

Reset Course Options

Are you teaching the same course again next term? Did you have any students with “incompletes” at the end of last term? Why should a course be reset?

This document is designed to review the different reset options in WebCT and to help you decide which reset option to use.

- **Scenario One:** The course is complete for the current or a past term. The course shell will be used again for a different term. All students have received a final grade; there are no incompletes.
- **Scenario Two:** The course is complete for the current or a past term. The course shell will be used again for a different term. However, NOT all students have received a final grade; there are incompletes.

How to Handle a Course that is Complete:

Scenario One: The course is complete for the current or a past term. The course shell will be used again for a different term. All students have received a final grade; there are no incompletes.

Once a course is completed, it will continue to live on the Student’s view of MyWebCT unless the course has been reset. Having a completed course remain on a Student’s view of MyWebCT causes great confusion and frustration from a student’s perspective. By Resetting the course, all student data will be removed from the course, all content will remain with the course, and the course will be removed from the student’s view of MyWebCT. Use this method if there are no “incompletes” in the course.

WebCT courses should be reset at the end of each semester after they are completed. The Reset process removes the student information created during the semester including student details, grades, e-mails, and discussion postings, while the content you have created for the course (content pages, quizzes, etc.) will remain.

After a course has been reset, the course instructor (Designer) has the option to reuse the course shell for a different term. If the course shell will no longer be used, then please contact WebCTSupport@colostate.edu and ask for your course to be deleted/archived.

Tip: Please allow adequate time at the end of the course for students to view their grades prior to resetting the course.

Step One:

Create a backup of your course and download it to your computer prior to resetting it. The backup will contain a copy of both your course and student information and can be restored, if necessary.

Please see the self-help guide, **How to Backup Your WebCT Course**, located on the WebCT Faculty Resources website.

http://www.colostate.edu/webct/faculty_tutorials.html

Step Two:

Download the Gradebook to your computer. The downloaded file may be opened in Excel.

Please see the self-help guide, **How to Download Your Gradebook**, located on the WebCT Faculty Resources website at:

http://www.colostate.edu/webct/PDFs/faculty/PDF_41/Downloading_Uploading_Gradebook.pdf

Step Three:

Complete the following steps to Reset your course:

Ligon to MyWebCT using your eID and ePassword.

<http://www.webct.colostate.edu>

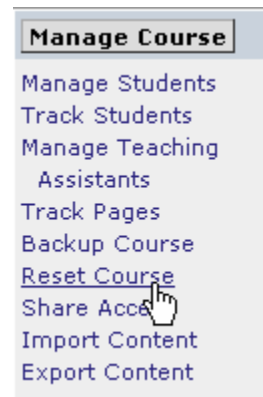
Select the course to reset from the Courses section.

Select the Control Panel button located in the top left-hand area of the WebCT page to view the Control Panel options.



Tip: The Control Panel can be viewed and/or used in an Extended or Basic view.

Choose the Reset Course hyperlink from the Manage Course category of the Control Panel view.



On the Course Reset screen you can choose the Select All button or you can manually pick and choose the options to reset for your course. After marking your selections, press the Reset button.

Tip: When choosing an option to reset, all student information for the chosen topic will be deleted.

Topic Clarifications:

Student Database: The Student Database option deletes students and their records including grades and grade book. Discussions and Chat information will not be deleted when only resetting this option.

Teaching Assistant Database: The Teaching Assistant Database option deletes TA's in your course when this option is selected.

Tip: Do not select the Teaching Assistant option if your TA will continue working with you in the next semester.

Note: No content or information that the Instructor has put into the course will be reset or deleted. Only student information such as quiz grades, assignment results, discussions, and mail correspondence will be reset.

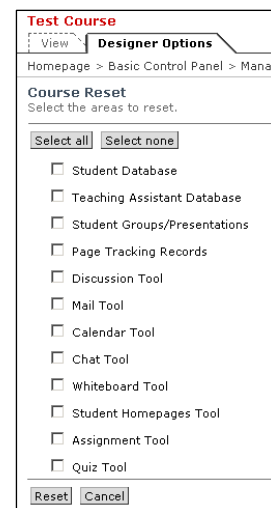
Tip: Remember that student-generated content will remain in your course and the course will show up in the Students' MyWebCT website view unless you specifically select the Course Reset WebCT tool to reset and delete the student information.

