

Deleting Content in myTUTOR

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When you delete content (either a Unit or Lesson or single Topic or Activity) from your module using the ••• options on the top right corner, you have a few options to choose from. When selecting the Delete option, you are presented with a pop-up dialogue box requiring you to make a choice between two options.

Q: What is the difference between the two options you have to choose from?

A: The first option “Remove ... but keep all associated files and activities in the course” means a “soft delete”. The selected content or activities will be removed from your Content list but will still be available in your Course Offering Files. These files can be recovered from within *myTUTOR*.

The second option “Permanently delete and remove ...” means a “hard delete”. The files are deleted and removed from *myTUTOR* and cannot be recovered from within *myTUTOR*.

Q: What is the difference between deleting a Unit or Lesson and deleting a single content Topic or Activity?

A: If you delete a Unit or Lesson, you will get the **Delete Module** message. When you delete the Module, **ALL** the content within the Unit or Lesson will also be removed from *myTUTOR*!

If you delete a single Topic or Activity, you will get the **Delete Topic** message. When you delete a Topic only the selected Topic or Activity will be removed from the Module.