Deleting School News Items on a Yearly Basis

As a School Webmaster, please be aware that school news items are to remain on your school website for an entire school year. At the end of each school year, however, you may remove the news items that have been archived. Keep in mind, however, that you will want to keep or create a minimum of five school news items so that when a parent/student (new to your school) looks at your school website, they will see some school news items and that the scrolling School News function at the top of the page shows interesting stories or important information.

Ideas for creating new school news items include: school and office hours during the summer, enrollment information, VPK information, school calendars, first day of school information, Volunteer information, etc. These are just examples of school news items you could be posting throughout the summer months.

To remove the school news items, please follow the step-by-step instructions below.

Click on the Settings Cog at the top right corner of the web page and select Site contents.

Select School News.
When the School News page opens, scroll to the bottom of the page so that you can begin deleting older items first. Keep in mind you may have several pages. Click through until you are on the last page. On this page you can see the title, content information and the date it was posted.

Click the menu buttons (…) to the right of the name of the school news item and select Delete Item.

When you see this message, click OK. This school news item has been sent to the site Recycle Bin. Let’s go ahead and delete it from there. Click on the Settings Cog again at the top right of the webpage and select Site contents.

Click on Recycle Bin at the top of the page.
Place a check mark in the check box to the left of the school news item. In the Recycle Bin you will have the option to “Restore Selection” (if you mistakenly deleted a document) or “Delete Selection”. In this instance you will select “Delete Selection”. This is a step you want to make sure you complete so that old documents (or school news items) are not “searchable” from the district search engine.

![Image showing the Recycle Bin with a file named Happy Holidays! selected](image)

Click OK when this pop-up screen appears. This school news item has now been completely deleted and will not appear in Search items.

*Continue all of these steps until you have deleted the school news items for this school year. Again, keep in mind that you will want to save or create 5 new items that will scroll on your school website throughout the summer. Examples for these news items are given at the beginning of this reference sheet.*

You may decide to delete all school news items at once. The steps to do so are outlined below.

**Deleting all School News Items at Once**

You do have the option of deleting all the school news items at one time; however, I do recommend that you delete one at a time. This gives you more control over keeping some of the news items that are “timeless” that you might be able to use throughout the summer months and even next school year.
To delete them all, click the Settings Cog → Site Contents → School News. Click on the check icon at the top of the column to the left of Title. This will automatically check all of the news items. (see below)

Click the Menu buttons (...) and select Delete Item. Continue with the steps above to delete from the Recycle Bin.