

How to Delete a Module, Section or Page

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to delete content from their ePortfolio.

Deleting Content from a Page

Step 1: To delete a module or a section, hover over the module or section you want to delete and click on the trash can icon that appears. For this example, I will use an image module. (See image 1)

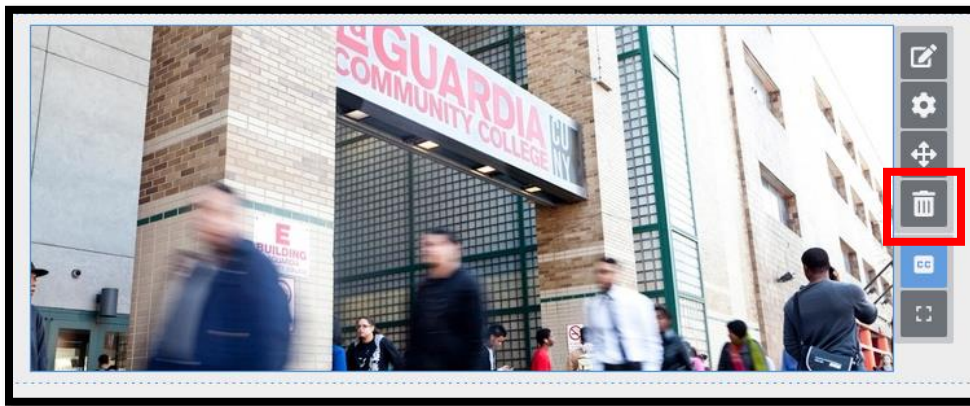


Image 1

Step 2: In the “Are you sure you want to delete this module?” window, read the message that appears. **Deleting a module cannot be undone.** If you are sure, Type the word “delete” and click the “Yes, delete it” button. (see image 2)

Note: Deleting a section will delete all of the content in it (Ex. modules, files, etc.).



Image 2

Deleting a Page

Step 1: Unlock the navigation by clicking the “lock” icon. Then hover over the navigation and click the “edit” icon. (See *image 3*)



Image 3

Step 2: From the Page settings window, click the “delete” icon for the page you want to delete. You will notice that the page and any of its subpages will disappear from the list. Click “save.” (See *image 4*)

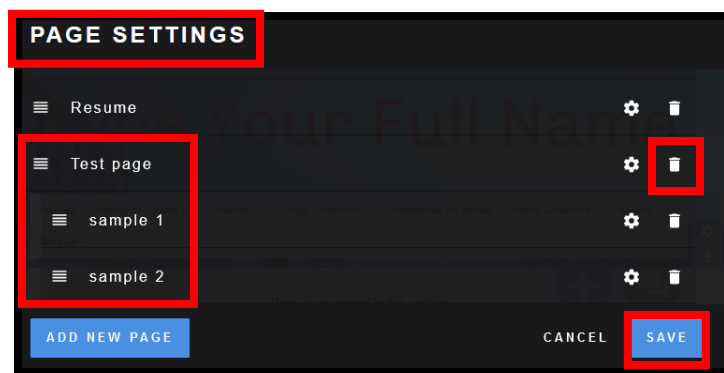


Image 4

Step 3: In the “Are you sure you want to delete pages below?” window, read the message that appears. It will notify you of any subpages that will also be deleted. **Deleting a page cannot be undone.** If you are sure, type the word “delete” and click the “Yes, delete it” button. (See *image 5*)

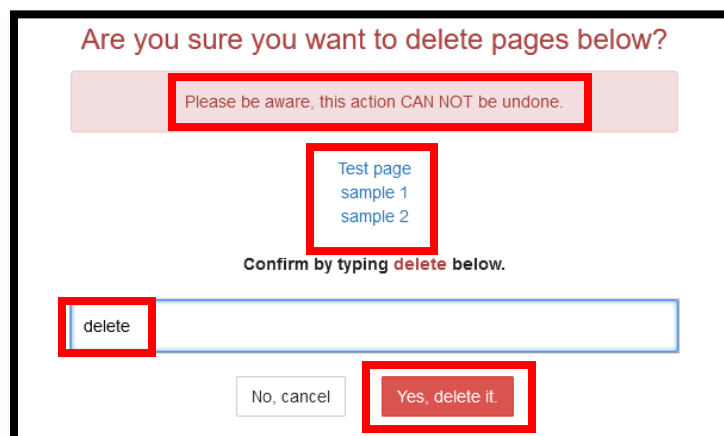


Image 5

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.