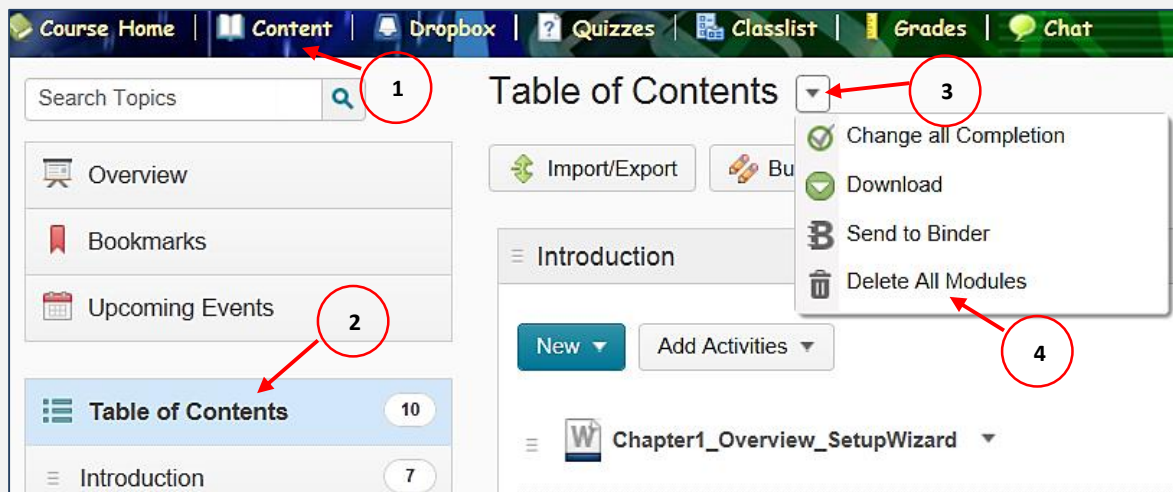


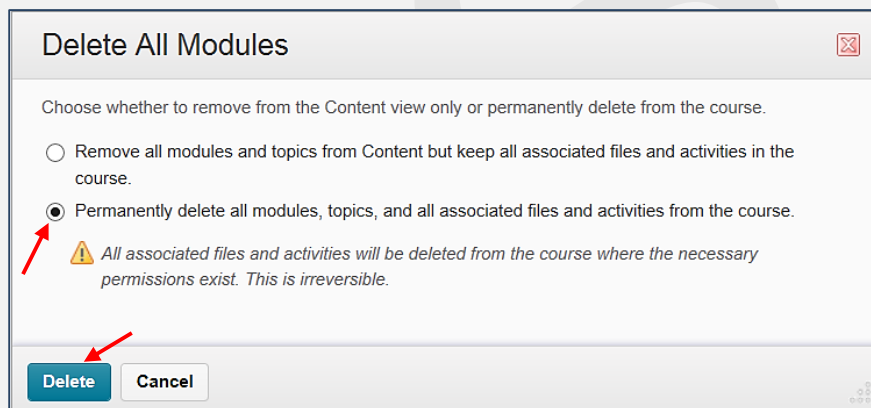
“Cleaning” the course before copying new content

If you would like to “clean up” a course (or a sandbox) before copying new content, you should remove the “old” course content and files.

