Folio: How to Reset a Course

A quick easy way to empty your sandbox -- note that this process will permanently remove all content, course activities, gradebooks items, and files. There will be no way to retrieve these items as they are deleted.

1. Delete all news items
   1. From the Home page of the course, go into the News widget
   2. Select all items and click on the ‘Trash Can’ icon to delete all of the news items.
   3. Choose Yes.

2. Delete Content
   1. Go to the Content link
   2. Click Table of Contents on the left
   3. Click the drop-down menu to the right of the Table of Contents heading and select Delete All Modules
   4. A popup window will popup with two choices.
a. Remove all modules and topics from Content but keep all associated files and activities in the course.

b. Permanently delete all modules, topics, and all associated files and activities from the course.

5. Choose the second option (b)

3. Delete Other Activities

1. Go to the discussions, click the More Actions button, choose Delete, select all and click on Delete Selected.

2. Go to the Dropbox, click the checkbox at the top of the Dropbox list, click the More Actions button, and choose Delete.

3. Go to Quizzes, click the checkbox at the top of the Quizzes list, click the More Actions button, and choose Delete.

4. Go to Grades, Manage Grades, click the checkbox at the top of the Grade Item list, click the More Actions button, and choose Delete. ***Verify that you have broken the links (Associations) between the grade items and the tools before you delete the grade items.

4. Delete Files

1. Go to Edit Course > Manage Files

2. Select all files and delete them by clicking on the Trash can icon