



## Deleting Files and Folders in Manage Files – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the **Manage Files** tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

This tutorial will cover the steps involved when you wish to delete Folders and/or Files from the **Manage Files** area of a D2L course site.

### Steps

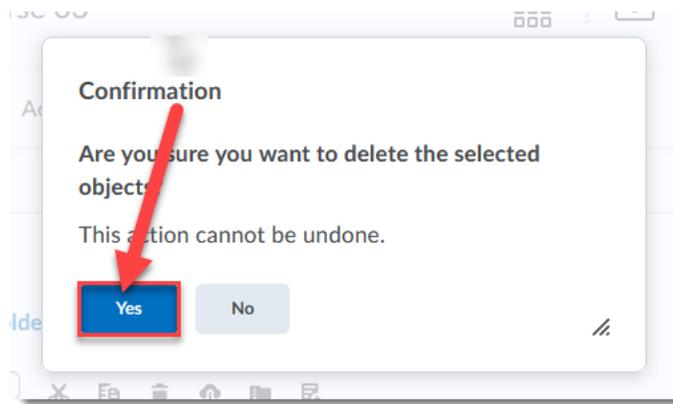
1. Go to the Manage Files area for your D2L site (click **MyTools** and select **Manage Files**.)
2. To delete a Folder, in the right-hand table, select the folder(s) you wish to delete and click the trash can icon above the right-hand table (**NOTE** you may need to scroll back up to find the trash can as it appears at the very top of the table.)

The screenshot displays the D2L Manage Files interface. At the top, navigation links include Course Home, My Tools, Edit Course, Accessibility Report, and My Media. Below this, the breadcrumb path is 'Content > Manage Files > Course Builder'. The current location is '/content/training/TRAIN\_03'. A toolbar contains options for Hide Tree, New File, New Folder, Paste, and Upload. A file tree on the left shows a list of folders, with 'Gamification' selected. A table on the right lists the contents of the selected folder, including 'Accessibility and Inclusive Design', 'Audio', 'bobs\_templates', 'Content', 'ENGL 151', 'ePortfolio module', and 'Gamification'. The 'Gamification' folder is selected with a checkmark. A trash can icon is highlighted in the toolbar above the table, and a red arrow points from it to the selected folder in the table.

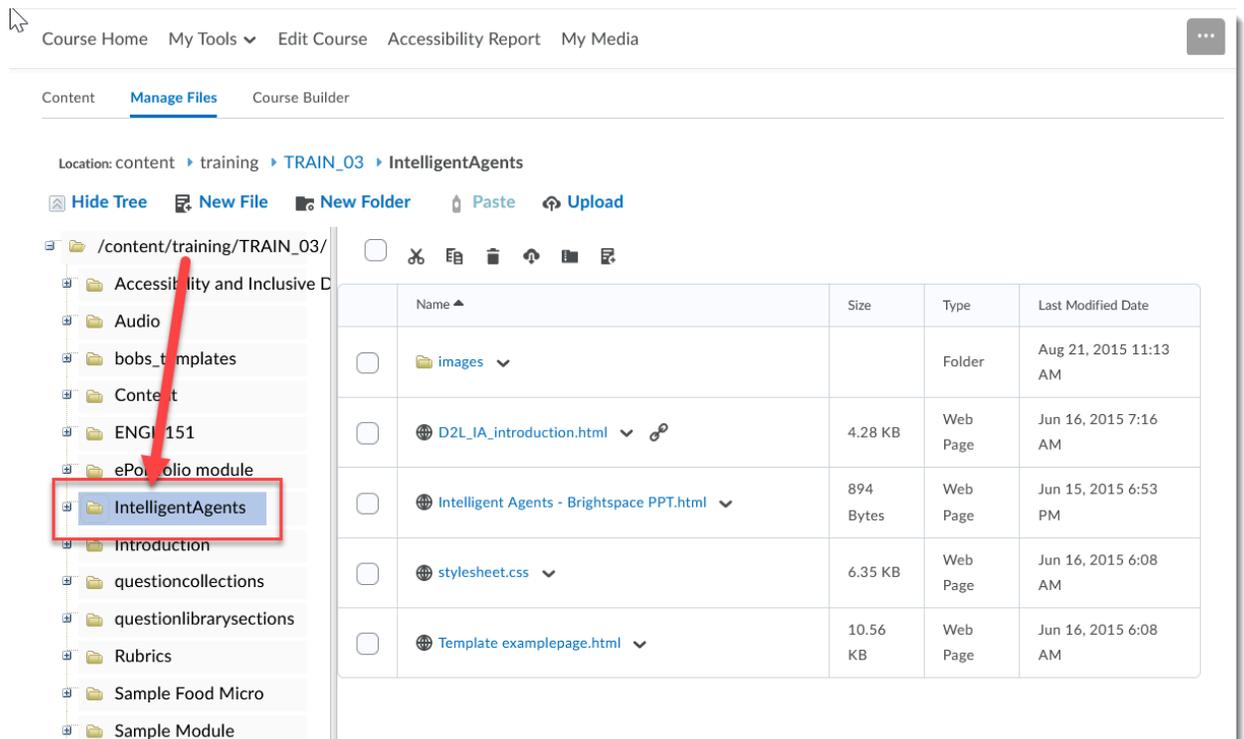
	Name	Size	Type	Last Modified
<input type="checkbox"/>	Accessibility and Inclusive Design		Folder	Aug : 2:58
<input type="checkbox"/>	Audio		Folder	Aug : 11:11
<input type="checkbox"/>	bobs_templates		Folder	Aug : 11:11
<input type="checkbox"/>	Content		Folder	Nov : 10:44
<input type="checkbox"/>	ENGL 151		Folder	Aug : 2:53
<input type="checkbox"/>	ePortfolio module		Folder	Aug : 2:58
<input checked="" type="checkbox"/>	Gamification		Folder	Aug : 11:11



