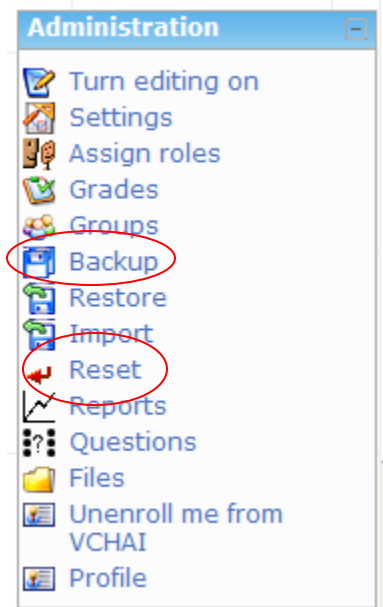


# Resetting your Moodle Course for a New Year

1. **Create a full backup of your class.** *This is very important! In case something in the reset process doesn't work properly you want to have a full backup to restore to.*
2. Select "Reset" from the Administration Block of your course.



The **reset** function allows you to empty a course of user data, while retaining the activities and other settings. Please be warned when choosing items you will delete your chosen user data from this course forever (this is why you created a backup first)!

You can delete the following in any combination:

- Students
- Teachers
- Course Events
- Logs
- Groups

You can remove all posts from selected forum types:

- The news forum
- Teacher forum
- A single simple discussion
- Each person posts one discussion
- Standard forum for general use

You can remove all attempts from all quizzes.

You can also specify a new course start date.

If you have questions or concerns about this process, please contact Rich Lewis ([lewisri@cfbisd.edu](mailto:lewisri@cfbisd.edu)) or Jim Remington ([remingtonj@cfbisd.edu](mailto:remingtonj@cfbisd.edu)).