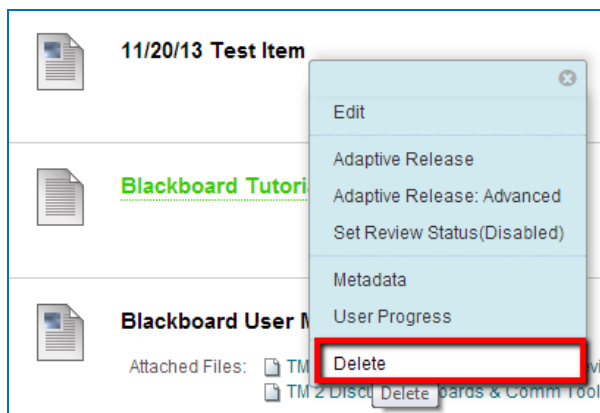




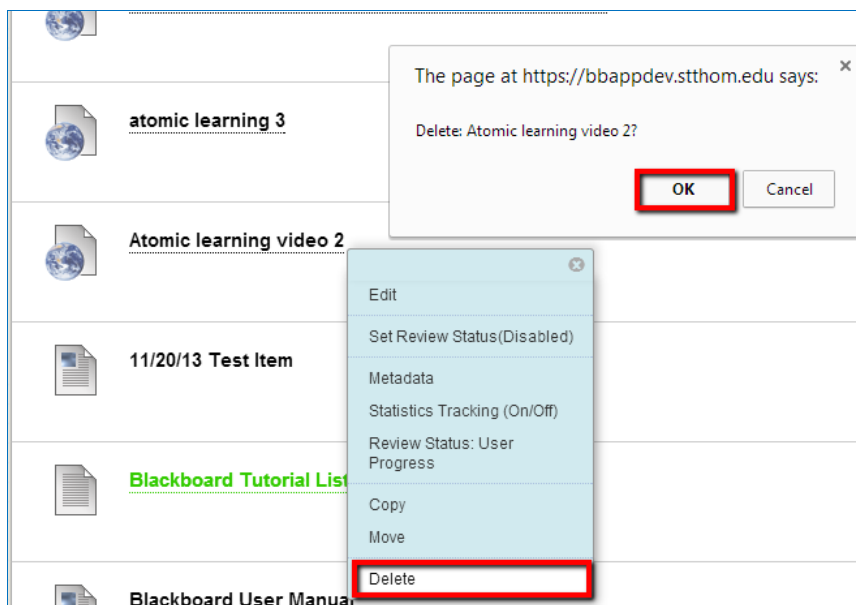
Deleting Content: Items, Files, Folders, and Links

Generally, deleting content is not recommended unless it can easily be replaced. However, if you need to delete a content item that is missing content or no longer needed, take the following steps:

1. Click the contextual arrow next to the content item/file/link, and then click **Delete**.



2. You will see a popup message box asking if it is OK to delete. Click **OK**.





3. Your content item will be deleted from your course. You cannot undo this action or retrieve any item once it is deleted; you may prefer to hide it from students instead.



To hide an item from students instead of deleting it completely, click its contextual arrow, select **Edit**, and change the **Permit Users to View this Content** setting to **No**.

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.