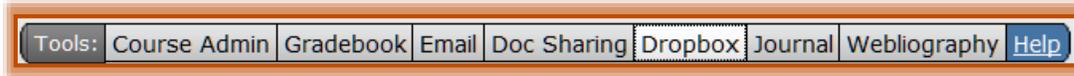


Delete Dropbox Baskets and Items

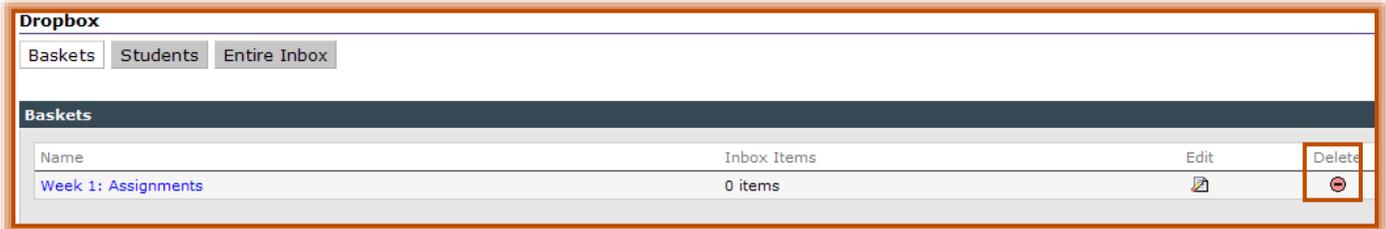
Instructors can delete Dropbox Baskets while in the Dropbox or through the Toolbox.

Delete a Dropbox Basket-Dropbox

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



† The **Dropbox** window will display (see illustration below).

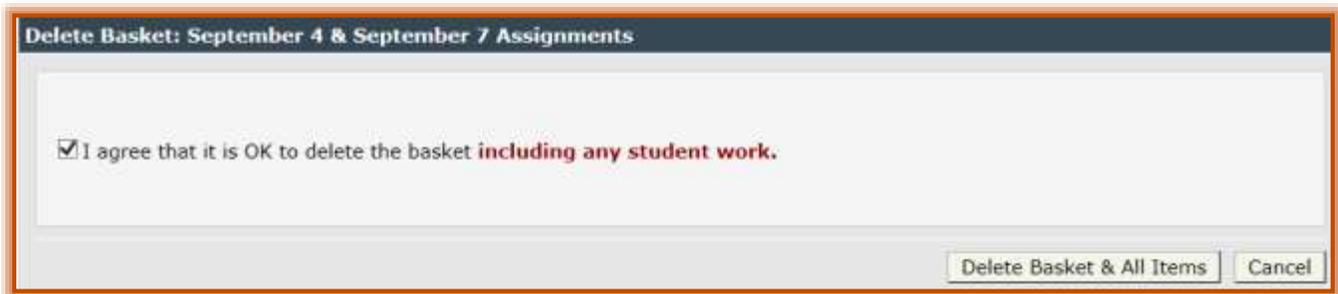


† In the **Delete** column, click the **Delete** button.

† 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**.

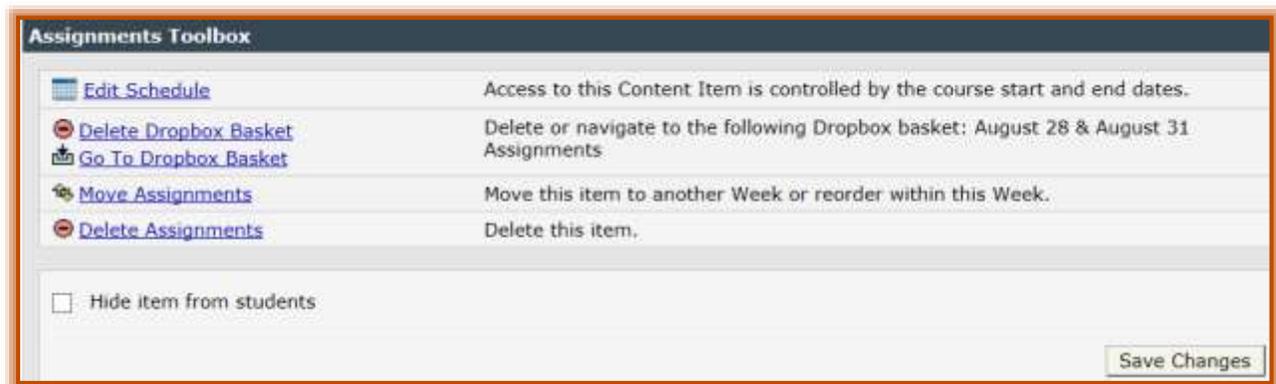


Delete a Dropbox Basket-Toolbox

† 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.