



# FoxTALE: Resetting Courses

## Overview

Before reusing courses for a new semester, faculty members need to reset their courses in FoxTALE. The reset function removes students and their forum postings, assignment postings, grades, logs, etc. This document gives the steps for making a backup copy of the course and resetting the course.

## Back Up the Course

1. Log in to the course.
2. In the **Administration** block (generally found on the left side of the course home page), click **Backup**.





- The next screen asks what you would like to include in your backup. It's best to leave the default settings to back up all.

Include: All/None		All/None
<input checked="" type="checkbox"/>	Assignments	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Chats	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Choices	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Forums	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	News forum	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/>	Glossaries	<input checked="" type="checkbox"/> User Data

At the bottom of this screen, change **Logs** to **Yes**.

Click **Continue**.

Users Course

**Logs** Yes

User Files Yes

Course files Yes

Site files used in this course ? Yes

Grade histories No

Backup role assignments for these roles

- Administrator
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user

All/None

Continue Cancel

- The next screen shows the backup details, including the name of the backup file that is being created. The file name includes the date of the backup.

Click **Continue** at the bottom of the screen.

**Include Course Files**

Files 0

**Include Site Files Used in This Course**

Files 0

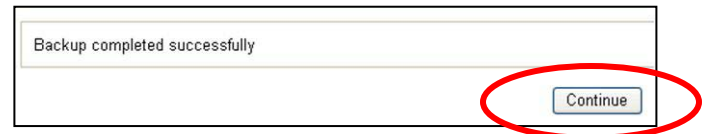
**Include role assignments**

Roles 7

Continue Cancel

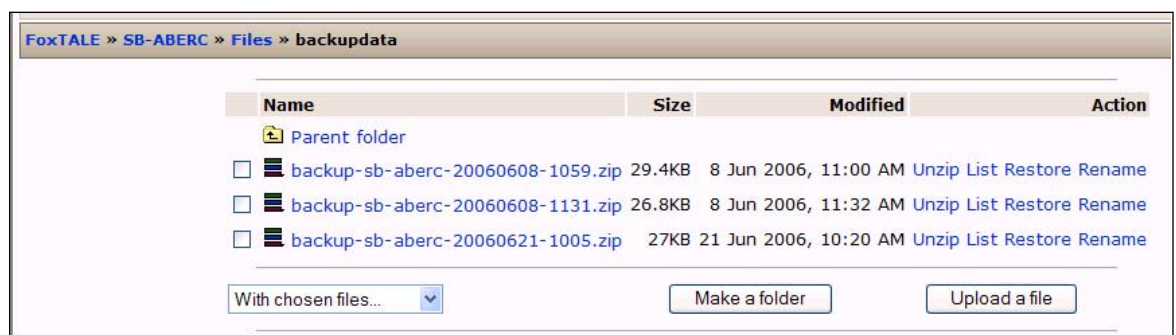


- The next screen shows a log of the backup process as it occurs. At the bottom, you should see a message that the backup was completed successfully.



Click **Continue**.

- The backup is complete. FoxTALE shows you that a **backupdata** folder has been created in the course's **Files**, and the new backup zip file has been added to this folder. Previous course backups are also stored in this folder.



## Download an Extra Copy of the Backup File

You might want to download a copy of the backup file to your own computer, H drive, or FoxFiles for safekeeping.

- Click on the name of the backup zipped file that you want to download.
  - In Firefox, depending on your configuration, the process will automatically download the zipped file to your desktop, or you will be asked to save the zipped file to a destination you choose.
  - In Internet Explorer, the process will allow you to save the zipped file to a destination you choose.

The backup file is a compressed zip file. The backup file should only be used in FoxTALE. Don't open the backup file.



## Reset the Course

1. Return to the course's main page.

In the **Administration** block (generally found on the left side of the course screen), click **Reset**.

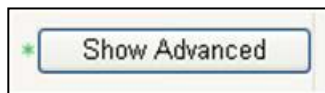


2. You'll see a long list of items to be reset. (See the screen shot on the following page.)

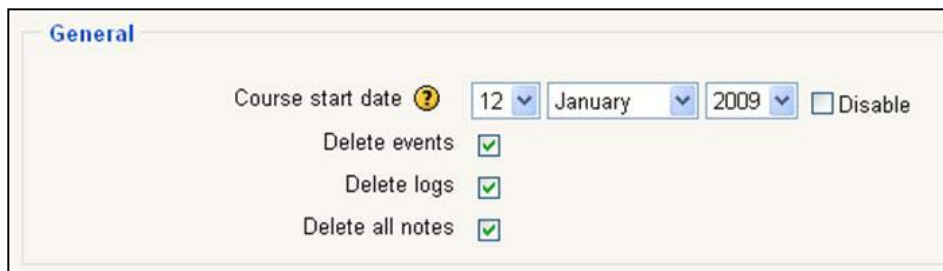
Scroll to the bottom of the screen, and click **Select default**. FoxTALE will automatically fill in several check boxes.



3. Click **Show Advanced**.

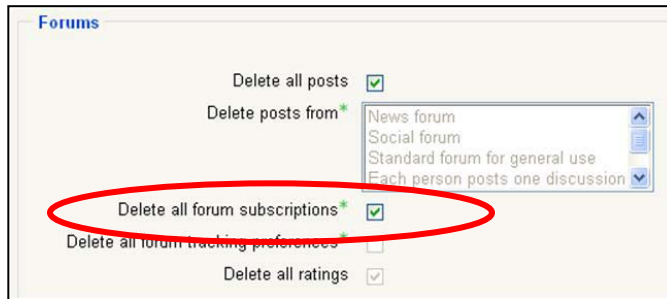


4. **Course Start Date:** In the General section, you can specify a new **course start date** by removing the check from the **Disable** box and entering the new course start date.





- In the **Forums** section, check the box for **Delete all forum subscriptions**. (You'll want to remove email subscriptions for previous students so that they don't continue to receive emails from an old course.)



- Check for any additional applicable settings. Click **Reset course** at the bottom of the screen.
- You'll see a log of the reset process. Click **Continue** at the bottom of the screen.
- FoxTALE returns you to the course's main page.

## Verify the Reset

You can check to see that all students have been removed from the course.

In the **Administration** block (generally found on the left side of the course home page), click **Assign Roles**.



You should see zero students.

Roles	Description	Users
<b>Teacher</b>	Teachers can do anything within a course, including changing the activities and grading students.	2
<b>Non-editing teacher</b>	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
<b>Student</b>	Students generally have less privileges within a course.	0
<b>Guest</b>	Guests have minimal privileges and usually can not enter text anywhere.	0

If your course has forums other than the News Forum, from the course home page, click **Forums** (under **Activities**, usually on the top left). Check to see that forum postings have been removed.