

Delete Course Content

Delete an item from a content area:

1. Make sure **Edit Mode** is on (Figure 1).
2. Navigate to the item you wish to delete.
3. Click the **grey down arrow** to the right of the title to bring up more options.
4. Select **Delete** (Figure 2).
5. A pop-up dialogue will appear to confirm your request. Click **OK** (Figure 3).

Note: When an item is deleted, the CTI may not be able to recover it. Make sure you are deleting the correct item.

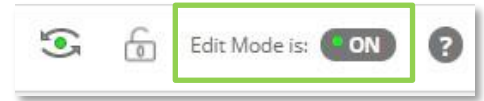


FIGURE 1

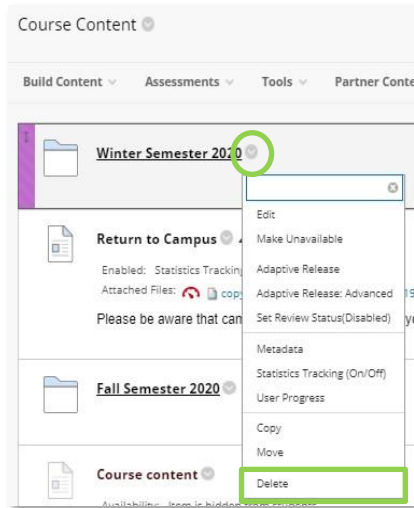


FIGURE 2

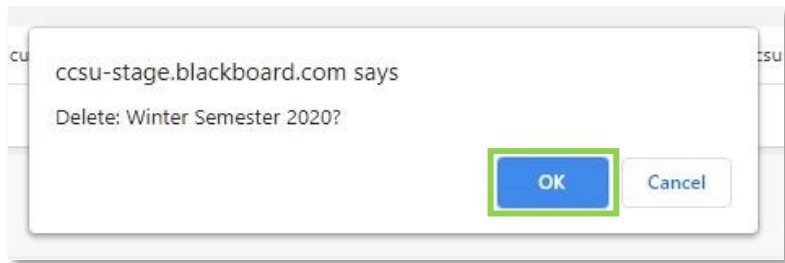


FIGURE 3

Delete an entire content area:

1. Find the **content area** which you'd like to delete in the course menu to the left (Figure 4).
2. Click the **grey arrow** next to the name of the content area.
3. Click the **Delete** button.
4. A pop-up dialogue will appear to ask you to confirm you'd like to delete the content area.
WARNING! Deleting a content area will **permanently delete** any items which have been added to the content area. **They most likely will not be recoverable by the CTI.** Consider hiding the link instead of deleting it.
5. Click the **Hide Link** button if you'd rather hide the link than delete the content area (Figure 5). If you're sure you want to delete it, click on **Delete content**. Click on **Cancel** if you want to leave the content area as it is.

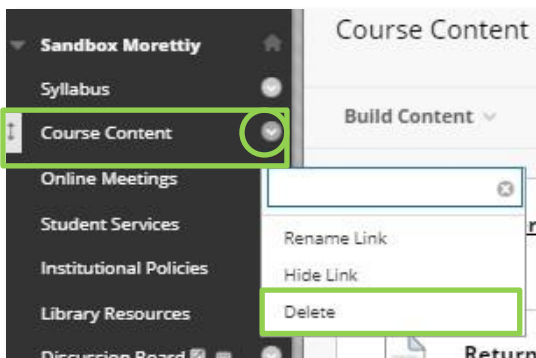


FIGURE 4

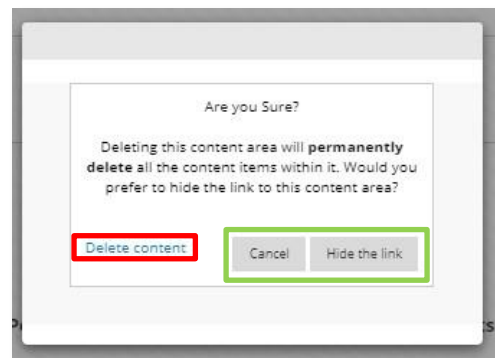


FIGURE 5