In order to get ready, please log into your site and then go to the dashboard.

The very first thing I recommend that you do is go down to tools and export your site. This is similar to taking a back-up of your ste. It's going to save whatever you choose to export as an XML file and save it. You'll have that in case you make some mistake you can reimport that XML file.

The next thing that I recommend that you do is go through and clean out some older announcements. If you take a look at my site under my "Accesibility Remake" was originally posted on April 23 and Course evaluations Open posted on April 22, I want to go through and change those. Now I don't want to delete them because I may want to use them again. In fact, the course evaluations [announcement] I would most likely use.

But by going into my dashboard, "all posts", and then looking for my posts I can find... Well, I'm only going to look at the published ones because there is a lot in there that are unpublished. I like to reuse things.

But I can find and select the items that I do not want to show. Go under Bulk Actions, Choose Edit, click Apply. And then from under the status, change this to Pending review. You can change this to unpublished.

I'll click update. And now, I have a much shorter list. And when I go back and look at my site, under announcements I'd still have some older ones, but not those. So I can rename these, change the date on these, etcetera.

Another thing that you may want to do is clear out some elements from when your students have replied, or made comments or created posts on the site.

Go back into Posts, All posts and you can look for or sort by the author. And I'm going to go to "Published." And you'll see that I have four posts by students. There were originally six, but I've redone this screencast a few times.

But I changed the name of the students to my own account. And you'll see your different students there. And you can select them. Go under bulk actions, choose edit if you want to just make them unpublished um or pending, and you'll still have them. Or you can choose to move them to the trash. I don't need these anymore, I'm going to go ahead and move to trash and then click apply.

Now, going back in and looking at my site, I don't have any recent posts or old posts therefore "no results found" so I might want to turn on a welcome announcement or schedule a welcome announcement. And then, of course, do the other edits that you would normally do to your pages. Such as changing the dates for the whole semester.

Uh Just to recap quickly: the first thing you are going to do is export--it is similar to doing a backup--of your posts or pages.

And then second, you would most likely clean out any old student content or your own announcements.

You may want your students to learn from each other and look at each other's posts in which case you would leave in some of the older announcements.

Questions? Go ahead and reply to the teaching tip, I'll get back to you and see if I can help you out.

This script supports materials published at: https://iteachu.uaf.edu/prep-wp-course