After you see the "Are you sure you want to do this" message, click Yes and WebCT will proceed to reset your course. If you have a lot of student-generated information, the reset procedure can take a few minutes.

How To Handle a Course with Incompletes:

Scenario Two: The course is complete for the current or a past term. The course shell will be used again for a different term. However, NOT all students have received a final grade; there are incompletes.

If you have students in your course who have an incomplete and need to finish the course, then DO NOT RESET the course as outlined in Scenario One. The course, course content, and student data for the student who has the incomplete must stay intact in order for the student to complete the course online. However, all other students who have completed the course, should be MANUALLY removed (deleted) from the course so that it doesn't continue to appear as an active course on the MYWebCT page.



Step One:

Create a backup of your course and download it to your computer prior to resetting it. The backup will contain a copy of both your course and student information and can be restored, if necessary.

Please see the self-help guide, **How to Backup Your WebCT Course**, located on the WebCT Faculty Resources website.

http://www.colostate.edu/webct/faculty_tutorials.html

Step Two:

Download the Gradebook to your computer. The downloaded file may be opened in Excel.

Please see the self-help guide, **How to Download Your Gradebook**, located on the WebCT Faculty Resources website at:

http://www.colostate.edu/webct/PDFs/faculty/PDF_41/Downloading_Uploading_Gradebook.pdf

Step Three:

Complete the following steps to Remove Students from your course who have finished the course and keep the students who have “incompletes”:

Lagon to MyWebCT using your eID and ePassword.

<http://www.webct.colostate.edu>

Select the course to reset from the Courses section.

Select the Control Panel button located in the top left-hand area of the WebCT page to view the Control Panel options.

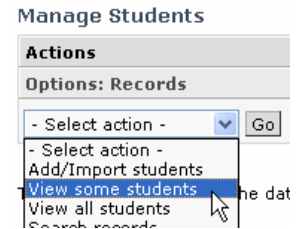


Tip: The Control Panel can be viewed and/or used in an Extended or Basic view.

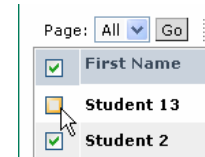
Choose the Manage Students hyperlink from the Manage Course category of the Control Panel view.



From the Manage Students view, select **View some students** from the Actions, Options: Records drop-down menu and Press the GO button.



From the View Some Students view, insert a checkmark next to the students you would like to delete.

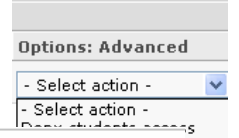


Tip: the default option is “on” when using this screen meaning all students are selected. Toggle the checkmark off next to name that you don’t want selected by clicking on it with your mouse.

Next, click on the View button to update the screen display to show only students who have a checkmark next to their name.

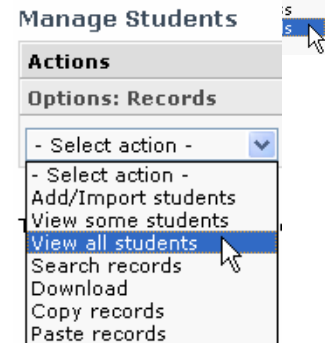


Delete the displayed students by selecting Delete Shown Records from the Options: Advanced drop-down menu and Press the GO button. A confirmation delete screen will appear. Press the Delete button to confirm the deletion.



Don’t Panic – You didn’t delete ALL students.

After pressing the Delete button, it appears that all students and columns have been removed from the Manage Student view. Display the columns and remaining students by selecting View All Students from the Options: Records. Press the GO button.



The course is now active for only the students that remain in the class. All other students have been removed from the course.

Tip: If the course shell will no longer be used, then please contact WebCTSupport@colostate.edu and ask for your course to be deleted/archived.