

Cleaning a Course Shell Quick Reference

Announcements

From the Course Home page select **Announcements**.

Course Home Content Assignments Discussions Quizzes Grades Classlist Attendance Course Admin Calendar More ▾

eLearning Dev Course

Announcements ▾

Welcome ▾

Welcome ▾

Posted Jun 1, 2018 12:00 PM

Instructor Name: eLearning

E-mail: elearning@arapahoe.edu

Select the **per page** dropdown and select 200 to get everything on one page.

200 per page ▾

Select the **Select all rows** box (on the upper left corner next to Title). Select **Delete**.

Announcements

New Item More Actions ▾

Search For... 🔍 Show Search Options

Delete

<input checked="" type="checkbox"/>	Title	Start Date ▲	End Date	Status
<input checked="" type="checkbox"/>	Module 8 - Week 8 ▾	Nov 14, 2017 6:25 AM	-	Published

Select **Yes** in the Confirmation dialog box.

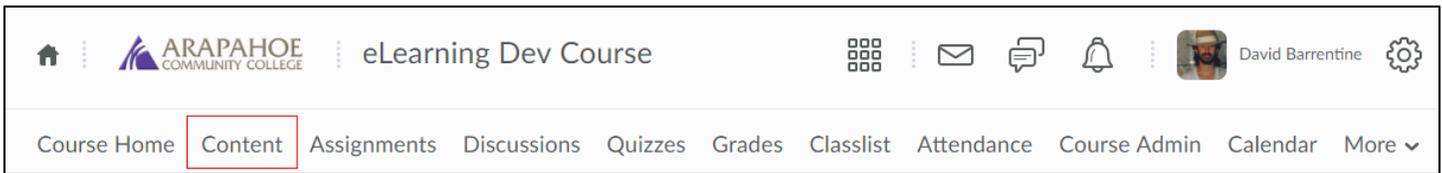
Confirmation

? This will delete the selected announcements. Are you sure you wish to continue?

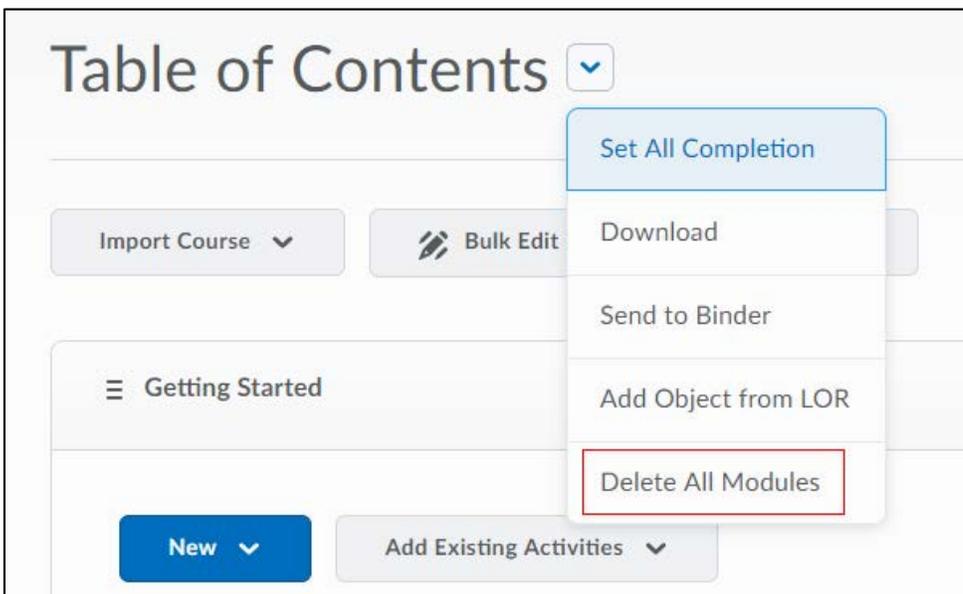
Yes No

Content

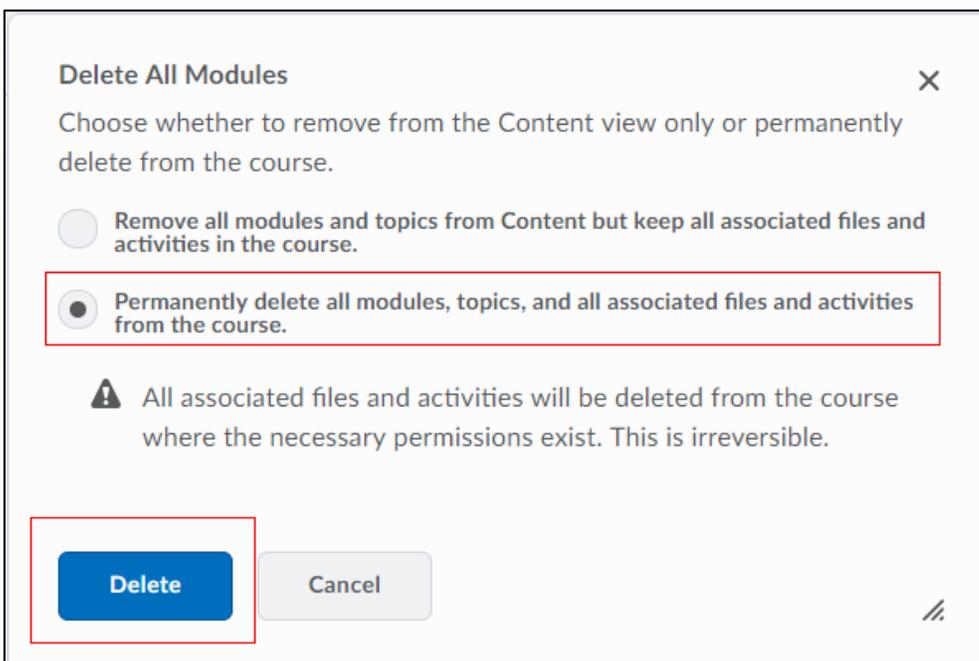
Select the **Content** link on the navigation bar.



Select Table of Contents (if necessary). Select the **Table of Contents** dropdown menu. Select the **Delete All Modules** option.



From the **Delete All Modules** dialog box, select the option to **Permanently delete all modules, topics, and all associated files and activities from the course**. Select **Delete**.



Assignments

From the navigation bar select **Assignments**.

ARAPAHOE COMMUNITY COLLEGE eLearning Dev Course

Course Home Content **Assignments** Discussions Quizzes Grades Classlist Attendance Course Admin Calendar More ▾

Select the checkbox (located under Bulk Edit) to select all folders.

