

## Deleting a site

At some point, you will wish to delete a site. To do so is straight-forward, but you should be warned, there is currently no recycle bin in Frog. Deleting a site is most likely permanent.

To delete a site:

- find the site in **FrogDrive**.
- Single-click on it to **select it**.
- Click on the **Action Cog**
- Click on **Delete** in the menu
- A prompt will pop up, asking if you are sure.
- To confirm this, you need to enter your **username**. We added this step to prevent people from automatically checking a box and proceeding. Typing in your username is a useful moment of pause.
- When your username is correctly entered, the **Delete** button becomes available and you can click it.
- The site is then deleted along with any files uploaded to that site.

It is sometimes possible to retrieve deleted sites by Frog's Service Desk team and it is also possible to restore your Frog from the overnight back-ups. Restoring however removes any changes made by anyone in school since the backup was made and can take several hours during which time Frog will not be useable in school.

In other words, think very carefully before you delete a site.