

# 5 WAYS TO TIDY UP COURSES AND REDUCE FACULTY STRESS



## Introduction

The busy faculty of Northshore Technical Community (NTCC) college didn't have time to waste on sifting through cluttered Canvas file folders and duplicate or unused content to figure out where to focus their accessibility efforts. Amanda Jacob, Director of Online Learning at NTCC and online teacher of 14 years, came to the rescue by offering small group trainings to introduce TidyUp - a course cleanup tool from Cidi Labs - to faculty. They took to TidyUp with super speed. Here are five ways TidyUp helped faculty combat clutter in their courses and save time in their efforts to deliver great Canvas courses.

## Wait, Are These the Right Materials?

"TidyUP saved two of my instructors' lives when one of them copied a whole other course into a live course with students."

Amanda Jacob, Director  
of Online Learning at  
NTCC

One scan with TidyUp rapidly identified all unnecessary course materials ready for a purge. When faculty were able to remove duplicate and unused files and content at the touch of a button, they finally had room to focus on improving accessibility for only the materials actually being used in the course, making that process far less overwhelming. Efforts were so successful that NTCC now encourages cleaning courses with TidyUp at least 72 hours before release.

File Name	Used In	Last Updated	Size
dinosaur.jpg		5/8/2023	1.7MB
penguin.jpg		5/8/2023	707KB
russell.gif		5/8/2023	1.4MB
schopenhauer.jpg		5/8/2023	3.7MB
seal_slow.gif		5/8/2023	583.1KB

TidyUP locates unused files and enables you to delete them.

## Getting a Team Together

In order to promote the use of TidyUp, Amanda hosted a “file organization and clean-up hour” across NTCC’s campuses. For an hour, faculty were able to scan, preview, select, and easily delete unused or outdated files, folders, and content from their courses. Getting your faculty together for a TidyUp session is a great way to experience TidyUp’s file clean-up system in real time with plenty of room for discussion and support.

“By using TidyUP to see where these assignments were housed (modules, assignments tab, etc.), we were able to remove the duplicates with speed, repairing the gradebook quickly.”

Amanda Jacob, Director of Online Learning at NTCC

## Combatting the Fear

One of the common objections to cleaning up a course is the fear of losing something important. TidyUP cleverly assuages this concern by allowing instructors to download a set of files into a Zip folder before deleting them, so they know the files are never truly gone, only removed from the course. “By the way, that feature is fantastic as well,” Amanda shared. TidyUP provides additional safeguards by making it impossible to delete any files or content that are currently in use in the course - so you never have to worry about losing content that students are using.

## No Clones on this Campus



A villain origin story: you’ve taught the same course three years in a row and updated it each year, losing track of what’s actually being used or what version is the most current, leaving a trail of unknown course files and outdated content in your wake. “Recently, we had a teacher that reported duplicate assignments in her gradebook.

By using TidyUp to see where these assignments were housed (modules, assignments tab, etc.), we were able to quickly remove the duplicates repairing the gradebook quickly.” TidyUp can scan your entire course, from modules to assignments, and help you quickly identify whether and where items are being used. The quicker you get that clutter out, the easier it is to work with your Canvas course.

### Give TidyUp a Real Challenge

One particular case stuck with Amanda: “TidyUp saved two of my instructor’s lives when one of them copied a whole other course into a live course with students.” TidyUp lives for challenges like this. Run the TidyUP scan and it’ll quickly surface the extra files and content in a single, easy to view list where you can do away with everything that shouldn’t be there.

### Course Design Superpowers for Canvas

Amanda added TidyUp to NTCC’s utility belt and hasn’t looked back. With some on-the-ground work, she saw usage increase quickly, and TidyUp became an essential part of the campus.

Has course clutter caused your institution problems in the past? Cidi Labs provides clever, affordable plug-in tools for Canvas that help course designers and educators dramatically increase productivity, ignite creativity, and scale the delivery of high-quality, accessible learning for all students.

***DISCOVER YOUR  
COURSE DESIGN  
SUPERPOWERS***

Reach out to learn more  
and schedule a demo  
[cidilabs.com/contact](https://cidilabs.com/contact)