User manual

UBcoursedelete

**Admin Report for Moodle that allows a logical
deletion of courses in the platform**

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Introduction

Moodle only allows a physical deletion of courses, that implies the deletion of all data related to the course. If an error occurs, if someone (with granted rights) mistaken the course to delete, the data can not be recovered; unless there's a complete backup file kept in a safe place.

UB Deleted courses is a Moodle plugin developed to allow the logical deletion of courses. It's fully configurable and adjustable so it can reach the needs of many site administrators. It can be configured so only the trusted roles could delete (put into quarantine) courses from some or all categories. The administrators can set how long the courses will be kept in quarantine before complete deletion and even if they want to keep a backup file for the deleted courses.

The software is in version 1.0; currently used in the *Campus Virtual de la Universitat de Barcelona* with satisfactory results. The languages available for the current version are: Catalan, Spanish and English.

Installation

To install the plugin your need a Moodle 1.9 version or later running. Download the compressed file *ubcoursedelete_moodle19.zip* and extract its contents. Within the created folder *ubcoursedelete_moodle19* you will find two folders, *admin/report/ubcoursedelete* for the UBcoursedelete admin report and *blocks/ub_admin* for the UB Administration block.
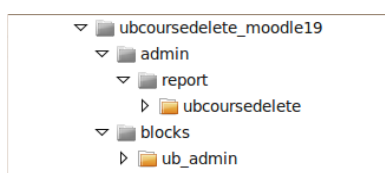
You need to copy the subfolder *ubcoursedelete* into its place in the Moodle folder structure (*/moodle/admin/report/*) and the subfolder *ub_admin* into its correct place (*/moodle/blocks/*). Then you access the admin notifications page in your installed Moodle and the installation process will begin.

After the installation process finish successfully and you hit the continue button you get the page with the settings for the new plugin. You can save the default parameters and go back later to the plugin setting page. We will discuss in next section all the configuration parameters.

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Now we have the plugin installed on our site but it still need a little work for the final users to see it. We want the allowed users (usually a teacher in a course) to see a link for quarantining the course within a side block. That's the UB Administration block job. You can set the UB Administration as a sticky block in all courses through the administration page *Site Administration > Modules > Blocks > Sticky blocks*:

The next step is setting who can quarantine courses. By default, when you install the plugin, only the administrators can quarantine courses. If you want to allow all the teachers to quarantine any course you need to set the capability *Quarantine courses* (report/ubcoursedelete:quarantine) to *Allow* for the teacher role in the site. To do so you go to *Site Adminstration > Users > Permissions*

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> *Define roles,* edit the *Teacher (editingteacher)* role and set to *Allow* the capability *Quarantine courses* (report/ubcoursedelete:quarantine) and save the changes.
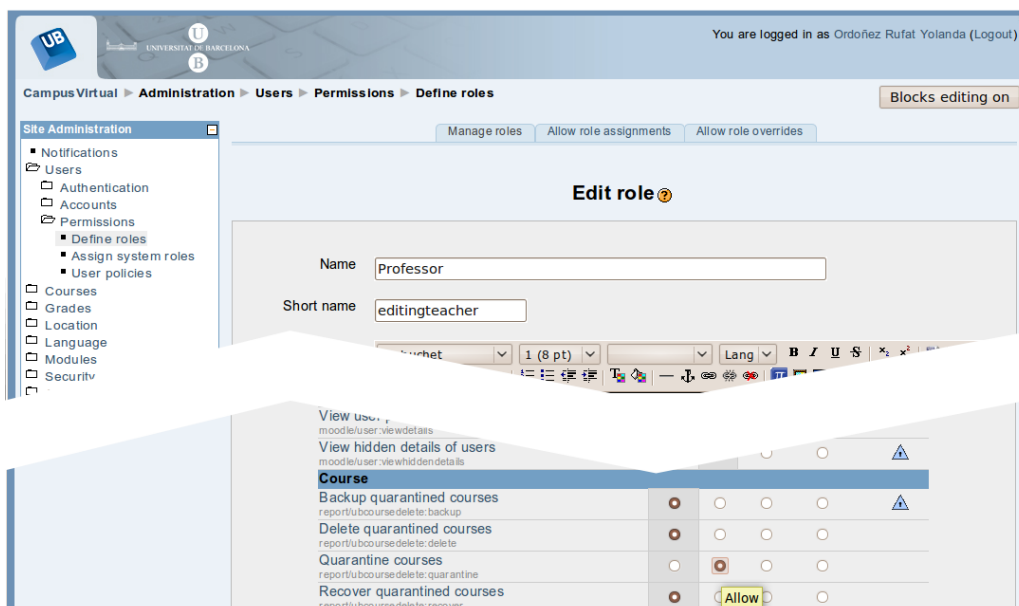
If you want to allow all the teachers to quarantine only the course within a particular category you need to set the capability *Quarantine courses* (report/ubcoursedelete:quarantine) to *Allow* for the teacher role in that category only. To do so you select the category, click on the *Assign roles* link
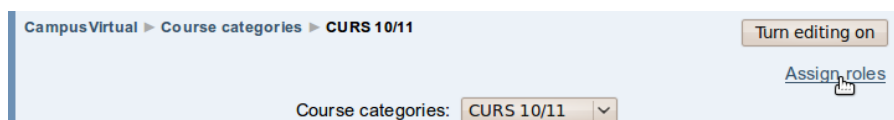

