

# Course Clean Up

## How to Delete Duplicates in a Course

1. Courses roll out with a course template. This template is updated when necessary. This template is not mandated but serves as a guideline for you to follow. **Delete whatever you do not use.**

The screenshot shows a course management interface. The top navigation bar includes links for Course Home, Content, Assignments, Discussions, Quizzes, Classlist, Grades, Class Progress, and Course Tools. The main content area is titled 'Welcome' and includes options to add dates and restrictions, add a description, and buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A 'Table of Contents' sidebar on the left lists various modules, with 'Welcome' and 'Syllabus' highlighted in blue. A red box encloses the entire 'Table of Contents' sidebar, and a red arrow points from this box to a separate text box containing the text 'Modules that make up the course template'.

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- When you roll content from another course, that content is added under the course template modules.

The screenshot displays a course management interface. On the left, a sidebar lists various modules under the heading 'Table of Contents' (104 items). The modules listed are: Welcome, Syllabus (1), Course Materials, Introduction to Brightspace (Hidden), Course Content, Technology Assistance/Tutoring, Course Evaluation (Hidden), START HERE (4), Course Materials (98), Tutoring/Technology Assistance (1), and Course Evaluation (Hidden). Below the list is an 'Add a module...' input field. The main content area shows a 'Table of Contents' section with a 'Welcome' module expanded. It includes an 'Upload / Create' button, an 'Existing Activities' dropdown, and a drag-and-drop area for creating and updating topics. Below this, a date and time stamp 'Wed Jan 15 2025 8:34:45 AM' is visible, along with an 'External Learning Tool' icon. The 'Course Materials' module is also expanded, showing a 'Textbook' section with text about the Pioneer Campus Bookstore. Two red callout boxes are overlaid on the image: one pointing to the 'Course Materials' module in the sidebar with the text 'Course template, contains the newest most updated modules.', and another pointing to the 'Tutoring/Technology Assistance' module in the sidebar with the text 'This was copied from another course.'

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- Rolling content causes lots of duplications. You need to always delete the duplications because this could be confusing to your students.

For this example, let's delete the duplicated "Technology Assistance/Tutoring" module. The top one is the newest, delete the bottom one.

The screenshot displays a 'Table of Contents' interface with a left-hand navigation menu and a main content area. The navigation menu includes sections like 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents' (with a count of 104). Under 'Table of Contents', there are several items, including 'Technology Assistance/Tutoring' and 'Tutoring/Technology Assistance'. The main content area shows three module cards: 'Welcome', 'Syllabus', and 'Course Materials'. The 'Syllabus' card contains two 'Technology Assistance/Tutoring' entries. The top entry is marked with a checkmark and has a red box around it with the text 'Keep this one.'. The bottom entry is also marked with a checkmark and has a red box around it with the text 'Delete this one.'. Red arrows point from the navigation menu items to their respective entries in the main content area.

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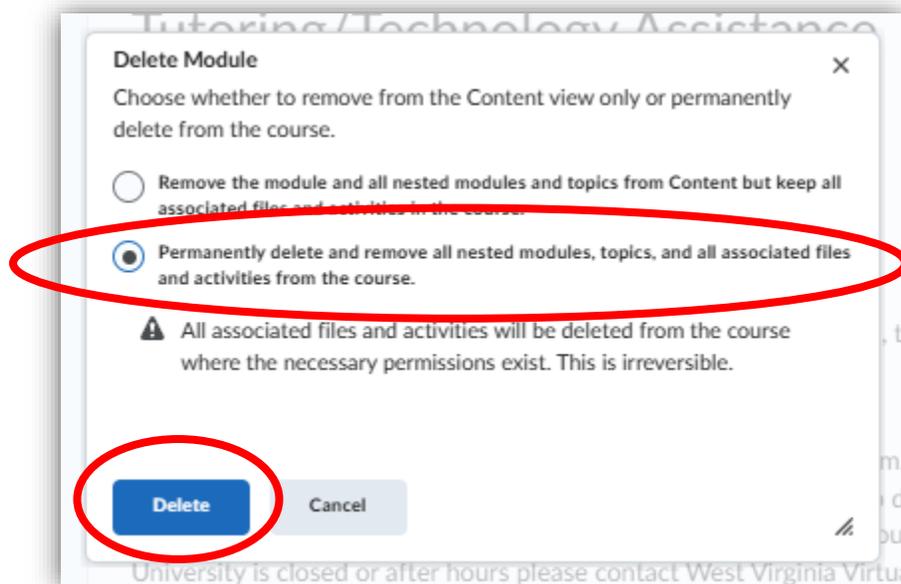
4. Click the module and select the dropdown, then select “Delete Module”.

