

# Instructor How-to Tutorial: Removing activities from *Aplicar* or *Examen* sequence

**Note:** This functionality may not be available to you if you are a section that is part of a program and Edit Rights have not been granted.

Most *Aplicar* activities in **Contraseña** consist of a set of multiple activities that form one assessment that need to be completed in their entirety.

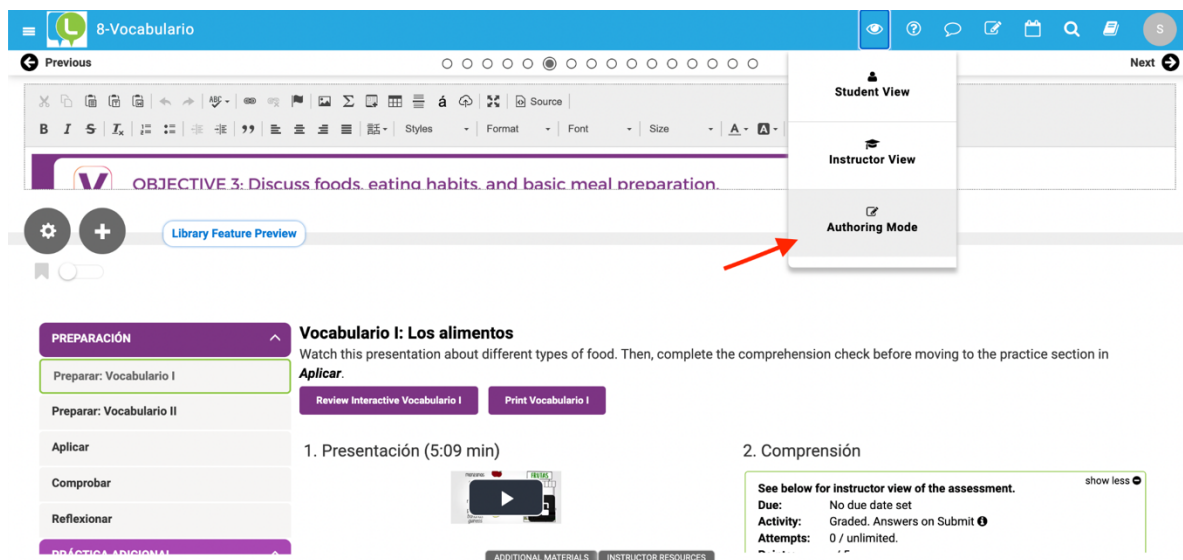
You are able to remove activities from the sequence.

**Note:**

- Once an activity has been removed it cannot be restored automatically.
- Activity numbers in the sequence cannot be changed.

To remove activities from a sequence:

1. Go to the page where the activity is you want to edit and click **AUTHORING MODE**.



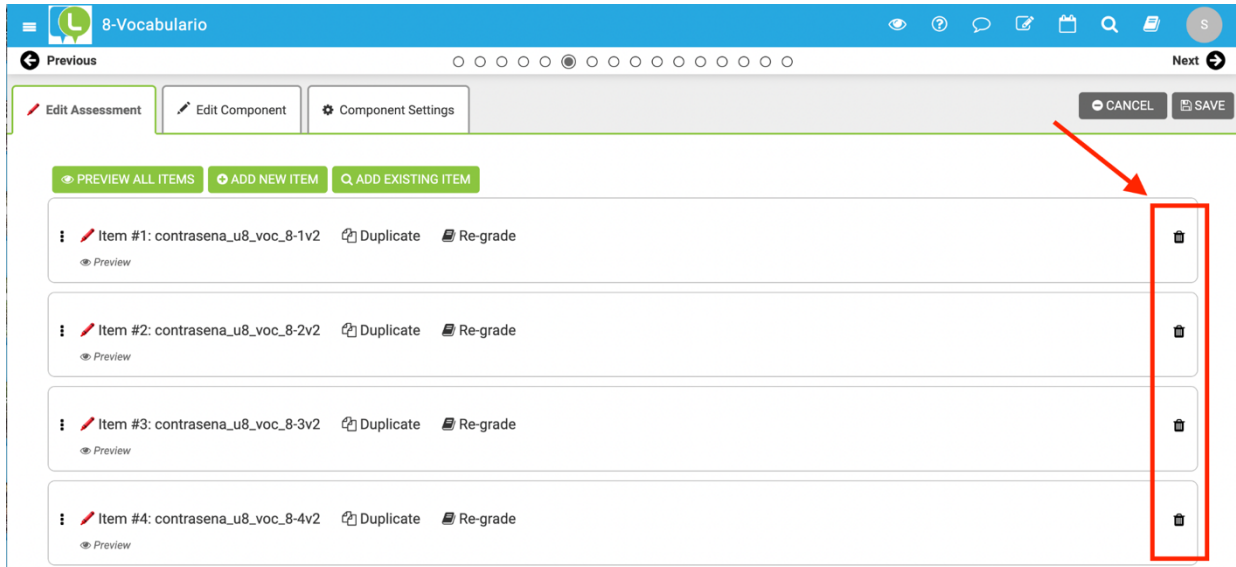
2. Click the tab where the assessment is located that you want to remove activities from.

