

**CENTER
FOR
INNOVATIVE
LEARNING**

**Quickly TidyUP your
Canvas courses**



Overview

- Overview of Features
- Install TidyUP
- Start a TidyUP scan
- Understand and use the report

The background features a horizontal band with a blue-to-purple gradient. Overlaid on this are several thin white circular lines of varying radii. A prominent white rectangular box is positioned on the left side of the band, containing the text 'Overview of Features'.

Overview of Features

What is TidyUP

- Identify and delete all files that are not being used.
- See what files are being used and where they are being used.
- Find empty folders and delete them.
- View a list of all your Canvas pages, assignments, quizzes or discussions with information about each page and the ability to delete multiple pages at once.



TidyUP and Files

- View file size and last updated
- View where individual files are being used in a course.
- Filter by type of file (video files, images, presentations) and whether a file is in use or not.
- Preview images and other file information such as whether the file is locked or hidden.
- Select and delete individual files or any group of filtered files.

TidyUP and Folders

- View all empty folders and delete them one at a time or all at once.
- View information about how many files and subfolders each contains and the parent folder.

TidyUP and Content

- View all pages, assignments, quizzes, and discussions with information about location, published or not, does it have content, and the date it was last updated.
- Filter by type of content, sort columns, or search by phrase
- Delete content items one at a time or all at once.



Install TidyUP

Installing TidyUP

1. First, double-check to see if you see TidyUP listed in your course navigation. If it is you are already set! Go ahead down to Step 2: Start your first Scan.
2. If you do not see TidyUP listed in your menu then you can add it from your course settings:

Files

Collaborations

Outcomes

Conferences

Settings

3. From Course Settings click on the Navigation tab:

Course Details

Sections

Navigation

Apps

Grade Syncing

4. Find TidyUP from the list of unused items in the bottom and drag it to the top:

Course Details

Sections

Navigation

Apps

Grade Syncing

Drag and drop items to reorder them in the course navigation.

Home

Discussions

People

Pages

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

TidyUp!

Page disabled, won't appear in navigation

Files

Page disabled, will redirect to course home page

5. Click Save:

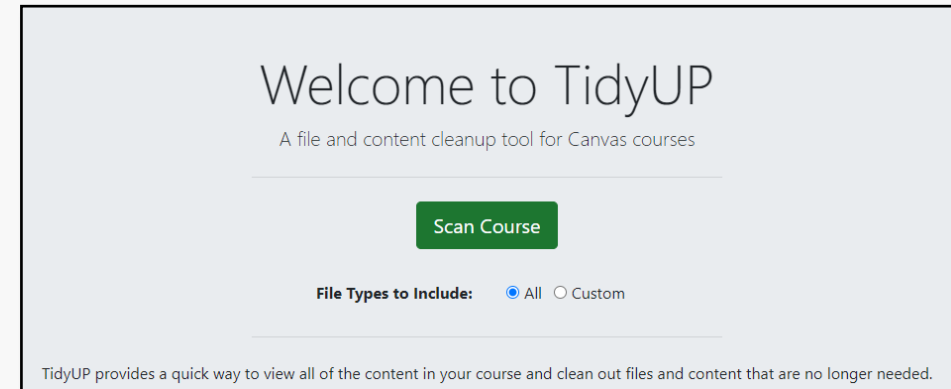
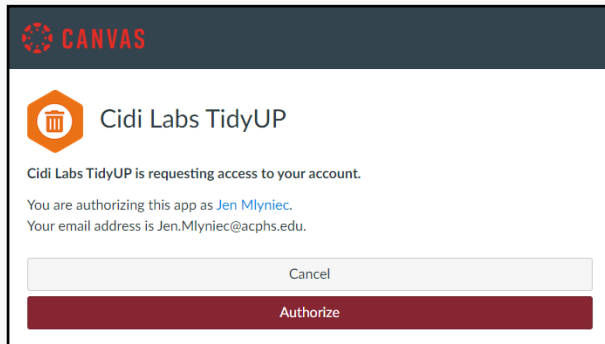
Save



Scan Your Course

Starting a Scan

- The first time you access you will need to authorize.
- You can scan all files or by type





TidyUP Reports

File Reports

- hover over each file name, to view details
- filter files alphabetically, by last update, by file size, file types or to show files in use.
- Use the Search bar for terms -good to find duplicates.
- delete an individual file, select the red garbage
- delete multiple files, check the grey box by each file then select Delete
- download all files to a ZIP file by selecting the Download Selected

Files Folders Canvas Content


Helpful hints:

- All files are shown below. Use the fields to the right to filter by file types or usage.
- Hover over a file name to view details or click the file name to preview the file.
- Files in use cannot be deleted.
- Review the additional documentation [for more help.](#)

File Type: All Show: All

[Move Selected](#) [Download Selected](#) [Delete Selected](#)

Show 100 entries Search:

<input type="checkbox"/>	File Name	Used In	Last Updated	Size	
<input type="checkbox"/>	 CST 110 - SP 20 - W05 (1).pdf ↗	Syllabus	4/1/2020	211.3KB	↗

Folder Reports

As unused files are deleted from a course, courses are often left with empty folders. This tab allows you to clear out the empty folders left behind.


