How to Delete a Course Item

This document contains instructions for how to delete items (assignments, quizzes, PDFs, etc.) from your course.

1. Navigate to the course page which contains the items you would like to remove from the course. Then toggle on the course **Edit Mode** using the button at the top of the page.
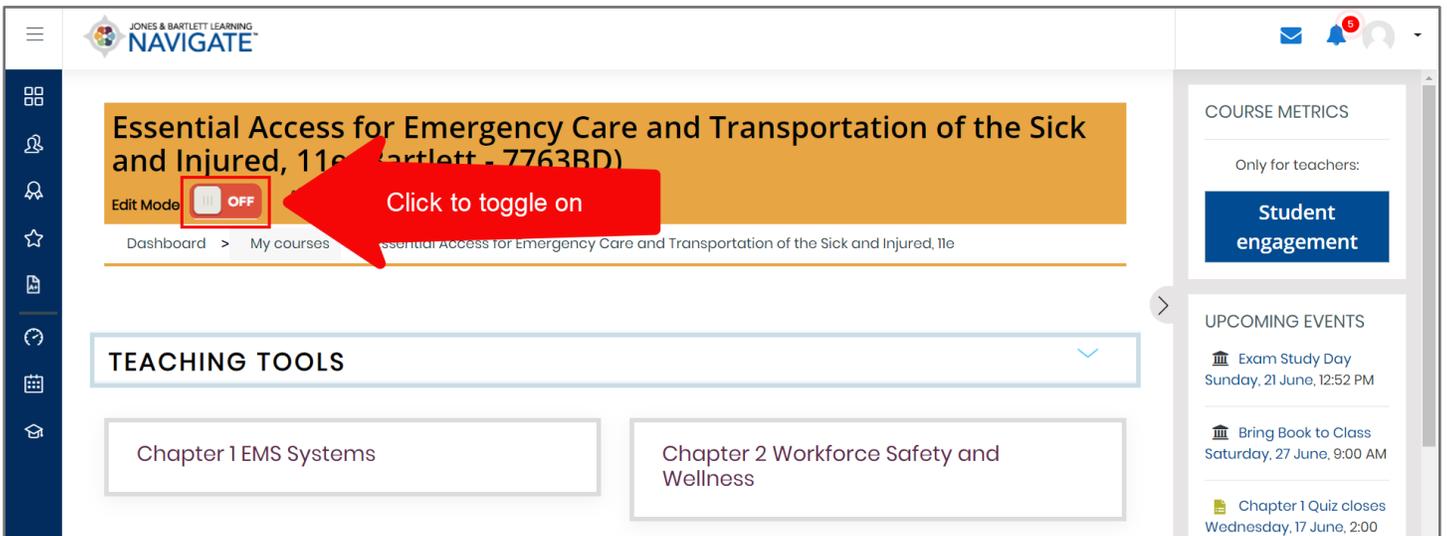
2. Scroll as needed to locate the item you wish to delete. Then, to right the of the item, click on the **Edit** menu. Select the **Delete** option and confirm in the following warning that you want to permanently remove this item from the course.
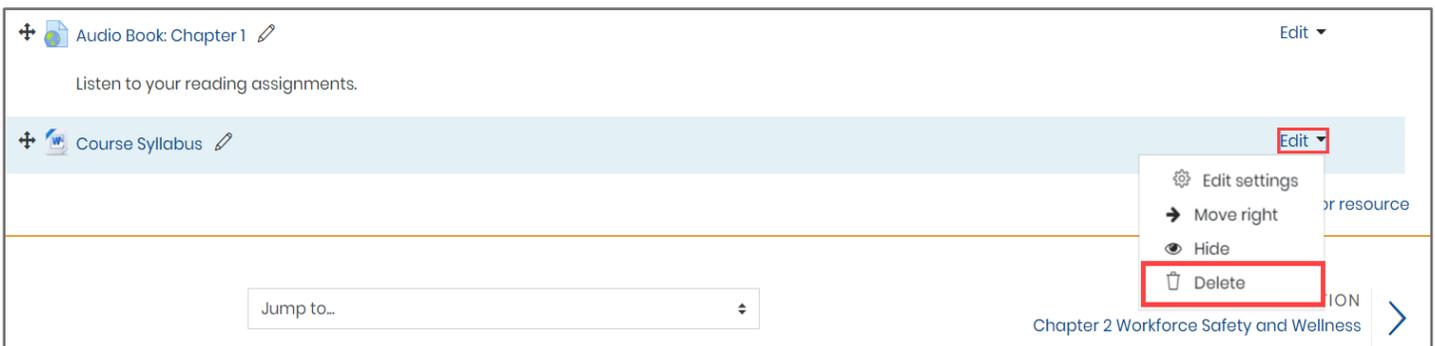
3. Please note, if the item contains larger-sized files, it may take additional processing time before the item is removed from the course completely. All deleted items will be placed within the course's **Recycle bin** for up to a week before being permanently removed.