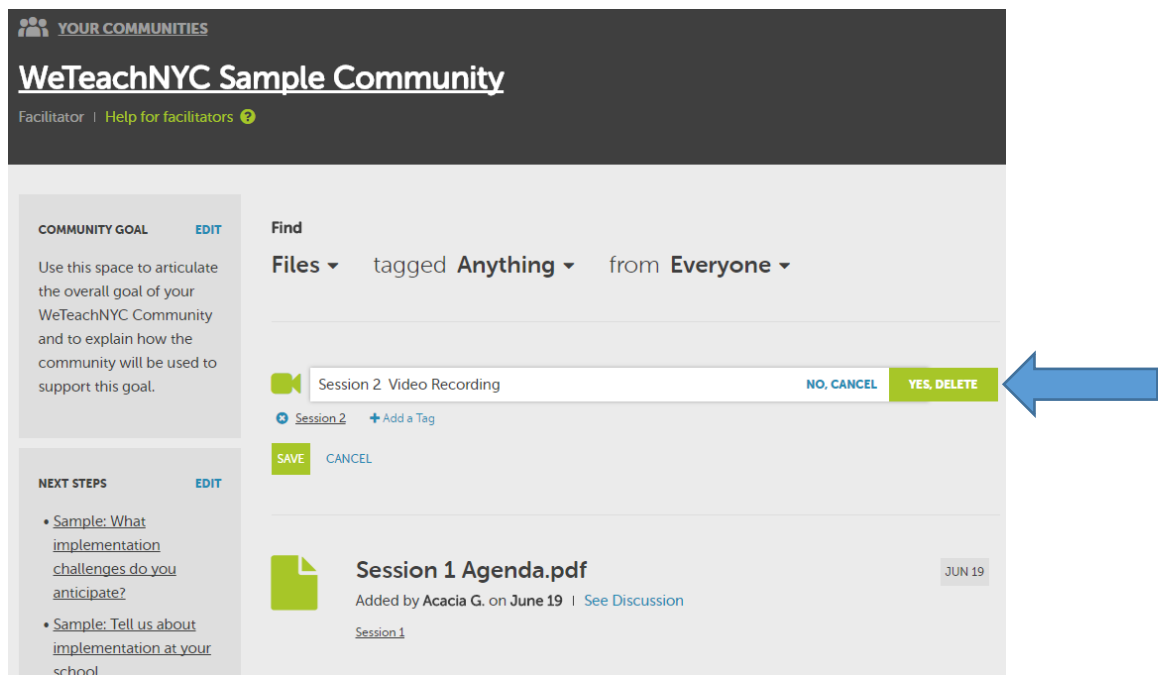


Deleting a File or Video

To delete a standalone file or video, click on it. If you have uploaded a file, the **'Edit File'** button next to the name allows you to change a file name, delete a file or video, or add tags to a file or video.

Facilitators can only delete the files or videos they uploaded. For support on removing a file or video, please email AGraddyGamel@schools.nyc.gov.



The screenshot shows the 'WeTeachNYC Sample Community' interface. On the left, there are sections for 'COMMUNITY GOAL' and 'NEXT STEPS'. The main area is titled 'Find' and contains filters for 'Files', 'tagged Anything', and 'from Everyone'. Below the filters, there are two items listed: 'Session 2 Video Recording' and 'Session 1 Agenda.pdf'. The 'Session 2 Video Recording' item has a trash can icon and buttons for 'NO, CANCEL' and 'YES, DELETE'. A blue arrow points to the 'YES, DELETE' button. The 'Session 1 Agenda.pdf' item also has a trash can icon and buttons for 'SAVE' and 'CANCEL'.

Click the trash can icon to delete the file or video. You will be asked to confirm if you want to delete the file or video or cancel. Click **'YES, DELETE'** and the resource will be deleted.