

## D2L Brightspace - Daylight Experience: Deleting Content

### Deleting a Single Module

The following explains how to delete a single module from D2L:

**Note:** Deleting a module will also delete ALL content topics within that module. This action cannot be reversed.

1. Click **Content** on the *Navbar*.

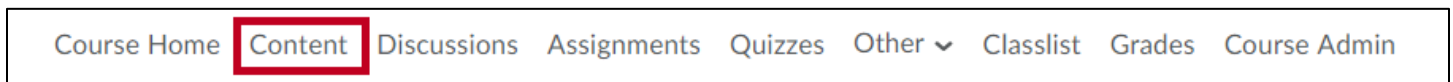


Figure 1 - Navbar

2. In the *Table of Contents* on the left side of the screen, click the **name of the module** you want to delete.

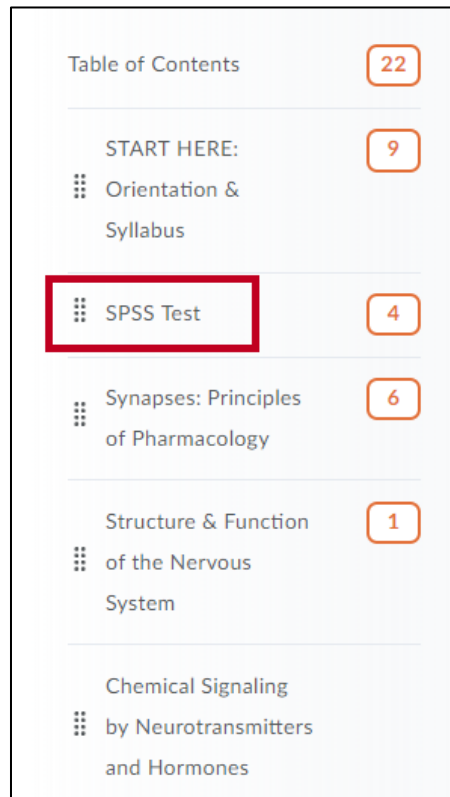


Figure 2 - Table of Contents

3. Click the **drop-down arrow** to the right of the module (See Figure 3).
4. Click **Delete Module** (See Figure 3).

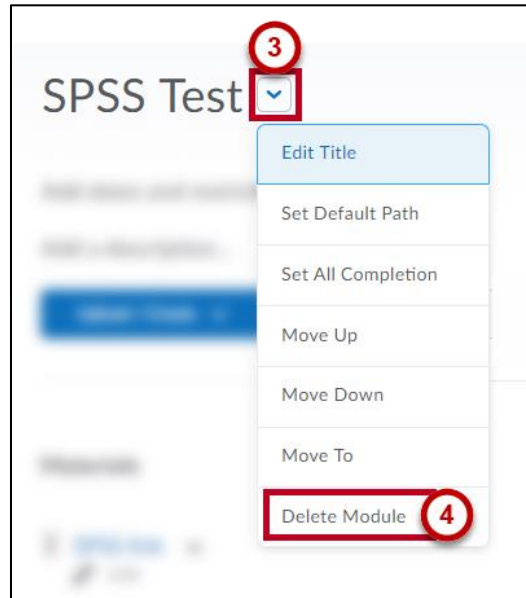


Figure 3 - Delete a Single Module

**Note:** Deleting a module will also delete ALL content topics within that module. This action *cannot* be undone.

5. A confirmation window will open to ask you to determine how to delete the module. You have the following options:
  - a. **Remove from the Content View only** - Removes the module and all nested modules and topics from Content, but keeps all associated files and activities (See Figure 4).
  - b. **Permanently delete from the course** - Removes all nested modules, topics, as well as all associated files and activities from the course (See Figure 4).
6. Click **Delete** (See Figure 4).