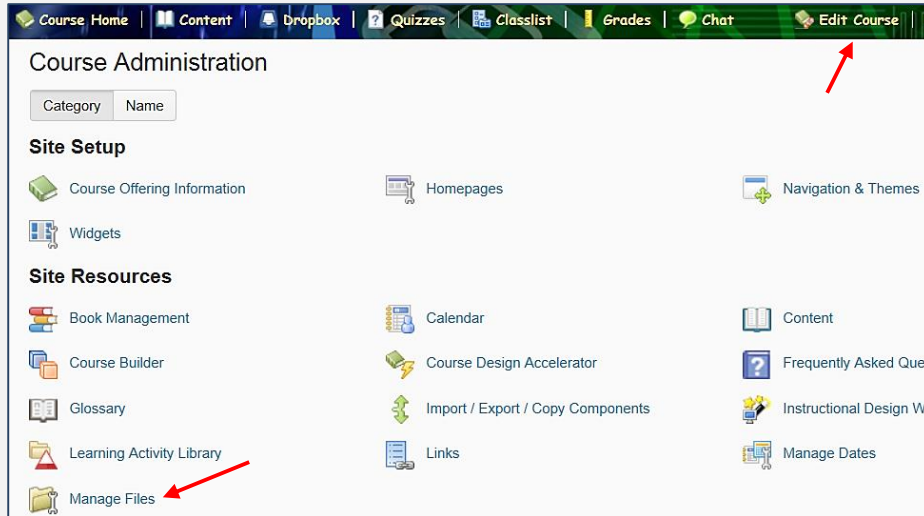
1. First, you have to delete the course’s existing content:
 - a. Go to the course content by clicking the **Content** link on the navbar
 - b. Click **Table of Contents** in the left panel; click a small black arrow next to it. Select **Delete All Modules** from the menu:



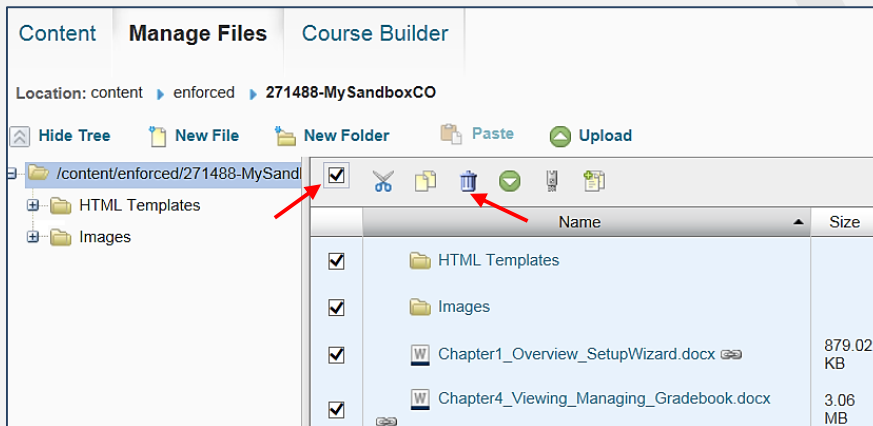
- c. On the dialog box, select the second option “Permanently delete all modules, topics...” and click **Delete**. The content items (modules and all corresponding topics as well as their files in Manage Files) will be deleted.



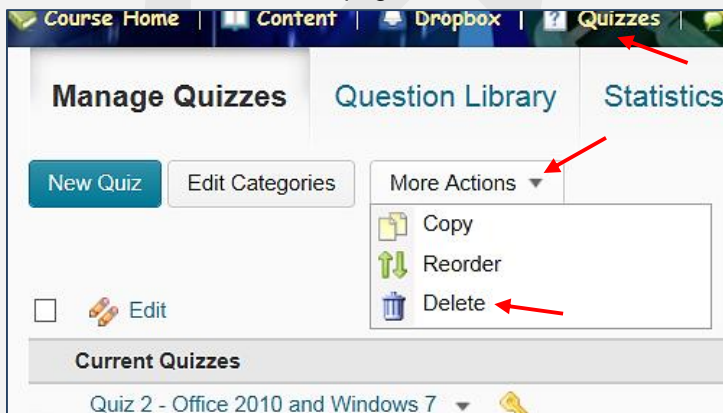
2. Now, you can delete all remaining course files from the **Manage Files** area:
 - a. Click the **Edit Course** link in the Navbar, select Manage Files from the Site Resources area:



- b. On the next page, check the Select All check box to select all files and click the **Delete** icon at the top of the table. Click **Yes** to confirm.