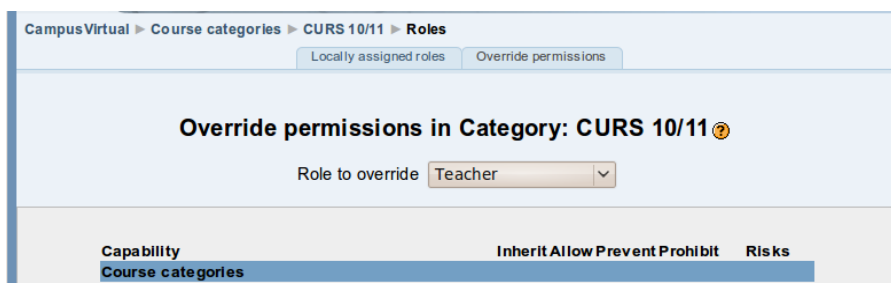and then on the *Override permissions* tab. Then select the *Teacher (editingteacher)* role and set to *Allow* the capability *Quarantine courses* (report/ubcoursedelete:quarantine) and save the changes.


Now the users with the role editingteacher in any course within the allowed category can logically delete, and put into quarantine their courses by clicking on the corresponding link in the block.

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Setting up the plugin

To change the settings for the UBcoursedelete admin report you must go to the *Configure report* page within the *UB Deleted courses* report
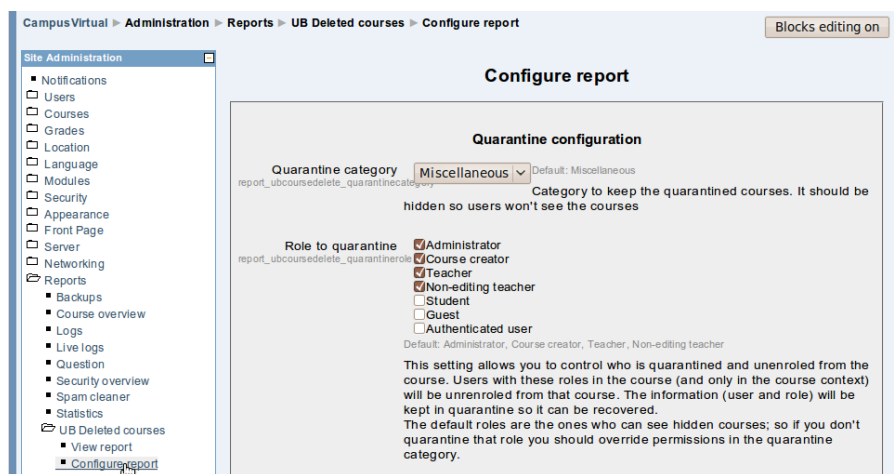
The configurable parameters allow the administrators to set up the plugin easily to meet their needs. Don't forget to click on the *Save Changes* button at the end of the page to save the modifications.

Quarantine configuration

Quarantine category (report_ubcoursedelete_quarantinecategory)

Default: Miscellaneous

Category to keep the quarantined courses. It should be hidden so users won't see the courses

Role to quarantine (report_ubcoursedelete_quarantinerole)

This setting allows you to control who is quarantined and unenroled from the course. Users with these roles in the course (and only in the course context) will be unrenroled from that course. The information (user and role) will be kept in quarantine so it can be recovered.

