

End of Semester

At the end of the semester, there are various options for how to handle your course:

- The course should remain available, and students should continue to have access. What should you do?
 - Nothing. Simply request the necessary courses for the new semester (see [Request a Course](#)).
- The course should remain, but students should no longer have access. What should you do?
 - The course should be „cleaned“/reset (see [Kurs zurücksetzen](#)) in the course settings.
- The course is needed for the upcoming semester as a new course without the previous participants. What should you do?
 - Request a new course and then import the course as described in [Kursimport beschrieben](#).
- The course should be deleted. What should you do?
 - Send an email to Moodle Support with a link to the course that needs to be deleted.

Reset Course

If you would like to reuse the same course in the upcoming semester with all activities and materials intact, but want to remove the enrolled participants from the previous semester along with their user data, posts, results, etc., you can use the *Reset* function to clean up your course.

Click on *More → Reuse Course* in the central menu bar of your course.

On the page that opens, select *Reset* from the dropdown menu on the left side.

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Kurs Einstellungen Teilnehmer/innen Bewertungen Berichte Mehr ▾

In the form that opens, you can now select which user-specific data and contributions should be removed from your course.

Under *General*, you can first modify the course start and end dates and delete course data, dates, comments, and completion data as needed.

You can unenroll participants under *Roles* by selecting *Unenroll Users* and choosing the *Participant* role, as well as any other roles if desired. This feature allows you to unenroll all participants at once.

Kurs zurücksetzen

Diese Seite ermöglicht es Ihnen, nutzerspezifische Daten und Beiträge aus einem gewählten Kurs zu entfernen. Alle anderen Daten (Arbeitsmaterialien, Aktivitäten, Einstellungen) bleiben erhalten. Achtung: Wenn Sie hier Daten zum Löschen auswählen und Ihre Auswahl bestätigen, werden diese Daten unwiederbringlich aus dem Kurs gelöscht.

Alles aufklappn

▼ Allgemein

Kursbeginn	14 August 2023 16 17 <input type="checkbox"/> Aktivieren
Kursende	14 August 2023 16 17 <input type="checkbox"/> Aktivieren
<input type="checkbox"/> Termine löschen <input type="checkbox"/> Alle Anmerkungen löschen <input type="checkbox"/> Alle Kommentare löschen <input type="checkbox"/> Abschlussdaten löschen <input type="checkbox"/> Blogverbindungen löschen <input type="checkbox"/> Kompetenzwertungen löschen	

▼ Rollen

Keine Rollen
Teilnehmer/-in
Trainer/-in ohne Bearbeitungsrecht
Kursleiter/-in

If your course includes *Activities* and *Groups*, you have the option to remove all *Grades* as well as *Groups* and *Groupings*. Additionally, all *Activities* are listed, allowing you to delete participant results, votes, and forum posts without removing or recreating the actual activities.

The screenshot shows the 'Reset Course' interface. It has two main sections: 'Gruppen' and 'Foren'. The 'Gruppen' section has a dropdown menu with the following options:

- Alle Gruppen löschen
- Alle Gruppenmitglieder entfernen
- Alle Gruppierungen löschen
- Alle Gruppen aus den Gruppierungen entfernen

The 'Foren' section has a dropdown menu with the following options:

- Alle Beiträge löschen
- Ankündigungen
- Soziales Forum
- Standardforum
- Alle nutzerspezifischen Einstellungen für Forenzusammenfassungen löschen
- Alle Forumsabonnements entfernen
- Alle Einstellungen zum Forumstracking löschen
- Alle Bewertungen löschen
- Alle Foren-Tags entfernen

At the bottom of the interface are four buttons: 'Kurs zurücksetzen' (Reset Course), 'Standard auswählen' (Select Standard), 'Nichts auswählen' (Select None), and 'Abbrechen' (Cancel).

Clicking **Reset Course** will save your inputs.

Note: Please be aware that all data you select for deletion here will be irreversibly removed from the course using this function.

Reset Course

In the following overview, you can review your selections. The number behind *Roles* > *Unenroll*  indicates how many users will be unenrolled from the course.

Click **Continue** to finalize the course reset.

Check: When you go to the block *Settings* > *Course Administration* > *Users* > *Enrolled Users*, you will see that only you, with the role of *Course Leader*, remain enrolled.

Course Import

Moodle allows you to reuse courses for the upcoming semester without having to recreate all course content from scratch.

The process involves the following steps:

- Course Request: Request a new empty course for the upcoming semester
- Course Import: Import content from the old course into the new course

Course Request

Request a new course using the course request form, as described in [Request a Course](#).

Course Import

To reuse and „copy“ one of your already existing courses (on the current Moodle learning platform), you can use the *Import* function.

Click on *More* → *Reuse Course* in the central menu bar. From the dropdown menu, select *Import*.

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Settings

On the following pages, you can decide which activities and materials to restore. You can uncheck elements you don't need (e.g., the *Announcements Forum*).

The image to the side provides an overview of the elements to be imported. Click *Perform Import* to start the import process. You can make changes by using the Back button.

After a successful import, you will receive a green confirmation message. Click *Continue* to enter the imported/copied course and update it for the new semester.

A screenshot of the 'Import' settings page. The top navigation bar is identical to the previous screenshot. Below it, a sub-menu for 'Import' is shown with 'Import' highlighted. The main content area is titled 'Einstellungen für den Import' (Import Settings). It contains a list of checkboxes for selecting what to import, with most options checked. The checked items include: 'Aktivitäten und Ressourcen einbeziehen' (Activities and Resources), 'Blöcke einbeziehen' (Blocks), 'Dateien einbeziehen' (Files), 'Filter einbeziehen' (Filters), 'Kalender einbeziehen' (Calendars), 'Fragensammlung einbeziehen' (Questionnaire), 'Gruppen und Gruppierungen einbeziehen' (Groups and Groupings), 'Kompetenzen einbeziehen' (Competencies), 'Kursfelder einbeziehen' (Course Fields), 'Inhaltspeicher einbeziehen' (Content Storage), and 'Alte Kursdateien einbeziehen' (Old Course Files). At the bottom are buttons for 'Weitere Einstellungen überspringen' (Skip further settings), 'Abbrechen' (Cancel), and 'Weiter' (Next).

Note: Please note that no participants or their user data will be imported, and all forum posts as well as student submissions in activities will be deleted. The course is automatically reset. Only the enrollment key will be retained, which you may need to update.

1. Kursauswahl ► 2. Grundeinstellung ► **3. Schema-Einstellungen** ► 4. Bestätigung und Prüfung ► 5. Import durchführen ► 6. Fertig

Einbeziehen:

Auswahl
Alle / Keine (Typ-Optionen anzeigen)

Allgemeines

6. August - 12. August
 Ankündigungen 

13. August - 19. August

20. August - 26. August

27. August - 2. September

Always disable the transfer of announcements.

Announcements remain in the current course during the import. If you do not disable their transfer, you will have two *Announcements* activities after importing the course.

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