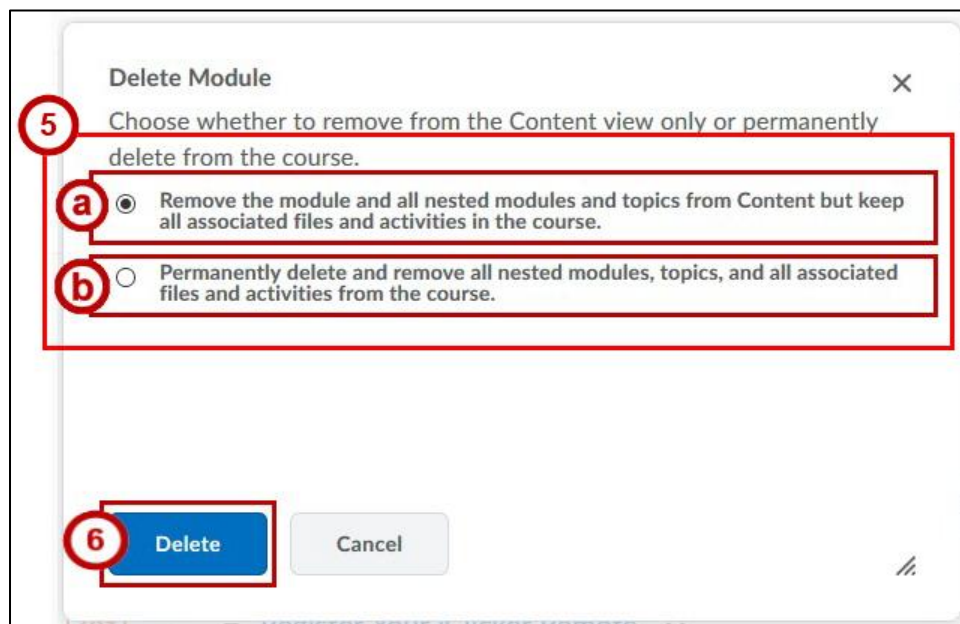


Figure 4 - Confirmation Window

## Deleting a Sub-Topic within a Module

The following explains how to delete a sub-topic within a module from D2L:

**Note:** Deleting a sub-topic will also delete ALL content within that sub-topic. This action cannot be reversed.

1. Click **Content** on the *Navbar*.

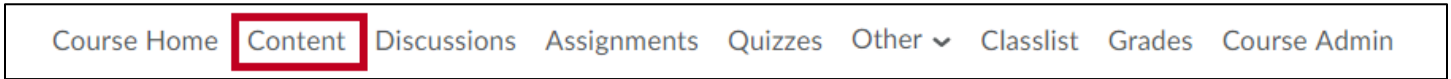


Figure 5 - Navbar

2. In the *Table of Contents* on the left side of the screen, click the **name of the module** you want to delete.

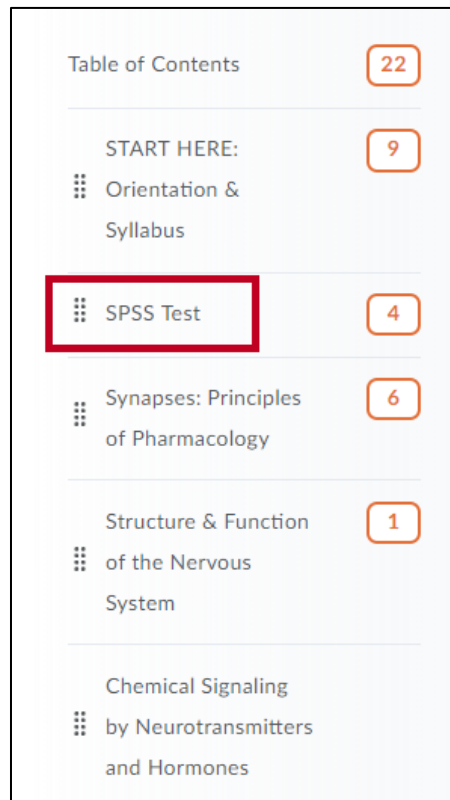
A screenshot of the D2L Table of Contents. It lists several modules with their respective page counts in orange rounded boxes. The 'SPSS Test' module is highlighted with a red rectangular box.

Table of Contents	22
START HERE:	9
Orientation & Syllabus	
SPSS Test	4
Synapses: Principles of Pharmacology	6
Structure & Function of the Nervous System	1
Chemical Signaling by Neurotransmitters and Hormones	