3. In the **Confirmation** pop-up box, click **Yes**.



4. To delete a File, first, in the left-hand navigation tree, click the title of the Folder that contains the file(s) you wish to delete.

A screenshot of the Course Builder interface. The top navigation bar includes "Course Home", "My Tools", "Edit Course", "Accessibility Report", and "My Media". Below this, the "Manage Files" tab is active. The breadcrumb path is "Location: content > training > TRAIN\_03 > IntelligentAgents". The left-hand navigation tree shows a folder structure with "IntelligentAgents" highlighted in blue and a red box. The main content area displays a table of files in the "IntelligentAgents" folder.

	Name	Size	Type	Last Modified Date
<input type="checkbox"/>	images		Folder	Aug 21, 2015 11:13 AM
<input type="checkbox"/>	D2L_IA_introduction.html	4.28 KB	Web Page	Jun 16, 2015 7:16 AM
<input type="checkbox"/>	Intelligent Agents - Brightspace PPT.html	894 Bytes	Web Page	Jun 15, 2015 6:53 PM
<input type="checkbox"/>	stylesheet.css	6.35 KB	Web Page	Jun 16, 2015 6:08 AM
<input type="checkbox"/>	Template examplepage.html	10.56 KB	Web Page	Jun 16, 2015 6:08 AM



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5. In the right-hand table, select the File(s) you wish to delete and click the trash can icon above the right-hand table (**NOTE** you may need to scroll back up to find the trash can as it appears at the very top of the table.)

Course Home My Tools Edit Course Accessibility Report My Media

Content **Manage Files** Course Builder

Location: content > training > TRAIN\_03 > IntelligentAgents

Hide Tree New File New Folder Paste Upload

	Name	Size	Type	Last Modified Date
<input type="checkbox"/>	Images		Folder	Aug 21, 2015 11:13 AM
<input checked="" type="checkbox"/>	D2L_IA_introduction.html	4.28 KB	Web Page	Jun 16, 2015 7:16 AM
<input checked="" type="checkbox"/>	Intelligent Agents - Brightspace PPT.html	894 Bytes	Web Page	Jun 15, 2015 6:53 PM
<input type="checkbox"/>	stylesheet.css	6.35 KB	Web Page	Jun 16, 2015 6:08 AM
<input type="checkbox"/>	Template examplepage.html	10.56 KB	Web Page	Jun 16, 2015 6:08 AM

6. In the **Confirmation** pop-up box, click **Yes**.

**Confirmation**

Are you sure you want to delete the selected objects?

This action cannot be undone.

**Yes** No

## Things to Remember

If you delete files in Manage Files, they will also delete from wherever they are linked within your D2L course site, for example in the Content area. So be sure you know where those files are linked before deleting them!



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