Files **Folders** Canvas Content

Helpful hints:

- By default, empty folders are shown below. Use the filters to the right to view all folders.
- Review the [additional documentation](#) for more help.

Show:

Show entries Search:

<input type="checkbox"/>	Folder Name	Folder Path	Files [↑]	Subfolders	Last Updated	
<input type="checkbox"/>	 Quiz Files ↗	Course Files	0	7	4/1/2020	↗

Canvas Content Reports

- The Canvas Content tab lists all of the pages, assignments, quizzes, and discussions within a scanned course.
- Filter by used in, published, in modules, has content, or by last updated

The screenshot displays the 'Canvas Content' tab in a course interface. It includes a 'Helpful hints' section, filter controls for 'Published', 'In Modules', and 'Has Content', a 'Delete Selected' button, and a table of content items. The table has columns for 'Title', 'Used In', 'Published', 'In Modules', 'Has Content', and 'Last Updated'. A single item is listed: 'Attendance and Seat Location- 17' with a rocket icon, and all filter columns show green checkmarks.

Files Folders Canvas Content

Helpful hints:

- This section lists all of the pages, assignments, quizzes, and discussions from your course. Use the filter to the right to view a specific content type.
- Depending on how your course is organized, the information below can help you determine which content is no longer needed.
- Review the [additional documentation](#) for more help.

Type: All

Published In Modules Has Content

Delete Selected

Show 100 entries Search:

Title	Used In	Published	In Modules	Has Content	Last Updated
<input type="checkbox"/> Attendance and Seat Location- 17	Module: Welcome: Begin Here! Module: Attendance And Seat Lo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



Other Useful Tools

UDOIT

Cons

- Will not scan Documents
- Will not scan External Content

Pros

- Inline edits
- Suggest edits
- Only Scan for errors
- Checks for: Use of page headings, Alternative text for images, Table headers, Color contrast, Descriptive link text, Video captions

The screenshot displays the UDOIT interface for a course cleanup. The top navigation bar shows 'Course > Course Cleanup'. The left sidebar contains a menu with items: Home, Announcements, Syllabus, Modules, Grades, Zoom, Assignments, Collaborations, Discussions, Files, Outcomes, Pages, People, Quizzes, Rubrics, UDOIT (highlighted with a blue circle and the number 1), and Settings. The main content area features the UDOIT logo (v2.6.4) and a 'Scan Course' button. Below the logo is a 'Welcome to UDOIT!' message explaining the tool's purpose and funding. A 'Please Note' section clarifies that the tool is a guide, not a certification. A search box labeled 'What does UDOIT look for?' is present. The 'Content' section has a 'Select All' checkbox and a list of content types: Announcements, Assignments, Discussions, Files, Pages, Syllabus, and Module URLs, each with a checked checkbox. A blue circle with the number 2 is next to the 'Files' checkbox. The 'Include unpublished content' checkbox is also checked. The 'Scan for:' section has a 'Select All' checkbox and a list of scan options: Errors and Suggestions, each with a checked checkbox. A blue circle with the number 3 is next to the 'Errors' checkbox. At the bottom, a green button labeled 'Scan This Course' has a blue circle with the number 4 next to it.

Link Validator

- For Internal Link Errors: Watch for Course Number
- You can check only Published Content
- Restart to see your progress
- Ignore warning for Homepage content

The screenshot shows the 'Course Details' page in Canvas LMS. The left sidebar contains a navigation menu with items like Home, Announcements, Syllabus, Modules, Grades, Zoom, Assignments, Collaborations, Discussions, Files, Outcomes, Pages, People, Quizzes, Rubrics, UDOIT, and Settings. The main content area is titled 'Course Details' and includes fields for Image, Name (set to 'Course Cleanup'), Course Code (set to 'Course'), Blueprint Course (checkbox), Time Zone (set to 'Eastern Time (US & Canada)'), SIS ID, Subaccount (set to 'Manually-Created Courses'), and Term (set to 'Default Term'). On the right, there are options to share, view, and manage the course, including a 'Validate Links in Content' button. Three blue callout bubbles with numbers 1, 2, and 3 point to the 'Settings' menu item, the 'Course Details' tab, and the 'Validate Links in Content' button, respectively.

