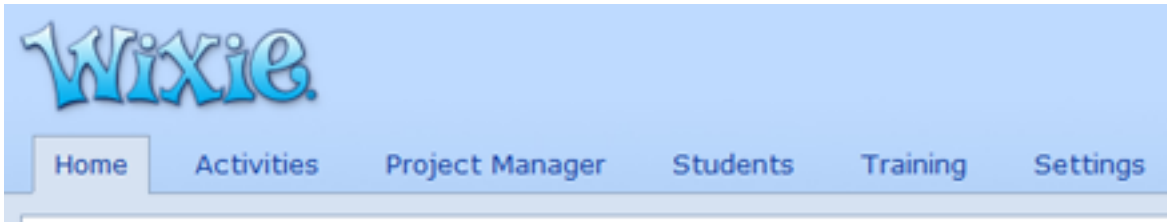


Log in to your account.

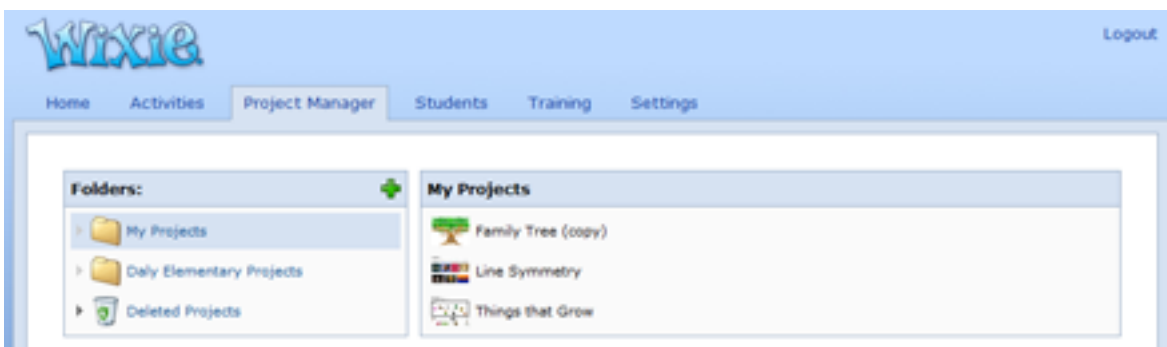
If you are a Publisher, you will see the Project Manager tab.



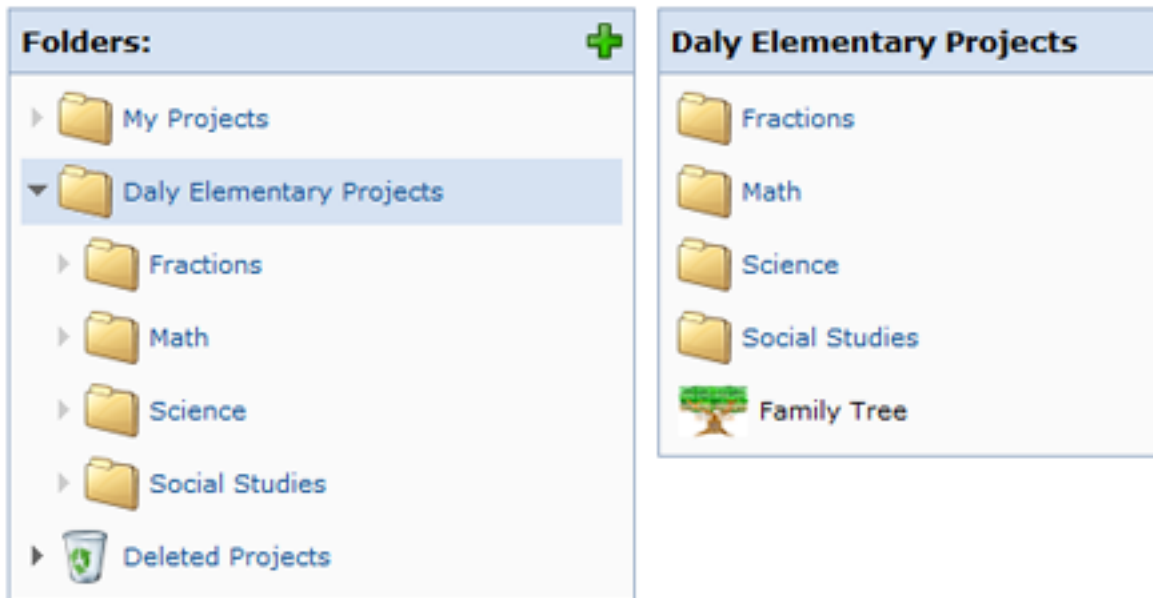
If you do not see this tab, and want to manage activities for your whole school or district, contact the account administrator.

Click the Project Manager tab.

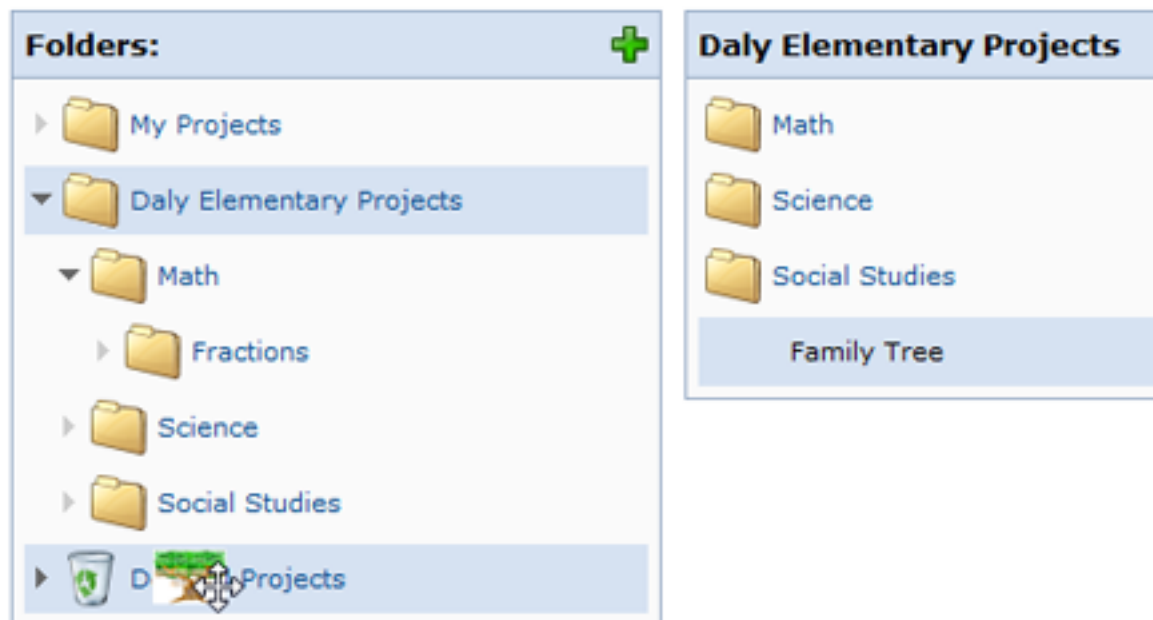
You will see the Project Manager page.



Click the folder of your organization.



Click and drag a project or folder to the Delete Projects icon in the Folders list.



The folder or project will be moved to Deleted Projects.

Projects remain in Deleted Projects for 30 days before they are deleted.

If you want to retrieve something from Deleted Projects, open the folder and drag the item back to where you want it.