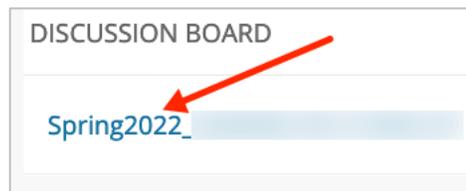
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## Instructions

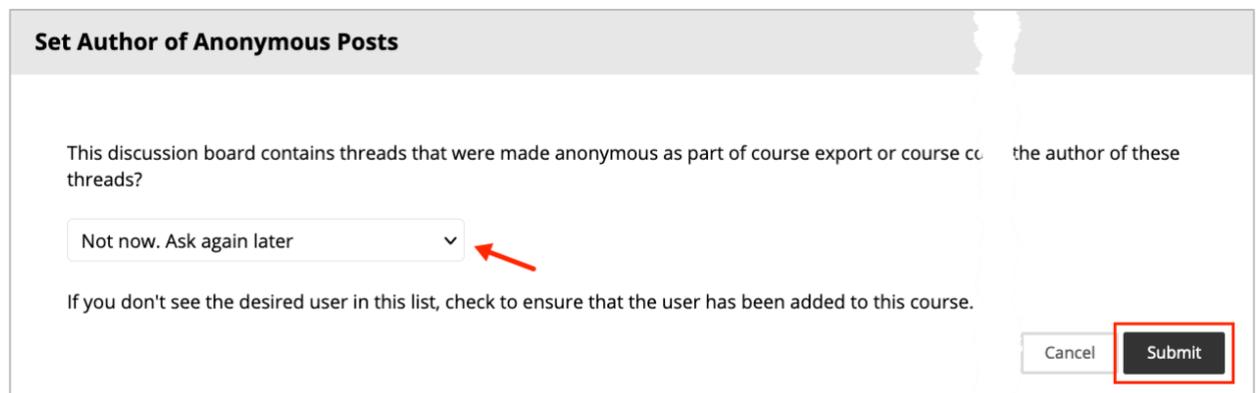
1. Click on **Course Tools** on the course left menu and then select **Discussion Board**.



2. Click on the **full name of the course ID**.



3. When this message pops up accept the selected default "Not now. Ask again later" and click **Submit**.

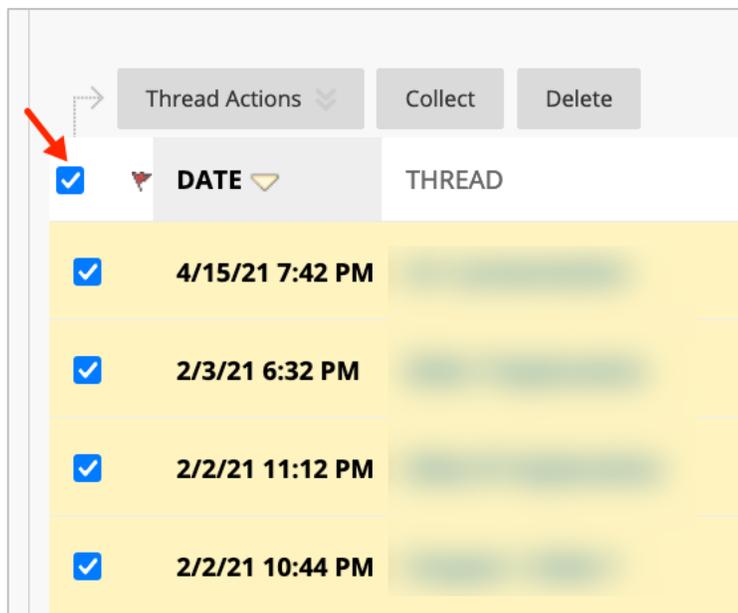


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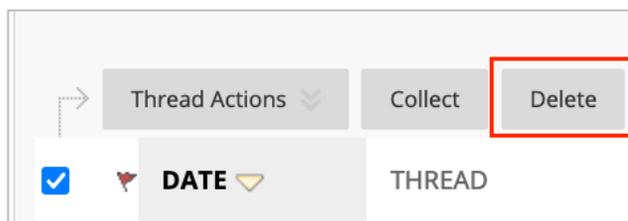
- There may be one or more forums listed. Click on **any forum** to see the posts in that forum.



- To select all posts without having to click each individually, **check the box** next to the Date header. All the boxes below that box will be selected.

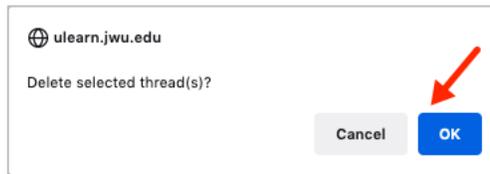


- Click the Delete button.



- Click **OK** when a message appears asking if you want to delete selected thread(s).

## DELETE OLD DISCUSSION POSTS



A message appears indicating the threads have been deleted. If you have more than one page of posts, you may have to repeat steps 5-7.

**Success: Thread(s) deleted.**

- Repeat these steps for EACH discussion forum you need to delete old discussion posts from. For quicker navigation back to the Discussion Board, you can click the **Discussion Board link** above the success banner that appears.