Course Link Validator

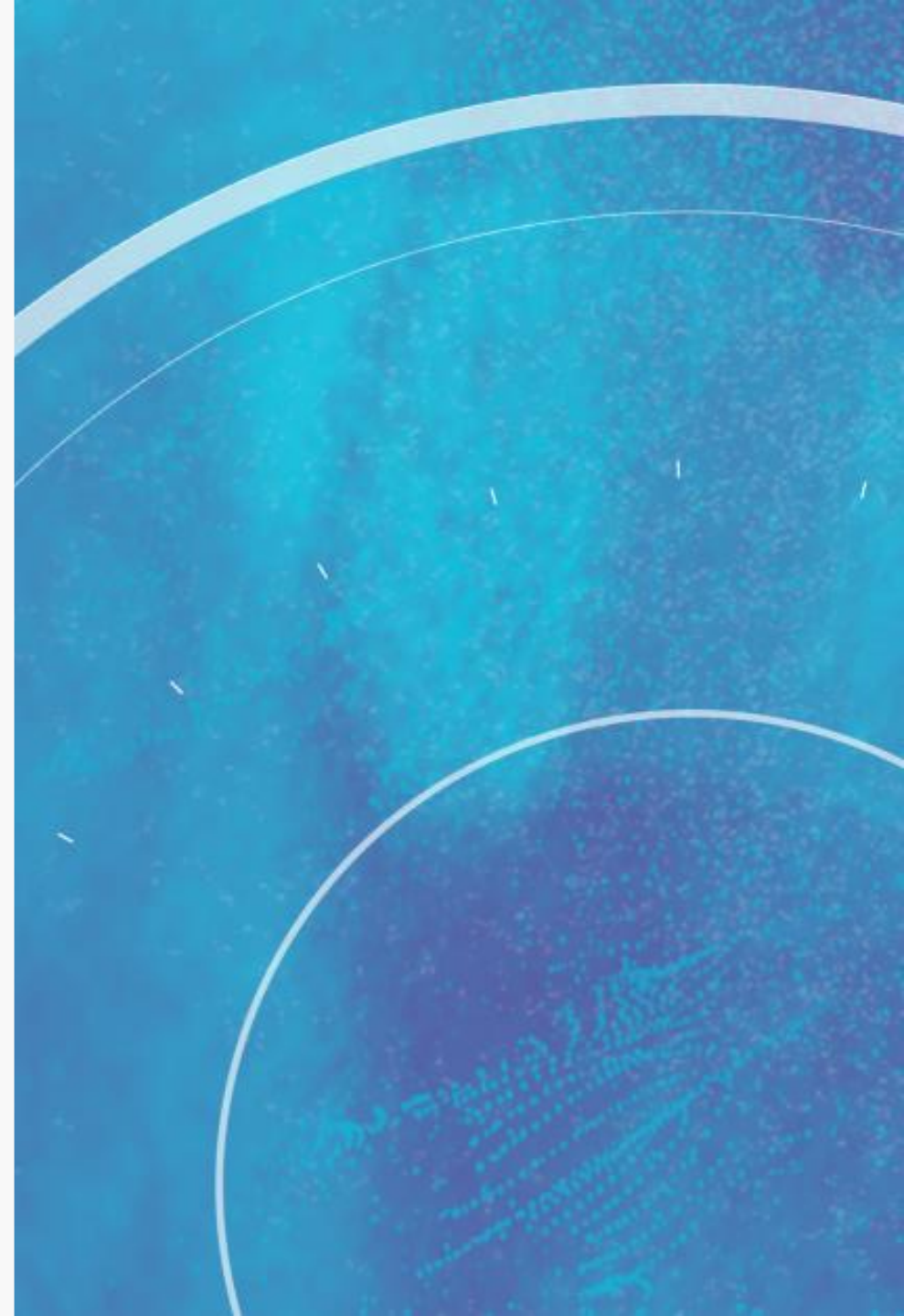
The course link validator searches course content for invalid or unreachable links and images.

[Restart Link Validation](#)

Show links to unpublished content

Review

- [TidyUP User guide](#)
- [Validate Links in Content](#)
- Accessibility Checker [UDOIT](#)



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Thank you!

<http://bit.ly/cilacphs>