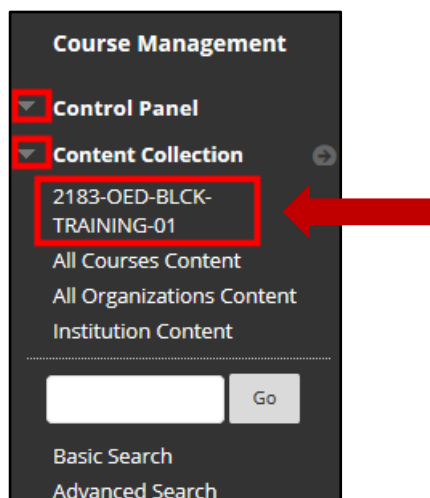
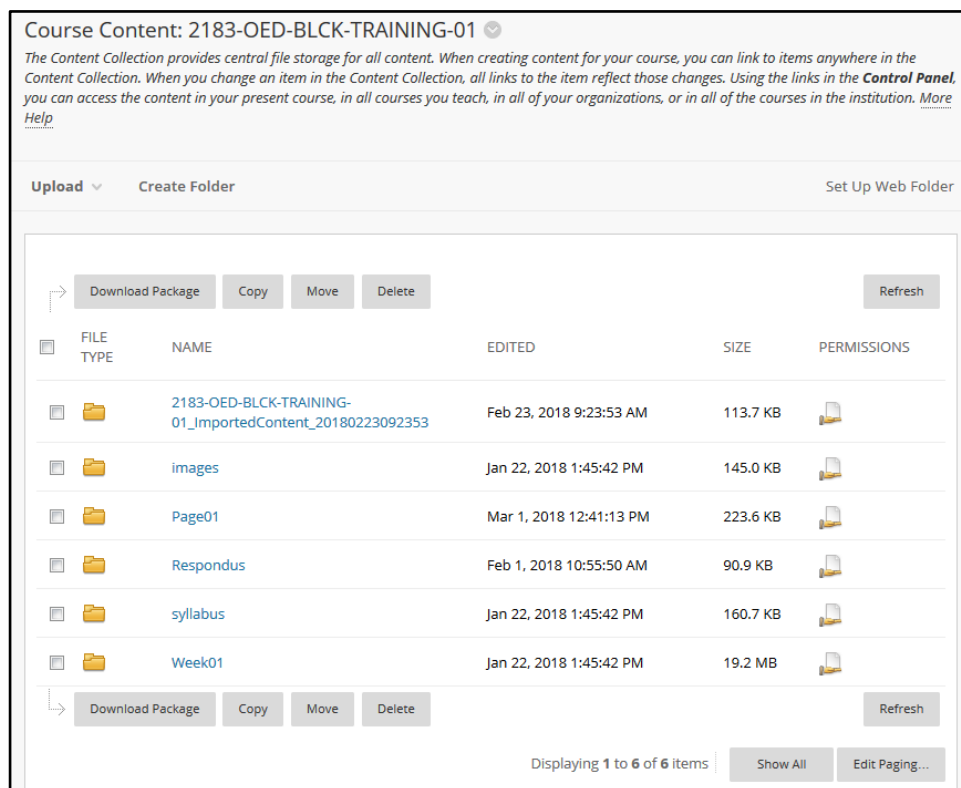


## Deleting Course Files

1. Go to **Course Management > Control Panel > Content Collection**. Click on the link for your course (this is the first link available under the Content Collection heading).



2. The Course Content will display. Locate a folder or file to delete. Deleting a folder will delete any subfolders or files within it.