Assignment Folders

New Folder More Actions ▾

Bulk Edit

<input checked="" type="checkbox"/>	Folder
	Writing Practice ✎ 🗑️
<input checked="" type="checkbox"/>	Writing Practice - What is Writing Practice? ▾

From the **More Actions** dropdown menu, select **Delete**.

Assignment Folders

New Folder More Actions ▾

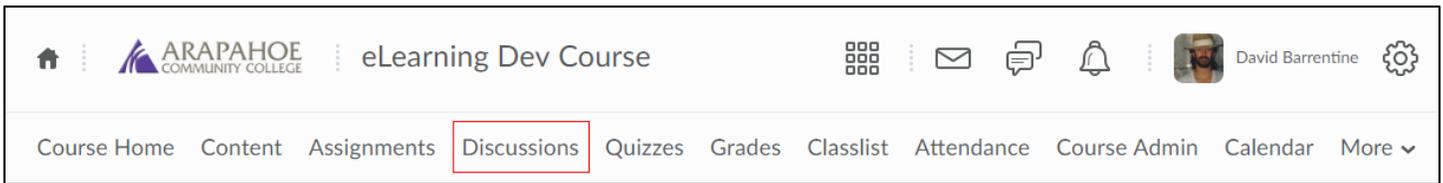
Bulk Edit

<input checked="" type="checkbox"/>	Folder
	Writing Practice ✎ 🗑️
<input checked="" type="checkbox"/>	Writing Practice - What is Writing Practice? ▾

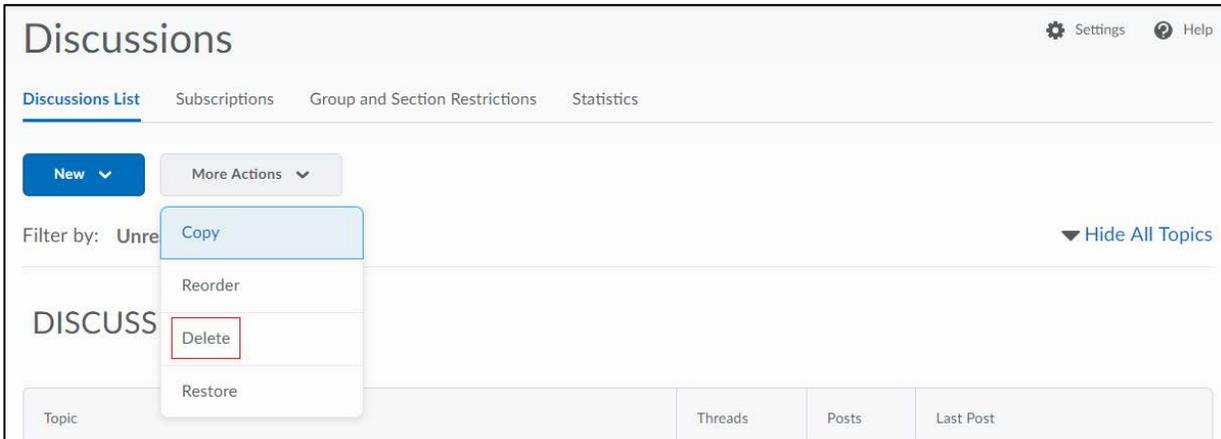
- Preview
- Reorder
- Event Log
- Make Visible to Users
- Hide from Users
- Delete**

Discussions

Select **Discussions** from the navigation bar.



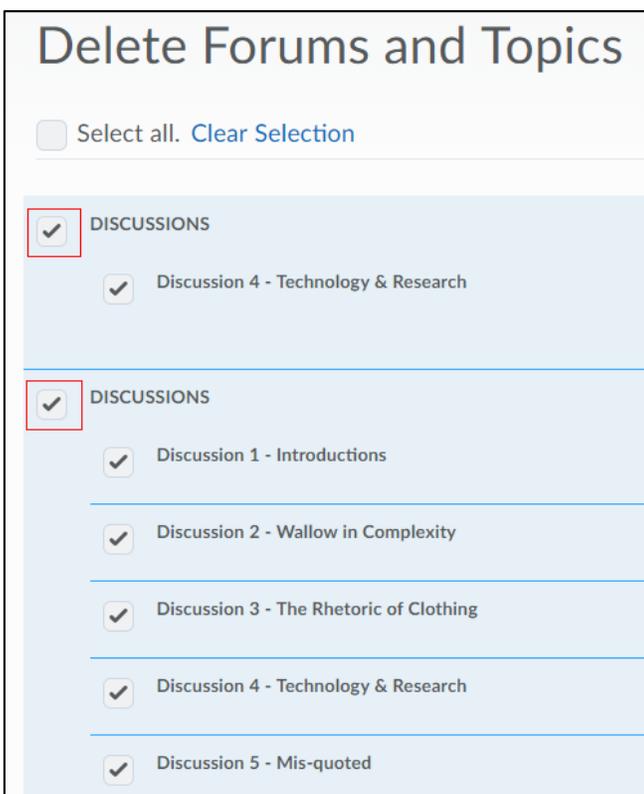
From the **More Actions** dropdown menu, select **Delete**.



Select each Forum, this will automatically select all topics underneath.

Note: The **Select all** option does not currently work.

Select the **Delete** button.



Quizzes

Select **Quizzes** from the navigation bar.

The navigation bar shows the course name 'eLearning Dev Course' and the user 'David Barrentine'. The 'Quizzes' link is highlighted with a red box. Other navigation items include Course Home, Content, Assignments, Discussions, Grades, Classlist, Attendance, Course Admin, Calendar, and More.

From the **Manage Quizzes** page, select all quizzes by selecting the checkbox at the top left (located under Bulk Edit).

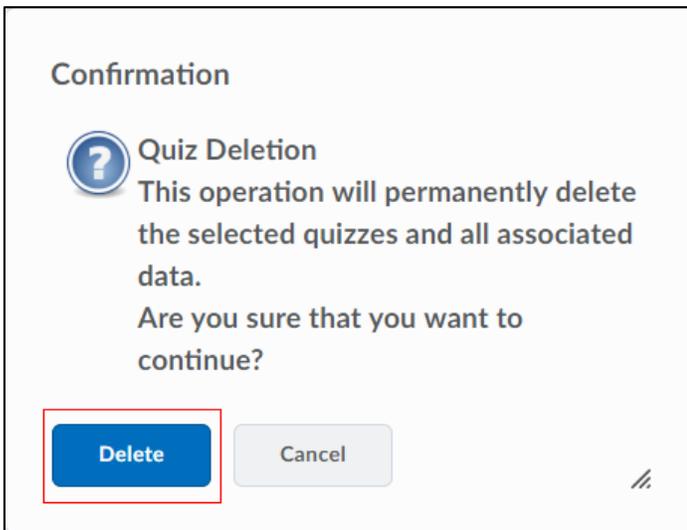
The 'Manage Quizzes' page shows a table of quizzes. The 'Bulk Edit' section is active, and the 'Current Quizzes' checkbox is selected. The table lists several quizzes, including 'Quiz 3', 'Quiz 4', 'Quiz 5', and 'Grammar Quiz--Pre'. The 'Current Quizzes' row is highlighted in light blue.

