

PBWorks – End of Semester Checklist

There are 4 steps to complete.

1. Preserve the pages and files you want to keep

Create a new folder in your workspace to contain the important pages you or your students created during the semester. You can label this folder something like “Fall Content 2009”. Set the folder security so that only you have access. Move all of the important pages and files you wish to keep inside this folder.

Note: Instructors using the PBworks Campus Edition can also backup pages and files to their computers. This is only recommended as a periodic safety measure during the semester or when you are reaching the limit of your 40GB of storage. If you wish to do this, consult the [PBworks manual](#) and search for “backups” or contact your instructional consultant at CLEAR.

2. Remove content you won't need next semester

Folders and Pages

It is recommended that you clean out the clutter in your workspace at the end of the semester. You can easily delete folders and all the pages in them by going to “Pages and Files”. Select the folder you wish to delete and then click on “Delete Folder”. This will delete the folder and all the pages inside it. You can only delete one folder at a time. If you want to preserve a folder, only delete the pages inside it. You may delete all the pages at once by clicking the box at the top of the list, or you can select the pages you wish to delete by checking individual boxes.

Note: You also have the option of renaming a folder to use next semester. Simply highlight that folder and click on the “Rename Folder” button at the top of the page.

Files

To remove files, go to the “Pages and Files” page. Click on “All Files” on the left side of the page. You have the option of deleting all the files by checking the top box or only the files you select.

Unidentified Items

If you or a student didn't save a page or file to a specific folder during the semester, it will be placed in the *Unfiled Items* area of your workspace. This is an area that definitely needs to be cleaned up at the end of a semester. On the *Pages and Files* page, click on *Unfiled Items* on the left. Select the files or pages you want to delete and delete them. You may also move them to a different folder if you wish to keep them elsewhere.

Note: The standard PBworks templates are found here. Go ahead and delete them, they will still appear in the dropdown template list when you create new pages.

3. Remove students who will not be returning to your workspace

It is important to remove all students out of your workspace at the end of the semester. UNT has a license that limits the amount of active users that can be in the Campus Edition. Students who are still in the workspace but not active prevent other users from being added. To remove users, go to “Settings”. Click on the “Users” link on the left side of the page. In the *Permission Level* dropdown box, select “Remove access”. Do this for all students. A button with a red **X** will appear at the side for each student. Click on these buttons to permanently remove all users.

4. Create any new folders or templates you may want for the next semester

While the current semester is fresh in your mind, it may be a good idea to create new folders or templates you want to add for the next semester. This can also be done at the beginning of the new semester. It’s up to you.

If you have any other questions about reorganizing or preparing your workspace for a new semester, please contact your instructional consultant at [CLEAR](#).