

Deleting Files / Folders from a Course

In organizing and maintaining the Files section of your Canvas course, you may need to delete files and folders.

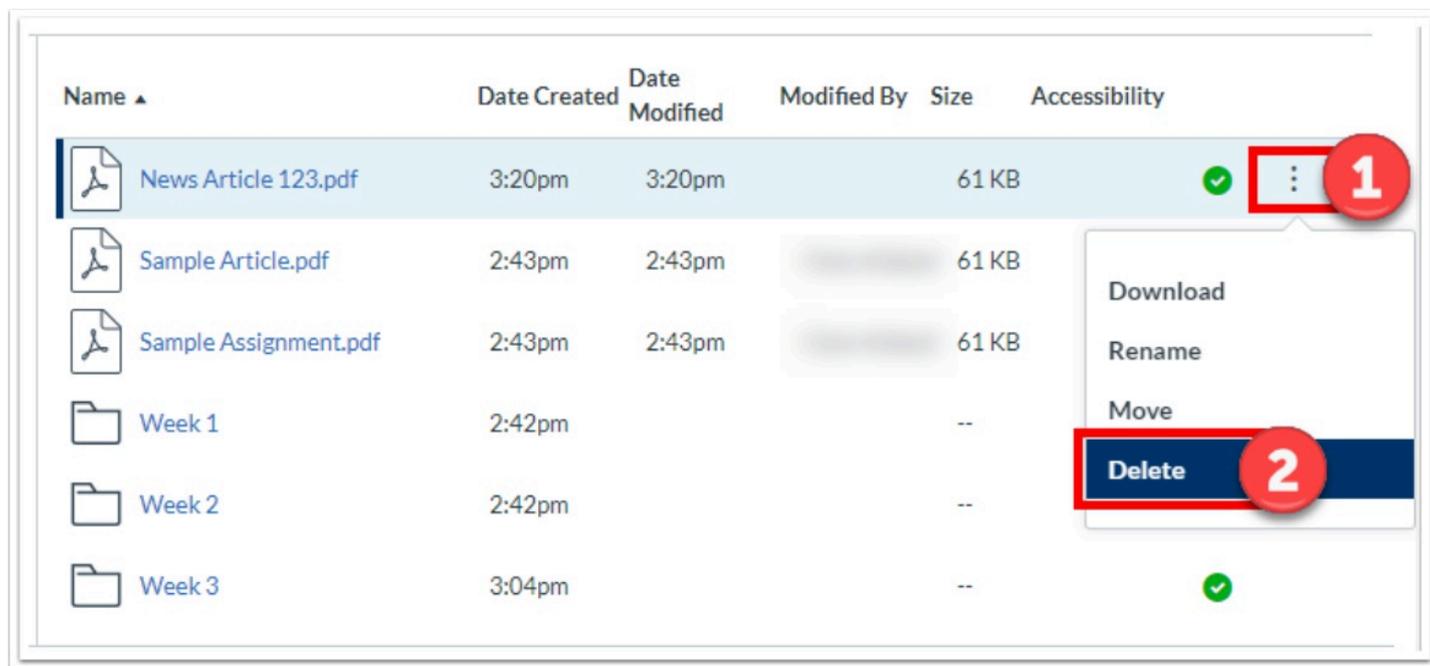
Table of Contents

 **This article will address the following information:**

- Deleting a Single File / Folder3
- Deleting Multiple Files / Folders3

Deleting a Single File / Folder

1. In the "**Files**" section of your course, click the **three dots** icon to the right of the item you wish to delete.
2. Click "**Delete**."



Deleting Multiple Files / Folders

1. In the "**Files**" section of your course, select the items you wish to delete by clicking on the item lines while holding down the "**CTRL**" button ("**Command**" button on Mac) on your keyboard.
 - a. The items you select will now be highlighted.
 - b. Do not click on the item names as this will open it.
2. A new **ribbon of editing options** will appear at the top, next to the search bar.
 - a. Click on the **trash** icon to delete the selected items.

Canvas @ Yale

Search for files

2 items selected

+ Folder Upload

Sample Course: SAMP 500

- Week 1
- Week 2
- Week 3

Name	Date Created	Date Modified	Modified By	Size	Accessibility
News Article 123.pdf	3:20pm	3:20pm		61 KB	✓
Sample Article.pdf	2:43pm	2:43pm		61 KB	✓
Sample Article.pdf	2:43pm	2:43pm		61 KB	✓
Week 1	2:42pm				✓
Week 2	2:42pm			--	✓
Week 3	3:04pm			--	✓

0% of 1 GB used

All My Files

1 Click on the line, not the name of the item to select. Hold down "CTRL" while clicking to select multiple.

2

💡 For more help, please contact canvas@yale.edu.