The screenshot shows a web interface for a course titled "8-Vocabulario". At the top, there is a navigation bar with "Previous" and "Next" buttons. Below it is a rich text editor with a toolbar and a purple banner that reads "OBJECTIVE 3: Discuss foods, eating habits, and basic meal preparation." A "Library Feature Preview" section is visible. On the left, a sidebar contains several tabs: "PREPARACIÓN", "Preparar: Vocabulario I", "Preparar: Vocabulario II", "Aplicar", "Comprobar", "Reflexionar", "PRÁCTICA ADICIONAL", and "Aplicar: Expansión escrita". The "Aplicar" tab is highlighted with a red box. A red arrow points from the "How to Submit" button to the "Aplicar" tab. The main content area shows a question: "Vocabulario 8-1 A clasificar. Select the food group to which each food item below belongs." with two columns of questions and input boxes. On the right, there are two dropdown menus for "Vocabulario I: Los alimentos" and "Vocabulario II: Las comidas", and a "-10" score indicator. A red pen icon is visible in the bottom right corner of the main content area.

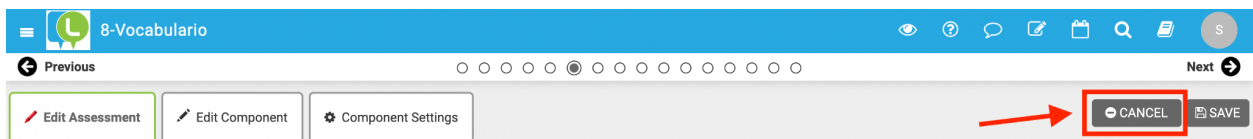
3. Click on the **red pen icon** on the right side of the screen to EDIT:

This screenshot is identical to the one above, showing the same interface. However, a red box is drawn around the red pen icon in the bottom right corner of the main content area. A red arrow points from the right side of the screen towards this icon, indicating that it should be clicked to edit the content.

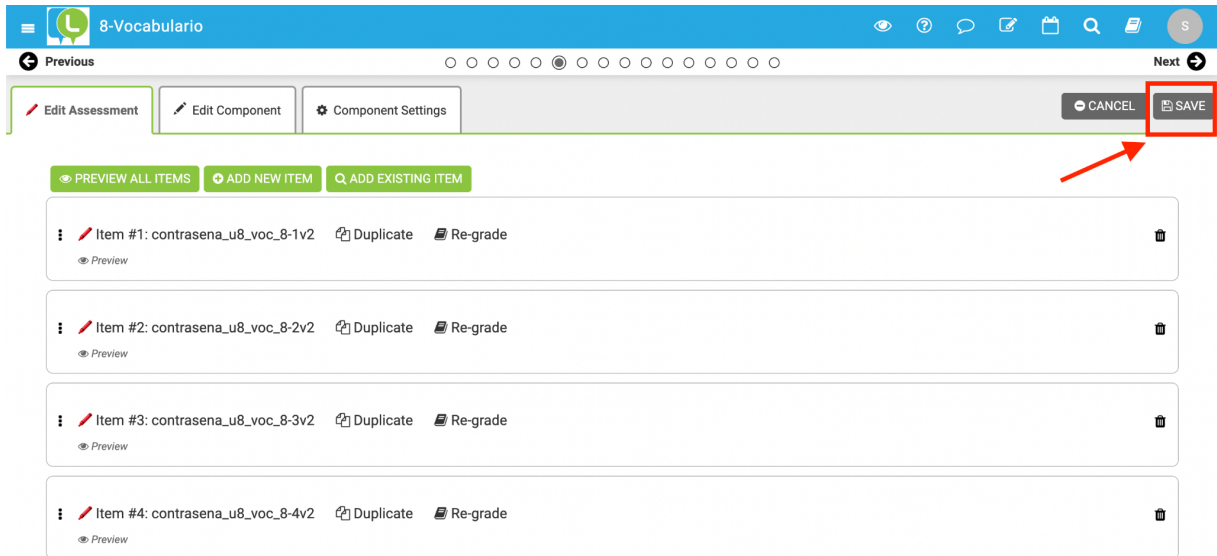
4. In the new window you will now see the list of activities from the sequence (the first one will be open in preview mode). To preview the activity, click on the name of the activity OR click on Preview under the activity name. Click on the **trashcan icon** to remove an activity.



**IMPORTANT: If you delete an activity by accident by clicking on the trashcan icon, simply click CANCEL at the top of the page. You can then access it again and all activities will be available.**



5. When done, click **SAVE** at the top right of the screen.



6. You can now return to **INSTRUCTOR VIEW** to review the changes.

