Cleaning a Course Shell

Sometimes you copy information from the wrong course or copy duplicate information and need to remove it. Unfortunately there isn’t an easy way of doing this, you have to clean out each tool manually. There are some things that need to be done first before you begin deleting information. This checklist will help you clean out the course shell properly.

Before You Begin Deleting

After logging into Learn@ UWSuperior and going to the course you would like to clean out, you will want to look at the Grades area to see if any of the tools are associated with Grades. On the Manage Grades screen, look in the Association column and write down any tools listed there. This connection, or association, has to be removed before you delete the item because it will result in errors inside the system and possible prevent the item from being deleted completely.

Another thing to check before you begin deleting is if there are any Rubrics being used in the other tools. If you have added a rubric to a Dropbox Folder, Discussions Topic, Quiz, or Grades Item, you will need to remove those before continuing. On the Rubrics screen, click on the dropdown menu to the right of the name of the rubric and select View Statistics. This will show you which tool(s) and item(s) the rubric is associated so you can remove them. If there is a lock symbol next to the Rubric, you will need to restore the item that was already deleted to remove the connection to it. If you are unable to find the item to restore it, you can set the status of that Rubric to Archived to remove it from the list.

Removing Grade and Rubric Associations

The most commonly associated items are between Grades and **Quizzes**, so we will start there. Select the Assessment dropdown menu and click the Quizzes link.

1. Click the Quiz name or the dropdown menu to the right of the quiz and select the **Edit**.
2. Click the Assessment tab.
3. Click the Grade Item dropdown menu and select **None**.
4. If a rubric has been added, remove it from the Quiz by clicking on the red X to the right of the Rubric name.
5. Click the **Save and Close** button.
6. Repeat this for all of the Quizzes with Grade or Rubric associations.

Next let’s remove the associations in the **Dropbox** area. Select the Assessment dropdown menu and select the Dropbox link.
1. Click the dropdown menu next to the Dropbox Folder name and select **Edit Folder**.
2. Click the Grade Item dropdown menu and select **None**.
3. Remove the Out Of amount.
4. If a rubric has been added, remove it from the Dropbox Folder by clicking on the red X to the right of the Rubric name.
5. If the Turnitin Originality Checking has been enabled, uncheck the box to disable it from the Dropbox Folder.
6. Click the **Save and Close** button.
7. Repeat this for all of the Dropbox Folders with Grade associations.

Finally let’s remove the associations in the **Discussions** area. Select the Communications dropdown menu and select the Discussions link.

1. Click the dropdown menu next to the name of the topic and select **Edit Topic**.
2. Click the **Assessment** tab.
3. Click the Grade Item dropdown menu and select **None**.
4. Remove the Score Out Of amount.
5. If a rubric has been added, remove it from the Discussion Topic by clicking on the red X to the right of the Rubric name.
6. Click the **Save and Close** button.
7. Repeat this for all of the Discussions Topics with Grade associations.

You can make sure all of the items have been unassociated by going back to the Manage Grades screen and looking in the Association column again.

**Deleting Information within Your Course**

To make sure you clean out the whole course shell, we recommend starting on the Course Home and working to the right through all of the dropdown menus for the tools you use. For this handout we will concentrate on the commonly used tools, but will tell you where to find the Delete option for the other tools.

**Deleting News** -

1. Select the **Course Home** link.
2. Click the News dropdown menu and select the **Go to News tool**.
3. Check the top checkbox to select everything.
4. Click the **Delete** (trash can) icon.
5. A confirmation widow will appear, click the **OK** button.