The default roles are the ones who can see hidden courses; so if you don't quarantine that role you should override permissions in the quarantine category.

Notify role (report_ubcoursedelete_notifyrole)

This setting allows you to control who receives the quarantine notification. Users need to have at least one of these roles in the course (assigned in higher context too), to receive the notification for that course.

Cron configuration

Execute at (report_ubcoursedelete_schehour)

Choose what time automated quarantine cron jobs should run at every day.

Quarantine days (report_ubcoursedelete_quarantinedays)

Number of days any course is kept in quarantine. Leave it blank (0 days) if you don't want to delete courses from quarantine. Default: 90 days

Save to (report_ubcoursedelete_backupdestination)

Full path to the directory where you want to save the backup files. Leave it blank if you don't want to keep a backup for the deleted courses. Default is the backupdata directory from the site files.

It needs the automated backups to be active as it uses the same configuration for the backup.

Keep logs and backups for (report_ubcoursedelete_loglifedays)

Number of days you want to keep backups and logs about deleted courses. Logs and backup files that are older than this age are automatically deleted. Leave it blank (0 days) if you don't want to lose any information for deleted courses in quarantine. Default: 180 days

Permissions and capabilities

By default, when you install the plugin, only the administrators can perform all the actions available for the plugin. But the administrators can change all the capabilities for any role to meet their needs; however their should be cautious and keep in mind the risks for every capability.

The available capabilities are:

- Configure deleted courses report (report/ubcoursedelete:config)   Configuration risk
- View deleted courses report (report/ubcoursedelete:view)
- Backup quarantined courses (report/ubcoursedelete:backup)   Privacy risk
- Delete quarantined courses (report/ubcoursedelete:delete)
- Quarantine courses (report/ubcoursedelete:quarantine)
- Recover quarantined courses (report/ubcoursedelete:recover)

Interface for teachers users

After the administrator have intalled and configured the plugin the allowed users (usually a teacher in a course) see a block with a link for quarantining the course. The user logically deletes the course and puts it into quarantine by clicking on the link in the block.
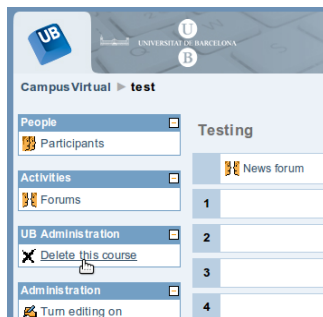
As the result of that action is like that course is deleted we ask for confirmation first.
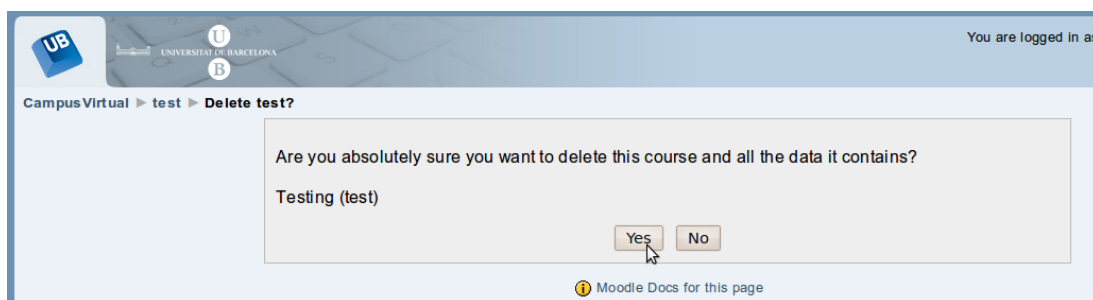
As the action is fullfilled we inform the user.
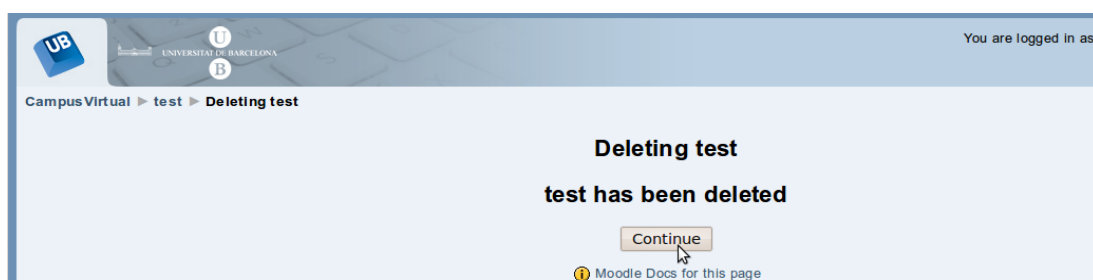
Now the course is no longer accessible or visible for any participant in the course (except for administrators); but all its contents and data are still kept in the site.
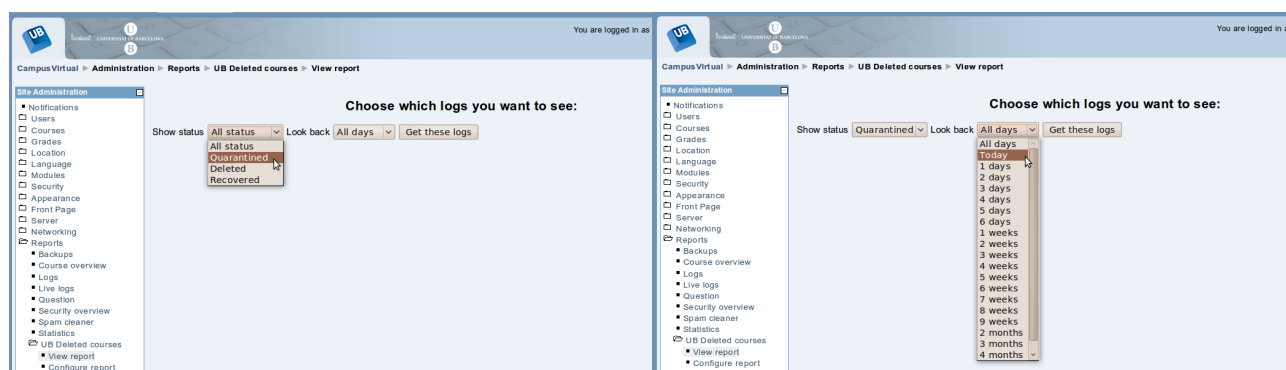
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Interface for administrators

