

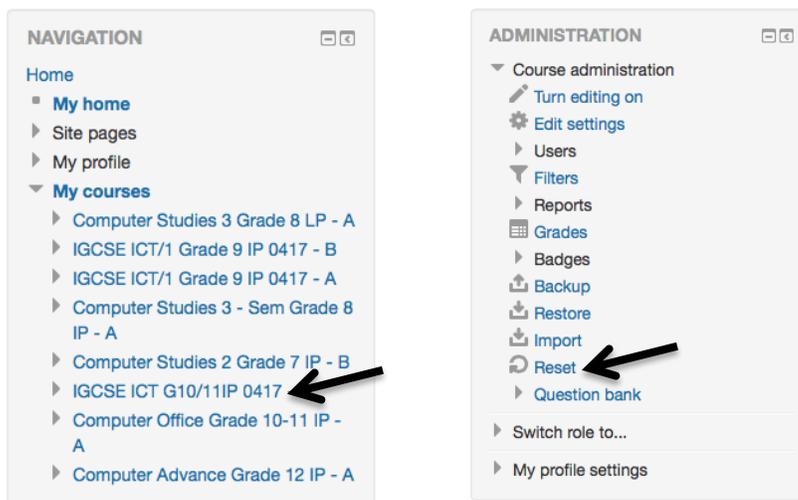
# Reset your course on Moodle

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- If you will be teaching the same course next year, you will need to reset all data. Resetting a course is removing all student data so that your course can be reused for subsequent years; such as (events, notes, comments, gradebook categories, groups, assignments, quizzes, un-enrollment of students) **EXCEPT** the content of your course.
  - The reset steps have been outlined below
  - In order to delete the content of your course, you can do so manually by deleting your files or by hiding topics.
- If you will NOT be teaching the same course(s) in the academic year 2016-2017, make sure you backup all your files on Moodle to your personal computer or on a USB because all courses assigned to different teachers in 2016-2017 will be formatted mid-August 2016

## Reset Course Steps

1. Log in and go to the course area you want to reset
2. In your area's Administration block, click on Reset



3. Click any Show Advanced button to show all options for that category
4. Make your selections based on the options (see below for more on these)

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Section » International Programme » Computer Studies » IGCSE ICT G10/11P 0417 - B » Reset » Reset course

## Reset course

This page allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by choosing items below and submitting this page you will delete your chosen user data from this course forever! [Expand all](#)

▼ General

Course start date     Enable

Delete events

Delete all notes

Delete all comments

Delete completion data

Delete blog associations

▼ Roles

Unenrol users

Delete all overrides in course\*

Delete all local role assignments

[Show less...](#)



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▼ Gradebook

Delete all items and categories

Delete all grades

▼ Groups

Delete all groups\*

Remove all group members\*

Delete all groupings\*

Remove all groups from groupings\*

[Show less...](#)

▼ Assignments

Delete all submissions

▼ Forums

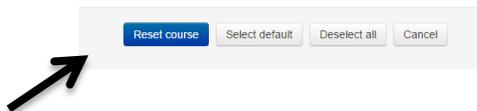
Delete all posts

Delete all ratings

[Show more...](#)

