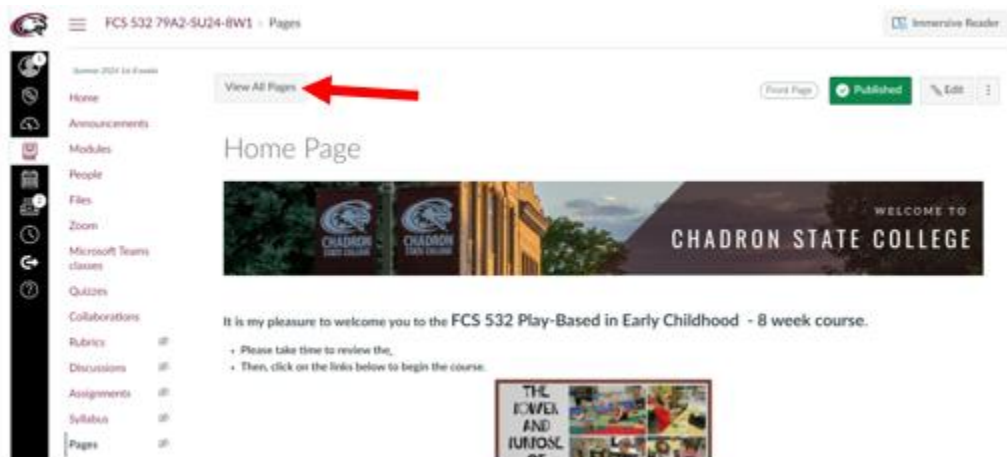


How-to Delete Pages in a Canvas Course Shell

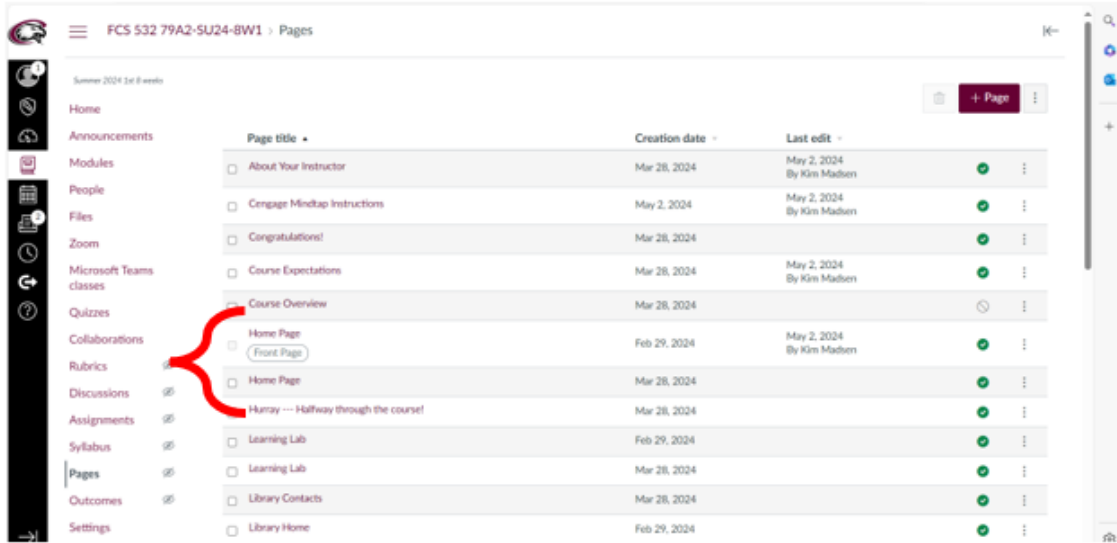
To delete files in a Canvas Course Shell, while in the course click on the “Pages” option in the Course Navigation toolbar found on the left side of the screen.



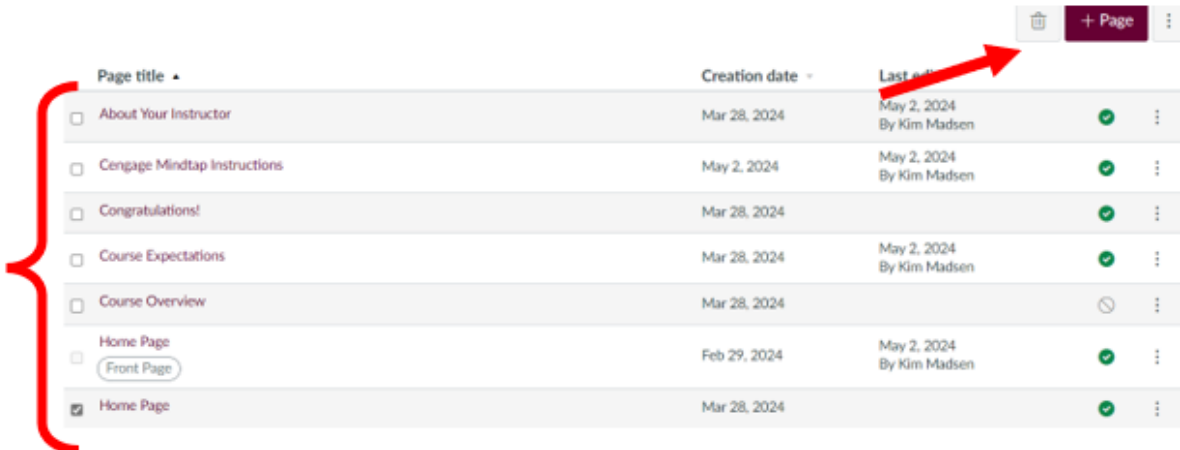
Click on “View All Pages”.



There will be a listing of all pages in the Canvas Course Shell for this course. If, for example, a course was rolled over from one term to the next there may be multiple versions of the same page. For example, this list has two Home Pages. It is advisable to look at both pages to ensure which Home Page is the current page to use. When it is determined which page is the current one, and the older version is no longer needed, it is time to delete the page.



Select the Page(s) that need to be deleted then click on the trashcan icon on the upper right.



A pop-up screen will appear with the listing of Pages that were selected to be deleted. The screen wants confirmation these Pages should be deleted. If the listing is correct, select “Delete”. Then the Pages will be deleted from the Canvas Course Shell.