Checkbox	Quiz Name	Availability	Status
<input checked="" type="checkbox"/>	Current Quizzes		Published
<input checked="" type="checkbox"/>	Quiz 3	Availability: always available	-
<input checked="" type="checkbox"/>	Quiz 4	Availability: always available	-
<input checked="" type="checkbox"/>	Quiz 5	Availability: always available	-
<input checked="" type="checkbox"/>	Grammar Quiz--Pre	Availability: always available	-

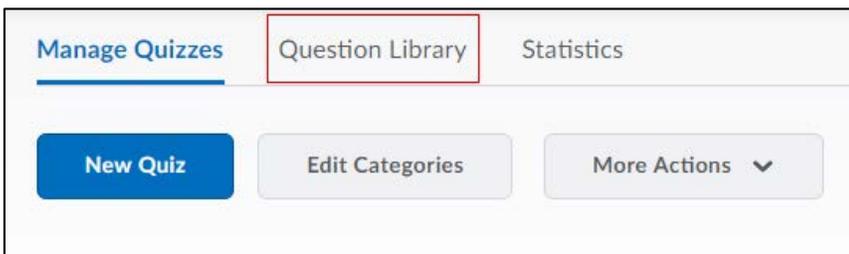
Go to the **More Actions** dropdown menu and select **Delete**.

The 'More Actions' dropdown menu is open, showing options: Add Learning Object, Copy, Reorder, and Delete. The 'Delete' option is highlighted with a red box.

In the Confirmation pop-up box, select **Delete**.



Next, select the **Question Library** tab.



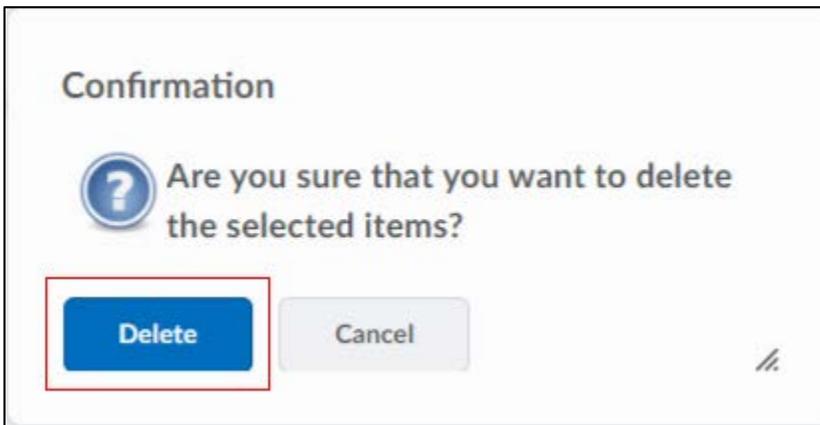
Change the **per page** number so that all items are on one page, (if possible). Select the checkbox located at the top left to select all items and then select **Delete**.

The image shows the "Question Library" interface. At the top, there are "New" and "Import" buttons, and a "Done Editing Questions" button. Below these are "Move", "Delete" (highlighted with a red box), "Order", and "Edit Values" options. A table lists sections with checkboxes in the first column. The first checkbox is checked and highlighted with a red box. The table has columns for Name, Type, Points, Difficulty, Mandatory, and Last Modified. At the bottom right, there is a "20 per page" dropdown menu (highlighted with a red box).

<input checked="" type="checkbox"/>	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input checked="" type="checkbox"/>	Quiz Questions	-	-	-	-	Jun 8, 2018 1:33 PM
<input checked="" type="checkbox"/>	Chapter 1	-	-	-	-	Jun 8, 2018 1:38 PM
<input checked="" type="checkbox"/>	Chapter 2	-	-	-	-	Jun 8, 2018 1:38 PM
<input checked="" type="checkbox"/>	Chapter 3	-	-	-	-	Jun 8, 2018 1:38 PM
<input checked="" type="checkbox"/>	Chapter 4	-	-	-	-	Jun 8, 2018 1:38 PM
<input checked="" type="checkbox"/>	Chapter 5	-	-	-	-	Jun 8, 2018 1:39 PM

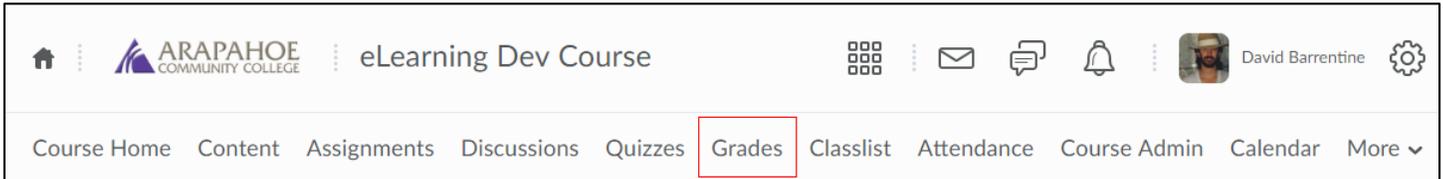
Total: 6 Sections

In the Confirmation pop-up box select **Delete**.

