# How do I remove a file or folder in Resources?

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Select one or more items, and then click Move to Trash.



To remove a Resource file or folder, select the item(s) by checking the boxes next to each one to be removed, and then click Move to Trash.

*Note: Alternately, if you are removing one item at a time, you may select **Move to Trash** from the item **Actions** menu instead.*

# Click Remove again to confirm.

⊘ Are you sure you want to move the following item(s) to Trash?

**Remove confirmation...**

| Name | Size | Added By | Last Modified |
|------|------|----------|---------------|
| frogs-1642938_1280.jpg | 472.7 KB | Demo Instructor | Mar 16, 2020 7:03 pm |

**REMOVE**   Cancel

# Items are removed.

| | | Title ∧ | | Access | Created By | Modified | Size |
|---|---|---------|---|--------|------------|----------|------|
| ↗ | ☐ | 📁 Discussion 1 SMPL101 Resources | Actions ▾ | | | | |
| | ☐ | 📄 Syllabus and Guidelines | Actions ▾ | Entire site | Demo Instructor | Mar 13, 2020 12:24 pm | 3 items |
| | ☐ | 📄 Lessons | Actions ▾ | Entire site | Demo Instructor | Mar 10, 2020 2:07 pm | 3 items |
| | ☐ | 📄 Reading | Actions ▾ | Entire site | Demo Instructor | Mar 16, 2020 4:14 pm | 2 items |
| | ☐ | 📄 *Websites* 🚫 | Actions ▾ | *Entire site (Hidden)* | *Demo Instructor* | *Mar 16, 2020 5:08 pm* | *2 items* |

▸ **Copy Content from My Other Sites**

*Note: If you remove a folder, all of the items inside the folder are also removed.*