

## Resetting a course

Resetting a course makes it easy for teachers to reuse the same course from one term to the next. The course reset can remove all student accounts and their associated data (e.g. forum postings, gradebook scores), and reset a course back to its default position. All activities, resources, and course settings are retained (e.g. home page updates, new or edited activities, etc.); however, events added to the calendar and postings to the Announcements forum are removed from the course. In fact, when resetting a course, teachers can select which course data they would and would not like retained.

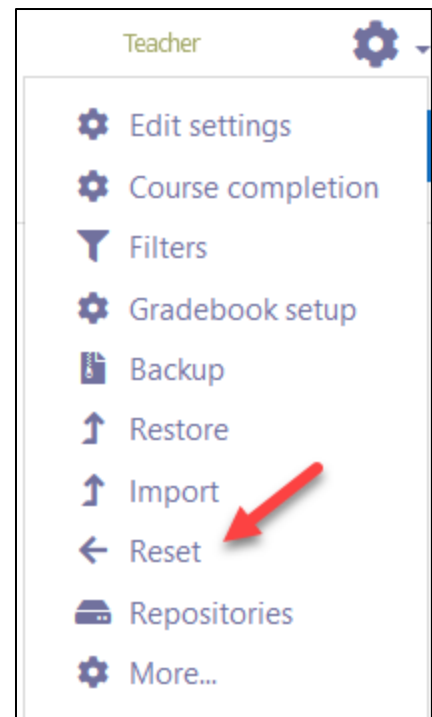
Note: When starting a new session with the same course, teachers should not request new student accounts until AFTER they have reset the course.

## How to Reset a Course

1. Open your course, click on the **Actions menu** icon.

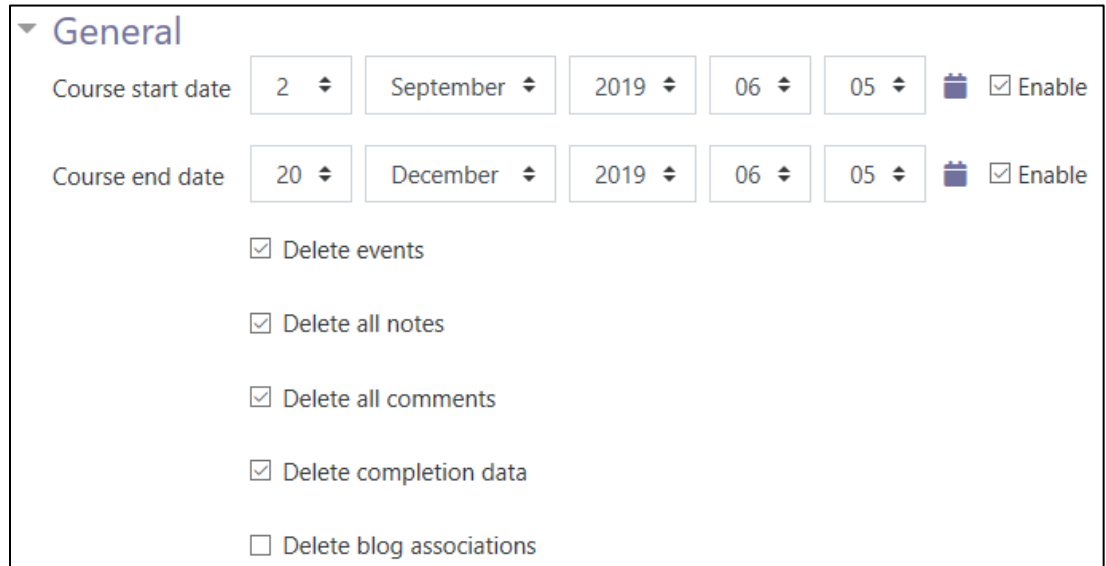


2. In the drop-down menu, click on **Reset**.




The **Reset course** page appears. On this page, you can see a list of all the settings and activities used for your course.


3. In the **General** section, choose the dates of the class cohort to be removed.



The screenshot shows the 'General' section of a course management interface. It includes two date pickers for 'Course start date' and 'Course end date', each with a calendar icon and an 'Enable' checkbox. Below these are five checkboxes for deleting various course data: 'Delete events', 'Delete all notes', 'Delete all comments', 'Delete completion data', and 'Delete blog associations'.

