

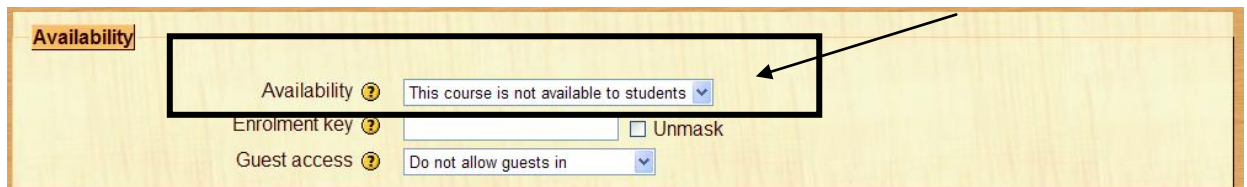
Moodle – End of Year To Do List

- Check the activity of students throughout the course and make notes as to what could be improved in a future version of the course.
- Make arrangements for possible drop outs, or those who failed the course.
- Download the overview of student grades from the course Grades page (the Gradebook) and save it for your archive (print it to be on the safe side). – **See Download/Print Student Grade Report directions below (pg 1)**
- Note whatever feedback you obtained from the students about the course and their learning experience with it (for example, via a survey). Evaluate the information and share it with others.
- Make a back-up of the course with all the students and their activities (logs), if you think you might need it later. – **See Make a Backup of the course (pg 2)**
- Remove all students from the course (unless you wish to give more time to those lagging behind). Note that you can do this and other clean up actions with the Reset function. – **See Reset Courses for Next Year (pg 4)**
- Clean up forums, dialogues and wikis, logs etc. (i.e. remove old messages, or replace the entire activity with a new one). You can use the Reset function for some of this.
- **Make this course unavailable since the semester/year has ended.** – **See Make Course Unavailable (pg 1)**
- If you require a new environment (copy) for your next course, request it in good time from _____.

The above list was copied and altered from: <http://moodle.tokem.fi/mod/book/view.php?id=16397&chapterid=8386> (Moodle Docs)

Make Course Unavailable

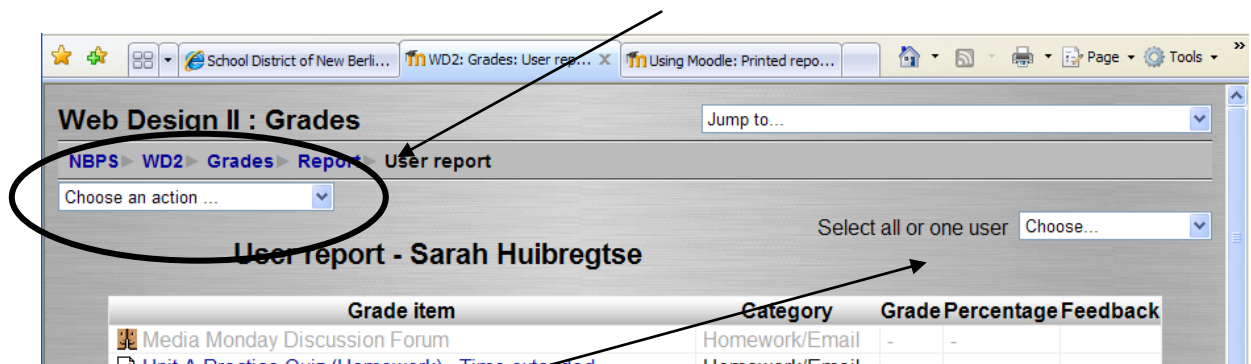
1. In the Administration Block on the left side click **Settings**. Scroll down to the Availability section



2. The only setting that needs to be updated is the **This course is available to students** needs to be changed to **This course is not available to students**.
3. Scroll to the bottom and **Save changes**.

