



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Content System Remove File	
Question: How do I remove a file from the Blackboard Content System?	Question: How do I restore a file to the Blackboard Content System?
Answer: <ol style="list-style-type: none">1. Login to Blackboard (Bb). At the top, Select the Content tab.2. Click in the box in front of the file or folder you want to remove. <p>Note: <i>Before you can remove a file, first you need to move it to the Recycle Bin.</i></p> <ol style="list-style-type: none">3. In the top menu, Click Recycle.4. To move the file or folder to the Recycle Bin, Click OK. <p>Note: <u><i>the file/s have been moved to the Recycle Bin. An option is to leave the file/s in the Recycle Bin, so you can Restore the file/s later to the Bb Content System.</i></u></p> <p><u>Continue the steps below to Remove the file/s from the Content System.</u></p> <ol style="list-style-type: none">5. To the left in My Content, Click on Recycle Bin.6. Click in the box in front of the file or folder to be Removed.7. In the top menu, Click on Remove.8. A pop-up message indicates that the action is final and cannot be reversed. Click OK. <p>Note: <i>the file/s are now removed from the Bb Content System.</i></p>	Answer: <p>Note: <i>The file/s stored in the Recycle Bin can be Restored to the Bb Content System for use.</i></p> <ol style="list-style-type: none">1. Login to Blackboard (Bb). At the top, Select the Content tab.2. To the left in My Content, Select Recycle Bin.3. Click in the box in front of the file/s you want to restore.4. From the top menu, Select Restore.5. To move the file/s to their previous location, Click OK. <p>Note: <i>the file/s are now restored to the Content System and available for use.</i></p>

For Further Support Please Contact

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