# TidyUP Guide

TidyUP is available to instructors in Canvas and designed to help users keep their courses organized and clutter-free. It allows you to scan your course for unused or unlinked files and pages, making it easy to identify and remove unnecessary or outdated content and empty folders.

Add TidyUP to Your Canvas Course

You will need to manually add TidyUP to your course navigation menu. It does not appear automatically.

1. Open your Canvas course and click **Settings** on the navigation panel.
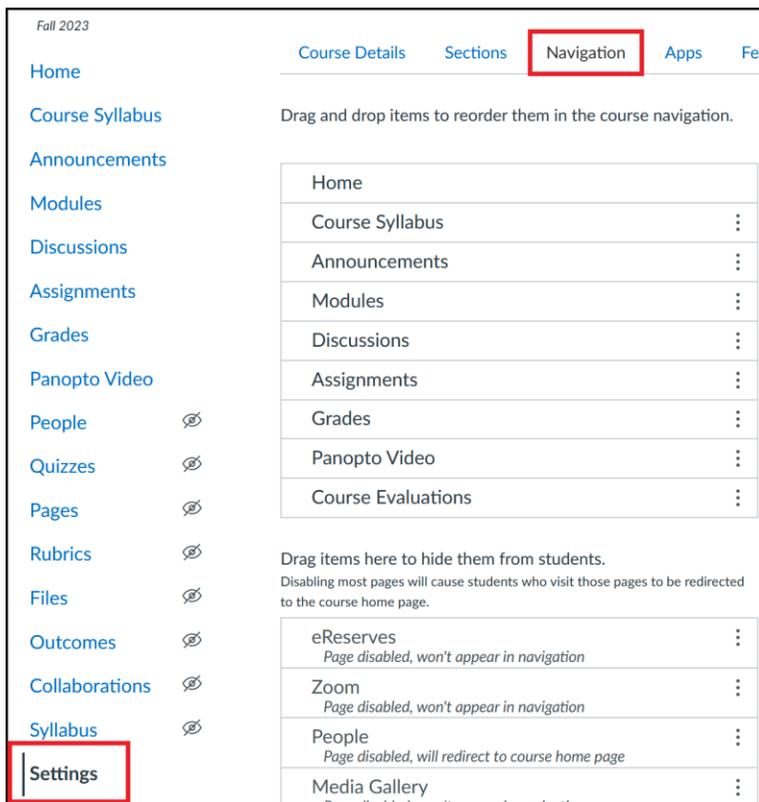
2. Select the **Navigation** tab and scroll down until you see TidyUP.
3. Click the three dots next to TidyUP and select **Enable**. Or drag it out of the hidden group of items and into the visible group. Be sure to click **Save** at the bottom of the page!
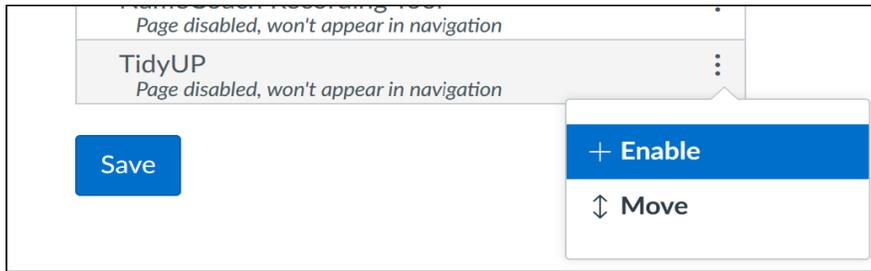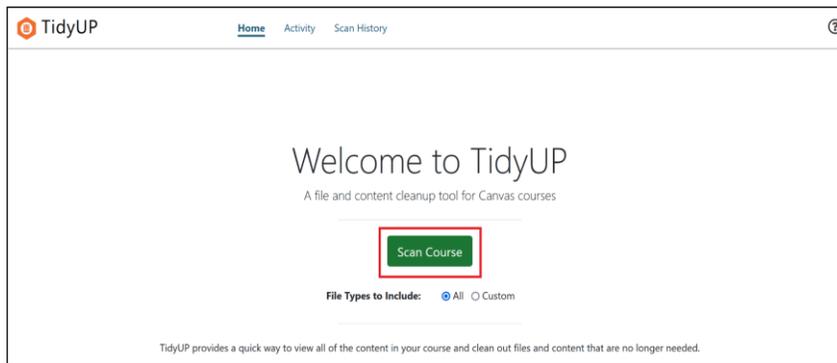
4. After saving, check your course navigation menu to ensure that TidyUP is now visible and accessible.
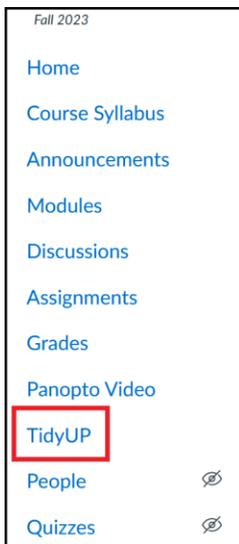
Using TidyUP

