

HOW DO I ... ? RESET A SUBJECT?

Resetting a Subject in the LMS | June 2009

Resetting a Subject in the LMS

You should reset your subject only when ALL student activity and assessment is complete.

Resetting a subject allows you to prepare for a new teaching period by deleting student created content such as Discussion posts, mail messages, chat logs, assignments and assessments. Grade book data will also be removed.

If you need to keep student discussion, email or results from the grade book there are instructions for doing this at the end of the document. Please look at these instructions before you reset the subject.

Public, subject level, Calendar entries will not be deleted, however entries created by students will have the associated name removed. The subject Designer will become the owner of these student created entries.

When you reset a subject, the subject title and any assigned dates will be preserved. Only an administrator can change these attributes. Contact lmssupport@latrobe.edu.au

All students and auditors will be automatically unenrolled but you will have the option of unenrolling additional Designers and Teaching Assistants.

A back up the subject will be created automatically.

Important: It is not possible to reset subjects which utilise the Group Sign-Up Sheet function. Group Sign-Up sheets should be unlinked prior to resetting a subject. See <http://www.latrobe.edu.au/lms/issues.html>

Depending on server load and the size of the reset queue, resetting a subject may take from under a minute to several hours. After a subject is in the reset queue, it cannot be removed. The subject will be hidden from users in My WebCT until the reset is complete.

Resetting a Subject

1. In an LMS subject select the **Teach** tab.
2. Under **Instructor Tools**, click **Manage Course**.
3. Click **Reset**. This will also create a backup the subject.
4. If you want to unenroll Section Designers or Teaching Assistants, select the appropriate check boxes.

The following users will be unenrolled from this course

- Section Designer
 Teaching Assistant

Students and Auditors will be unenrolled even if you do not select to unenroll Section Designers or Teaching Assistants.

! Resetting courses removes all member-related data. A backup of the course will automatically be created. Users will not be able to open the course until the reset is complete. Depending on server load, the reset may take several hours.

Do you want to continue?

5. Click Continue. The MyLMS page is displayed and the subject will be closed until the reset is complete.
6. To repopulate the LMS Subject for the next teaching period see Adding Students at <http://www.latrobe.edu.au/lms/assets/downloads/populating.pdf>

Compiling and Saving Discussion

1. Select the Discussions tool either from the Course Tools menu or from a Content Homepage.
2. By ticking the checkboxes, select the discussion messages that you want to compile and save and then choose **Create Printable View**.

<input checked="" type="checkbox"/>	Hi from Gong Li	2	Gong Li	29 September
<input checked="" type="checkbox"/>	Hi from Angie	2	Angela Lopez	29 September
<input checked="" type="checkbox"/>	Hi from Laura	2	Laura Wishart	28 September
<input checked="" type="checkbox"/>	Hi from Clara	3	Clara Toplet	28 September
<input checked="" type="checkbox"/>	Hello from Joseph Fischer	2	Joseph Fischer	27 September
<input checked="" type="checkbox"/>	Barongo Serenge introduction	2	Barongo Serenge	27 September
<input checked="" type="checkbox"/>	Greetings from James	4	James Soong	27 September
<input checked="" type="checkbox"/>	Hi - Aly's Introduction	3	Alyson Waterson	26 September

Move to: | Copy to:

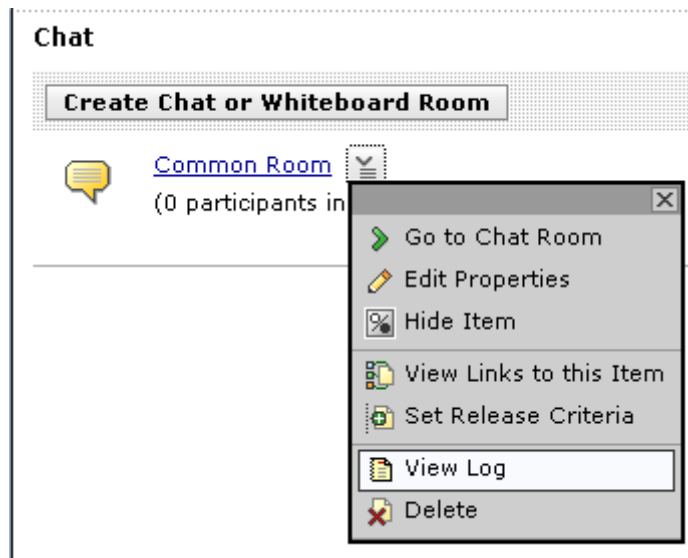
3. At the next screen, choose **Save as File** and then browse to the area on your local drive where you want to save the file.

Compiling and Saving Mail Messages

1. Select the Mail tool from the Course Tools menu
2. In the mail tool, tick the checkboxes next to the Mail messages you want to compile and save and then choose Create Printable View.
3. At the next screen, choose Save as File and then browse to the area on your local drive where you want to save the file.

Compiling and Saving Chat Logs

1. Select the Chat tool from the Course Tools menu or Content Homepage.
2. Locate the room for which you want to view the log and select its ActionLinks icon. Select View Log.



3. If you want to print the log, use your browser's Print function. If you want to clear the log, select Clear Log.

Exporting the Grade book data

The Resetting process will delete all student data from the Grade Book. Before you reset your LMS subject, you may want to download and save this data. The student data can be exported as a tab-delimited text file or as a comma-delimited. All information can be exported with the exception of formulae for calculated columns. The data that is exported is determined by the tab from which the export is commenced.

Grades								
Members								
View All								
Custom View								
SCORM Grades								
<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Calculated	Role Alphanumeric	IT Quiz Quiz (out of 16)	Major Essay Numeric (out of 100)	%Gags Calculated (out of 20)	quiz Calculated (out of 40)
<input type="checkbox"/>	al-Jamil	Abu Karim Muham	aliamil	Student	16.00	90	^80	^100
<input type="checkbox"/>	Brandauer	Maria	mbrandauer	Student	11.80	^75	N/A	74
<input type="checkbox"/>	Carmabody	Ralph	rcarmabody	Student	12.00	--	N/A	75
<input type="checkbox"/>	Clarke	Thomas	tclarke	Student	8.00	95	0	50

- From the **Teach Tab**, choose **Grade Book**. Then from the *Grades, Members, View All* or *Custom View* tab, do one of the following:

To export all student data, click **Export to Spreadsheet**

Your location: [Grade Book](#) > **Export to Spreadsheet**

Export to Spreadsheet

Members to Export:

All members

Columns to Export:

Visible columns
 All columns

Export Format:
 Select the keyboard element you want to use to separate member data in the exported file.

Comma-delimited
 Tab-delimited

Character Set:
 Select a character set that is supported for your language by the software you want to use to view or edit the exported file.

Unicode (UTF-8)
 Unicode (UCS-2)

The default Export Format and Character Sets are the most common and it is advised that you don't change them. Click **Export** and then download and save the file.