The administrator user has a set of reports available through the *View report* page within the *UB Deleted courses* report
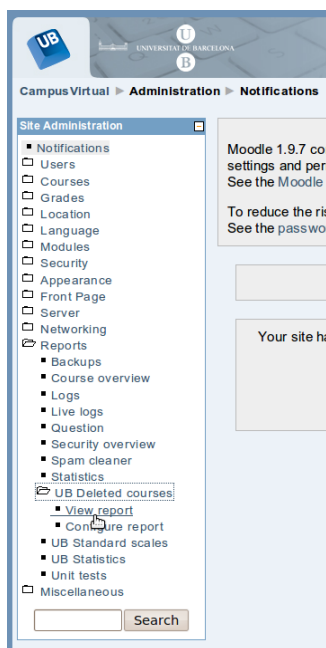
Choosing from the option menu one of the availaible status and how long back in time to search you can narrow the list of courses you want to see in the report.

When you click on the *Get these log"* button you see a table with information regarding the particular courses. All the relevant information is shown in this table and by clicking on any of the links you jump to the corresponding course, user or category.

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By default the list of courses is ordered by reverse time, the latest first. But it can be ordered by other subject just clicking on the column's header.

Actions

In the *Actions* column there are links to all the actions the user is allowed to perform with the course depending on its status. In a quarantined course the allowed actions are: view the logs

 recover backup or delete the course

In a recovered or deleted course the only availaible action is viewing the logs.

Log

When the *View logs* icon is clicked you get to another page where all the actions done to that course are listed. If a backup has been done there's also a link to the backup file.
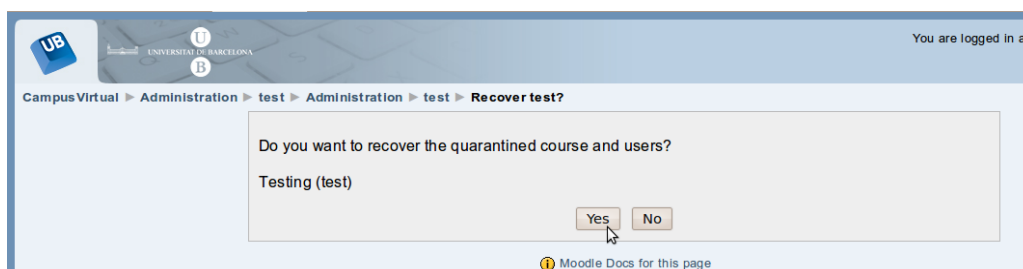
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Recover

When the *Recover course* icon is clicked you get to another page where you're prompted for confirmation.