Course Content: 2183-OED-BLCK-TRAINING-01

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)

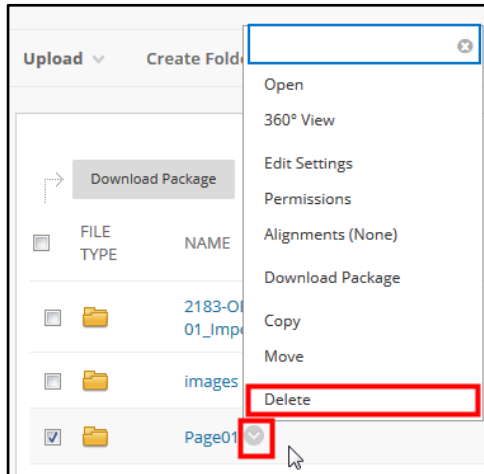
Upload Create Folder Set Up Web Folder

FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
Folder	2183-OED-BLCK-TRAINING-01_ImportedContent_20180223092353	Feb 23, 2018 9:23:53 AM	113.7 KB	
Folder	images	Jan 22, 2018 1:45:42 PM	145.0 KB	
Folder	Page01	Mar 1, 2018 12:41:13 PM	223.6 KB	
Folder	Respondus	Feb 1, 2018 10:55:50 AM	90.9 KB	
Folder	syllabus	Jan 22, 2018 1:45:42 PM	160.7 KB	
Folder	Week01	Jan 22, 2018 1:45:42 PM	19.2 MB	

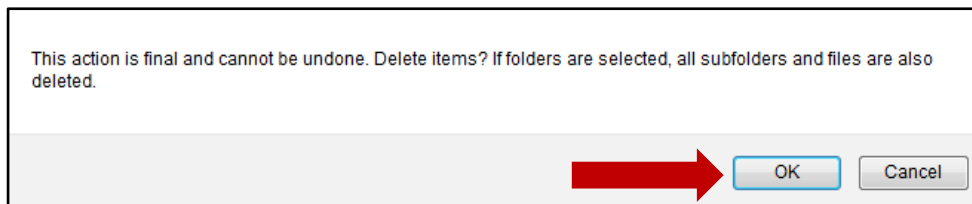
Displaying 1 to 6 of 6 items Show All Edit Paging...

## Deleting Course Files

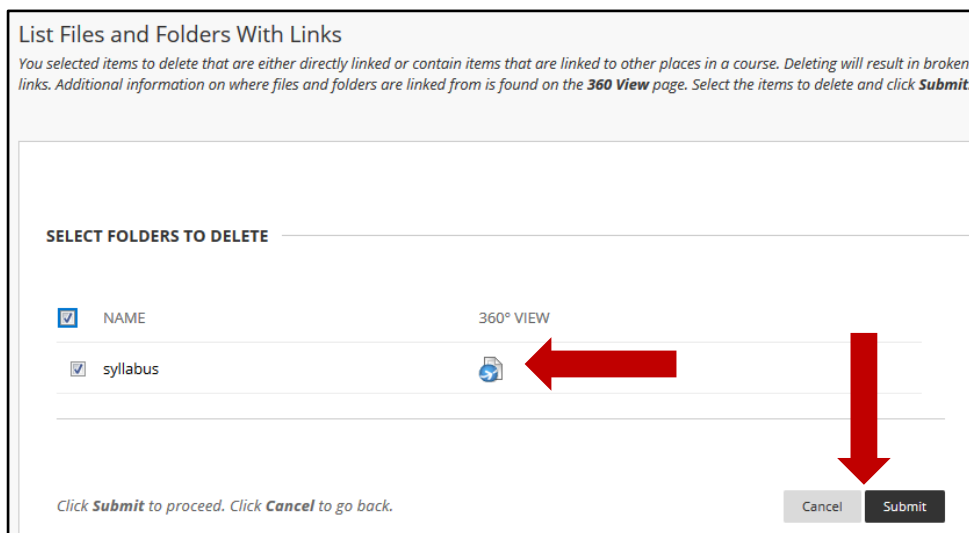
3. Click the chevron to the right of the folder or filename to open the options menu. Click **Delete**.



4. A message displays to confirm that deletions cannot be undone. If a folder is deleted, any subfolders and files will also be deleted. Click the **OK** button.



5. If the file is being used in the course, a window for **List Files and Folders With Links** opens. You can see where the file is linked in the course by clicking on the **360 View** button next to the file name. Click the **Cancel** button or click the **Submit** button to continue with the deletion.



**Note:** After you have deleted the file it will no longer appear in the list of files.