Blackboard Ultra's Batch Edit Tool

New in Blackboard Ultra, the Batch Edit tool allows you to simultaneously delete or change the visibility status of multiple items at once. In any course shell in which you are an instructor, the Batch Edit tool can be accessed by clicking the three dots far to the right of the words course content near the top of the page and then on Batch Edit and the resulting menu.
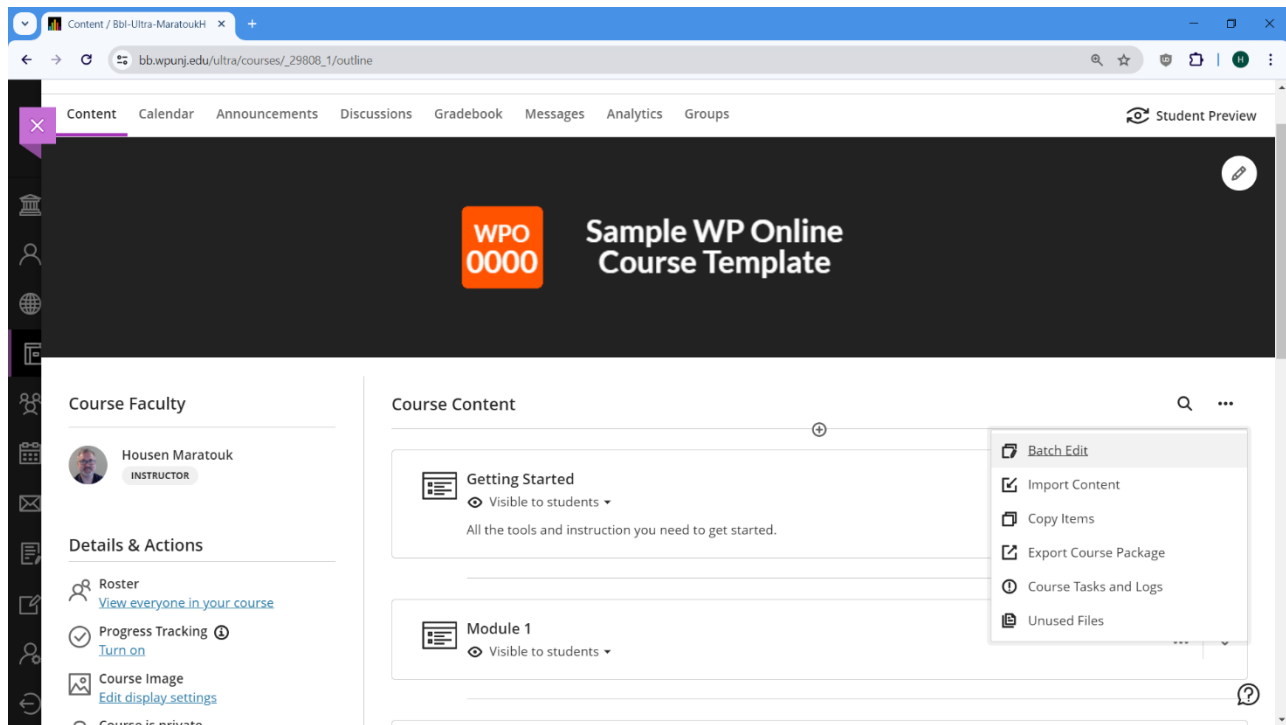
This will open the Batch Edit screen where you can select one or more items, folders or modules that you wish to change the visibility of or delete. Additionally, you could click on the name of a module or folder to expand it so that you could individually select items within each module or folder.
