Video Tutorial: <u>How do I delete modules and submodules?</u>

Modules and submodules house all the information and content within your courses.

However, you may find that you need to delete a module or submodule from your course.

- <u>To bulk delete modules</u>
- <u>To delete individual modules/submodules from the content tab</u>

To bulk delete every module/submodule from a course, select "Content" from the top of your course homepage.



From the left side of your screen, choose "Table of Contents."



Select the arrow/carrot icon next to the "Table of Contents" and then click "Delete All Modules."

Table of Co	ontents	~ ~
		Set All Completion
Import Course 🗸	🌮 Bulk Edit	Download
		Edit Metadata
Getting Started		Delete All Modules

You will be prompted to decide if you want to remove the content from view or permanently remove the content from the course itself. Removing the content from view means that files, videos, assignments, quizzes, etc. will remain in your course library. Permanently deleting will ensure that everything in the course that is tied to a module is removed.

Delete All Modu Choose whether delete from the o	to remove fron	n the Content view only or permanently	×
Remove all m activities in the		s from Content but keep all associated files ar	nd
Permanently from the cour		s, topics, and all associated files and activities	5
Delete	Cancel		1.

Press delete to bulk delete.

To delete individual modules and submodules from your Content, first choose "Content"

from the course homepage.



From left side of your screen, select the module or submodule you wish to delete.

Tab	ble of Contents	10
	Getting Started	
	Reading Guides	
	Projects	1
	Introduction	4
	Virtual Classroom	1

Select the arrow/carrot next to the module title and choose "Delete Module."

	N
Edit Title	I
Hide from Users	
Set Default Path	: E
Set All Completion	
Move Up	р _
Move Down	
Move To	
Edit Metadata	
Delete Module	
	Set Default Path Set All Completion Move Up Move Down Move To Edit Metadata

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Delete All Module Choose whether t delete from the co	o remove from	• the Content view only or permanently
Remove all mo activities in the		from Content but keep all associated files and
Permanently de from the cours		s, topics, and all associated files and activities
Delete	Cancel	h.

Press "Delete" to delete the module or submodule.