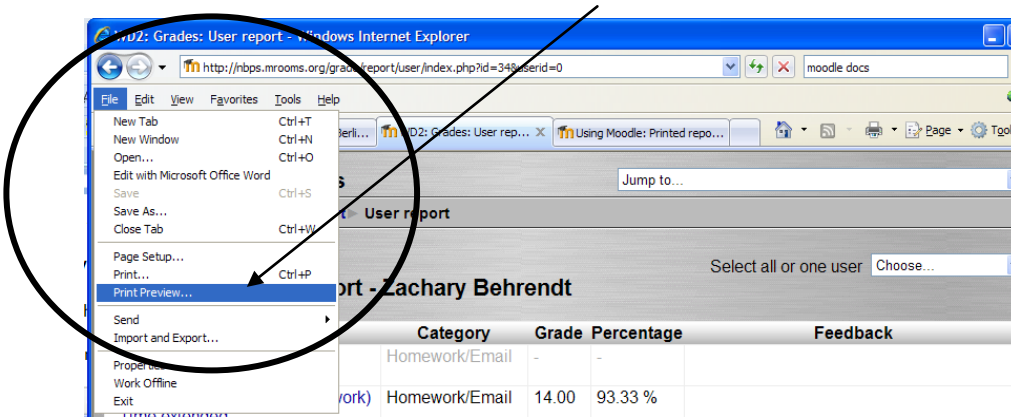
Download/Print Student Grade Report (Record Purpose)

1. In the Administration Block on the left click **Grades**
2. From the drop-down menu, on the left side, select **User Report**.



3. Using the **Select all or one user** drop-down menu select **All Users** or the individual student name.

- Using your browser's menu options select **File – Print Preview** to verify that the report displays properly. I found that my reports printed the best using Portrait settings. *Note: This report may be rather lengthy so you may wish to only keep a PDF version of it.*



- Once you have the report displaying the way you would like, print a copy. If you don't need or want a paper copy create a PDF version of your report by doing the following:
 - Click the **Print** option or icon.
 - From the available printers select **PrimoPDF** (if not installed go to <http://www.primopdf.com/> and install the free software).
 - Give the Grade Report a descriptive name, and browse to a save location of your choice.
- Repeat these steps for each of your courses.

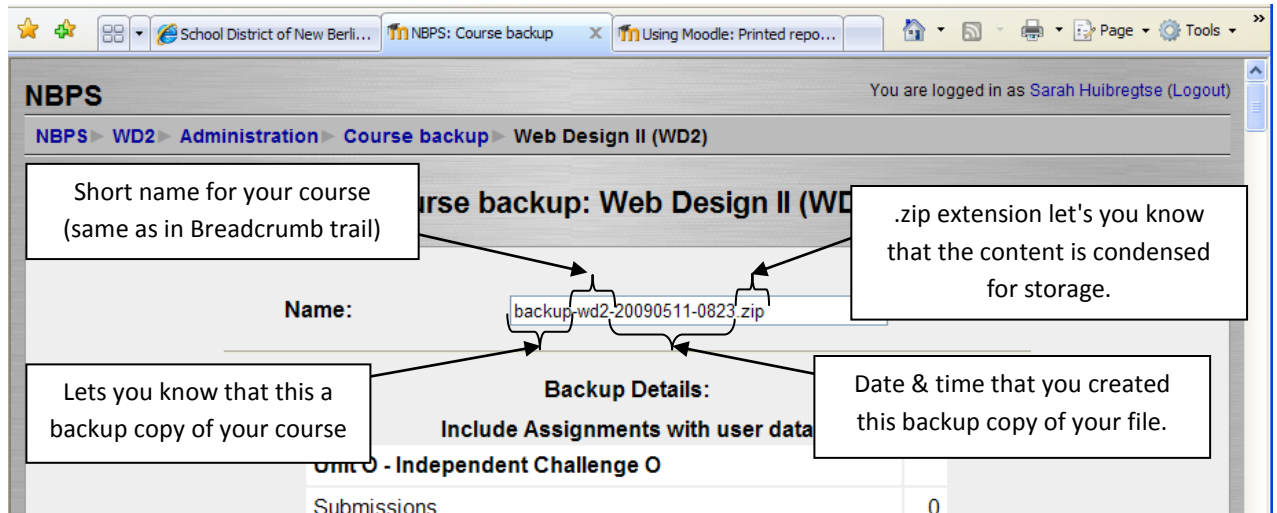
Make a Back-up of the course (with student data)

For saving a copy of your semester/year course you need to complete the following steps:

- Log into Moodle and your current course
- In the Administration Block click **Backup**
- Verify that all check boxes on this page are checked (for both the activities and user data). If not, click the **All** link to select everything.