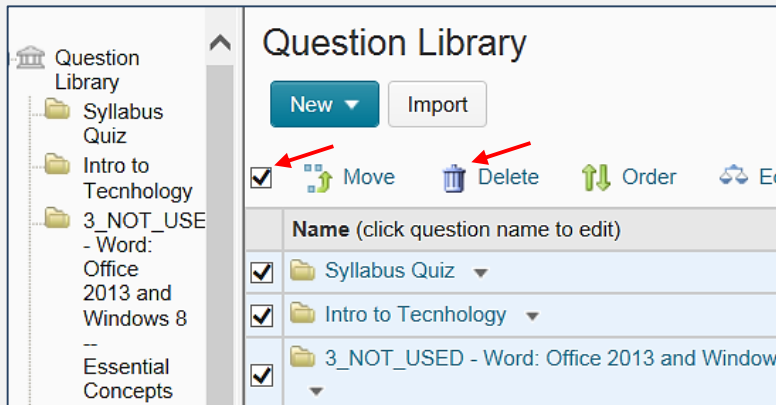


3. Then you should delete **quizzes** from the **Quizzes** tool:
- Click the Quizzes link on the navbar
 - On the next page, first click More Actions button, click the **Delete** icon:

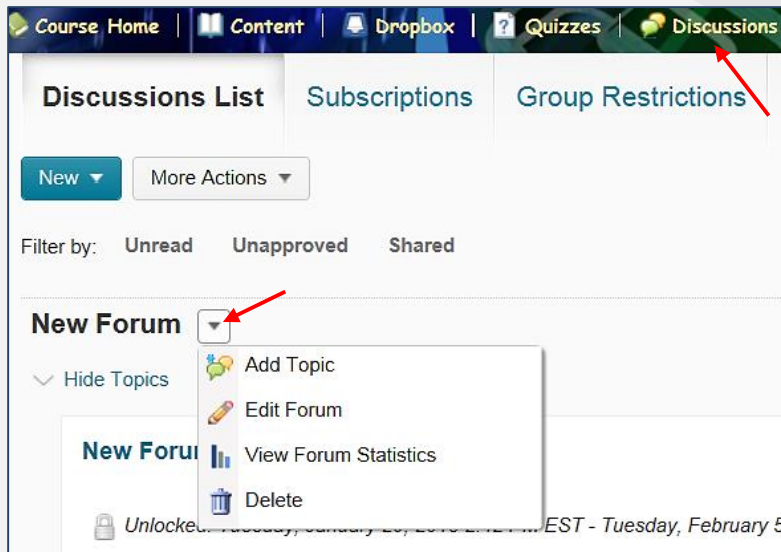


- c. Select all items by checking the "Select all rows" box and click the **Delete Selected** button at the bottom of the page. Click **Yes** on a dialog box.

- d. If you would like to delete the **Question Library** content, on the Manage Quizzes page, click Question Library, check the Select all rows box to select all questions (folders) and click the Delete icon:



4. To delete **assignments** from the **Dropbox** tool, click the Dropbox link on the navbar and follow the steps in the paragraph 3 (Delete Quizzes).
5. To delete **discussions**, click the **Discussions** link on the navbar. Click a small arrow next to each forum's title and click the Delete icon. Click Yes.



Repeat the same steps for each forum.

NOTE: Corresponding topics will be deleted along with each forum.

6. To clean up the **Grade book**, click the **Grades** on the navbar and select **Manage Grades**:
 - a. Click the More Action button and click Delete:

Course Home | Content | Dropbox | Quizzes | Discussions | Classlist | **Grades**

Enter Grades | **Manage Grades** | Schemes | Setup Wizard

New ▾ More Actions ▾

Note

- 'Final C...
- 'Assignm...
- 'Discussions' sums to 30%, not 100%. Verify the total weight of all items in the category is 100%.

100%. Verify the total weight of all top level categories and items is 100%.
 Verify the total weight of all items in the category is 100%.

Edit

Grade Item

Assignments ▾

- On the next page, check the Select all rows box to select all grade items and click the Delete button at the bottom of the page. Click Delete again to confirm.
- To delete grade **Schemes** (if you created any), click Schemes, click the More Actions button and click Delete:

Course Home | Content | Dropbox | Quizzes | Discussions | **Schemes**

Enter Grades | Manage Grades | **Schemes** | Setup Wizard

New Scheme More Actions ▾

Copy
Delete

Scheme Name

Organization Schemes

Percentage ⓘ

Course Schemes

Midterm Grade

My Sandbox scheme

New Grade Scheme

- On the next page, check the Select all rows box to select scheme(s) that you created and click the Delete button. NOTE: the default schemes will not be selected and deleted. Click Delete again to confirm.

