



# How to use TidyUP

## Enabling TidyUP

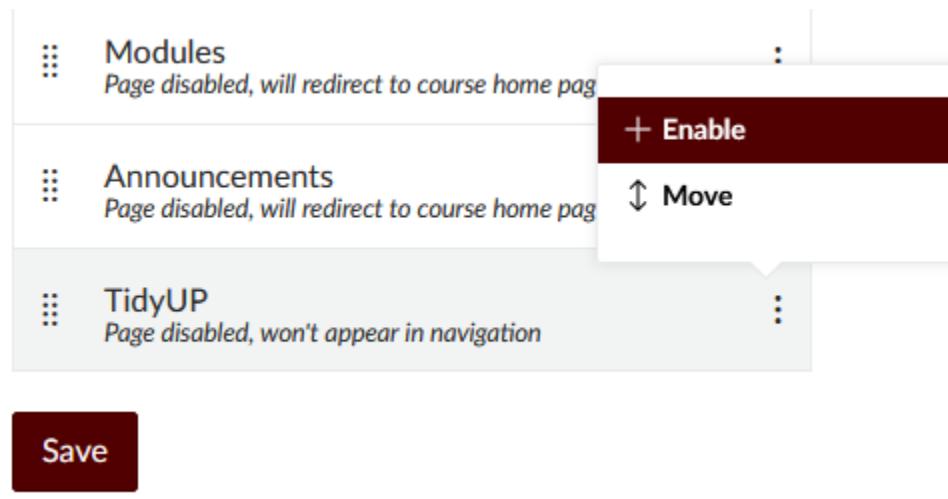
1. Inside of your course, click on the “Settings” option in your left-hand navigation menu.



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



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



Modules  
*Page disabled, will redirect to course home pag*

Announcements  
*Page disabled, will redirect to course home pag*

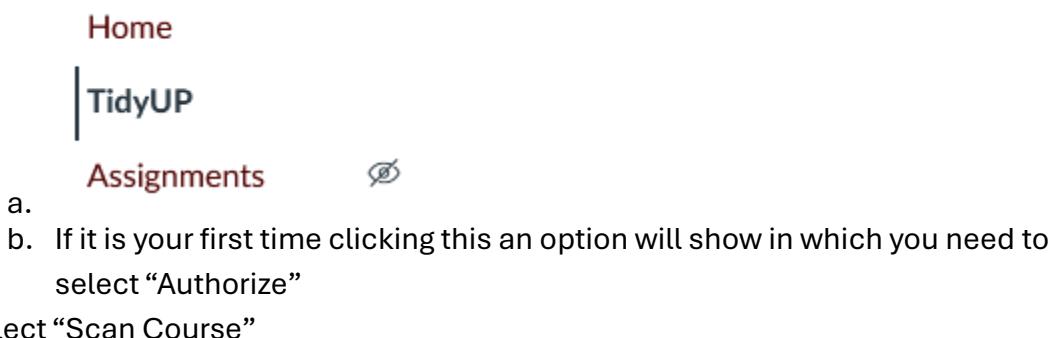
TidyUP  
*Page disabled, won't appear in navigation*

**Save**

a.

## Using TidyUP

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



Home

TidyUP

Assignments

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

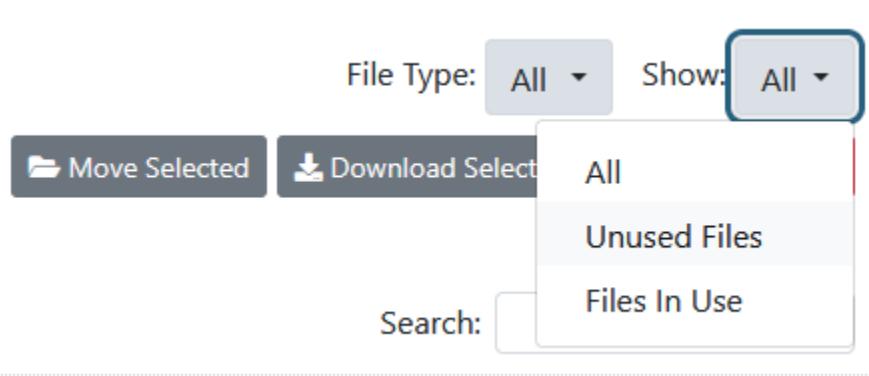
A file and content cleanup tool for Canvas courses

**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.

4. 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.

File Name	Used In	Last Updated	Size	Actions
Syllabus - 2024.docx	1/6/2026	0B		
Syllabus - Spring 2023.docx	1/6/2026	0B		
Syllabus - Version 2.docx	1/6/2026	0B		

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