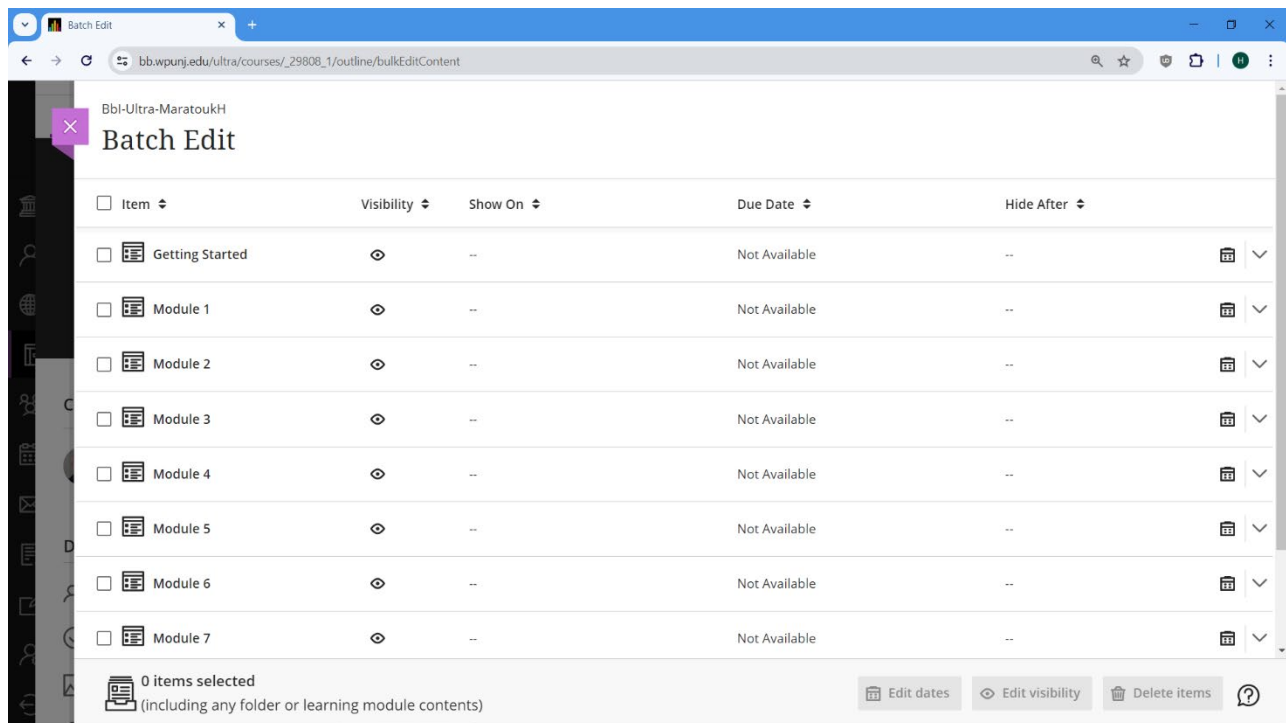

As you click to expand modules and folders, you could drill down further into sub-folders and check in individual items and content within them. Once you have checked in the desired items, modules and folders, you could use Batch Edit to edit dates, edit visibility or delete items using the buttons that appear near the bottom right-hand side of the screen.
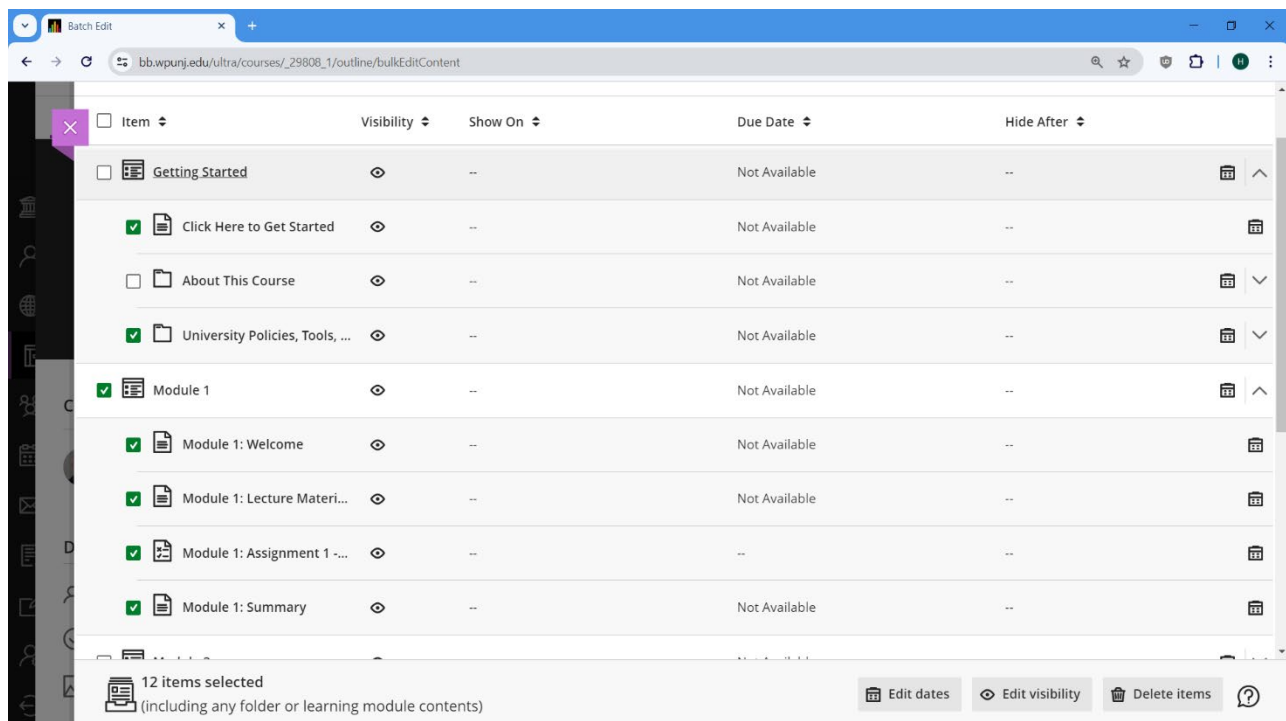
