Related to this topic, the section Moodle contains a selection of interesting pages.

End of Semester

At the end of a semester, you have several options for managing your course.

Since this semester, some things are new **Neu** **New from WiSe 2025/26:**

* **Option 1**: Keep the course and allow students to continue accessing it.

- Nothing needs to be done.

* **Option 2**: Keep the course, but restrict student access.

- Reset the course (see Course reset) and set it to *Hidden* in course settings.

* **Option 3**: Use the course for the new semester without previous participants.

- A new empty course will automatically exist in your course category for the upcoming semester. Import the old course as described in Course import.
- If you indicated during course planning that no new course is needed, but you want to duplicate the old course, do so independently (no email to Moodle support needed) (see Course duplicate/copy).

* **Option 4**: Delete the course.

- Delete your course via the course management area (see New: Delete course).
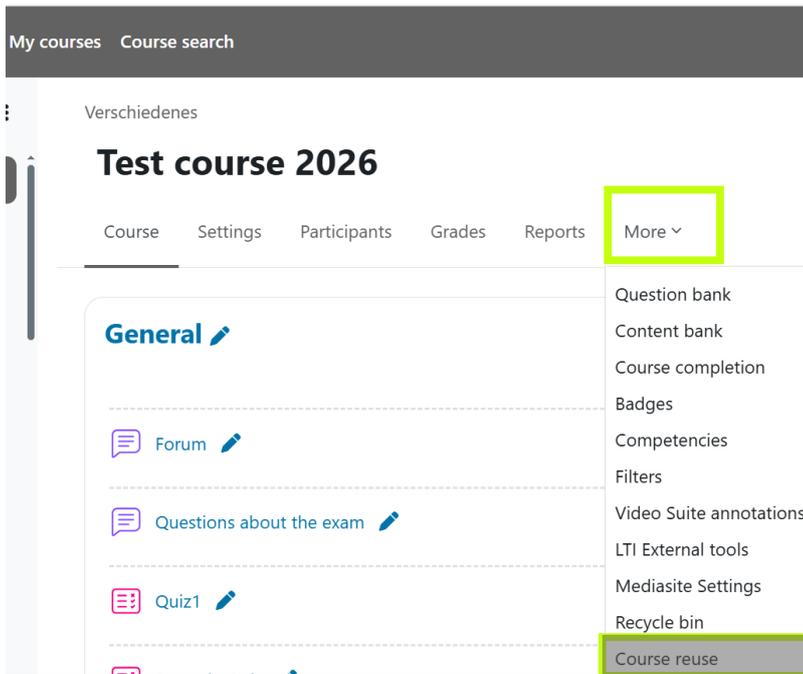
* **Option 5**: Create a new empty course.

- Create the course independently (see New: Create course).

* **Option 6**: Back up/archive the course.

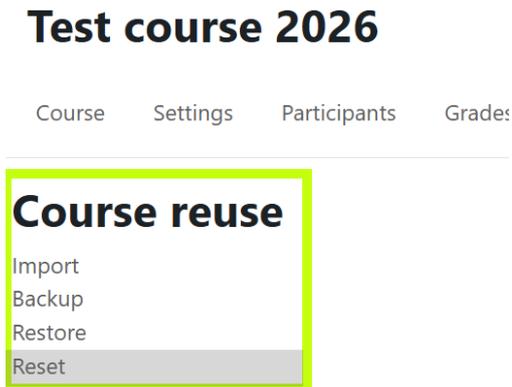- Create a course backup (.mbz file) (see Backup course (.mbz file)).

Course reset

To reuse the same course next semester with all activities and resources, but delete enrolled participants, their data, posts, grades, etc., use *Reset*.

1. In the course, click *More → Course reuse* .

2. Select Reset from the menu.

3. In the form, select which user-specific data to remove:

- Under *General*, modify course start/end dates and optionally delete course data, comments, and completion data.
- Under *Roles*, unenroll participants. Select *Student* and other roles if desired. This removes all participants at once.

Test course 2026

Course   Settings   Participants   Grades   Reports   More ⌄

Reset ⌄

This feature allows you to clear all user data and reset the course to its original s
remain unchanged.

