
















How to use TidyUP

Enabling TidyUP

1. Inside of your course, click on the “Settings” option in your left-hand navigation menu.

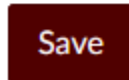
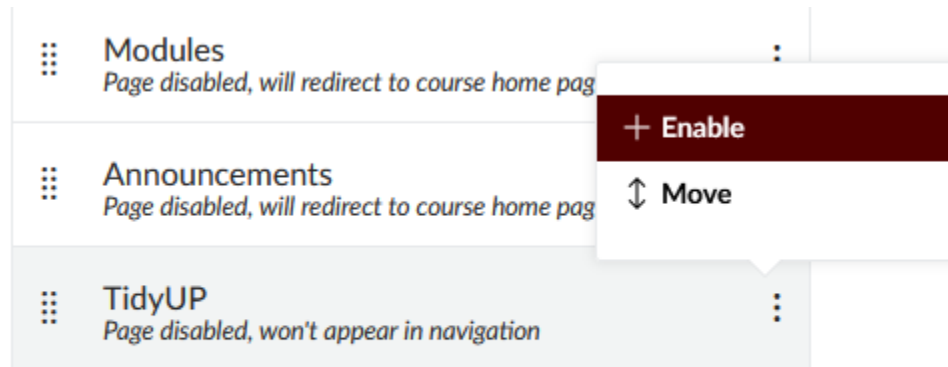
- Home
- Assignments 
- Discussions 
- Files 
- Pages 
- People 
- Quizzes 
- Rubrics 
- Outcomes 
- Collaborations 
- Syllabus 
- Announcements 
- Modules 
- Grades 

Settings

- a.
2. Click on “Navigation” on the top of the settings screen.



- a.
3. Find “TidyUP” in the list, click the three dots on the right, click “+ Enable”, and click “Save” at the bottom of the screen



a.

Using TidyUP

1. Click the TidyUP option on your left-hand navigation menu



a.

- b. If it is your first time clicking this an option will show in which you need to select “Authorize”

2. Select “Scan Course”

Welcome to TidyUP

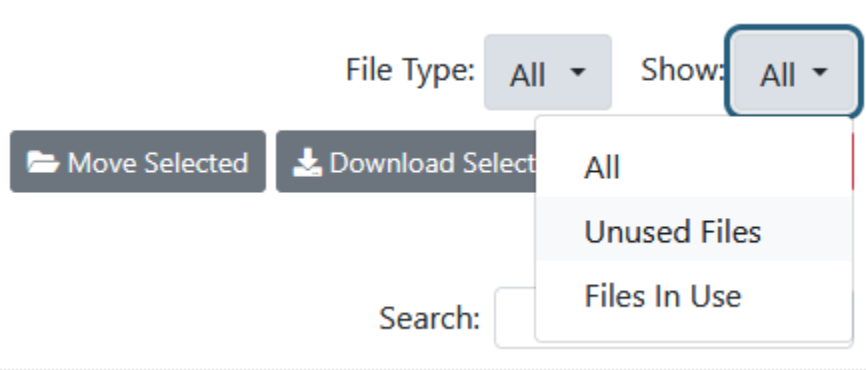
A file and content cleanup tool for Canvas courses

Scan Course

File Types to Include: All Custom

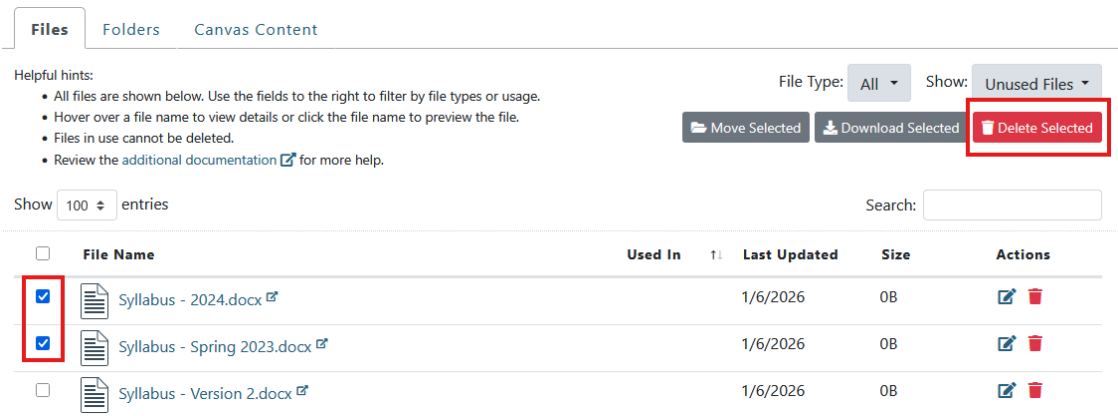
a.

3. After the scan is done, look at the top right corner of the screen and click on “All” next to the word show, and select “Unused Files”



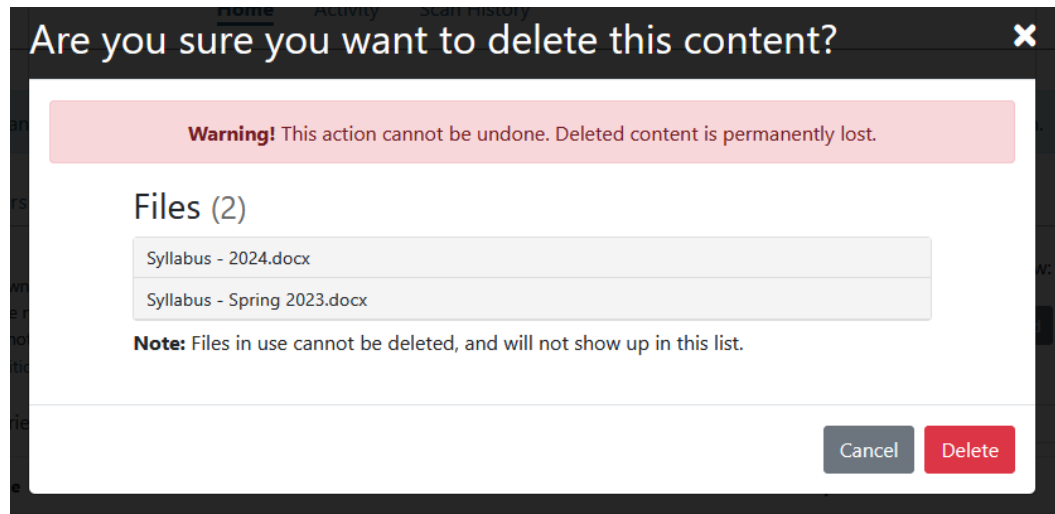
a.

- Go through the list and click the box next to any items you no longer need. When you are done click “Delete Selected” in the top right corner.



a.

- A pop-up will ask you to confirm. Select “Delete” to go through with the deletion.



a.