

End of Year Procedure for Moodle: A Guide for Teachers

Before the end of an academic year, it is **strongly** recommended that you spend some time preparing your Moodle course(s) for the new academic year.

The **main advantages** of undertaking the process detailed in this document is that:

- Your course will be free of old user data (such as Enrolled Students, Grades groups), because by **resetting** the course(s) in Moodle the user data is deleted but resources and activities are retained.

Important:

- **If you do not reset your course** as described in this guide, you will result in having a mixture of new and old user data in your Moodle course(s).
- This process can only be undertaken by staff who have editing access to the course.
- If there is more than one teacher who has editing access to the course, you will need to decide who undertakes this process.
- Ideally, this process should be done when teaching has finished and your students are no longer using the Moodle course.

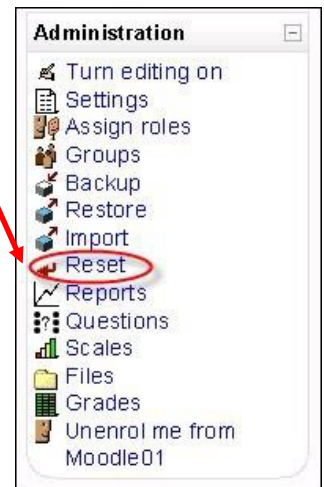
(2) Resetting your Moodle Course(s)

You will now need to reset the Moodle course.

Resetting a Moodle course allows you to empty a course of user data, while retaining the resources, activities and other settings. This means that you are able to use the course for the new academic year with all your resources and activities intact, but **without** user data from the previous year.

(a) Log into Moodle and access the course that you wish to reset.

(b) On the homepage of the Moodle course, click on **Reset** in the Settings, Course administration (left-hand side of the screen).



- (c) On the next screen, you will have the choice over which user data you wish to delete and keep. You can also change the date that the course starts. **Remember** that resetting the course does not delete your course content or any of the activities you have set up.
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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!

General

Course start date [?] 25 September 2013 Enable

Delete events

Delete logs

Delete all notes

Delete all comments

Delete completion data

Delete blog associations [?]

Roles *Hide advanced

Unenrol users No roles
Non-editing Teacher For Faculty of Engineering
Student
Non-editing teacher

Delete all overrides in course*

Delete all local role assignments

Gradebook

Delete all items and categories

Delete all grades

Groups *Hide advanced

Delete all groups*

Remove all group members*

Delete all groupings*

Remove all groups from groupings*

The screenshot shows the 'Reset course' page in Moodle. It is divided into several sections: 'General', 'Roles', 'Gradebook', and 'Groups'. In the 'General' section, there are checkboxes for deleting various data types. In the 'Roles' section, there is a dropdown menu for 'Unenrol users' with 'Student' selected. In the 'Gradebook' section, the 'Delete all grades' checkbox is checked. In the 'Groups' section, the 'Delete all groups*' and 'Delete all groupings*' checkboxes are checked. Red arrows point from callout boxes to these specific elements. The callout boxes contain the following text: 'You only want to select Students to be unenroled from your course.', 'Click on Delete all grades to clear All student grades', and 'Click on Delete all Groups and Delete all Groupkngs'.

- (d) When you are ready to reset your course, scroll to the bottom of the page and click on the **Reset course** button. You will then be asked to confirm, click on **Continue** to do this.
- (e) You have now reset your course, ready for the next academic year.