**Deleting Checklists** - you will want to use the **More Actions** menu to select the **Delete** menu item.

**Deleting Content** -

1. Click the **Materials** dropdown menu and click the **Content** link.
2. Select the Table of Contents module on the left side of the screen.
3. On the right side of the screen, click the Table of Contents dropdown menu and select the **Delete All Modules** item.
4. A pop up window will appear with 2 deletion options. Select **Permanently delete all modules, topics, and all associated files and activates from the course.** This will remove everything from the Content and Manage Files areas.
5. Click the **Delete** button.
6. You may have other files that were not linked from the Content area, you will need to click on the **Related Tools** dropdown menu and select the **Manage Files** menu item.
7. If you have any files in the Manage Files area, check the top check box and click the **Trash Can** icon to delete all the files.
8. A popup window will appear asking are you sure you want to delete selected objects. Select the **Yes** button.

**Deleting the Glossary** – Check the top check box and click the Trash Can icon to delete the terms.

**Deleting Attendance Registers** – Click the register’s dropdown menu and select the Delete item.

**Deleting Chat** - Check the top check box and click the Trash Can icon to delete the chat sessions.

**Deleting Discussions** -

After you have unassociated all of the topics, you can delete them by:

1. Click the **Communications** dropdown menu and click the **Discussions** link.
2. Click the dropdown menu next to the name of the Forum and select the **Delete** menu item.
3. A confirmation window will appear, click the **Yes** button. This will remove all of the Topics and all of the Threads within that Forum.
4. Repeat this step for all Discussion Forums.

**Deleting Groups** - Check the top check box and click the **Trash Can** icon to delete the groups. You will need to do this for all of the Categories you have in Groups.

**Deleting Competencies** – you will want to use the **More Actions** menu to select the **Delete** menu item.

**Deleting Dropbox Folders** –

After you have unassociated all of the folders, you can delete them by:

1. Selecting the **More Actions** dropdown menu.
2. Selecting the **Delete** menu item.
3. Checking the check box at the top to select all the Dropbox Folders.
4. Clicking the **Delete Selected** button.
5. A Confirmation window will appear, click **OK** button.

**Deleting Grades** –

After you have unassociated all of the other tools, you can delete the Categories and Grade Items by:

1. Selecting the **Manage Grades** tab.
2. Selecting the **More Actions** dropdown menu.
3. Selecting the **Delete** menu item.
4. Checking the check box at the top to select all the Dropbox Folders.
5. Clicking the **Delete** button.
6. A Confirmation window will appear, click the **Delete** button.

**Deleting Quizzes**

After you have unassociated all the Quizzes, you can delete them by:

1. Selecting the **More Actions** Dropdown menu
2. Selecting the **Delete** menu item
3. Checking the top checkbox to select all the Quizzes
4. Clicking the **Delete Selected** button
5. A Confirmation window will appear, click **OK** button
6. Go to the **Question Library** and checking the top checkbox and clicking on the **Trash Can** icon to delete all the sections and questions.

**Note:** Due to a bug in the system, if you have a lot of questions you will need to delete questions in batches. If you try to delete all of them at once you might receive an error message.

**Deleting Rubrics** - After you have unassociated all the rubrics, check the top check box and click the **Trash Can** icon to delete the Rubrics.

**Deleting Surveys** - you will want to use the **More Actions** menu to select the **Delete** menu item.
Cleaning a Course Shell Checklist

☐ Check the Grades -> Manage Grades screen for associations with other tools
☐ Check Rubrics for associations with other tools
☐ Remove the Grade Associations with Quizzes
  ☐ Remove Rubrics
☐ Remove the Grade Associations with Dropbox
  ☐ Remove Rubrics
  ☐ Remove Turnitin reports
☐ Remove the Grade Associations with Discussions
  ☐ Remove Rubrics
☐ Delete News articles
☐ Delete Checklists
☐ Delete Content
  ☐ Delete anything in the Manage Files area
☐ Delete Glossary terms
☐ Delete Attendance Registers
☐ Delete Chat sessions
☐ Delete Discussions Forums and Topics
☐ Delete Groups within all Categories
☐ Delete Competencies
☐ Delete Dropbox Folders
☐ Delete Grades Categories and Grade Items
☐ Delete Quizzes
  ☐ Delete anything in the Question Library
☐ Delete Rubrics or archive them as needed
☐ Delete Surveys