



Deleting Modules and Topics – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Content tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to delete Modules or Topics in the Content tool.

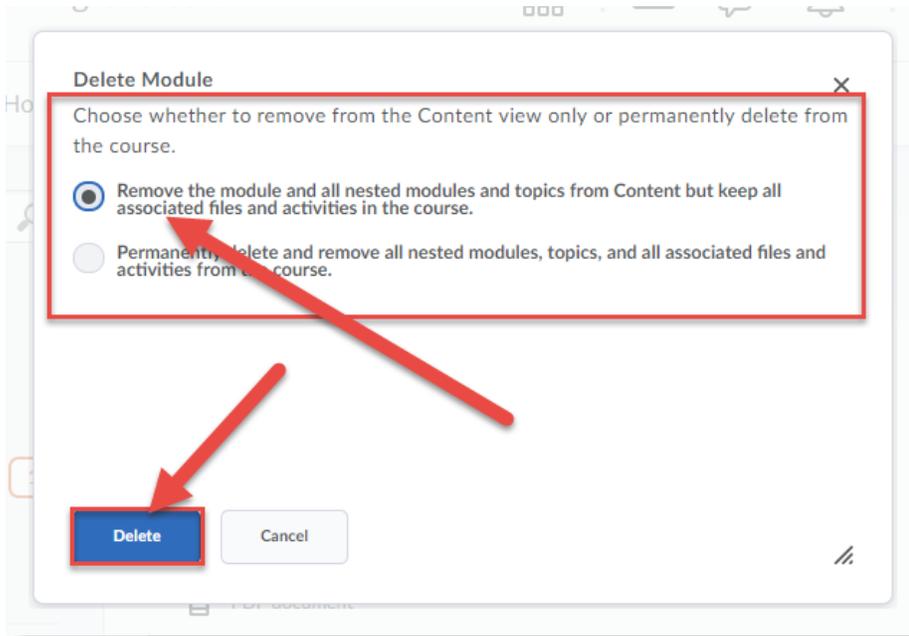
Steps

1. Go to the **Content** tool in your course. Then, in the **Table of Contents** box, click on the title of the Module you want to work with.
2. If you want to delete the entire Module, click on the down arrow next to the title of the Module and select **Delete Module**.

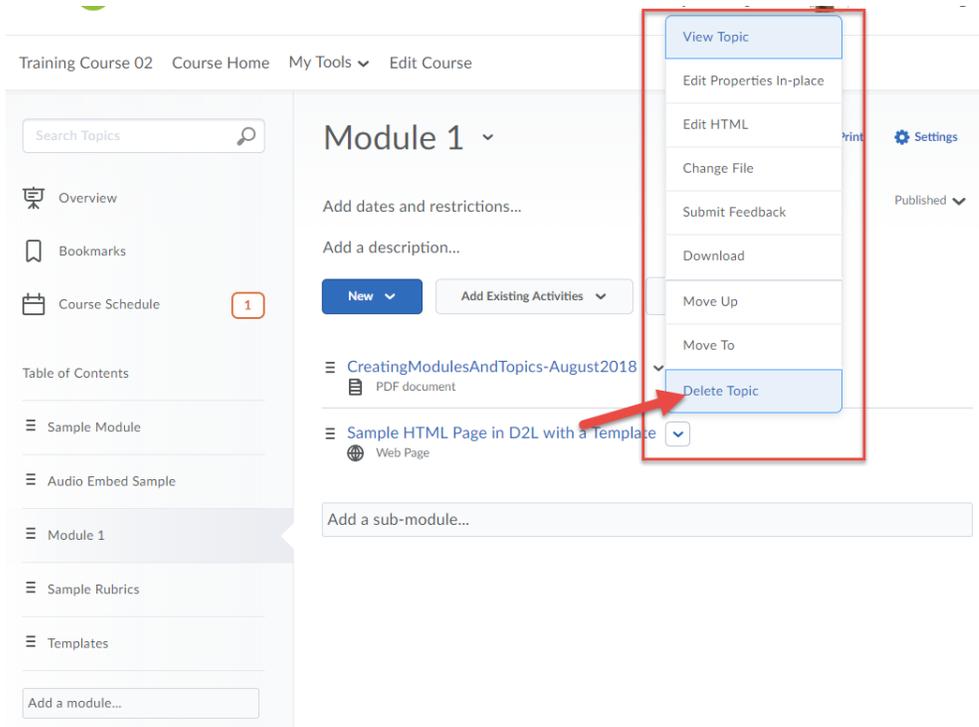
The screenshot displays the D2L Content tool interface for 'Training Course 02'. The left sidebar contains navigation options: Overview, Bookmarks, Course Schedule (with a '1' notification), Table of Contents, Sample Module, Audio Embed Sample, Module 1 (highlighted), Sample Rubrics, and Templates. The main content area shows 'Module 1' with a dropdown menu open. The dropdown menu includes options: Edit Title, Download, Set Default Path, Set All Completion, Move Up, Move Down, Move To, and Delete Module. A red box highlights the 'Delete Module' option, and a red arrow points to it from the left. The interface also shows 'Add dates and restrictions', 'Add a description', 'New' button, 'Bulk Edit' button, and 'Add a sub-module...' input field.



