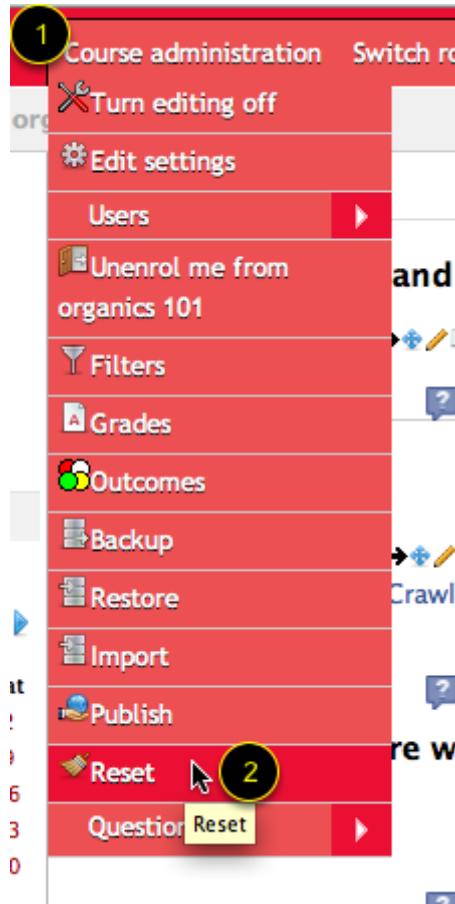


## How to reset a course

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This details how to reset an existing course. You may use this command to unenrol students, delete activities and retain your lecture materials.

### Step 1. Choose the course you want to reset



Open the course you want to reuse 1) click Course administration 2) click Reset

## Step 2. 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!

**General**

Course start date   Enable

Delete events

Delete logs

Delete all notes

Delete all comments

Delete course completion data

Delete blog associations

**Roles** 1

Unenrol users 2

Student

Facilitator

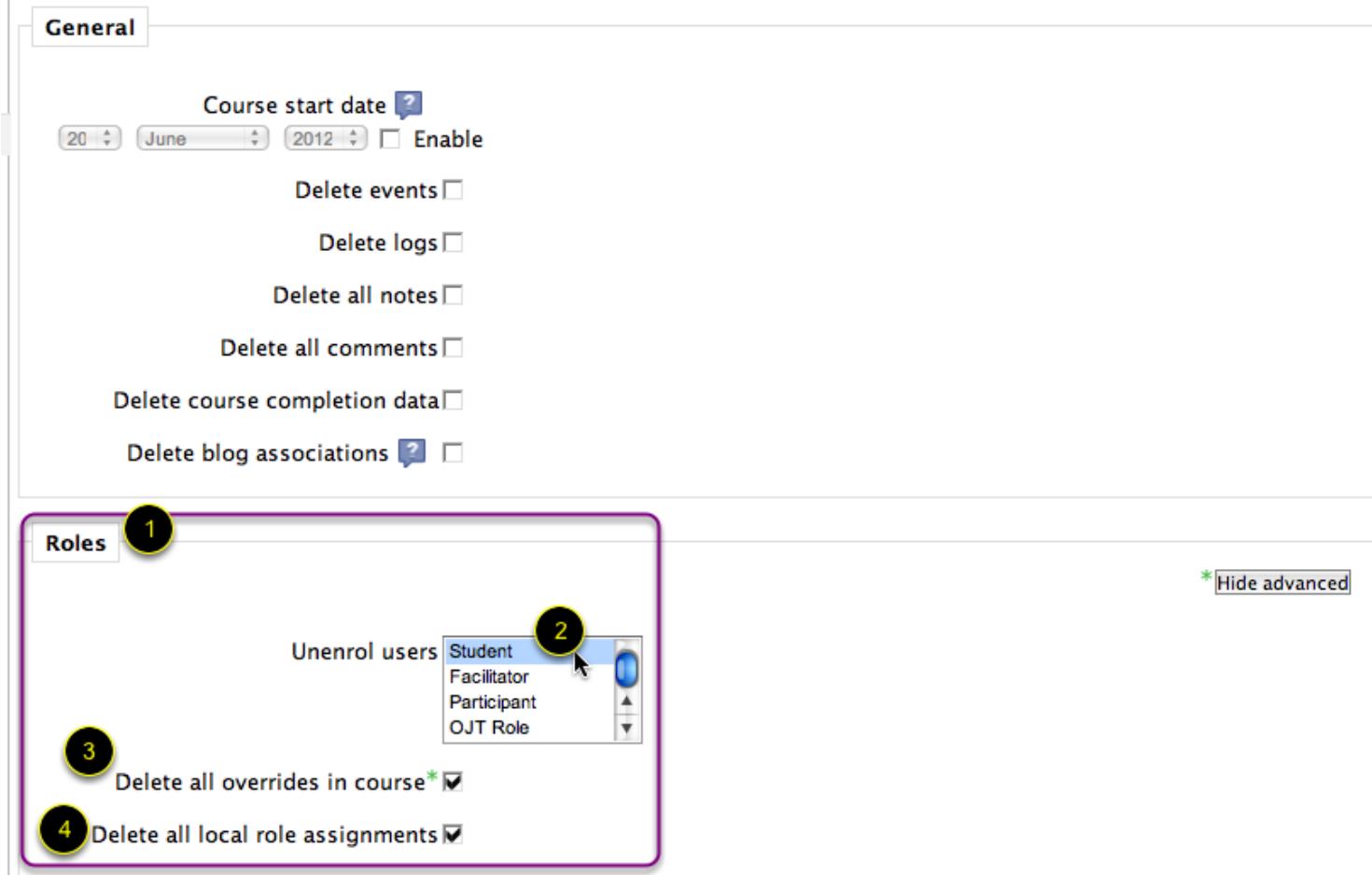
Participant

OJT Role

3 Delete all overrides in course\*

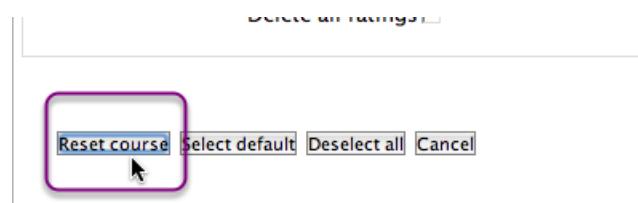
4 Delete all local role assignments

\* Hide advanced



**Mind the reminder clause at the top of the page.** Scroll the page and look at the various sections. On each section, select the option you want. For example, to unenrol student, scroll to 1) Role 2) select student next to Unenrol users 3) click delete all overrides in course and 4) delete all local role assignments

## Step 3. Implement reset



After selecting your options, scroll down to the bottom of your page and click Reset course

#### Step 4. Confirm your reset options

Reset course

Component	Task	Status
Roles	Delete all overrides in course	OK
Roles	Delete all local role assignments	OK

**Continue**

A table will prompt showing all your selected options. Select continue.  
Now your course is as good as new.