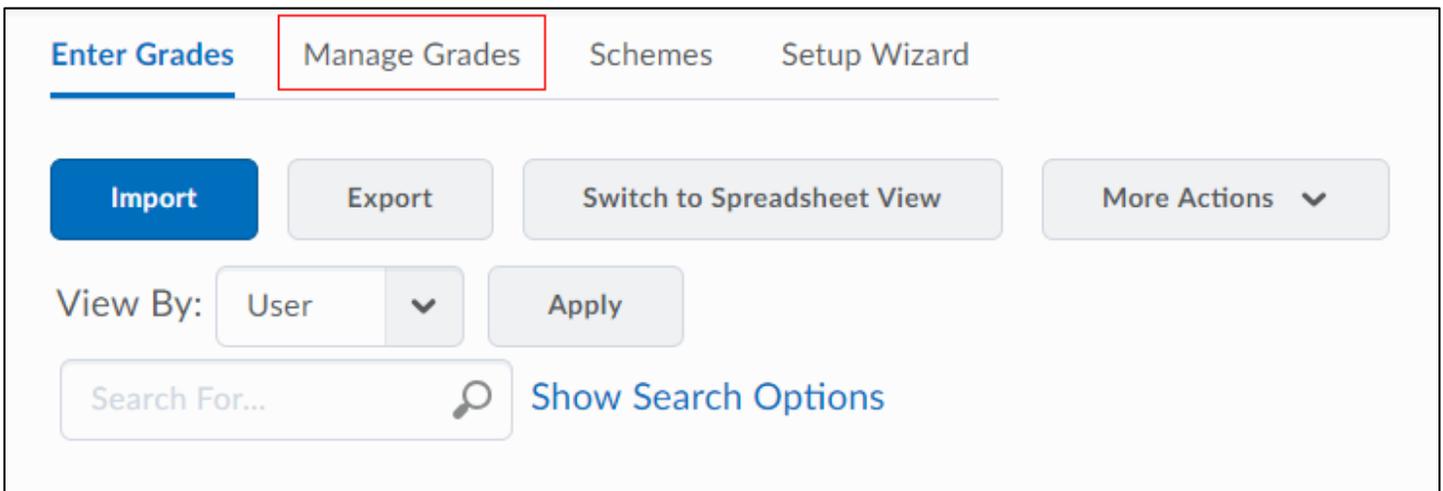


Grades

Select the **Grades** link from the navigation bar.



Select **Manage Grades**.



From the **More Actions** dropdown menu, select **Delete**.

The screenshot shows the 'Manage Grades' tab in a software interface. At the top, there are navigation tabs: 'Enter Grades', 'Manage Grades' (which is active), 'Schemes', and 'Setup Wizard'. Below these, there is a 'New' button and a 'More Actions' dropdown menu. The 'More Actions' menu is open, showing options: 'Delete', 'Reorder', and 'Event Log'. The 'Delete' option is highlighted with a red box. Below the menu, there is a 'Bulk Edit' icon and a table with a 'Grade Item' column. One item, 'WRITING PRACTICE', is visible with a dropdown arrow.

Select all items by selecting the box at the top left corner. Select **Delete**.

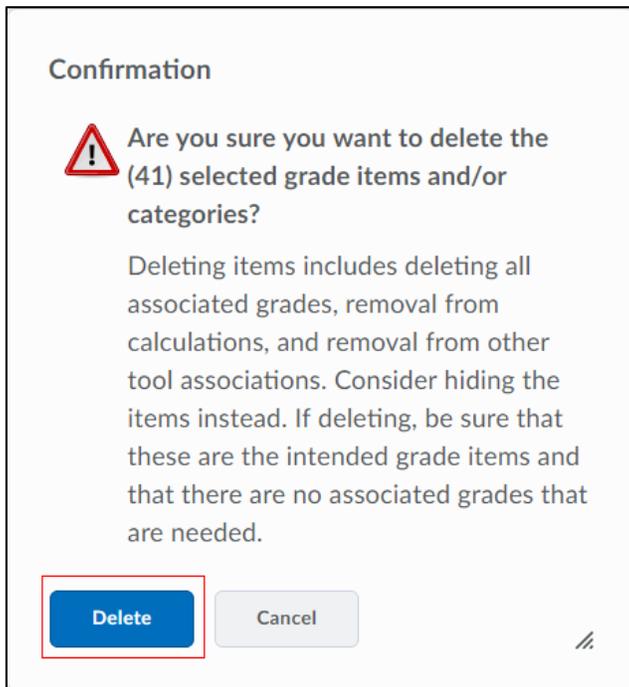
The screenshot shows a dialog box titled 'Delete Grade Items and Categories'. At the top left, there is a 'More' link. Below it is a table with columns 'Name' and 'Type'. The table contains the following items:

<input checked="" type="checkbox"/>	Name	Type
<input checked="" type="checkbox"/>	WRITING PRACTICE	
<input checked="" type="checkbox"/>	Writing Practice 1	Numeric
<input checked="" type="checkbox"/>	DISCUSSIONS	
<input checked="" type="checkbox"/>	Discussion 1 - Introductions	Numeric
<input checked="" type="checkbox"/>	Discussion 2 - Wallow in Complexity	Numeric
<input checked="" type="checkbox"/>	Discussion 3 - The Rhetoric of Clothing	Numeric
<input checked="" type="checkbox"/>	Discussion 4 - Technology	Numeric
<input checked="" type="checkbox"/>	Discussion 5 - Mis-quoted?	Numeric
<input checked="" type="checkbox"/>	Discussion 6 - What do you think?	Numeric

At the bottom of the dialog, there are two buttons: 'Delete' (highlighted with a red box) and 'Cancel'. The 'Delete' button is blue, and the 'Cancel' button is grey.

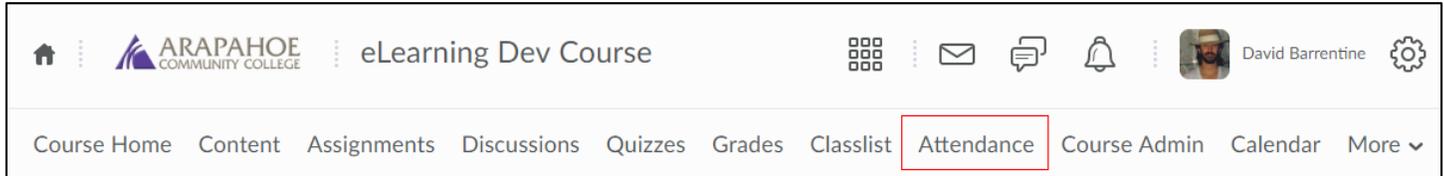
Note: The Final Calculated and Final Adjusted Grade cannot be deleted.

Select **Delete** from the Confirmation dialog box.

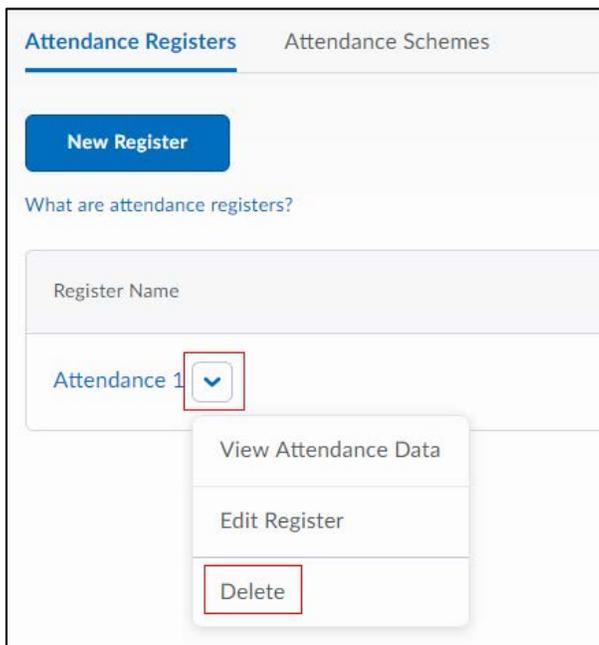


Attendance

From the navigation bar select **Attendance**.