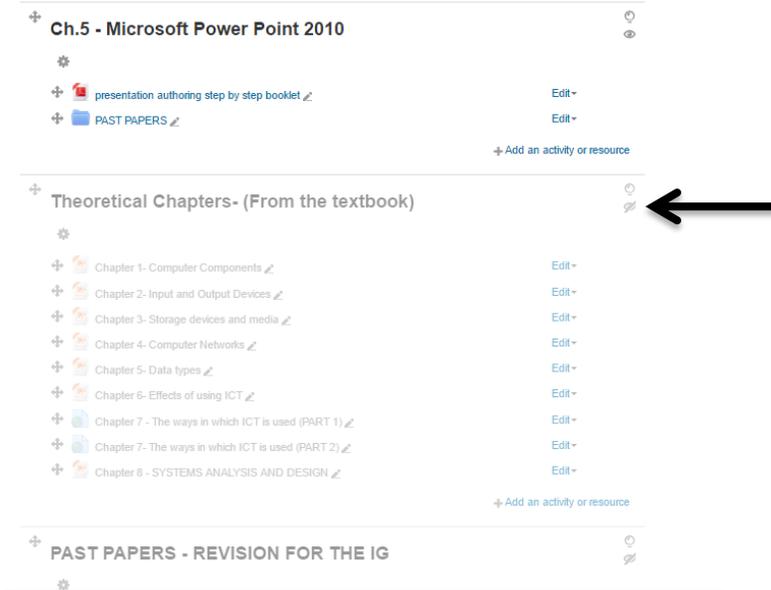


5. Click the Reset button



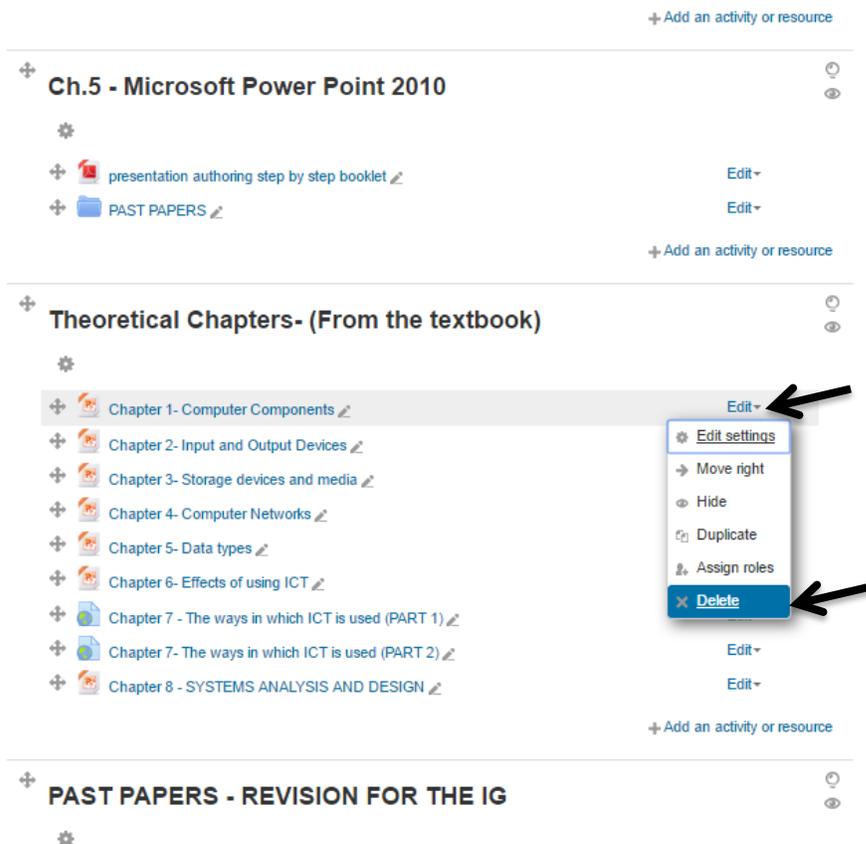
6. Return to your area and check that things are as you want them.

7. The content of your page will **not be affected**. You can hide the content by clicking on the eye icon on the top right of every topic or week.



The screenshot shows a course page with three main sections: 'Ch.5 - Microsoft Power Point 2010', 'Theoretical Chapters- (From the textbook)', and 'PAST PAPERS - REVISION FOR THE IG'. Each section has a plus icon on the left and a gear icon on the right. The 'Theoretical Chapters' section is expanded, showing a list of chapters from 1 to 8. Each chapter has an 'Edit' link on the right. A black arrow points to the eye icon on the right side of the 'Theoretical Chapters' section header.

8. You can also delete each file individually by clicking on Edit on the right side next to each file and choose delete.



This screenshot is similar to the one above, but with a context menu open over the 'Chapter 1 - Computer Components' item. The menu includes options: 'Edit settings', 'Move right', 'Hide', 'Duplicate', 'Assign roles', and 'Delete'. A black arrow points to the 'Delete' option. Another black arrow points to the 'Edit' link next to the chapter title.

## Backing up your gradebook

This backup will contain all of the students' grades but not their actual work. If you have not used the Gradebook functionality within Moodle, you can skip this section.

1. Log into your course
2. Under the **Administration** block, click on **Grades**
3. Under the dropdown at the top of the page, select the option to *export to an Excel spreadsheet*
4. You will now have the option to choose what options you wish to export. When you're done, click the download button
5. Double check that all of the information has been captured.

