Prior to the V2 upgrade, we recommend that you delete the myCities and Homeworks (if you subscribe to this module) that you no longer need. This will help to reduce the amount of administration that will be needed to be done after the upgrade, and to make sure that what you see on V2 is current and useful.

Please look through these areas and follow this guide to delete any myCities and Homeworks that aren’t needed from July 2014.

Deleting a myCity and their folders

1. Click on the Teacher Area button.

2. Then click on the Teacher Features tab.

3. Click Set myCity.

4. You will be asked for your Feature Password. Please enter it, and click Login.*

   *If you do not know your school’s feature password, please ask the EducationCity.com administrator in your school.

Delete a folder

1. Click the ‘bin’ icon to delete your folder. If there are myCities in it, these will also be deleted.

2. Click delete to confirm this action.
Deleting myCity pages

1. Click on the folder to enter it, so you can delete any of the myCities within it.

2. Click the ‘bin’ button next the myCity you no longer want, to delete it.

3. Click delete to confirm the action.
1. Click on the **Teacher Area** button.

2. Then click on the **Teacher Features** tab.

3. Scroll down and click **Set Homework**.

4. You will be asked for your **Feature Password**. Please enter it, and click **login**.*

   If you don’t know your feature password, please contact your EducationCity.com administrator in your school.

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1. Click **delete** to delete any expired or unwanted homeworks.

2. Click **yes** to confirm the deletion.