Select the dropdown next to the attendance Register Name. Select **Delete**.



FAQ

From the **More** dropdown menu on the navigation bar, select **FAQ**.

The screenshot shows a navigation bar with the following items: Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, Course Admin, and Calendar. A 'More' dropdown menu is open, showing options for FAQ, Checklist, and Groups. The 'FAQ' option is highlighted with a red box. Below the navigation bar, the 'Attendance Registers' section is visible, featuring a 'New Register' button and a link to 'What are attendance registers?'.

Select all questions by selecting the box at the upper left, then select **Delete**.

The 'Manage FAQ' interface includes buttons for 'New Category', 'New Question', and 'More Actions'. Below these is a 'Category' section with a 'View All Categories' dropdown and an 'Apply' button. The main area contains a table with two columns: a selection column and a 'Category/Question' column. The first row is highlighted in light blue and has a checkmark in the selection column. The second row is also highlighted in light blue and has a checkmark in the selection column. A 'Delete' button is highlighted with a red box. Below the table, there is a message: 'No one browser works, we recommend having multiple browsers.'

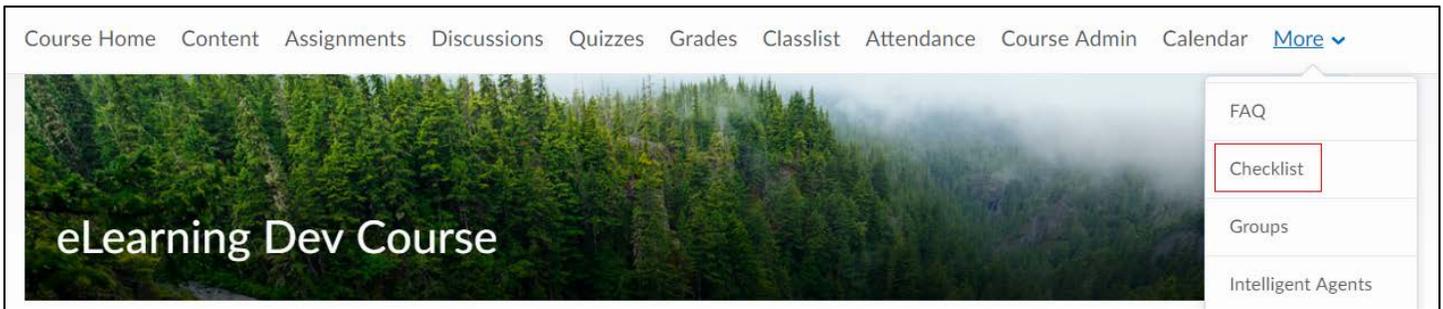
Select **Yes** from the Confirmation pop-up box.

The confirmation pop-up box has a title 'Confirmation' and a question mark icon. The text asks: 'Are you sure you want to delete the selected questions?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'. A small icon is visible in the bottom right corner.

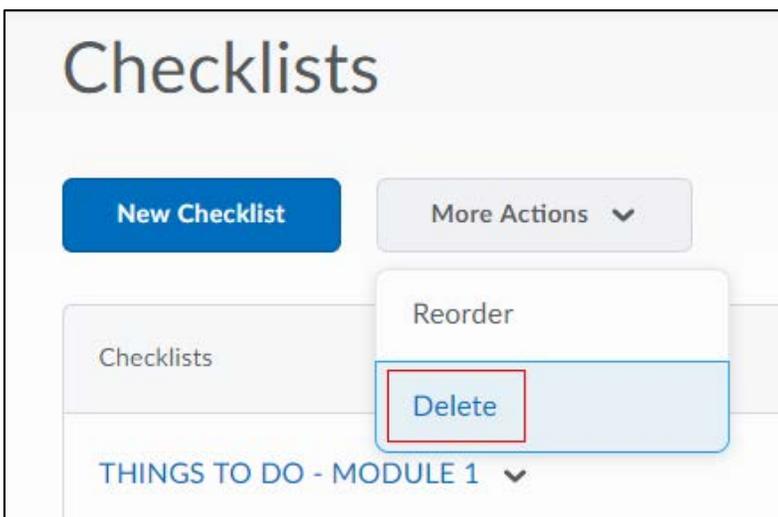
Use the dropdown next to the category name to delete categories.

Checklist

From the **More** dropdown menu on the navigation bar, select **Checklist**.



From the **More Actions** dropdown menu, select **Delete**.



Select all checklists by selecting the box at the upper left corner and then select **Delete Selected**.

Delete Checklists

More

<input checked="" type="checkbox"/>	Checklists
<input checked="" type="checkbox"/>	THINGS TO DO - MODULE 1
<input checked="" type="checkbox"/>	THINGS TO DO - MODULE 2
<input checked="" type="checkbox"/>	THINGS TO DO - MODULE 3
<input checked="" type="checkbox"/>	THINGS TO DO - MODULE 4
<input checked="" type="checkbox"/>	THINGS TO DO - MODULE 5
<input checked="" type="checkbox"/>	THINGS TO DO - MODULE 6
<input checked="" type="checkbox"/>	THINGS TO DO - MODULE 8

Delete Selected Cancel

Groups

From the **More** dropdown menu on the navigation bar, select **Groups**.

Course Home Content Assignments Discussions Quizzes Grades Classlist Attendance Course Admin Calendar **More** ▾

- FAQ
- Checklist
- Groups**

eLearning Dev Course

Select all by selecting the box at the upper left, select **Delete**.

Manage Groups

New Category

Categories

View Categories

Discussions

Internal Message **Delete**

<input checked="" type="checkbox"/>	Groups	Members	Assignments Submission Folder
<input checked="" type="checkbox"/>	Discussions (3)		
<input checked="" type="checkbox"/>	Group 1	0	
<input checked="" type="checkbox"/>	Group 2	0	
<input checked="" type="checkbox"/>	Group 3	0	

Select **Delete Groups/Categories** in the Confirmation pop-up box.

Confirmation

Are you sure you want to delete the selected groups and categories? This will also delete associated Assignments folders and discussion topics. Are you sure you want to delete the selected groups and categories? This will also delete associated assignment submission folders and discussion topics.