1. Click the TidyUP tool that now appears on your course navigation menu.
2. When the tool is launched, click the **Scan Course** button to analyze your course content.

3. Once the scan is complete, TidyUP will display a list of every file in your course.

TidyUP Interface

TidyUP organizes your content under three tabs - **Files**, **Folders**, and **Canvas Content**. For each file, TidyUP identifies its exact location within the course, such as in specific pages or modules. It also includes a drop-down menu to allow viewing of specific items like discussions or assignments.

Please Note: All files are displayed by default, but you can apply filters to isolate either used or unused files. (See point 4 under *Deleting Content*.)

Deleting Content

IMPORTANT: Before you delete any files using TidyUP, be aware that there is no way to restore deleted content. Anything selected for deletion should be carefully reviewed before clicking delete. You can attempt to retrieve an older copy of the content from a previous version of the course, but it cannot be restored using TidyUP. If you are concerned about not being able to restore something you might accidentally delete, it is recommended that you first make a backup of your course.

To delete items:
1. Click on the TidyUP tool.
2. When the tool is launched, click the **Scan Course** button to analyze your course content.
3. Once the scan is complete, click on the **Files**, **Folders**, and **Canvas Content** tabs to see all the pages, assignments, quizzes, announcements, and discussions in your course. Use the **File Type** filter in the upper right to view specific content types.
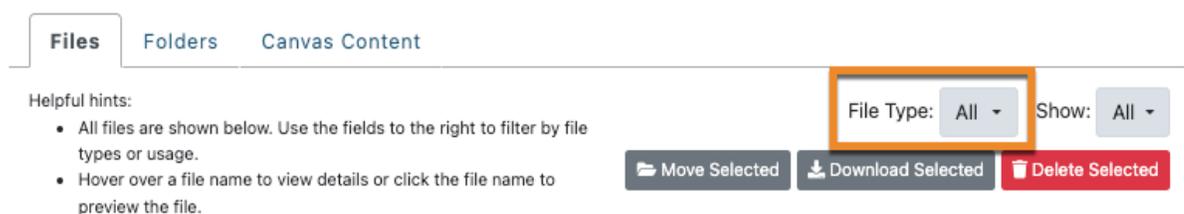
4. Identify unused files:
   - If a file is not linked to any Canvas content or modules, the **Used In** column will appear blank. These files are categorized as unused files.

- To view only unused files, locate **Show: All** in the upper right. Click the dropdown menu next to **All** and select **Unused Files**.
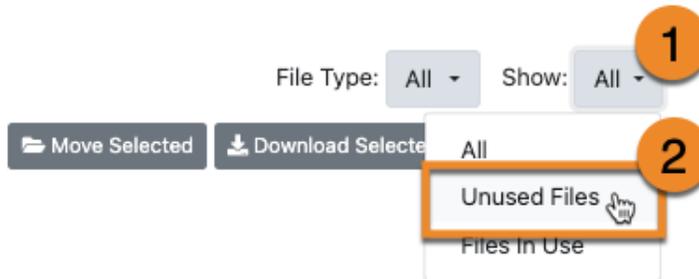
5. Locate duplicate files:
   - To view any files that have been uploaded multiple times to Canvas, type "-1" in the **Search** box.

   - Then, you can search using the file name to compare where the duplicate files are being used in the course.

- Once duplicates are found, select your preferred version of the file and update your Canvas content to link to that specific file. After rerunning a TidyUP scan to confirm the update, you can safely delete the unnecessary duplicates.

6. If any pages, assignments, or other Canvas content are unused and no longer needed in the course, they should be deleted. Duplication of any of these items should be corrected and only one version should remain to avoid future confusion. You can select multiple items or specific items you want to delete.
   a. Checkmark one or as many individual files as you'd like.
   b. Click the **Delete Selected** button.
   c. Confirm deletion by choosing the **Delete** button on the screen that appears.