Delete Schemes

Course Schemes

Midterm Grade ⓘ

My Sandbox scheme ⓘ

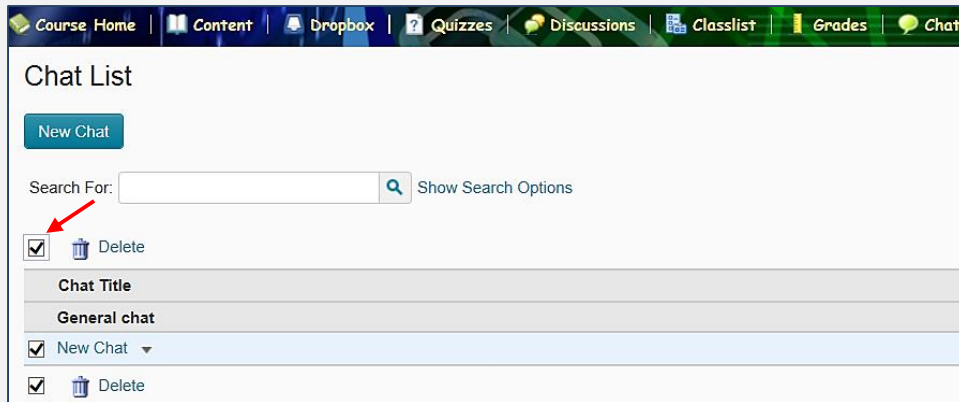
New Grade Scheme ⓘ

Pass/Fail

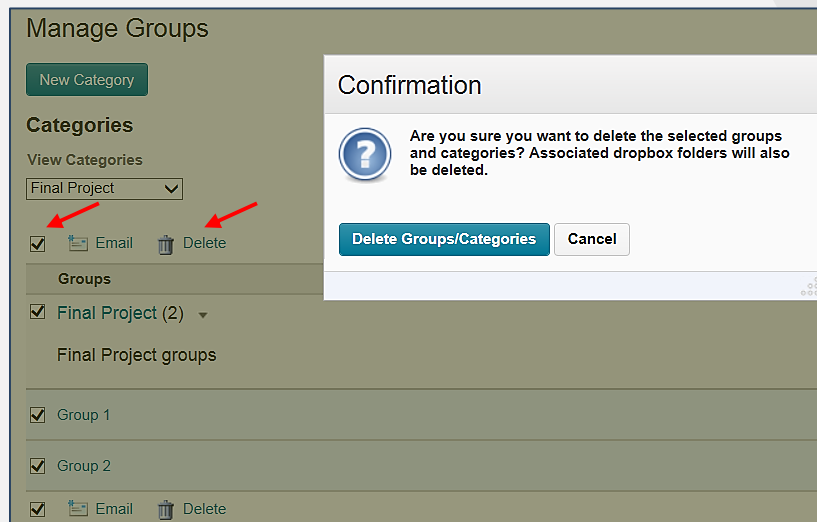
Selectbox ⓘ

Delete Cancel

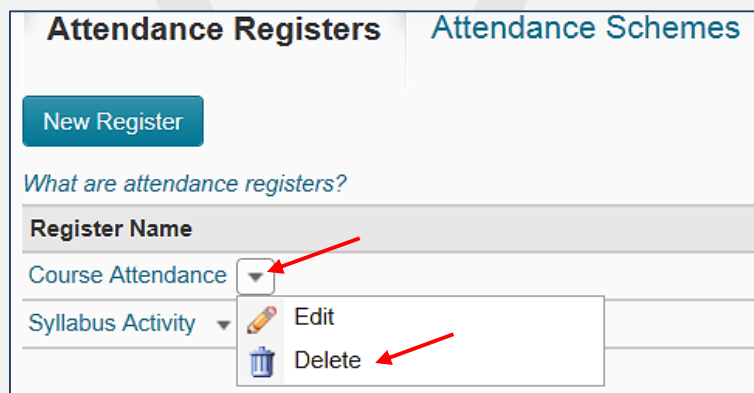
- To clean up the **Chat tool**, click the Chat on the navbar, check the Select all rows box to select all chats and click the Delete icon. Click Delete again to confirm.



