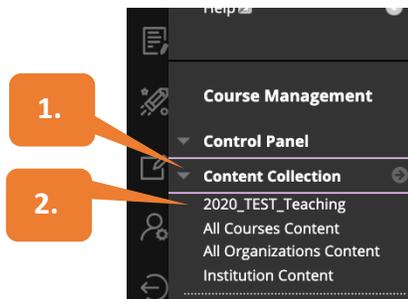# Deleting Files from the Content Collection

What is the Content Collection?

Blackboard's Content Collection is a file repository that allows faculty and students to store, manage, and share content. The Content Collection functions as a virtual hard drive that can be accessed from any computer by logging into a user's Blackboard account. When a file resides in the Content Collection, it can be easily reused and linked to from any Blackboard course, and if a file that resides in the Content Collection needs updating, faculty need to update it only once, eliminating the need to go into each course to upload an updated version of the file.
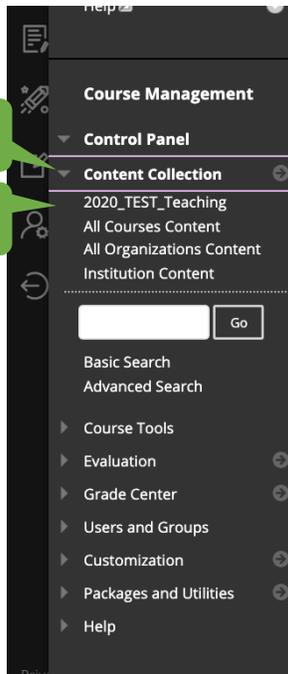

How to get to the Content Collection and overview

1. Click on the Content Collection within a course.
2. Click on the Course ID to access files loaded to the course.

a. If you delete from a Content Area, you can always retrieve content from the Content Collection by clicking on **Browse Course Files** instead of **Browse Local Files** when adding content.

b. If you delete from a Content Area, you can always retrieve content from the Content Collection by clicking on **Browse Course Files** instead of **Browse Local Files** when adding content.

c. To restore deleted content, click on the Recycling Bin. Select and restore content. The Recycling Bin is automatically emptied after **8 days**.

d. Columns can be sorted from greatest to least.

How to delete content in the Content Collection

This guide will demonstrate how to delete content from the Content Collection.
**Note: Once an item is deleted from the Content Collection, it cannot be recovered.**

1. Click on the **Content Collection** within a course.

2. Click on the **Course ID** to access files loaded to the course.

3. **Check the box** next to the items.

4. Click **Recycle.** You can delete several files at once by selecting their checkboxes and using the delete button on the action bar above the file list:

**NOTE: *if the files or folders you're deleting are very large, you may be limited to deleting a few or sometimes one file at a time.*

