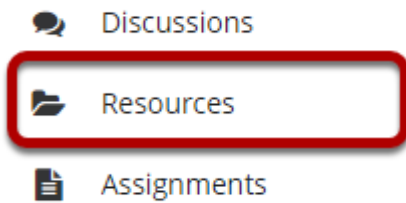


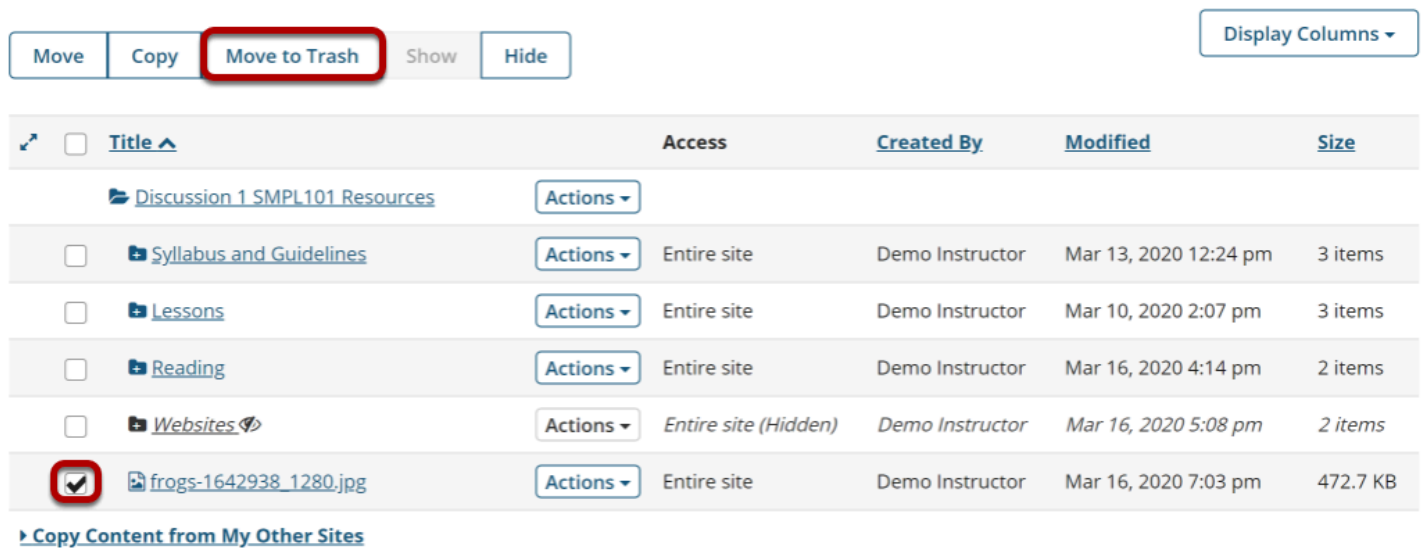
# How do I remove a file or folder in Resources?

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.

A screenshot of the Resources interface. At the top, there are buttons for 'Move', 'Copy', 'Move to Trash' (highlighted with a red box), 'Show', and 'Hide'. To the right is a 'Display Columns' dropdown. Below is a table with columns: Title, Access, Created By, Modified, and Size. The table contains several rows, with the last row 'frogs-1642938\_1280.jpg' having its checkbox checked. Each row has an 'Actions' dropdown menu.

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<input checked="" type="checkbox"/>	<a href="#">frogs-1642938_1280.jpg</a>	Entire site	Demo Instructor	Mar 16, 2020 7:03 pm	472.7 KB

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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?













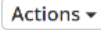
### Remove confirmation...

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

REMOVE

Cancel

## The items are now removed.

 <input type="checkbox"/>	Title 	Access	Created By	Modified	Size
<input type="checkbox"/>	 Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	 Syllabus and Guidelines	 Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	 Lessons	 Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	 Reading	 Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	 Websites 	 Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<a href="#">Copy Content from My Other Sites</a>					

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