Figure 6 - Table of Contents

3. Click the **drop-down arrow** to the right of the sub-topic (See Figure 7).
4. Click **Delete Topic** (See Figure 7).

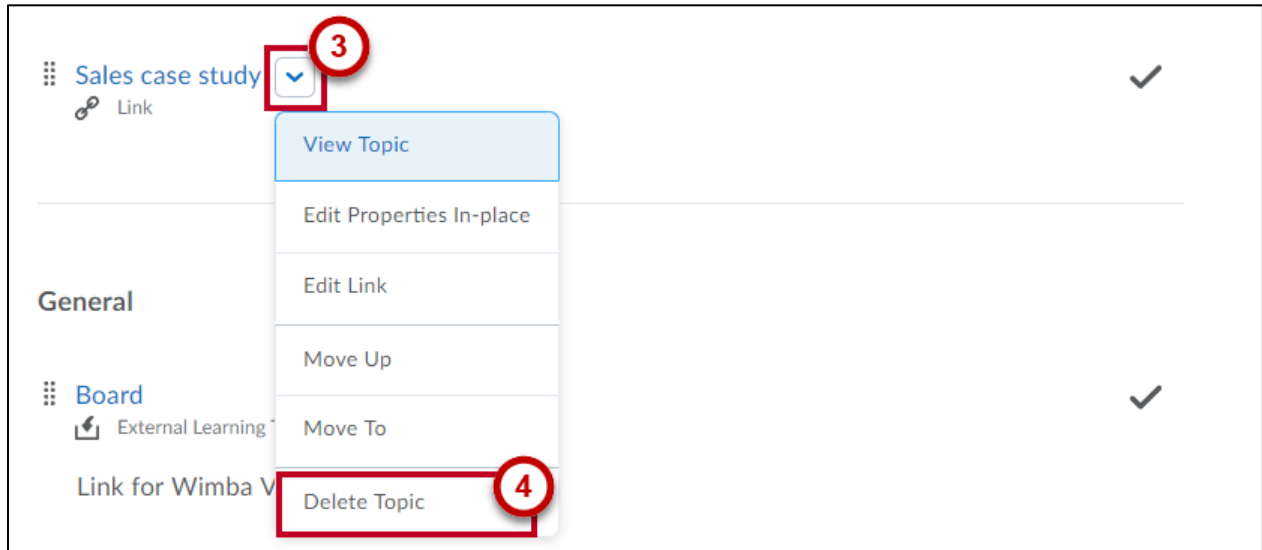


Figure 7 - List of Sub-topics

5. A confirmation window will open. Choose whether to remove the **sub-topic** from the Content View only or permanently delete it from the course (See Figure 8).
6. Click **Delete** (See Figure 8).

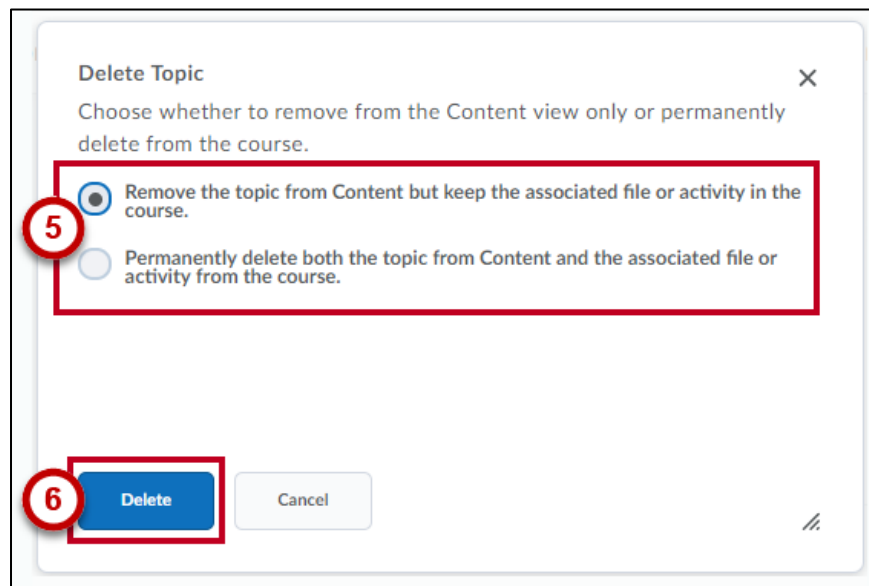


Figure 8 - Confirmation Window

## Deleting All Modules

The following explains how to delete all modules in the Content Tool in D2L:

**Note:** Deleting all modules will also delete ALL content topics within that course. This action cannot be reversed.

1. Click **Content** on the *Navbar*.



Figure 9 - Navbar

2. In the *Table of Contents* on the left side of the screen, click **Table of Contents**.

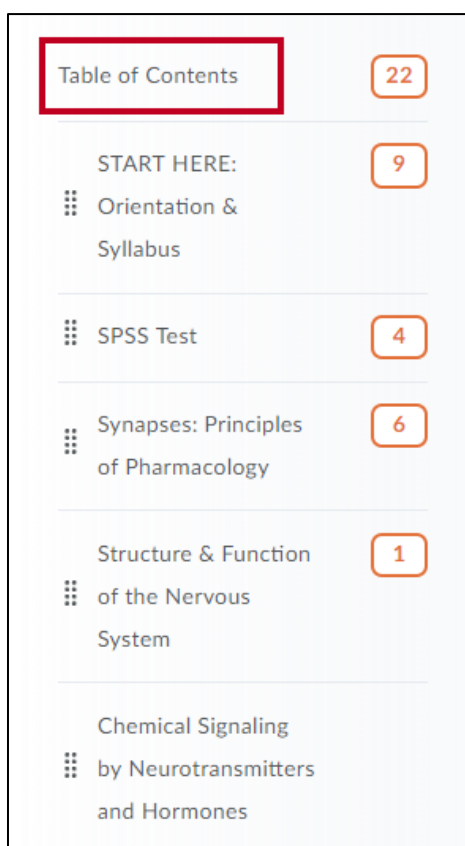
A screenshot of the D2L Table of Contents. The 'Table of Contents' link is highlighted with a red rectangular box. To the right of each link is a number in a rounded square, indicating the page count for that section.

