Delete Dropbox Baskets and Items

Instructors can delete Dropbox Baskets while in the Dropbox or through the Toolbox.

Delete a Dropbox Basket-Dropbox

✦ Click the Dropbox tab on the Tools Menu (see illustration below).

✦ The Dropbox window will display (see illustration below).

✦ In the Delete column, click the Delete button.
✦ The Delete Basket Confirmation window will display (see illustration below).
✦ Click the I agree that it is OK to delete the basket check box.
✦ Click the Delete Basket and All Items button to remove the basket from the Dropbox.

Delete a Dropbox Basket-Toolbox

✦ Click the Content Item for which the Dropbox Basket is to be deleted.
✦ Click the Toolbox button.
✦ The Toolbox window will display (see illustration below).

✦ Click the Delete Dropbox Basket link.
✦ The Dropbox Delete Basket window will display.
✦ Click the Delete Basket button to remove the Basket from the Dropbox.
✦ Click the Cancel button to return to the Toolbox window.