

## Remove Duplicate Items from Your Blackboard Course

If an item is inadvertently duplicated in your course, it is a good practice to remove it (or them) to reduce clutter to your course and confusion for your students.

This demonstration shows how to remove a duplicate assignment. Other duplications will be handled in the same manner. Menu bar duplicates are more common and handled in a separate demonstration.

1. Begin by logging into your Blackboard course.
2. Click on the **Assignment** button in the navigation bar.
  - *Notice that in this demonstration there are two copies of the Exam Guidelines.*
3. In the upper right hand corner of the screen, click on **EDIT VIEW**.
4. To the right of the duplicate item (*in this case Exam Guidelines*), click the **Remove** button.
5. A warning box appears stating that the action is final and cannot be undone!
6. Click **OK** in the menu box.
7. Click on **OK** again at the bottom of the screen to complete the action.