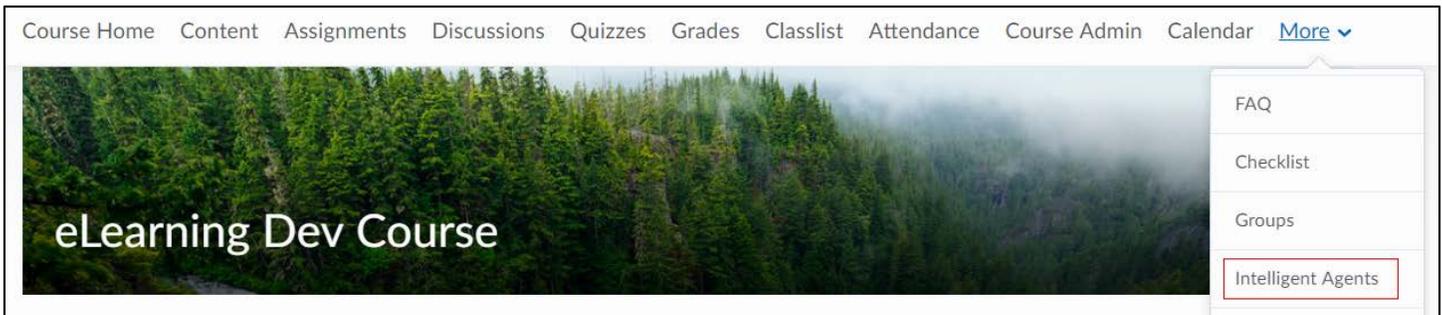
Delete Groups/Categories Cancel

Repeat the process until the only group left is the default group for the current semester.

Revised: June 11, 2018

Intelligent Agents

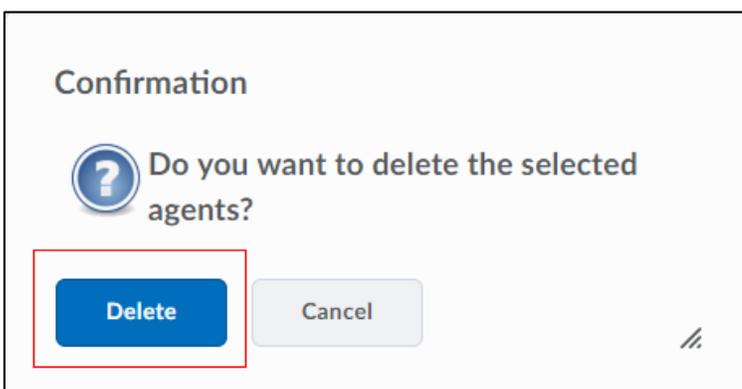
From the **More** dropdown on the navigation bar select **Intelligent Agents**.



Select all by selecting the box at the upper left corner, select **Delete**.



Select **Delete** in the Confirmation pop-up box.



Links

From the **More** dropdown menu, select **Links**.

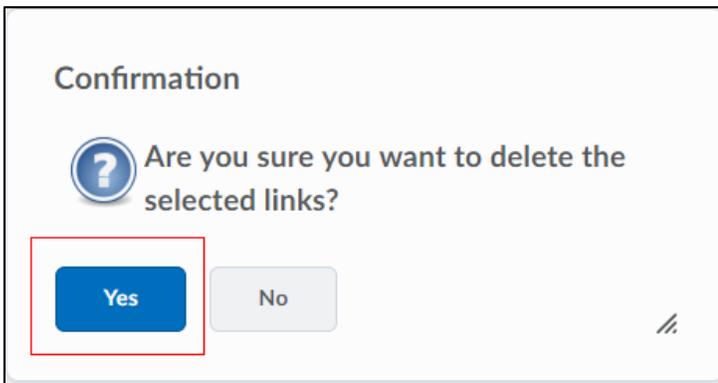
The screenshot shows a course navigation bar with the following items: Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, Course Admin, Calendar, and More. The 'More' dropdown menu is open, showing options: FAQ, Checklist, Groups, Intelligent Agents, and Links. The 'Links' option is highlighted with a red box. Below the navigation bar is a banner for 'eLearning Dev Course' with a forest background. At the bottom of the banner, there are 'Announcements' and 'Welcome' dropdown menus.

Select all links by selecting the box at the upper left corner, select **Delete**.

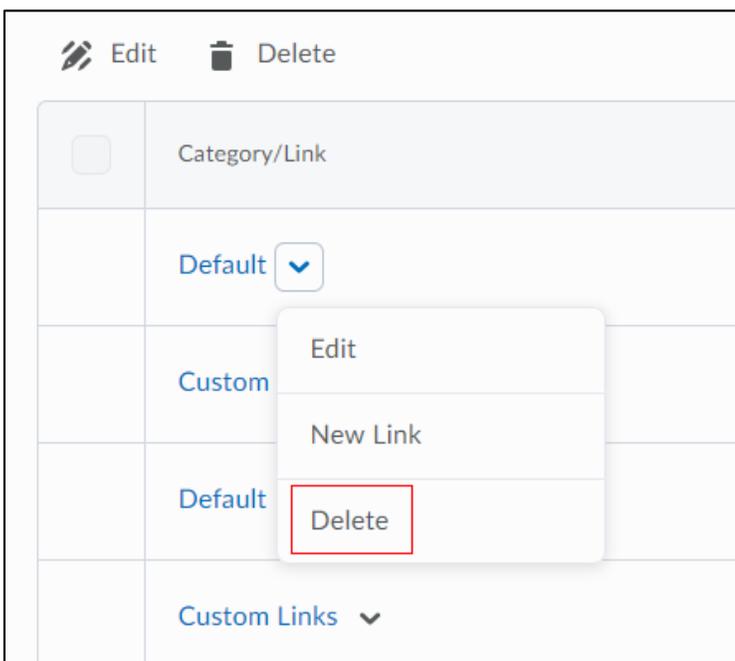
The screenshot shows the 'Manage Links' interface. At the top, there are buttons for 'New Category', 'New Link', and 'More Actions'. Below these is a 'Category' section with a 'View All Categories' dropdown and an 'Apply' button. In the middle, there are 'Edit' and 'Delete' buttons, with the 'Delete' button highlighted by a red box. Below the buttons is a table of links. The first row has a checkbox checked and is highlighted with a red box. The table contains the following data:

<input checked="" type="checkbox"/>	Category/Link
	Default ▾
<input checked="" type="checkbox"/>	College Information ▾
<input checked="" type="checkbox"/>	Course Information ▾

Select **Yes** in the Confirmation dialog box.