▼ **General**

Course start date 2 September 2019 06 05   Enable

Course end date 20 December 2019 06 05   Enable

Delete events

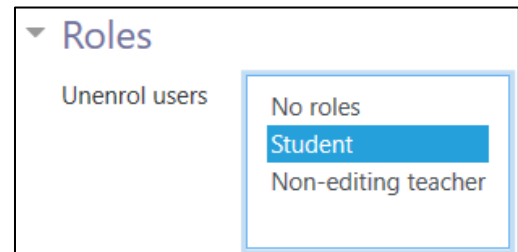
Delete all notes

Delete all comments

Delete completion data

Delete blog associations

4. Consider checking most of the **options** even if they weren't used.
5. The **Roles** section provides the option to remove students from a course.



The screenshot shows the 'Roles' section of a course management interface. It includes a dropdown menu for 'Unenrol users' with three options: 'No roles', 'Student', and 'Non-editing teacher'. The 'Student' option is highlighted with a blue background.

▼ **Roles**

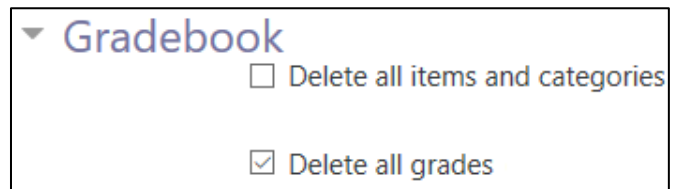
Unenrol users

No roles

Student

Non-editing teacher

6. Choose **Delete all grades** to remove all student grades from the **Gradebook**.



The screenshot shows the 'Gradebook' section of a course management interface. It includes two checkboxes: 'Delete all items and categories' (unchecked) and 'Delete all grades' (checked).

▼ **Gradebook**

Delete all items and categories

Delete all grades

7. If **Groups** were used in the course, choose **Delete all groups**.

▼ **Groups**

- Delete all groups
- Remove all group members
- Delete all groupings
- Remove all groups from groupings

8. If there are any **Assignments** on the course, choose **Delete all submissions**, **Delete all user overrides** and **Delete all group overrides**.

▼ **Assignments**

- Delete all submissions
- Delete all user overrides
- Delete all group overrides

9. If **Choices** (polls) were used, select **Remove all responses**.

▼ **Choices**

- Remove all responses

10. If **Databases** were used in the recent course, select **Delete all entries** to clear all data.

▼ **Databases**

- Delete all entries
- Delete entries by users not enrolled
- Delete all ratings
- Delete all comments
- Remove all database tags

11. If any **Forums** were used, select **Delete all posts**.

▼ **Forums**

- Delete all posts
- Delete all ratings
- Remove all forum tags

12. When resetting **Glossaries**, be careful not to check **Delete entries from all glossaries**.

By checking **Delete entries by users not enrolled**, all course glossaries entered by students will be deleted.

▼ **Glossaries**

- Delete entries from all glossaries
- Delete entries by users not enrolled
- Delete all ratings
- Delete all comments
- Remove all glossary tags

13. If you had **Lessons** in your course, choose **Delete all lesson attempts** to remove all.

▼ **Lessons**

- Delete all lesson attempts
- Delete all user overrides
- Delete all group overrides

14. Choose **Delete all quiz attempts** to remove all quizzes.

▼ Quizzes

- Delete all quiz attempts
- Delete all user overrides
- Delete all group overrides

15. Choose **Delete all SCORM attempts** to remove all SCORM results.

▼ SCORM packages

- Delete all SCORM attempts

16. To remove all previous **Wiki** activity, click on all options. This will allow the new cohort to start with a clean Wiki.

▼ Wikis

- Delete all wiki pages
- Remove all wiki tags
- Delete all comments

17. To remove all **Questionnaire** results, click on **Delete all questionnaire responses**.

▼ Questionnaires

- Delete all questionnaire responses

18. To remove all **Workshop** results, click on **Delete all submissions**.

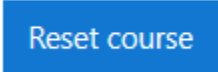
**Note:** Deleting all submissions will automatically delete all assessments associated with those submissions.

▼ Workshops

- Delete all submissions
- Delete all assessments

19. Click the **Reset course** button.

**Note:** A confirmation page appears. Review items on the screen.

A blue rectangular button with the text "Reset course" in white.

20. Click the **Continue** button to complete the course reset.

## Course Reset Help links

[Moodle Documents: Course Reset](https://docs.moodle.org/39/en/Reset_course)

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