Delete media in Canvas - Theming

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👥 This article is designated for all users.

About

Keeping your media library organized and up-to-date is important. Over time, you may find that certain videos or media entries need to be updated or removed to maintain a high-quality learning experience.

This guide will show you how to easily delete media items from your My Media within your LMS. And if you ever need to retrieve a deleted item, you can restore it from the **Recycle bin** (if this feature enabled). Check out our article Restore items from the Recycle bin to learn more.

⚠️
You cannot delete published media. You must unpublish it before you can delete it.

ℹ️
The instructions below are for Theming users. If you don't have Theming enabled on your account, please refer to our article 'Delete media'.

Delete a single item

✅
If you cannot access your My Media page content/actions or display editing tabs, as your administrator to give you the required permission.
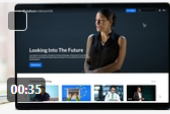
1. Access the **My Media** page.
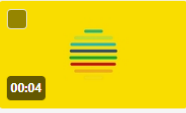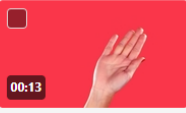
2. Click the **three dots** to the right of the desired media and select **Delete**.

A confirmation message displays. The message varies based on whether the recycle bin is enabled:

Recycle bin is not enabled

Delete Confirmation

Are you sure you want to permanently delete this item from your media library?
(ID: 1_ogntubb1)
Note: This action is irreversible and deleted items are unrecoverable.

Cancel   **Delete**
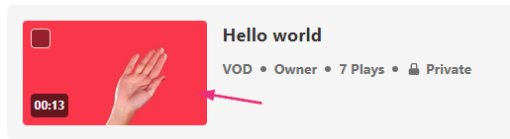
Recycle bin enabled

Move to Recycle bin

Are you sure you want to delete this media (ID: 1_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.
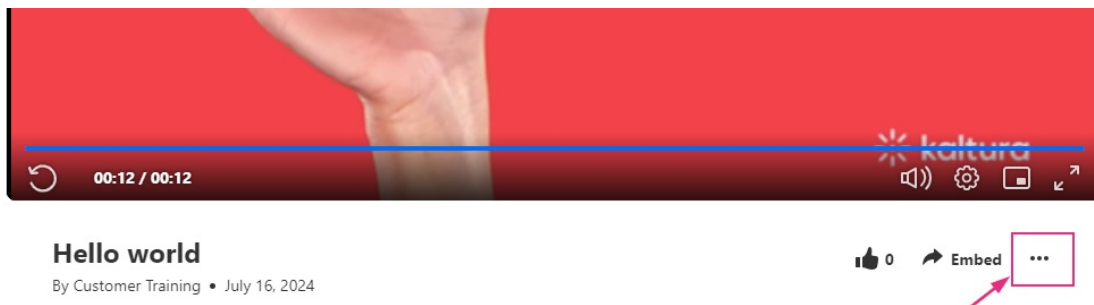
Cancel   **Delete**

3. Click **Delete**.

OR

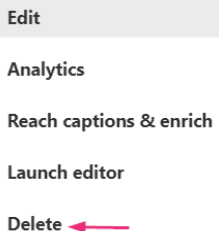1. On the **My Media** page, click on the thumbnail or title of the desired media.

The media page displays.
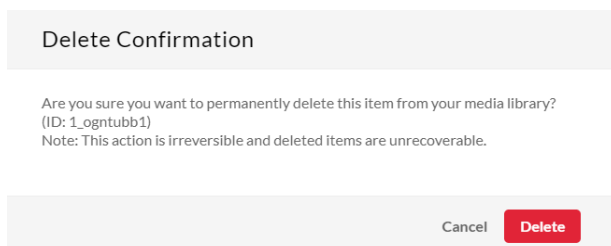
2. Click the **three dots** to open the menu.

Hello world
By Customer Training • July 16, 2024

3. Click **Delete.**

A confirmation message displays. The message varies based on whether the recycle bin is enabled.

Recycle bin is not enabled

Recycle bin enabled

Move to Recycle bin

Are you sure you want to delete this media (ID: 1_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

Cancel   **Delete**

4. Click **Delete**.

Delete multiple items

1. On your **My Media** page, check the boxes on the desired items.
2. Scroll to the top of the page, and click **Delete**.

> ℹ️ The Delete option doesn't display until you select at least one item.

A confirmation message displays. The message varies based on whether the recycle bin is enabled (see above).

3. Click **Delete**.