"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 balck arrow next to it. Select **Delete All Modules** from the menu:

Course Home 🛄 Content 💂 Dropb	ox ያ Quizzes 🔚 Classlist 📙 Grades 🎐 Chat
Search Topics Q 1	Table of Contents 3
Cverview	Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export
Bookmarks	■ Introduction ■ Send to Binder
Upcoming Events 2	Delete All Modules New <
Table of Contents 10	W Chapter1_Overview_SetupWizard
≡ Introduction 7	

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.

Delete All Modules	X
 Choose whether to remove from the Content view only or permanently delete from the course. Remove all modules and topics from Content but keep all associated files and activities in the course. Permanently delete all modules, topics, and all associated files and activities from the course. All associated files and activities will be deleted from the course where the necessary permissions exist. This is irreversible. 	
Delete Cancel	0000

- 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:

📎 Course Home 🛄 Content 📮 Droph	x ? Quiz	zzes 🔚 Classlist 🚦 Grades	🔗 Chat	🦫 😔 Edit Course
Course Administration				1
Category Name				
Site Setup				
Course Offering Information	Ţ	Homepages	E	Navigation & Themes
Widgets				
Site Resources				
Book Management		Calendar	Ŵ	Content
Course Builder		Course Design Accelerator	?	Frequently Asked Ques
Glossary	3	Import / Export / Copy Components	2	Instructional Design Wiz
Learning Activity Library	-3	Links		Manage Dates
Manage Files				

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.

Content Manage	Files Cours	e Builder			
Location: content > enforced > 271488-MySandboxCO					
🖹 Hide Tree 🍸 New File 🍗 New Folder 🖺 Paste 🙆 Upload					
J. b. /content/enforced/271	488-MySand	🖌 🗅 📺 🗢 🕴 🖺			
HTML Templates		Name	Size		
⊞È Images		🖮 HTML Templates			
		🛅 Images			
		W Chapter1_Overview_SetupWizard.docx 📾	879.02 KB		
		Chapter4_Viewing_Managing_Gradebook.docx	3.06 MB		

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

Manage Quizzes	Question Library	Statistics
New Quiz Edit Categor	ies More Actions	
	🛐 Сору	
	🔃 Reorder	
] 🤣 Edit	📺 Delete 🛶 🛶	
] 🤣 Edit	📺 Delete 🛶	

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:

Carter Question	^	G	uestion Library
Library Library Syllabus Quiz			New Import
Intro to Tecnhology			🎲 Move 🃺 Delete 🏦 Order 🖧 Ec
- Word:	1		Name (click question name to edit)
Office 2013 and		☑	🚞 Syllabus Quiz 🔻
Windows 8			늘 Intro to Tecnhology 🔻
 Essential Concepts			3_NOT_USED - Word: Office 2013 and Windows

- 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.

Course Home Conte	nt 📮 Dropbox	? Quizzes 🛛 🔗 Discussions
Discussions List	Subscriptions	Group Restrictions
New T More Actions	-	
Filter by: Unread Unap	proved Shared	
New Forum		
V Hide Topics Add	Topic	
Hide Topics	Topic Forum / Forum Statistics	

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	\sim	
New More Actions M					
		Grade Item			
Assignments -					

- b. 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.
- c. To delete grade **Schemes** (if you created any), click Schemes, click the More Actions button and click Delete:

Course Home	Content 🛛 🐣 Dropbox	? Quizzes	Discussions 🔚 C
Enter Grades	Manage Grades	Schemes	Setup Wizard
New Scheme	More Actions		
	р Сору		
ť	Delete	Schen	ne Name
Organization Scheme	es		
Percentage 🛞			
Course Schemes			
Midterm Grade			
My Sandbox scheme			
New Grade Scheme			

d. 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	

7. 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.

🧇 Course Home 🛄 Conte	nt 🖉 Dropbox	? Quizzes 🌮 Discussions	🔚 Classlist 📘	Grades 🛛 🏓 Chat
Chat List				
New Chat				
Search For:	٩	Show Search Options		
Delete				
Chat Title				
General chat				
New Chat				
Delete				

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.

Manage Groups	
New Category	Confirmation
Categories View Categories Final Project	Are you sure you want to delete the selected groups and categories? Associated dropbox folders will also be deleted.
🗹 🔄 Email 🍈 Delete	Delete Groups/Categories Cancel
Groups	0 00 000
🗹 Final Project (2) 👻	
Final Project groups	
Group 1	
Group 2	
🗹 🔄 Email 📺 Delete	

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.

Attendance Registers	Attendance Schemes				
New Register					
What are attendance registers?					
Register Name					
Course Attendance					
Syllabus Activity 👻 🥜 Edit					
📺 Delete 🛩					

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:

Rubrics					
New Rubric					
Rubrics available	e to t	his org unit are listed below.	The	Status column indicates the stat	us c
Search For:			۹	Show Search Options	
Name A	-	•	De		Tree
			De	escription	Тур
V New Rubric		Edit Properties Edit Levels and Criteria Set Status View Statistics Preview Copy Delete	Þ		Ana

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:

Content Manage Fil	es Course Builder	
Build Outline	My Sandbox CO Begins May 23, 2013	My Sandbox CC
placeholders to build your cour outline	Introduction	Create Module
	Cut	neral
	E Syllabus Past	y Structure rse Path: /conter 488-MySandbox
Add Content	Assignments Mov	e Up artment: Sandbo e Down o To Strictions
Drag or click items to create ne content and fill in placeholders	W Assessments Rem	eio

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