Select the data you want to delete or reset from the categories below:

⌄ General

| Course start date ❓ | ☐ Enable | 9 ⬍ | February ⬍ | 2026 ⬍ |
| Course end date ❓ | ☐ Enable | 9 ⬍ | February ⬍ | 2026 ⬍ |

Delete

- ☑ Events
- ☑ All notes
- ☐ All comments
- ☐ Completion data
- ☐ Blog associations ❓
- ☐ Competency ratings

⌄ Roles

Unenrol users

```
No roles
Adobe Connect-Host
Adobe Connect-Teilnehmer
Adobe Connect-Präsentator
Student
Non-editing teacher
Kursleiter/-in
```

Delete

- ☑ All local role assignments
- ☐ All overrides in course

⌄ Gradebook

Delete

- ☐ All items and categories ❓
- ☑ All grades ❓

⌄ Groups

Delete

- ☐ All groups
- ☐ All group members
- ☐ All groupings
- ☐ All groups from groupings

⌄ Choices

Delete

- ☑ All responses

⌄ Forums

Delete

- ☐ All per-user forum digest preferences
- ☐ All forum subscriptions
- ☑ All posts

⌄ Assignments

Delete

- ☑ All submissions
- ☑ All user overrides
- ☑ All group overrides

⌄ Quizzes

Delete

- ☑ All quiz attempts
- ☑ All user overrides
- ☑ All group overrides

Select default   Deselect all

Reset course

4. If your course uses *activities* or *groups*, you can remove *grades*, *groups*, and *groupings*.

- Activities are listed, so you can selectively delete grades, submissions, and forum posts without removing the activity itself.

5. Click Reset course to save changes.

Note: All selected data will be permanently deleted from the course.

6. Review in the overview page: the number next to *Roles > Unenrol* shows how many users will be unenrolled.

7. At this moment, the process has been completed.

8. Verify under *Participants > Enrolled users* that only you remain as *Course leader*.

9. Update course name and short name for the new semester.

 New from WiSe 25/26: Update the course category by entering your surname under `Course category` and selecting the correct category for the new semester.

Course import

Moodle allows you to reuse courses in the coming semester without having to completely recreate all course content.

The following steps must be observed:

- empty Moodle course: new empty course for the new semester
- course import: import the old course into the new course

Creating a course via PRIMUSS

 New as of WiSe 2025/26: You no longer need to apply for a new course for your teaching events. Course application is no longer required. Courses are automatically transferred from the PRIMUSS course module according to planning and created automatically (exception in WiSe 25/26: Faculty of Social Work).

Courses that were not created in PRIMUSS can **now be created by yourself** (see Create course) or, if the course is required for a different course category, via the course request form.

Go to the desired course. Steps for importing are described below.

Course import / reuse courses

Test course 2026

Course   Settings   **Participants**   Grades   Reports   More ⌄

Course reuse

Import
Backup
Restore
Reset

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

In the central menu bar, click on *More → Course reuse*. Select `Import` from the menu.

Choose the course you want to import data from and click `continue`.

Import settings

❌ On the following pages you can decide which activities and materials you want to restore. Elements that you do not need (e.g. the *Badges*) can be removed by deactivating the checkboxes.

Next in the *Schema*, you will see an overview of the elements to be imported. Use the `Perform import` button in the *Confirmation and review* step to start the import process. You can make changes using the `Previous` button.

After the import has been successfully completed, you will receive a green information notice. By clicking `Continue` you will be taken to the imported/copied course and can update it for the new semester.

```
Note: Please note that when importing, no participants or their user data
are transferred and all forum posts as well as student contributions in
activities etc. are deleted. The course is therefore automatically reset.
Only the enrollment key is retained and may need to be changed by you.
```