Table of Contents	22
START HERE:	9
Orientation & Syllabus	
SPSS Test	4
Synapses: Principles of Pharmacology	6
Structure & Function of the Nervous System	1
Chemical Signaling by Neurotransmitters and Hormones	

Figure 10 - Table of Contents

3. Click the **drop-down arrow** to the right of **Table of Contents** (See Figure 11).
4. Click **Delete All Modules** (See Figure 11).

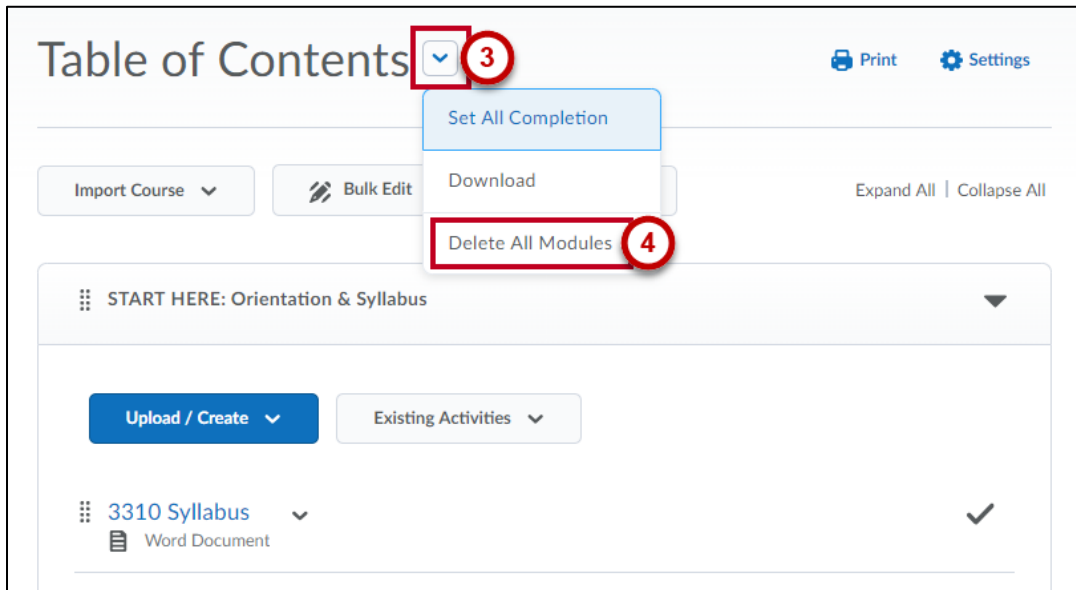


Figure 11 - Delete All Modules

5. A confirmation window will open. Choose whether you want to remove all modules from the Content View only or permanently delete them from the course (See Figure 12).
6. Click **Delete** (See Figure 12).

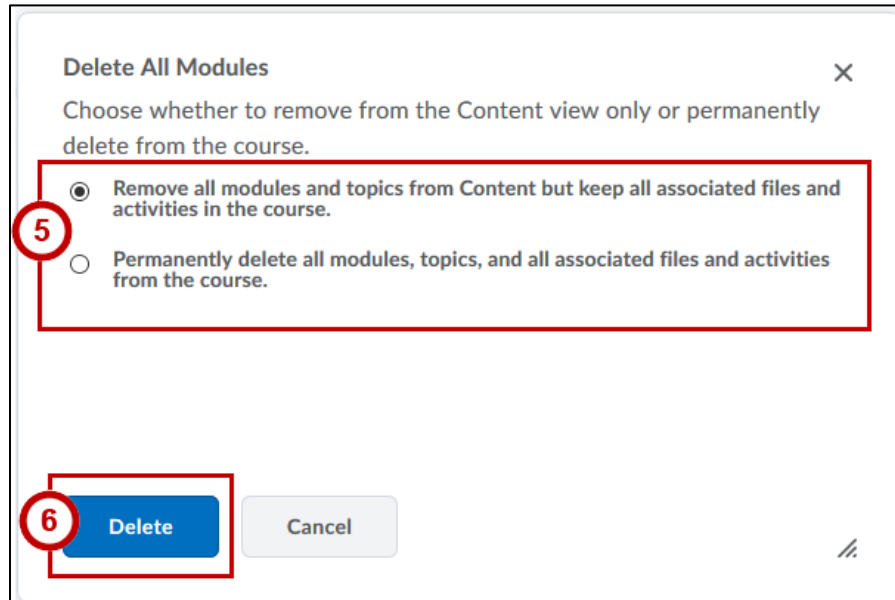


Figure 12 - Confirmation Window