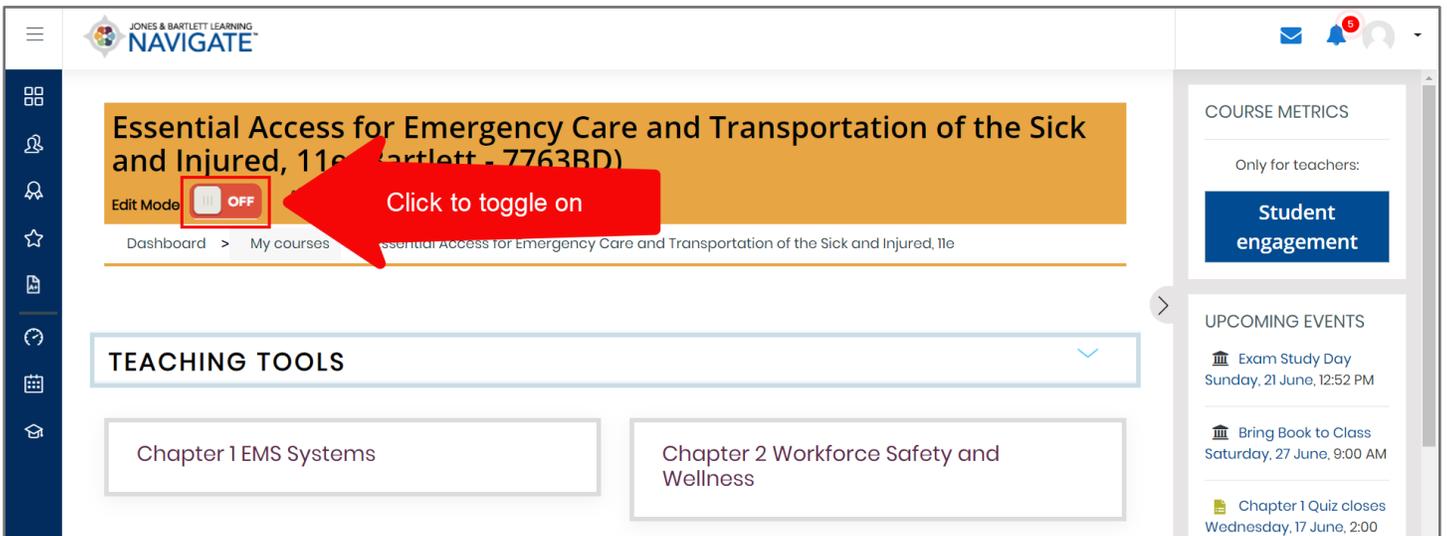


How to Delete a Course Item

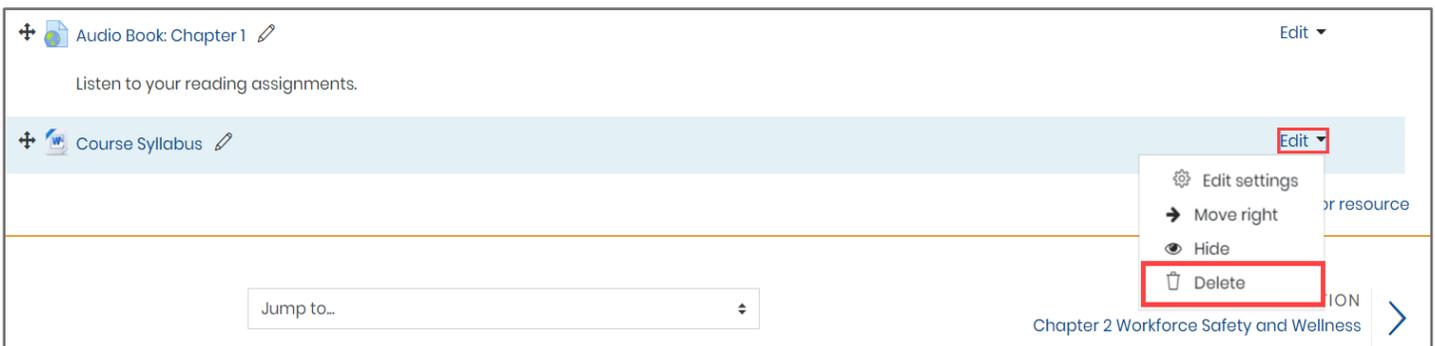
This document contains instructions for how to delete items (assignments, quizzes, PDFs, etc.) from your course.

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.



The screenshot shows the course page for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. At the top left, there is an 'Edit Mode' toggle switch currently set to 'OFF'. A red arrow points to this switch with the text 'Click to toggle on'. The page also features a 'TEACHING TOOLS' section with two items: 'Chapter 1 EMS Systems' and 'Chapter 2 Workforce Safety and Wellness'. On the right side, there are sections for 'COURSE METRICS' (with a 'Student engagement' button) and 'UPCOMING EVENTS' (listing 'Exam Study Day', 'Bring Book to Class', and 'Chapter 1 Quiz closes').

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.



The screenshot shows the 'Course Syllabus' item selected. An 'Edit' dropdown menu is open, showing options: 'Edit settings', 'Move right', 'Hide', and 'Delete'. The 'Delete' option is highlighted with a red box. The page also shows 'Audio Book: Chapter 1' and a 'Jump to...' search bar.

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.

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