- At the bottom of this page there are some drop-down options. You may wish to change the **Grade Histories** option to **yes**. The only other option I've ever turned off is the **Site files used by this course**, because it can and has caused extra files and data to appear in my courses **Otherwise**, you can leave the rest at the default values, and click **continue**.

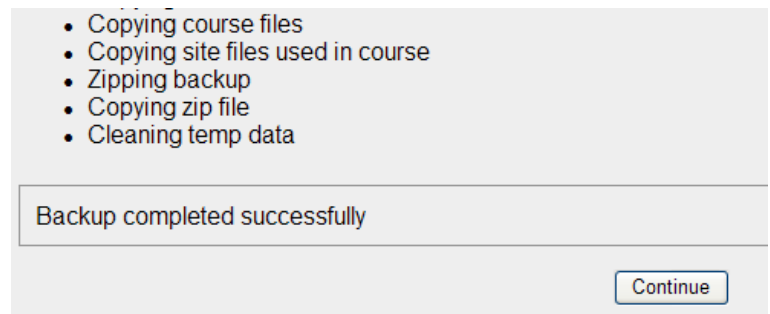
5. Wait patiently while Moodle creates a new backup file of your course, which will include all student data. Once the file has been created you'll get a screen similar to the following.



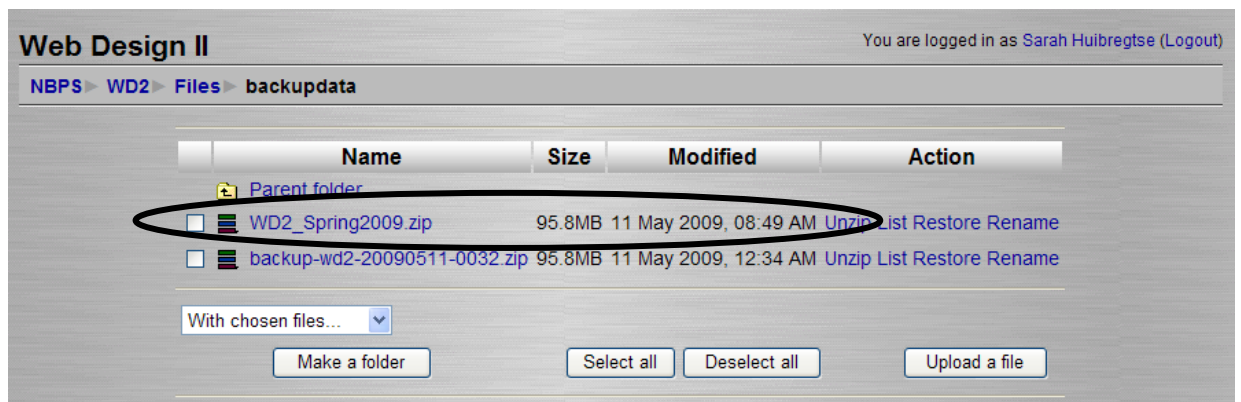
6. You may wish to change the name to something you understand. I have found the following naming convention to be helpful: CourseName_SemesterYear.zip

- a. For example if I was saving this copy I would have name this file **WD2_Spring2009.zip**
- b. You may wish to state that this backup copy has student data in by doing the following:
WD2_Spring2009_Student.zip