The first of these options, Edit Dates, allows you to change the dates within which items, modules and folders are visible to learners. This can be based on a set number of days that have passed since the original visibility dates, based on a new course start date or can just be set to a specific date and time for all of the selected items.
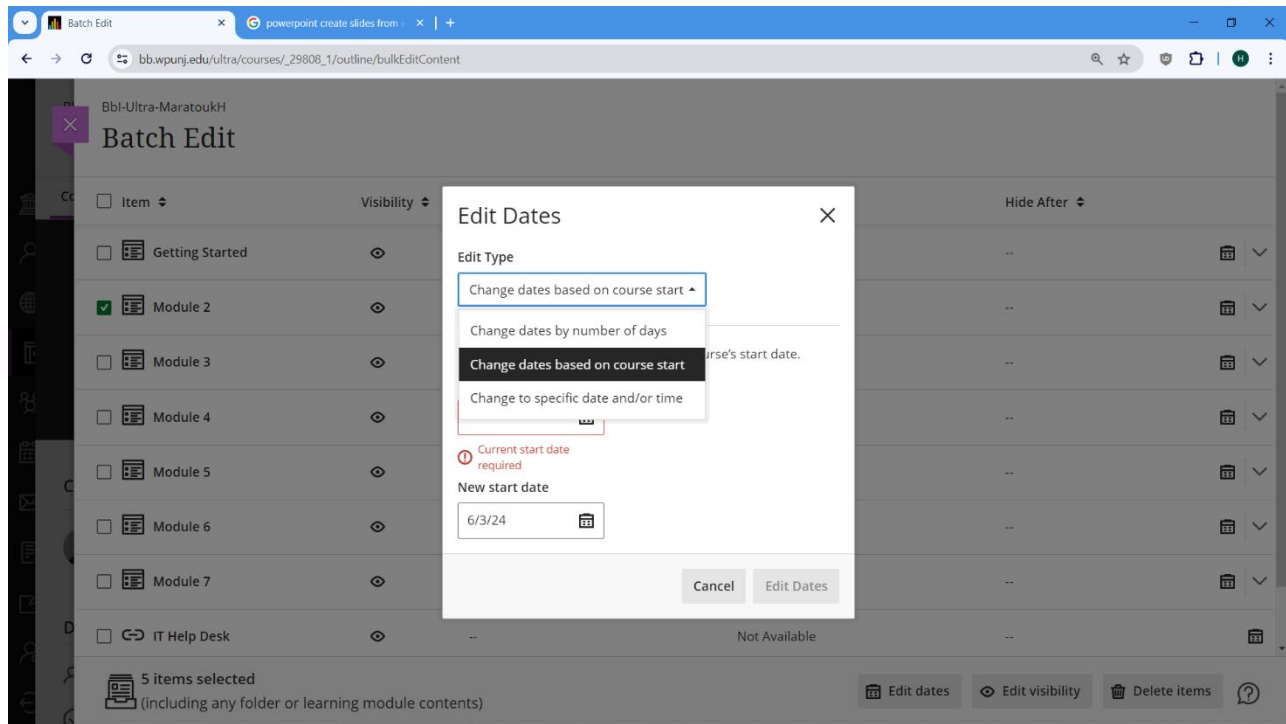
The next option, Edit Visibility, allows you to simply make items, modules and folders visible or hidden from students.
