



Website End of Year Clean-out

Please remove any documents or other files no longer needed and post relevant information to your website for the summer.

To Get Started

- Sign-in to Schoolwires
- Go to Site Manager

To Clean-out

Files and Folders

- 🔗 Click on the Tools tab
- 🔗 Click Files & Folders
- 🔗 Delete any files no longer wanted or needed
note: files may include images, documents, audio, video

Forms and Surveys

- 🔗 Click on the Tools tab
- 🔗 Click Forms & Surveys
- 🔗 Delete any forms and surveys no longer wanted or needed

Directories and Lists (MiniBase)

- 🔗 Click on the Tools tab
- 🔗 Click Directories and Lists (MiniBase)
- 🔗 Delete any directories and lists no longer wanted or needed

Photo Galleries

- 🔗 Click on the Tools tab
- 🔗 Click Photo Galleries
- 🔗 Delete any photo gallery no longer wanted or needed

Pages

- 🔗 Click on the Manage Pages tab
- 🔗 Delete any pages no longer wanted or needed