The screenshot shows a Brightspace course page titled "Tutoring/Technology Assistance". On the left sidebar, the "Table of Contents" section lists several modules, with "Tutoring/Technology Assistance" highlighted in blue and circled in red. A dropdown menu is open for this module, with the "Delete Module" option also circled in red. The main content area displays text about tutoring services, including contact information for the help desk and technical support. At the bottom of the page, there is a section for "Cengage Technical Support" and an "Add a sub-module..." input field.

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5. Select ***“Permanently delete and remove all nested modules, topics, and all associated files, and activities from the course.”***

Then select **“Delete”**.



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- Some courses have multiple copies of the same item and this needs to be cleaned up.

If you are not going to use the “**Introduction to Brightspace**” module delete it and delete all the assessments associated with it.

Not deleting unused content at the beginning of the semester causes duplications to be created like in the screenshot below of the “**Quizzes**” tab.

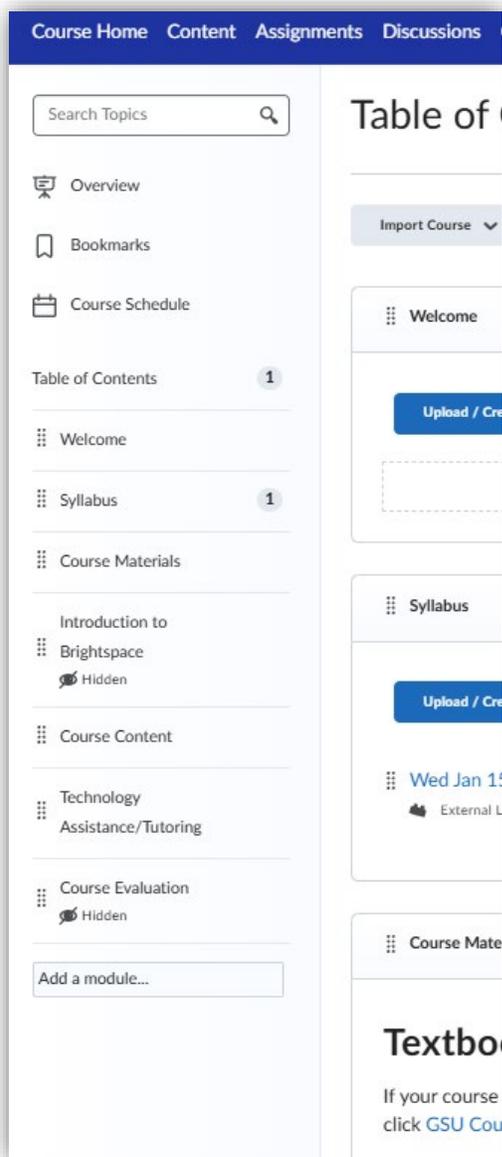
If you are unsure which “**Orientation Quiz**” is the newest and you want to keep it, then remember this simple trick, *the newest copy of template items is always at the top*.

The screenshot shows the Brightspace interface for managing quizzes. The top navigation bar includes 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Classlist', 'Grades', 'Class Progress', and 'Course Tools'. The 'Quizzes' tab is highlighted. Below the navigation bar, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. A 'New Quiz' button is visible. The 'View' dropdown is set to 'By Availability'. A table of quizzes is displayed, with the top row circled in red and labeled 'Newest'.

<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	Orientation Quiz <span>▼</span>	-
<input type="checkbox"/>	Orientation Quiz <span>▼</span>	-
<input type="checkbox"/>	Orientation Quiz <span>▼</span>	-

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## 7. Final results.



Your course should follow this order:

***Welcome***

***Syllabus***

***Course Materials*** – this is linked to the Barnes & Noble bookstore if you don't use an eBook please edit this link.

***Introduction to Brightspace*** – if do not use the module please delete it and the 3 assignments associated with it.

***Course Content***

***Technology Assistance/Tutoring***

***Course Evaluation***

You can add modules and take away modules, however, make sure your course has a simple flow for students to follow.

Delete all duplicates, outdated content, and anything that you don't intend to use in the future.

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