
Can courses be bulk deleted in Alma?

- **Product:** Alma
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Question

Can courses be bulk deleted in Alma?

Answer

Courses can be bulk deleted in Alma using the Course Loading Integration. Follow the steps below:

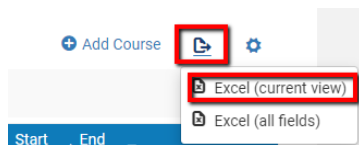
Set up a Course Loading Integration*

1. Go to **Configuration > General > (External Systems) > Integration Profiles**
2. **Add a new profile** of type Course Loading.
3. Follow the [Course Loading Configuration](#) documentation to complete set-up.

*Note that **you must have an S/FTP server** with a dedicated subdirectory set up in order to use the Course Loading integration. See: [Configuring S/FTP Connections](#).

Export courses and prepare file

1. Go to **Fulfillment > Courses > Export button > Excel (with fields)**



2. Open the file in Excel. Change **column headers** and **order of columns** to **match documentation** on the [Course Loading](#) page.
 - **Add any column headers/columns** that do not exist. It is okay for the columns to be empty.
 - Be sure to **add the OPERATION** column header/column and **delete** existing **Status** column header/column
3. To **delete** courses: Enter **DELETE** in the **OPERATION** column for any courses that need to be deleted. To **retain** courses, leave the **OPERATION** field **blank**.
4. Save as **.txt (tab delimited)**
5. **Upload** the file to the **FTP server subdirectory** as defined in the **Course Loading Profile**.

Run Job

1. Go to **Configuration > General > (External Systems) Integration Profiles > Course Loading Profile**
 2. **Edit > Actions > Run**
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