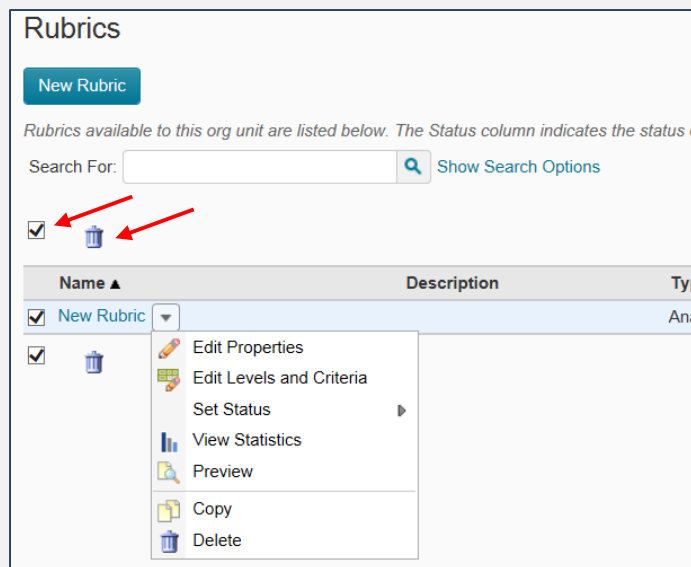
8. To delete **groups** (if you created any), click Edit Course on the navbar and click **Groups** in the Learner Management area. On the Manage Groups page, check the Select all rows box to select all groups and click the Delete icon. Click Delete Groups/Categories.



9. To clear the **Attendance tool**, click Edit Course on the navbar and click **Attendance** in the Learner Management area. Click a small arrow next to each attendance register and click Delete. Click Delete again.

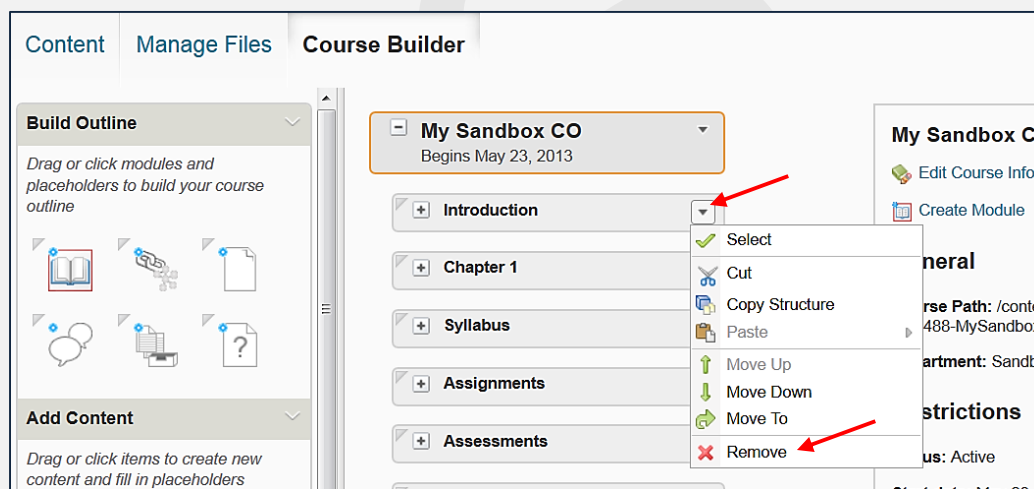


10. To clear **Rubrics**, click Edit Course on the navbar and click **Rubrics** in the Assessment area. On the Rubrics page, check the Select all rows box to select all rubrics and click the Delete icon. Click Delete again:



NOTE: If for some reason you are unable to clean up course Content and got an error message (it usually happens if content is large and has some empty placeholders), do the following:

- Click **Edit Course** on the navbar and in the Site Resources area click **Course Builder**
- On the next screen, click Start
- On the Course Builder page, click an arrow in each placeholder (middle column) and select **Remove**:



- Do it for each content placeholder. The content will be deleted.