1. From your Home page, go to **Course Materials** and click on **Content**.

2. You should see a screen like this:

In the example above, there are four modules present on the left side of the screen, in a static pane.

3. For this example, we have two documents present in Module 1.

4. In order to remove a document from student view, choose the drop-down arrow to the right of the document title and select **Delete Topic.**

a. If you still want the associated file in your file structure (for example: if you might want to use it again) use option number one, **Remove everything from Content but keep all associated files and activities.**

b. If you didn’t want anything and you were never going to use the file again, you could

choose option two, **Delete everything, including all associated files and activities.**

5. Select your option and click **Delete.**

6. Please notice that if you want to work on an area of your course without the students being able to see anything, you can work in a **Draft** mode.

**Draft = Invisible to students**

**Published = Visible to students**

7. You can also add a description to your modules clicking on the **Add a description…** area

8. Notice also that you can use the **New** button to add content, dropboxes, discussions, quizzes, or even upload files.

9. You can also drag & drop files into the content area. For more information, please see

**Creating Structure (Modules & Topics using Drag/Drop** in our video library.