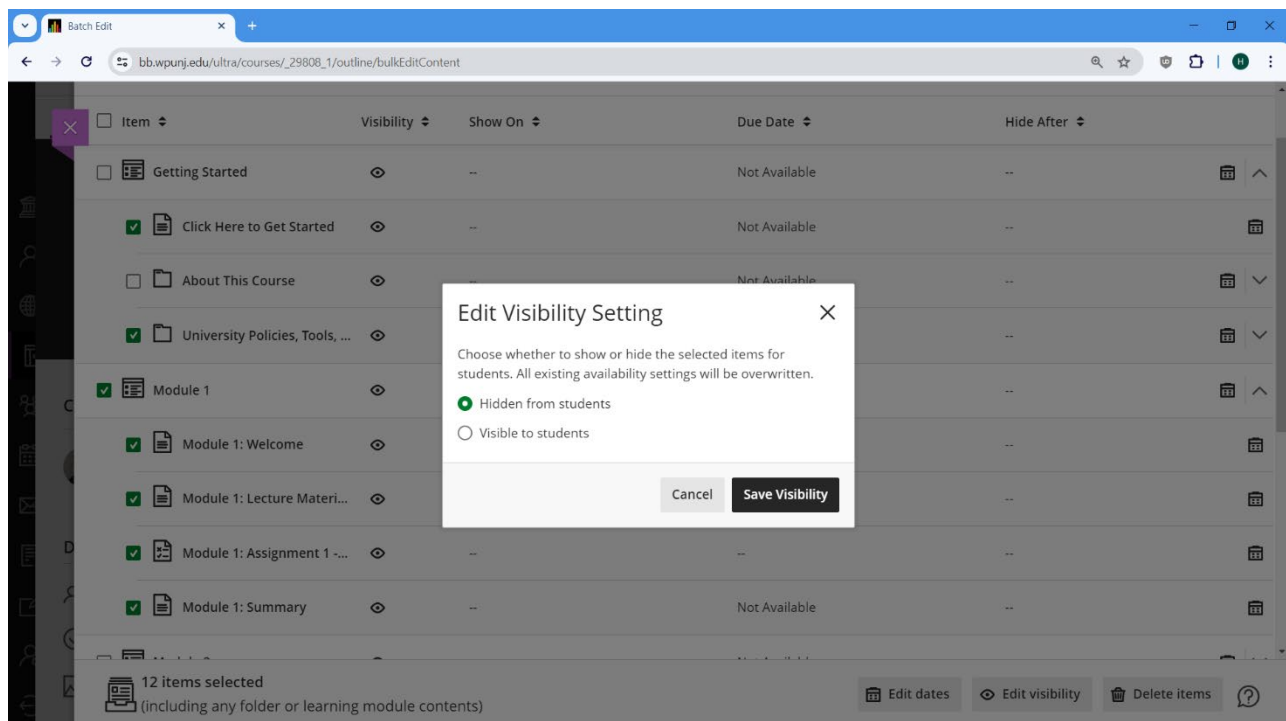
And finally, the last option, Delete Items, allows you to delete all selected items, modules, folders, tests, discussions that are linked to from the content areas. When you click the Delete Item option, it will ask you to confirm that you do indeed wish to delete all selected items.