

To reuse an existing course shell, BACKUP and then RESET the course as shown below.

First, BACKUP the existing course

1. From the main page of the course, click on “Backups” under the Administration Block
2. Leave all settings as they are. Scroll down and click on [Continue].
3. Scroll down, again, and click on [Continue], again.
4. The next screen will show “backup completed successfully.” Click on [Continue], again.
5. You should now see a copy of your course in the form of a “zip” file. Check the “Modified” date to be sure it’s there.
6. Now, click on the backup file name to start a download and save it to your Department’s network drive, or your local drive.

Then, RESET the course

Resetting allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by following the steps below you will delete your chosen user data from the course forever! This is why you should make a backup, first! (See above for steps to backup a course.)

1. Ensure you have editing turned on for the course page.
2. From the main page of the course, click on “Reset” under the Administration Block.
3. Scroll to the bottom of the page. (Hint: Pressing the [Ctrl] and [End] keys together will take you to the bottom of a long page, quickly)
4. Click on the [Select default] button.

NOTE -- There are two defaults that *may or may not* want to change to save time later.

- a. If you want to remove the teacher because there is a new teacher, you can include “Teacher” in the “Unenrol users” selection box (use CTRL + left click to make multiple selections). *See Figure 1*
- b. The instructor MAY want to keep some of the posts in the forums for the new class. If so, then “Delete all posts” should be unchecked and the [Show advanced] button should be clicked. At that point any forums that should have the posts deleted can be selected. *See Figure 2*

5. Click on the [Reset course] button.
6. Click on [Continue] after reviewing the reset confirmation.

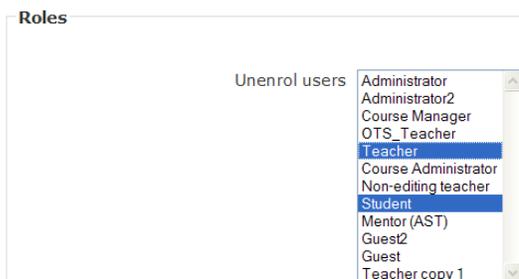


Figure 1

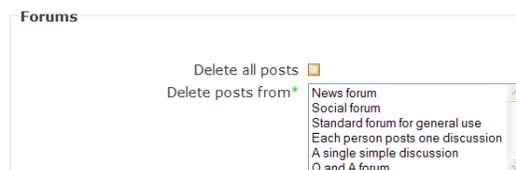


Figure 2