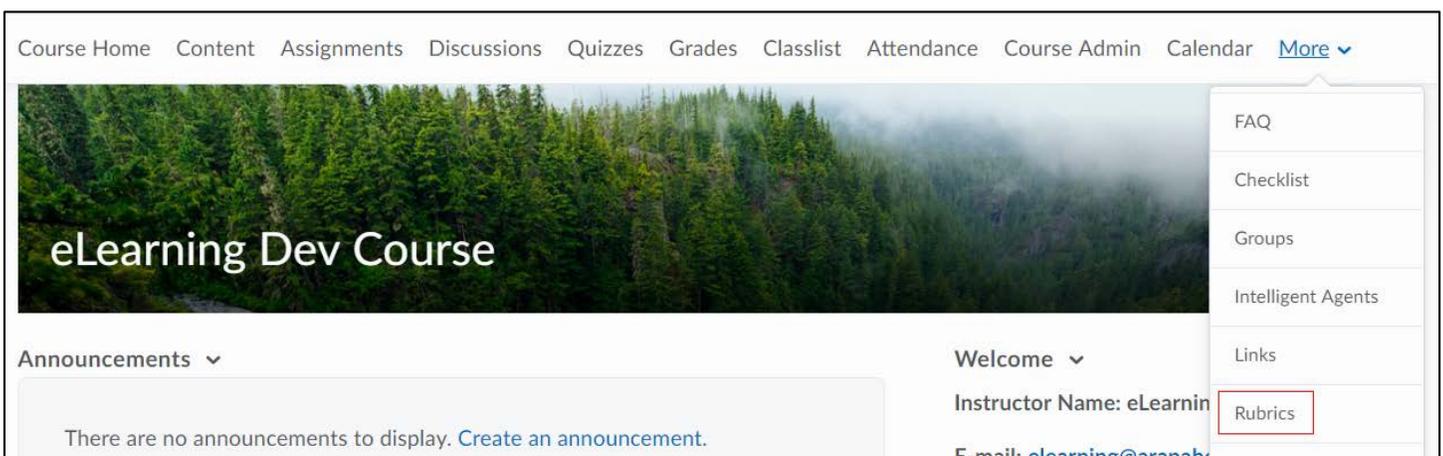


Delete the categories by selecting the dropdown next to each one (individually), then select **Delete**.



Rubrics

Select **Rubrics** from the **More** dropdown menu.



Select all Rubrics by selecting the checkbox at the top left. Select the trashcan icon to delete.

Rubrics ? Help

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Show Search Options

<input checked="" type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input checked="" type="checkbox"/>	Essay ▼		Analytic	Points	Draft

20 per page ▼

Note: Locked Rubrics can be archived using the **Set Status** option from the Rubric context menu and selecting **Archived**.

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Show Search Options

<input checked="" type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input checked="" type="checkbox"/>	Essay ▼		Analytic	Points	Draft

- Edit Properties
- Edit Levels and Criteria
- Preview
- Set Status
- View Statistics
- Copy
- Delete

- Draft
- Published
- Archived

20 per page ▼

Self Assessments

From the **More** dropdown menu, select **Self Assessments**.

The screenshot shows the top navigation bar of a course page. The 'More' dropdown menu is open, and 'Self Assessments' is highlighted with a red box. Other items in the menu include FAQ, Checklist, Groups, Intelligent Agents, Links, Rubrics, and Surveys. The course title 'eLearning Dev Course' is visible in the background.

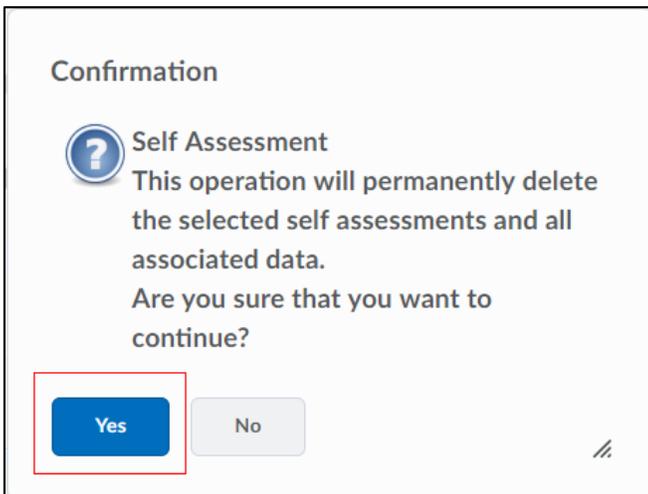
From the **More Actions** dropdown menu, select **Delete**.

The screenshot shows the 'Manage Self Assessments' page. The 'More Actions' dropdown menu is open, and 'Delete' is highlighted with a red box. The page lists three self-assessment items: 'Comprehension and Understanding', 'Chapter 1 Self-Assessment', and 'Chapter 2 Self-Assessment'. Each item has a checkbox on the left.

Select all Self Assessments by selecting the checkbox at the top left. Select **Delete Selected**.

The screenshot shows the 'Delete Self Assessments' dialog box. All three checkboxes are selected, and the 'Delete Selected' button is highlighted with a red box. The dialog box lists the same three self-assessment items as the previous screenshot.

Select **Yes** in the Confirmation dialog box.



Surveys

From the **More** dropdown menu, select **Surveys**.

The image shows a screenshot of the "eLearning Dev Course" page. The top navigation bar includes links for Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, Course Admin, Calendar, and a "More" dropdown menu. The "More" dropdown menu is open, showing options: FAQ, Checklist, Groups, Intelligent Agents, Links, Rubrics, Self Assessments, and Surveys (highlighted with a red box). Below the navigation bar, there is a banner for "eLearning Dev Course" and an "Announcements" section with a message: "There are no announcements to display. Create an announcement." To the right, there is a "Welcome" section with instructor information: "Instructor Name: eLearning", "E-mail: elearning@arapaho", "Phone: 303-797-5080", and "Office Hours: M-F 8am-5p".

From the **More Actions** dropdown menu, select **Delete**.

The image shows a screenshot of the "Manage Surveys" page. The page title is "Manage Surveys" and the subtitle is "Question Library". There are buttons for "New Survey", "Edit Categories", and "More Actions" (highlighted with a red box). The "More Actions" dropdown menu is open, showing options: Copy, Reorder, and Delete (highlighted with a red box). Below the dropdown menu, there is a "Bulk Edit" section with a table of surveys. The table has columns for checkboxes, survey names, and availability. The surveys listed are "Current Surveys", "Pre Survey" (Always Available), and "Post Survey" (Always Available).

Select all Surveys by selecting the checkbox at the top left corner. Select **Delete**.

Manage Surveys

Preview: By Availability ▾

More

<input checked="" type="checkbox"/>	Current Surveys
<input checked="" type="checkbox"/>	Pre Survey Always Available
<input checked="" type="checkbox"/>	Post Survey Always Available

Delete Cancel

Select **Yes** in the Confirmation dialog box.

Confirmation

 Survey Deletion

This operation will permanently delete the selected surveys and all associated data.