5. Click OK.

**NOTE: *the item(s) recycled are moved into the "Recycling Bin" directory and are not deleted until the Recycling Bin is emptied.*
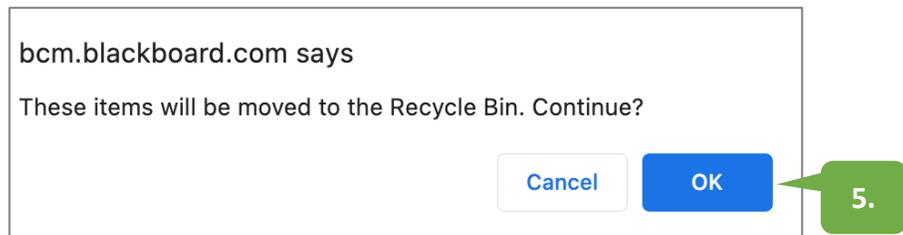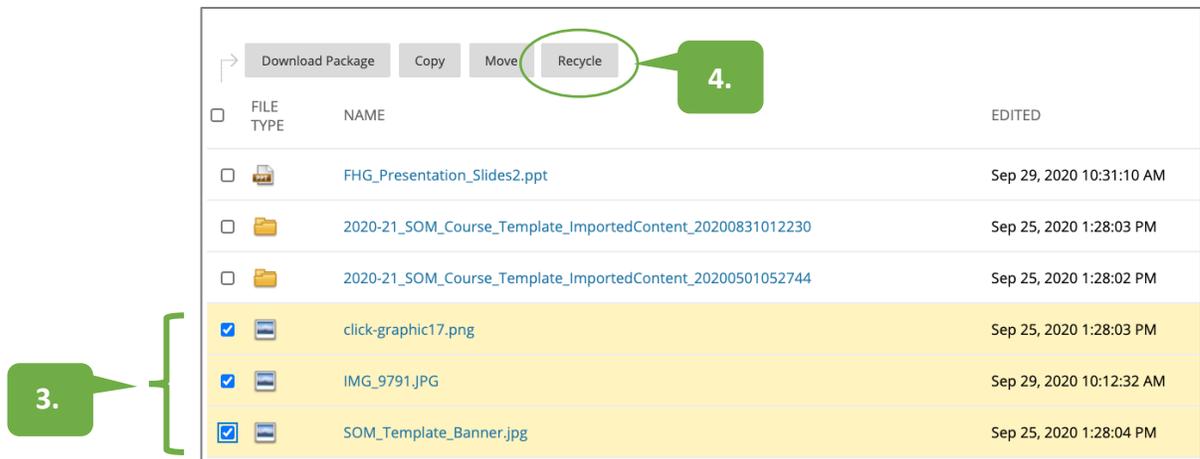
6. Click on the **Recycling Bin** in the Content Collection List.
7. Click on the **Empty Bin.**
8. Click **OK** to permanently delete all files in the Recycle Bin.
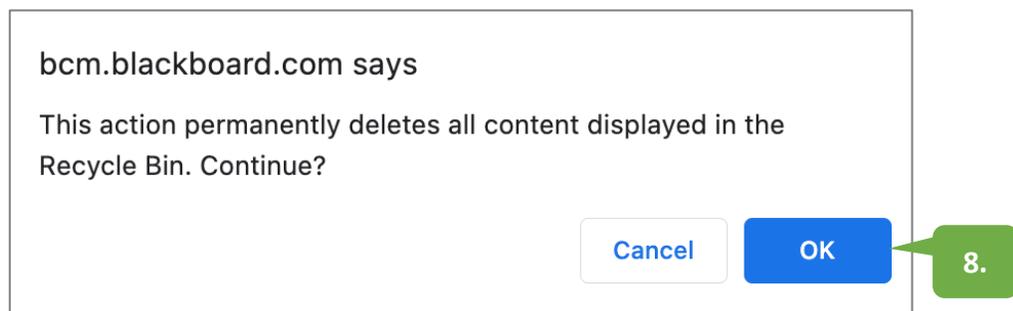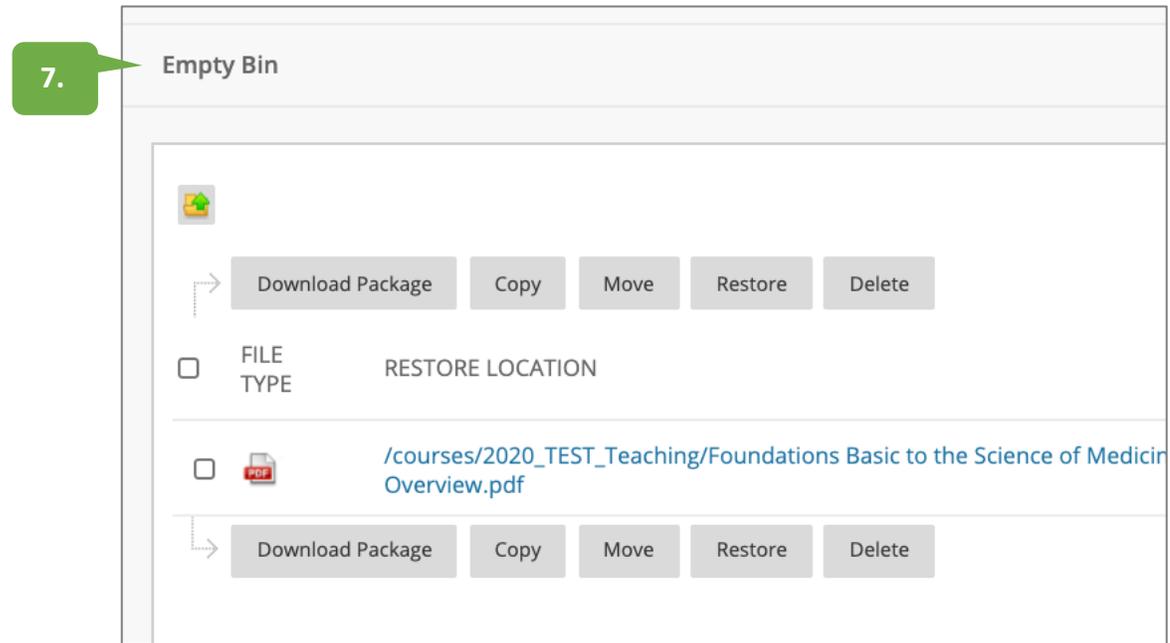
Confirmation:

You will then see that the item has been deleted from the course. A purple confirmation banner will appear at the top of the page indicating that the deletion was successful.