

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

DELETING UNNECESSARY FOLDERS FROM EDLINE

Purpose

This procedure will show you how to delete unnecessary folders from your Edline account.

Logging In

First, Log into your Edline account, then choose “My Classes & Shortcuts”

The screenshot displays the Edline interface for a user named Mary Cole. At the top, there are navigation links: "My Edline | Home | Help | Logout". The main header reads "Sayre Area High School". On the left, a vertical menu lists: "Home", "My Classes & Shortcuts" (indicated by a red arrow), "My Content", "Account", and "Command Center". The central area shows a large oval image of the school building with a "Welcome to Sayre Area High School." message below it. On the right, a "Contents" sidebar lists folders: "Activities", "Classes", "Reports", "School Info", and "Sports".

From here, choose your first class and then click “Contents” in the upper right-hand corner.

Home

My Classes & Shortcuts

My Content

Account

Command Center

CompLit8 (00545101)

Welcome to CompLit8.

News

Calendar

Questions or Comments

[Send Email](#) to the teacher: M. Cole.

Contents

- Assignments
- Tests
- Weekly Progress
- Weekly report

Links

Put a check mark in the folder(s) you wish to delete and then click the delete button.

My Edline | Home | Help | Logout

Mary Cole

Sayre Area High School : Classes : CompLit8

CompLit8 (1-4 of 4 items)

Show Standard View

Manage Class...

Select the type to add.

Document Add Done

Select All | Unselect All | Reorder

Details Show 50

	Name	Modified
<input type="checkbox"/>	Assignments	Sep 18, 09
<input type="checkbox"/>	Tests	Sep 18, 09
<input type="checkbox"/>	Weekly Progress	Oct 23, 09
<input checked="" type="checkbox"/>	Weekly report	Sep 16, 09

Select All | Unselect All

Details Show 50

Manage Selected Items

Copy To... Move To... Approve Reject Delete

Change Visibility... Reorder...

Top

Click “OK”

You will need to follow this procedure for each class where folders need to be deleted.