Are you sure that you want to continue?

Yes No

Chat

From the **More** dropdown menu, select **Chat**.

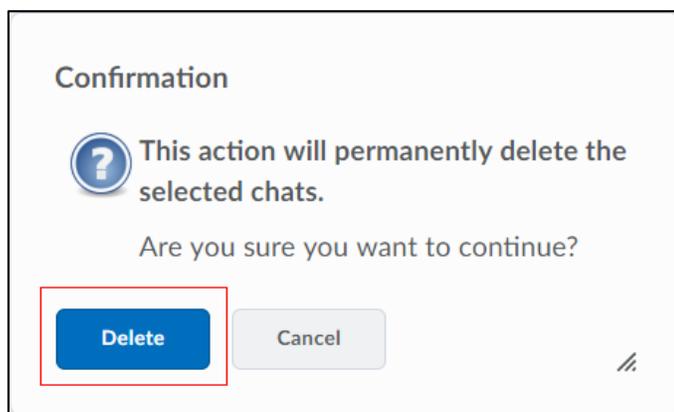
The screenshot shows a course page for 'eLearning Dev Course'. The navigation bar includes links for Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, Course Admin, Calendar, and a 'More' dropdown menu. The 'More' menu is open, showing options like FAQ, Checklist, Groups, Intelligent Agents, Links, Rubrics, Self Assessments, Surveys, Class Progress, Locker, and Chat. The 'Chat' option is highlighted with a red box. Below the navigation bar, there is a banner image of a forest with the text 'eLearning Dev Course'. To the left, there is an 'Announcements' section with a message: 'There are no announcements to display. [Create an announcement.](#)'. To the right, there is a 'Welcome' section with instructor information: 'Instructor Name: eLearnin', 'E-mail: elarning@arapaho.edu', 'Phone: 303-797-5080', and 'Office Hours: M-F 8am-5p'. Below this, there are links for 'Syllabus', 'Schedule', and 'Helpful Link'.

Select the box in the upper left to select all Chats and select **Delete**.

The screenshot shows the 'Chat List' page. At the top right, there is a 'Settings' gear icon. Below the header, there is a 'New Chat' button. A search bar contains the text 'Search For...' and a magnifying glass icon, with a link to 'Show Search Options'. Below the search bar, there is a 'Delete' button with a trash can icon, highlighted with a red box. The main content is a table with the following structure:

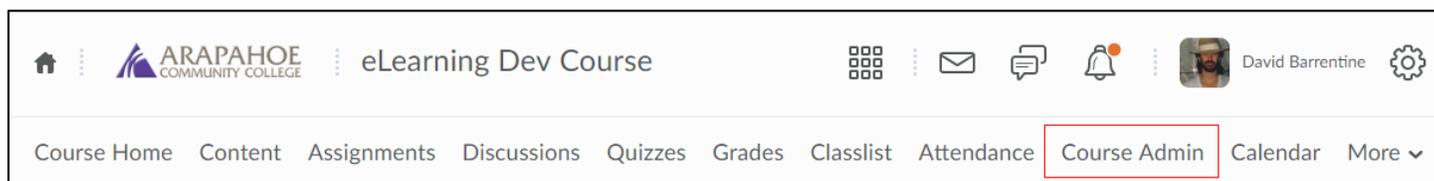
<input checked="" type="checkbox"/>	Chat Title	Current Participants
	General chat	
<input checked="" type="checkbox"/>	Chapter 1 ▾	(0)
<input checked="" type="checkbox"/>	Thoughts about our textbook ▾	(0)

Select **Delete** in the Confirmation dialog box.



Course Files

Select **Course Admin** from the navigation bar.



From the **Site Resources** section, select **Manage Files**.



Make sure you are in the root of **Manage Files**, (the very top link). Select the checkbox next to the scissors icon to select all items. Select the trashcan icon to delete.

Content **Manage Files** Course Builder

Location: content > enforced2012 > 2163765-eLearningDevCourse

Hide Tree New File New Folder Paste Upload Add Learning Object

Name	Size	Type
<input checked="" type="checkbox"/> /content/enforced2012/21		
<input checked="" type="checkbox"/> DeskPaper2		Folder
<input checked="" type="checkbox"/> Getting Started		Folder
<input checked="" type="checkbox"/> Academicjournalversusmagazine.doc	30.5 KB	Word Docur

Homepages

Select **Course Admin** from the navigation bar.

ARAPAHOE COMMUNITY COLLEGE eLearning Dev Course

Course Home Content Assignments Discussions Quizzes Grades Classlist Attendance **Course Admin** Calendar More

Select **Homepages** from the **Site Setup** section.

Course Administration

Category	Name
Site Setup	Course Offering Information Homepages Widgets
Site Resources	Book Management Calendar Content
	Course Builder Frequently Asked Questions Glossary
	Import / Export / Copy Components Links Manage Dates
	Manage Files

Select the dropdown under **Active Homepage** and select **Default**. Select **Apply**.

Homepages Widgets

Select a homepage to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default homepage.

Create Homepage

Active Homepage

Course Ho ▾ Apply

-- Default --

Course Home

Course Home - Copy

Course Homepage

My Home

for courses

Default Homepage: Not Enforced

Shared to this org unit from Arapahoe Community College

Course Home - Copy ▾

Select the dropdown next to a custom homepage and select **Delete Homepage**. Repeat for all custom homepages, (indicated by blue text).

Homepages Widgets

Select a homepage to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default homepage.

Create Homepage

Active Homepage

-- Default ▾ Apply

Course Home ▾

Default homepage for courses

Default Homepage: Not Enforced

Shared to this org unit from Arapahoe Community College

Course Home - Copy ▾

Default homepage for courses

Shared to this org unit from Arapahoe Community College

Course Homepage ▾

Default homepage

Not shared

Copy

Delete Homepage

My Home ▾

First page you see

Shared to this org unit from Arapahoe Community College

Widgets

Select **Course Admin** from the navigation bar.

Home ARAPAHOE COMMUNITY COLLEGE eLearning Dev Course

Grid Mail Chat Notification David Barrentine Settings

Course Home Content Assignments Discussions Quizzes Grades Classlist Attendance Course Admin Calendar More ▾

Select **Widgets** from the **Site Setup** section.

Course Administration

Category Name

Site Setup

Course Offering Information
 Homepages
 Widgets

Make sure the **Custom Widgets** tab is selected and delete all custom widgets by selecting the trashcan icon next to each one.

Homepages **Widgets**

Create Widget

Custom Widgets System Widgets

Custom Widget List

Name ▲	Actions
Arapahoe Pinnacle	
Banner	
Banner	
Brainfuse Online Tutoring	
Welcome	

The course is now blank and ready for copying/development.