☑ General

☐ Announcements 💬

```
 Always disable the import of Announcements.
```

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

Duplicate/copy course
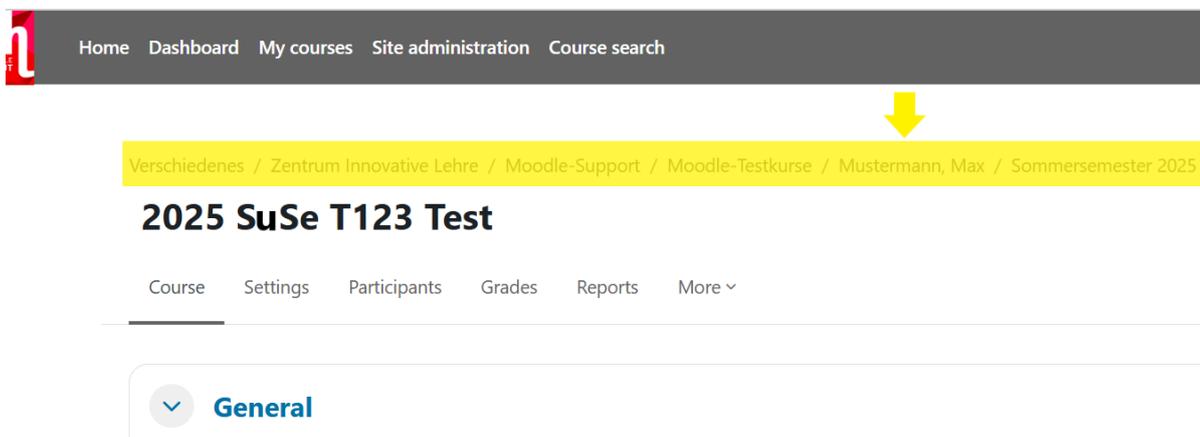
Neu! **New as of WiSe 2025/26**

see instructions Duplicate/copy course

Delete course

Neu! **New as of WiSe 2025/26**

1. Go to your course category. You can access your own course category most easily via the so-called breadcrumb in one of your courses.
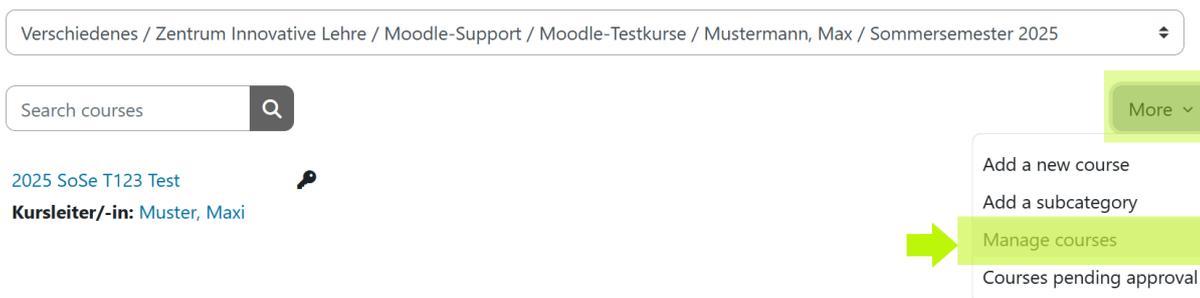

2. To manage your courses in your own course category, select the option `More` and in the dropdown menu the option `Manage courses`.

3. You will then see a list of the courses in the sub-course categories on the right in editing mode.

4. Click on the `Trash` can icon for the course you want to delete
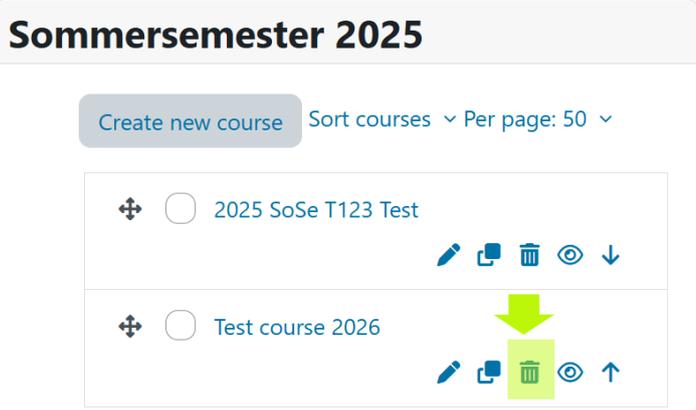
5. Confirm the deletion with `Delete`.

