Cleaning a Course Shell Quick Reference

Announcements

From the Course Home page select Announcements.

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

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

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

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

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

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

Go to the **More Actions** dropdown menu and select **Delete**.
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**.
In the Confirmation pop-up box select **Delete**.

**Confirmation**

Are you sure that you want to delete the selected items?

- [Delete]
- [Cancel]

**Grades**

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

Select **Manage Grades**.
From the **More Actions** dropdown menu, select **Delete**.

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

**Note:** The Final Calculated and Final Adjusted Grade cannot be deleted.
Select **Delete** from the Confirmation dialog box.

![Confirmation dialog box]

**Attendance**

From the navigation bar select **Attendance**.

![Navigation bar]

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

![Attendance and attendance registers]

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FAQ

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

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

Select Yes from the Confirmation pop-up box.

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

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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**.

**Groups**

From the **More** dropdown menu on the navigation bar, select **Groups**.
Select all by selecting the box at the upper left, select **Delete**.

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

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

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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.

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

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

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**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.

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

From the More dropdown menu, select Self Assessments.

From the More Actions dropdown menu, select Delete.

Select all Self Assessments by selecting the checkbox at the top left. Select Delete Selected.
Select Yes in the Confirmation dialog box.

Surveys

From the More dropdown menu, select Surveys.

From the More Actions dropdown menu, select Delete.
Select all Surveys by selecting the checkbox at the top left corner. Select Delete.

Select Yes in the Confirmation dialog box.
Chat

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

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

![Confirmation dialog box]

**Course Files**

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

![Course Admin 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.

Homepages

Select Course Admin from the navigation bar.

Select Homepages from the Site Setup section.
Select the dropdown under **Active Homepage** and select **Default**. Select **Apply**.

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

**Widgets**

Select **Course Admin** from the navigation bar.
Select **Widgets** from the **Site Setup** section.

![Course Administration](image)

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

![Custom Widget List](image)

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

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