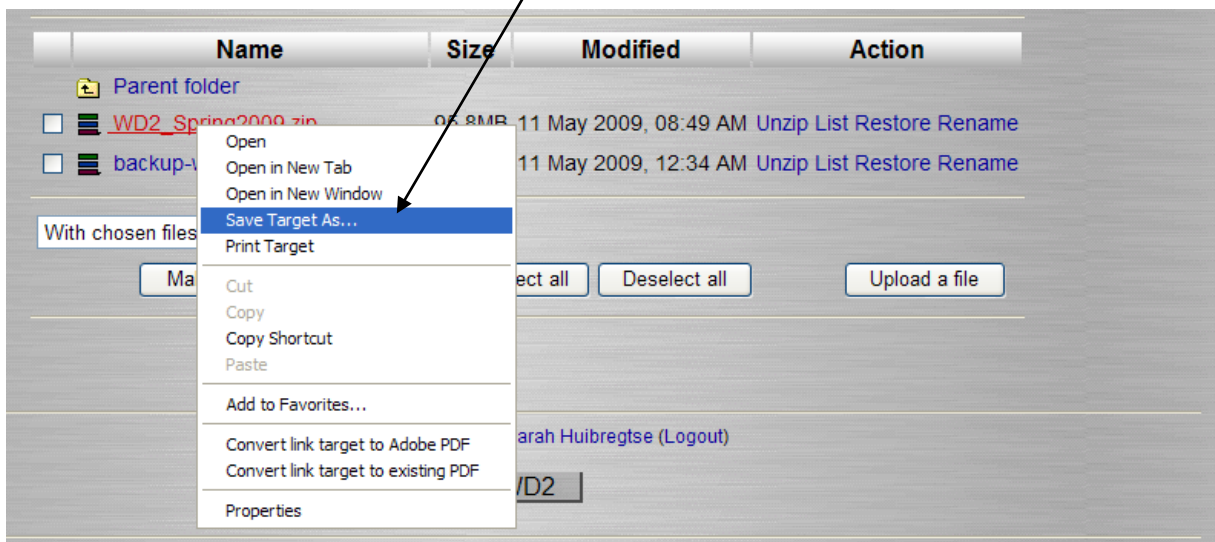
7. Scroll to the bottom and click **continue**. This step took quite some time for me because it is gathering all the resources and student information. Be patient!!! Once it has completed you will receive the following message:



8. Click the **continue** button, and you will be brought to your **backupdata** folder. All throughout the year the systems has regularly kept a backup copy for you. You will want to save off the copy you just created, so look closely at the Modified date and time.



9. Finally you will want to save a copy of your course to you Home drive or to My Documents. Right click the File Name and select the **Save Target As...** option, which will bring up the Save As folder. Navigate to the location of your choice and select Save.



10. Congratulations you just saved a copy of your course with student data. Hopefully you'll never need this, but I'd recommend you hang onto this as long as you do your gradebook information.

Make a Back-up of the course (No Student data)

If you'd like you can repeat the above steps, but unselect the **User Data** column in step 3. Save the file following a naming convention that will let you know there is no student data included.

Reset Course for Next Year

If you would like to use the same course activities next year, follow these steps to remove student responses, grades, etc.

1. In the Administration Block click **Reset**
2. You will get the following screen. Make the changes noted below as they relate to you and your course.

Reset course

This page allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by choosing items below and submitting this page you will delete your chosen user data from this course forever!

General

Course start date ⓘ 1 September 2009 ☐ Disable

Delete events ☐

Delete logs ☐

Delete all notes ☐

Roles

Unenrol users

Non-editing teacher
Student
Guest
Parent

Press the **ctrl** key and select these 3 user roles.

Delete all local role assignments ☐

Show Advanced

Gradebook	
Delete all items and categories	<input type="checkbox"/>
Delete all grades	<input checked="" type="checkbox"/>
Groups	
Delete all groups*	<input checked="" type="checkbox"/>
Remove all group members*	<input type="checkbox"/>
Assignments	
Delete all submissions	<input checked="" type="checkbox"/>
Choices	
Remove all responses	<input checked="" type="checkbox"/>
Forums	
Delete all posts	<input checked="" type="checkbox"/>
Delete posts from*	<div> News forum Social forum Standard forum for general use Each person posts one discussion </div>
Delete all forum subscriptions*	<input checked="" type="checkbox"/>
Delete all forum tracking preferences*	<input type="checkbox"/>
Delete all ratings	<input type="checkbox"/>
Glossaries	
Delete entries from all glossaries	<input type="checkbox"/>
Delete entries from*	<div> Main glossary Secondary glossary </div>
Delete entries by users not enrolled	<input checked="" type="checkbox"/>
Delete all ratings	<input checked="" type="checkbox"/>
Delete all comments	<input checked="" type="checkbox"/>
Lessons	
Delete all lesson attempts	<input checked="" type="checkbox"/>
Quizzes	
Delete all quiz attempts*	<input checked="" type="checkbox"/>
<input type="button" value="Reset course"/> <input type="button" value="Select default"/> <input type="button" value="Deselect all"/> <input type="button" value="Cancel"/>	

IMPORTANT NOTE: You may have more or less activities, because the items listed here will depend upon what you've included into your course. You will need to make decisions on a case by case setting. Please let me know if you have questions about what is actually being removed from the course.

- Once you've selected all items that you'd like removed from your course click the **Reset course** button.