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.

Deleting Files / Folders from a Course

Table of Contents

This article will address the following information:

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**."
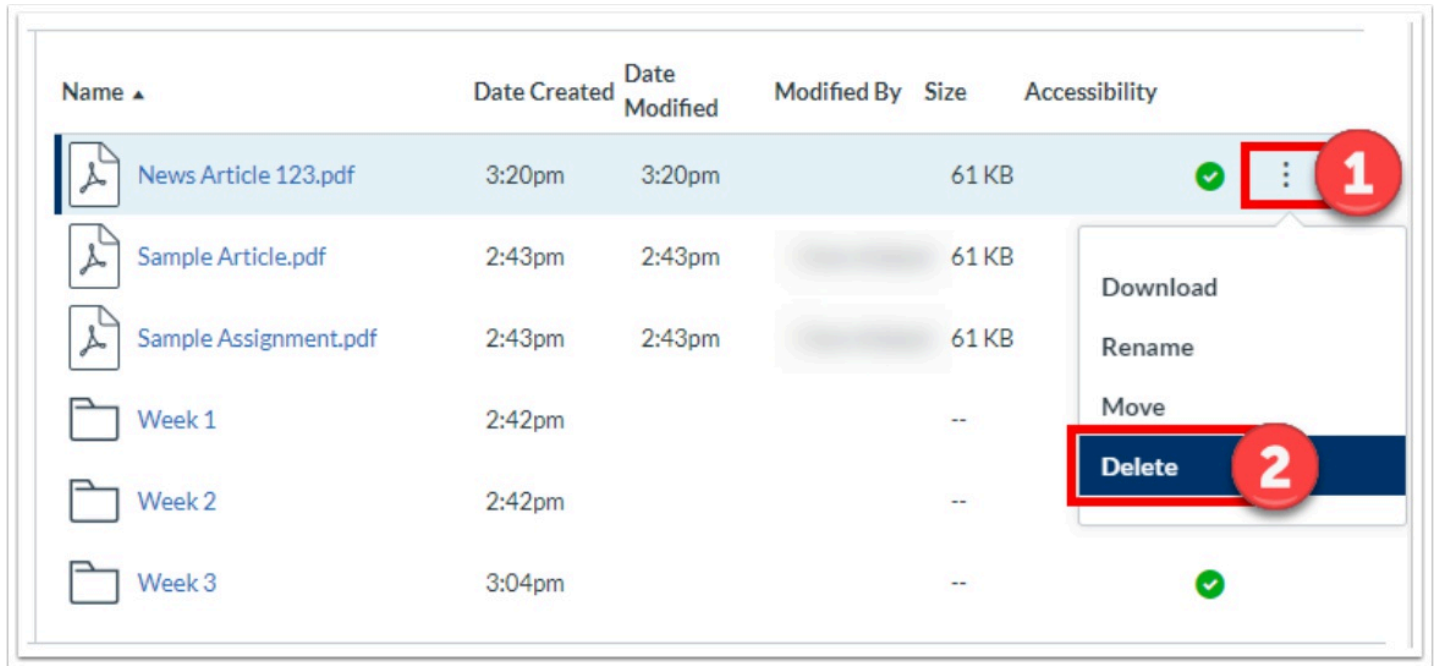
Deleting Multiple Files / Folders

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.

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