


# Deleting Files / Folders from a Course

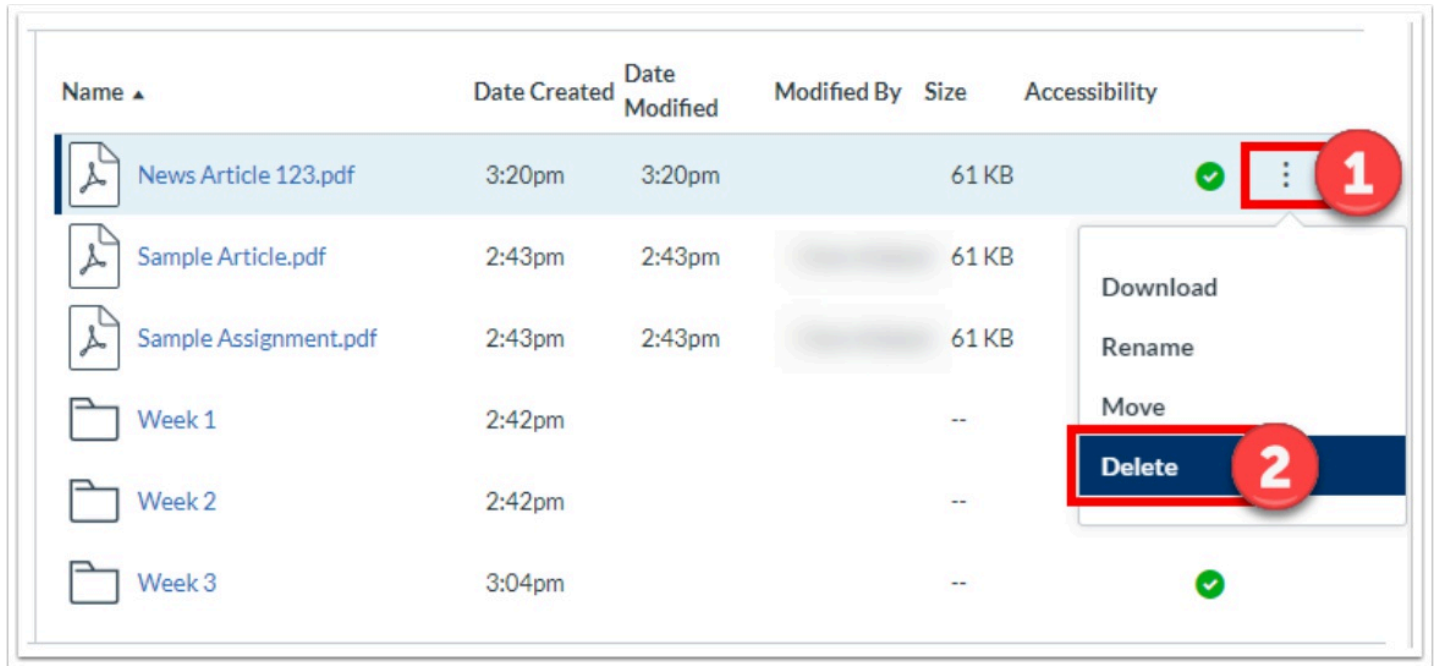
In organizing and maintaining the Files section of your Canvas course, you may need to delete files and folders.

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## 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.

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The screenshot shows the Canvas LMS file manager interface. On the left, a sidebar lists folders: 'Sample Course: SAMP 500', 'Week 1', 'Week 2', and 'Week 3'. The main area displays a table of files. A red box labeled '2' highlights the top toolbar, specifically the 'Select All' icon (a square with a checkmark). A red box labeled '1' highlights the first row of the file table, which contains the file 'News Article 123.pdf'. A red arrow points from the '1' box to the first row. A large red text overlay with a white border reads: 'Click on the line, not the name of the item to select. Hold down "CTRL" while clicking to select multiple.' The table has columns: 'Name', 'Date Created', 'Date Modified', 'Modified By', 'Size', and 'Accessibility'. The first row is highlighted in blue. The second row is also highlighted in blue. The third row is highlighted in blue. The fourth row is highlighted in blue. The fifth row is highlighted in blue. The sixth row is highlighted in blue. The seventh row is highlighted in blue. The eighth row is highlighted in blue. The ninth row is highlighted in blue. The tenth row is highlighted in blue. The eleventh row is highlighted in blue. The twelfth row is highlighted in blue. The thirteenth row is highlighted in blue. The fourteenth row is highlighted in blue. The fifteenth row is highlighted in blue. The sixteenth row is highlighted in blue. The seventeenth row is highlighted in blue. The eighteenth row is highlighted in blue. The nineteenth row is highlighted in blue. The twentieth row is highlighted in blue. The twenty-first row is highlighted in blue. The twenty-second row is highlighted in blue. The twenty-third row is highlighted in blue. The twenty-fourth row is highlighted in blue. The twenty-fifth row is highlighted in blue. The twenty-sixth row is highlighted in blue. The twenty-seventh row is highlighted in blue. The twenty-eighth row is highlighted in blue. The twenty-ninth row is highlighted in blue. 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The ninety-fifth row is highlighted in blue. The ninety-sixth row is highlighted in blue. The ninety-seventh row is highlighted in blue. The ninety-eighth row is highlighted in blue. The ninety-ninth row is highlighted in blue. The hundredth row is highlighted in blue.

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

💡 For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).