Discussions – Deleting and Restoring Forums and Topics (6/2016)

Before You Begin Deleting

After logging into Learn@ UWSuperior and going to the course you would like to remove Discussions Forums and Topics from, you will want to look at the Grades area to see if any of the topics are associated with Grades. On the Manage Grades screen, look in the Association column and write down any tools listed there. This connection, or association, has to be removed before you delete the item because it will result in errors inside the system and possible prevent the item from being deleted completely.

Another thing to check before you begin deleting is if there are any Rubrics being used in the other tools. If you have added a rubric to a Dropbox Folder, Discussions Topic, Quiz, or Grades Item, you will need to remove those before continuing. On the Rubrics screen, click on the dropdown menu to the right of the name of the rubric and select View Statistics. This will show you which tool(s) and item(s) the rubric is associated so you can remove them. If there is a lock symbol next to the Rubric, you will need to restore the item that was already deleted to remove the connection to it. If you are unable to find the item to restore it, you can set the status of that Rubric to Archived to remove it from the list.

Removing Grade and Rubric Associations

Select the Communications dropdown menu and select the Discussions link.

1. Click the dropdown menu next to the name of the topic and select Edit Topic.
2. Click the Assessment tab.
3. Click the Grade Item dropdown menu and select None.
4. Remove the Score Out Of amount.
5. If a rubric has been added, remove it from the Discussion Topic by clicking on the red X to the right of the Rubric name.
6. Click the Save and Close button.
7. Repeat this for all of the Discussions Topics with Grade associations.

You can make sure all of the items have been unassociated by going back to the Manage Grades screen and looking in the Association column again.
Deleting Multiple Forums and Topics

1. Enter the course’s Discussions area using the Communication dropdown menu.

2. Click the More Actions dropdown menu and select Delete.

3. On the Delete Forums and Topics screen, you can Select all (A); select several Forums (B); or select several Topics (C) to delete.
   Note: When you select a Forum, the Topics within it will automatically be selected as well.

4. When you have made your selections, the Delete button will become active (D).

5. Once you click the Delete button, the Forums and Topics will be deleted without a confirmation window opening asking if you want to continue. If you deleted a Forum or Topic by accident, use the Restore instructions below to recover them.
Deleting Individual Forums

1. Enter the course’s Discussions area using the Communication dropdown menu.

2. Click on the dropdown menu to the right of Name of the Forum you want to remove and select Delete.

3. A Confirmation window will appear, click the Yes button to continue.

4. The forum and any topics/threads will be removed.

Deleting Individual Topics

1. Enter the course’s Discussions area using the Communication dropdown menu.

2. Click on the dropdown menu to the right of Name of the Topic you want to remove and select Delete.

3. A Confirmation window will appear, click the Yes button to continue.

4. The topic and any threads will be removed.
Restoring Forums and Topics

1. Enter the course’s Discussions area using the Communication dropdown menu.

2. Click on the More Actions dropdown menu and select Restore.

3. You will see a list of all the Discussion forums and topics that have been deleted. If you want to restore the forum and all the topics, look for the forum name with (+ # topics) after it. If you only want to restore a specific topic, click on the Restore button next that topic. For this handout, we’ll be restoring the forum and topics.

   **Note:** You will also be able to see who deleted the forum and topics as well as when it happened.

4. A Confirmation window with all of the items you selected to restore will appear, click the Restore button to continue.

5. Click on the Discussions List to return to the main Discussions screen.

6. The forum and any topics/threads should have been restored.