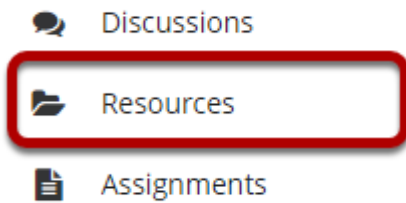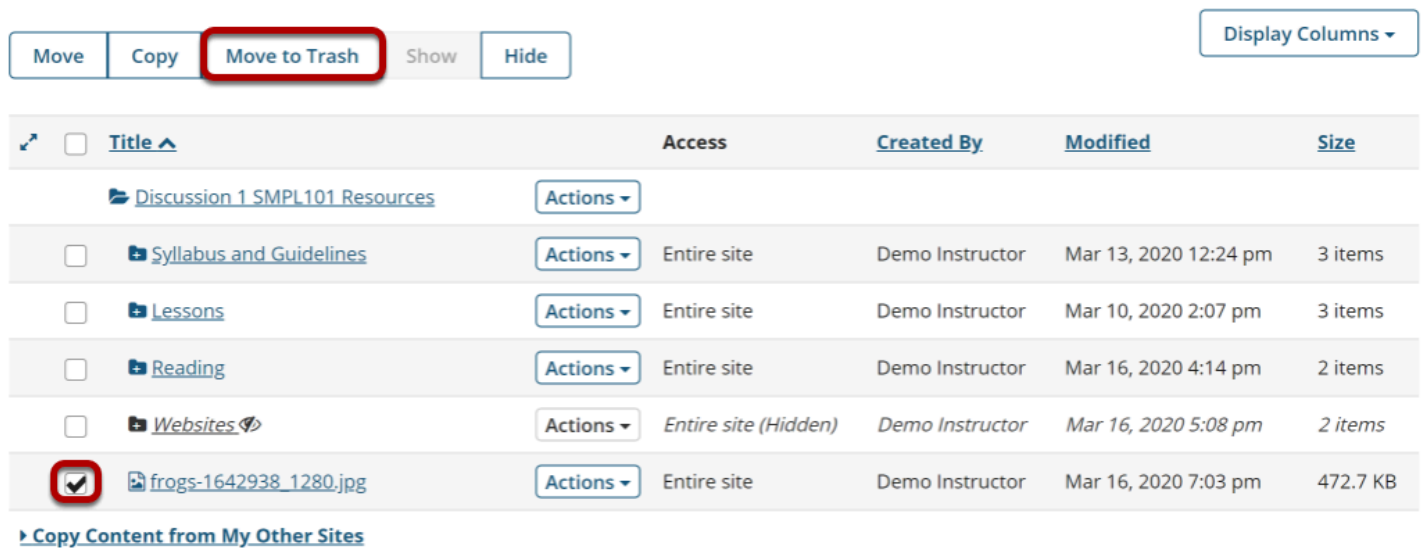# How do I remove a file or folder in Resources?

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?
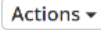
Remove confirmation...

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

REMOVE   Cancel

The items are now 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.