6. At the end of the deletion overview, click `Continue`.
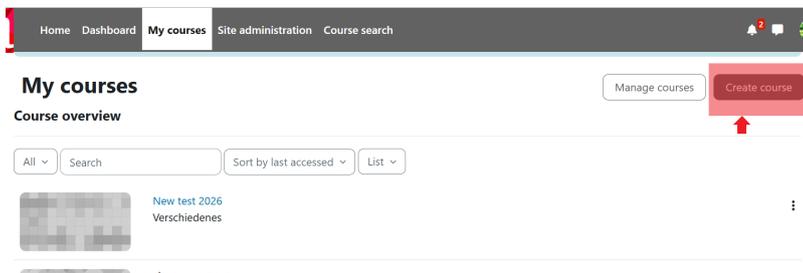

7. The course has been removed.

Create course

 New as of WiSe 2025/26

> Note: If the courses for the new semester have not yet been created automatically for you, you can create the courses you need independently without Moodle support.

1. Select the main page „My courses"

2. Select the option `Create course`

3. Fill out the form under „Add a new course" and confirm your entries with `Save and display`.

4. The new course is displayed.

5. **Important: You are not automatically enrolled as course instructor.**

6. Select the tab `Participants` and `Enrol users` 7. Search for your own name under `Select users` and choose `Course instructor` (Kursleiter/-in) under `Assign role`.

8. In this step, you can also set the `Enrollment key`.

9. In the dropdown menu under `Enrolled users`, select the option `Enrollment methods`.

10. Follow the steps of the instructions see Self-enrollment_Change enrollment key

Back up course (.mbz file)

1. Open the desired course.
2. Click on `More` on the right and select the last option `Course reuse`.
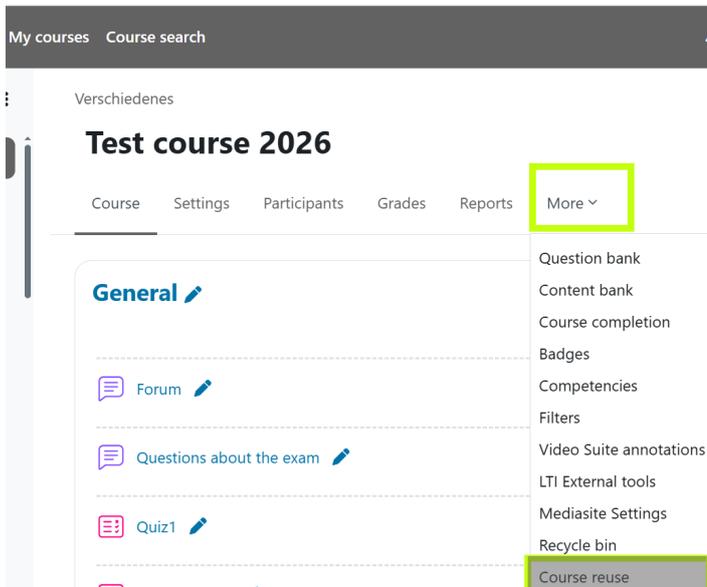
3. Select Backup.

5. You will be guided through the backup menu. In the `Backup settings`, define which content should be backed up. If you do not want to make any changes, click `Jump to final step` (useful for archiving purposes) or select `Next` to review and confirm the backup.

6. Finally, start the backup with `Perform backup`.

7. `4. Perform backup` The backup process is carried out and displayed using a progress bar.

8. After the backup process has been successfully completed, click `Continue`.

9. Download the created `MBZ file` located in the area `User private backup area` and then save the file on your university drive or similar.

Course backup area

Backup files for this course.

Filename	Time	Size	Download	Restore	Status

Manage course backups

User private backup area

Private backup files for all courses, with anonymised user information.

Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-14513-course_26-20260209-1911-nu.mbz	Monday, 9 February 2026, 7:12 PM	737.0 KB	Download	Restore	✓

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