

Quick Reference Guide

Audience: Teachers.

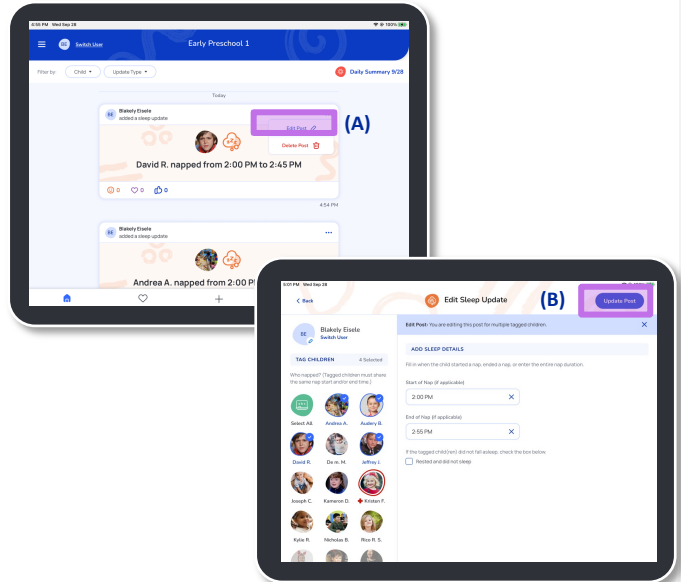
Purpose: Learn how to **edit or delete a post** on the activity feed.

Edit Activity & Care Updates.

1 To edit a post, click on the **three dot menu (A)** and select Edit Post.

This will bring up the original post. Once you have made your edits, click the **Update Post (B)** button to share the edited post.

Quick Note: Editing a post applies to all children tagged in the post



Delete Activity & Care Updates.

2 To delete a post, click on the **three dot menu (A)** and select Delete Post.

You will then see a modal to confirm that you would like to delete the post. Click the red **Delete Post (B)** link to delete. Or you can click cancel.

Quick Note: You will see a small confirmation in the top right corner confirming the post was deleted.