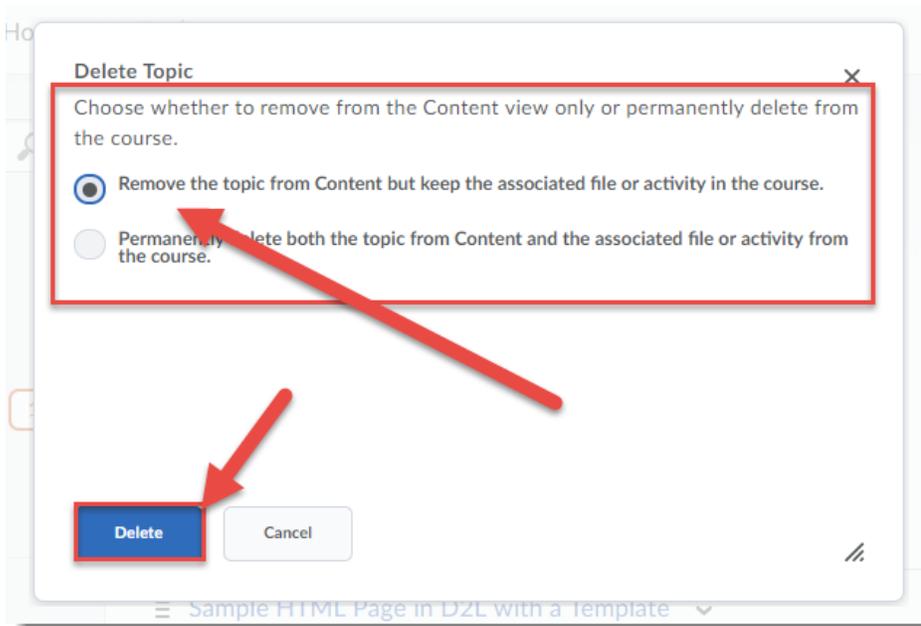
3. In the **Delete Module** pop-up box, select the top option if you wish to keep all the files and activities linked in the Module. Select the second option if you wish to delete all the files and activities linked in the Module. If you're not sure, select the TOP option! Then click **Delete**.



4. To delete a Topic, click the down-arrow next to the Topic title and select **Delete Topic**.



5. In the **Delete Topic** pop-up box, select the top option if you wish to keep all the files and activities linked in the Module. Select the second option if you wish to delete all the files and activities linked in the Module. If you're not sure, select the TOP option! Click **Delete**.



Things to Remember

If you are going to want to re-use the activities or files linked to the Module or Topic you are deleting, make sure to select the top option in the Delete pop-up window!



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