After clicking in the *Yes* button the course is recovered. Recovering a course means the course will be restored to its previous status before it's been quarantined. All the quarantined users will recover their former roles, and the course will be visible again and back to its former category.

The administrators can get a list of all the courses that are been recovered by selecting the status *Recovered* in the *View report* page within the *UB Deleted courses* report.

Backup

When the C*ourse backup* icon is clicked you get to another page where you're informed about the backup progress. Depending on the course contents this process will take some time.

This process needs the *Save to (report_ubcoursedelete_backupdestination)* parameter to be set to a

valid directory for the backup files to be kept. This process also needs the automated backups to be active as it uses the same configuration for building the backup. This is not a problem because you can set the automated backup active but not selecting any day to the schedule, and force the administratos to set up and review the parameters for the backups.
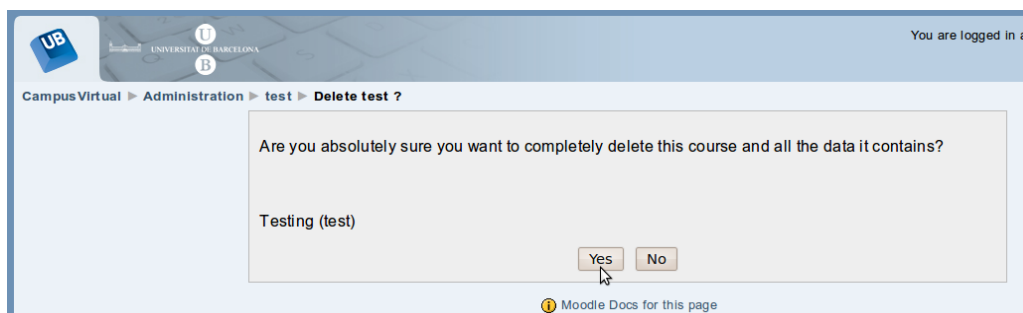
If the adminstrator tries to backup a course but the backup is not active it will get an error message.

The administrators can see the information about the backup of a particular course and the backup file through the logs of the course.
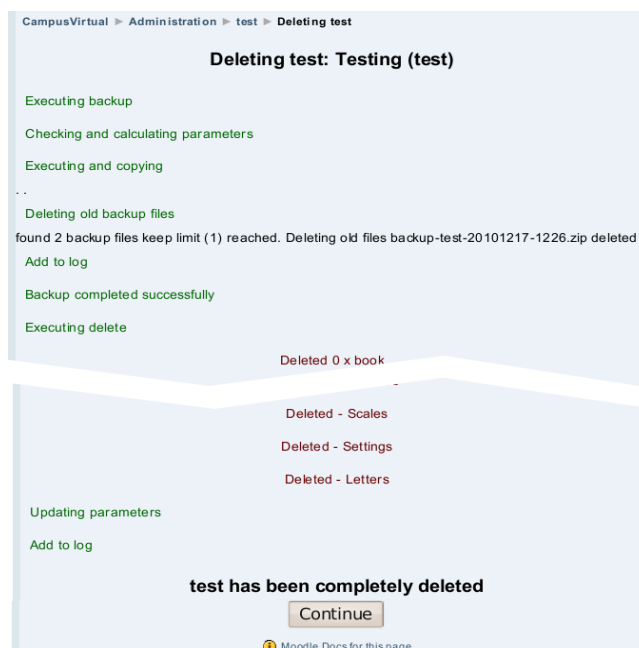
Delete

When the *Delete a course* icon is clicked you get to another page where you're prompted for confirmation.

After clicking in the *Yes* button the process will begin and you get to another page where you're informed about the deletion progress. Depending on the course contents this process will take some time.

If the backup is active a backup of the course will be done first and only if its finished satisfactory the course will be remove from the site. That means that the only way to recover the course will be restoring the backup file,only if the backup is active, otherwise all the content will be lost.

The administrators can get a list of all the courses that are been deleted by selecting the status D*eleted* in the *View report* page within the *UB Deleted courses* report.