Step by Step: Deleting Discussion Posts

When resetting a course for a new semester, it’s possible to keep previous Discussion Boards and Threads but delete the posts. After you remove the students as Users, their posts appear as authored by Anonymous which you can then delete. This example begins after you have collected and printed discussion posts in your course and deleted the students as Users. See the related step by step instructions on Collecting and Printing Discussion Board Posts and Deleting Students.

1. Go to the Discussion Board in your course.

2. On the Discussion Board page, click on the forum title.

3. On the Forum page, you can see the Anonymous posts from deleted students. Click the checkbox at the left of the Anonymous post.

   If you have a lot of these, you can also click the checkbox at the top of the left column to select all. But you will need to click to uncheck the box for the original that you want to keep.
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4. When you have selected all Anonymous posts to delete, click the **Delete** button.

5. A “**Delete selected thread(s)**?” message will display. Click the **OK** button.

Your forum is now empty except for the original thread from the instructor.