

SacCT

Course Reset

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT IS A COURSE RESET?

Resetting a course allows you to prepare a course for a new semester by deleting course data. Discussion Board messages, Mail messages, Chat logs, and Gradebook data will be deleted when a course is reset. Students and auditors will also be un-enrolled (removed from the course).

PREPARING FOR A COURSE RESET

Before you reset a SacCT course, it is highly advised that you **download or save** any course data that you would like to retain for future reference. *When reset, the following will be removed from a course:*

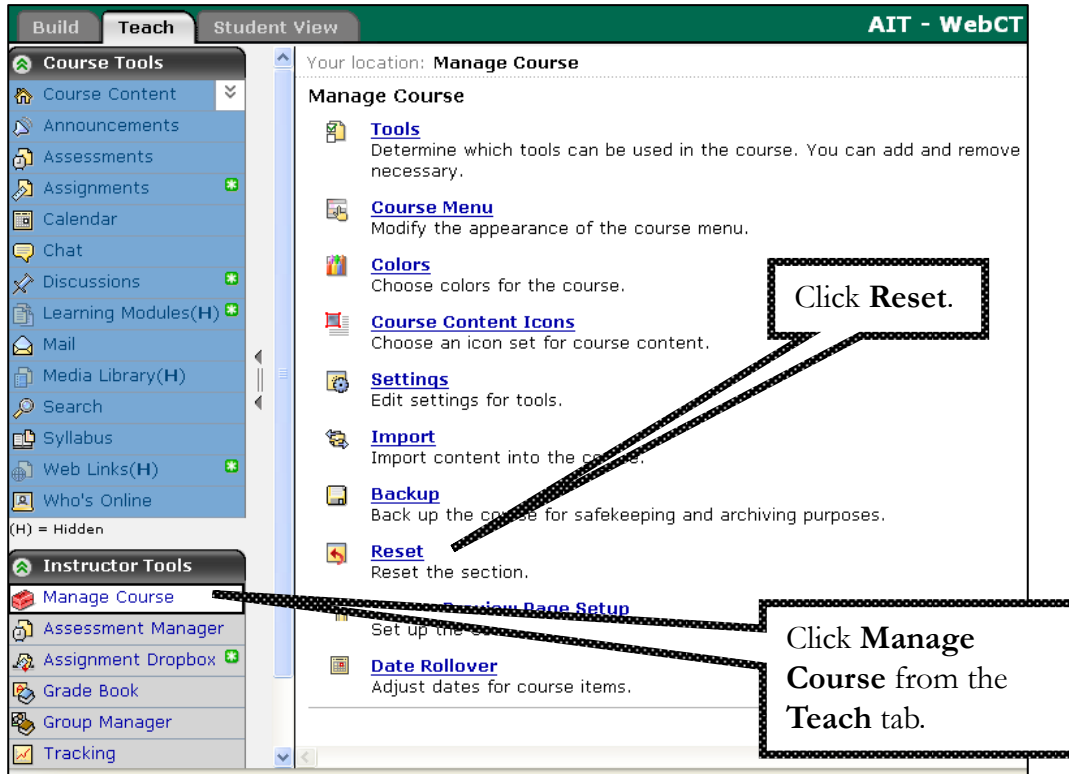
- Discussion messages
- Mail messages (and folders)
- Chat logs
- Assignment and Assessment submissions
- Gradebook data (student scores, NOT Gradebook columns)
- Students and auditors (automatically removed from the course)

Public calendar entries will not be deleted. However, ownership of student-created entries will be moved from the student to the designer of the course.

Course titles and assigned dates (such as for assignments and assessments) are preserved. A backup of the course will be automatically created¹. Depending on the SacCT server load and the size of the course being reset, resetting a course may take from under a minute to over an hour. *Upon resetting a course, the course cannot be accessed until the reset is complete.*

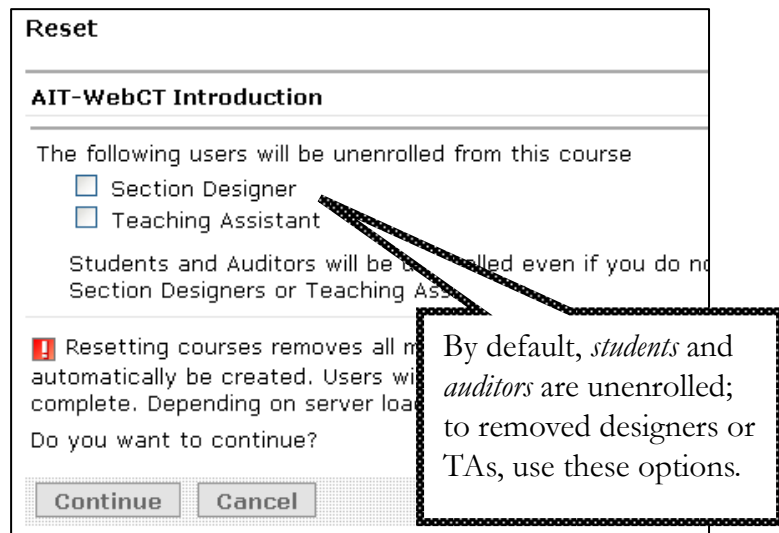
RESETTING A COURSE

- step 1.** Log into your course.
- step 2.** Click the **Teach** tab at the top.
- step 3.** From the **Instructor Tools** menu, click **Manage Course**.
- step 4.** From the **Manage Course** screen, click the **Reset** link.



step 5. The Reset screen will be displayed. To also unenroll designers or teaching assistants, select the appropriate check boxes.

step 6. Click **Continue**. Your My SacCT screen will be displayed. The course will be unavailable until the reset has completed. The browser window can be refreshed to check if the course is available for access.



WHEN TO RESET A COURSE

Below is a checklist that will help you know when to reset a SacCT course.

Step 1: Before Semester Starts	
For a <i>new</i> SacCT Course...	
1- []	Request a new SacCT course http://www.csus.edu/webct/webct_account.stm
2- []	Develop and finalize your coursework
3- []	Request that students be added to your course http://www.csus.edu/webct/status.stm
OR	
For an <i>existing</i> SacCT course...	
1- []	Create and download course backup
2- []	Download Grade Book*
3- []	Reset course
4- []	Update content as required
5- []	Request students be added to course http://www.csus.edu/webct/status.stm
Step 2: During Semester	
1- []	Update content as required
2- []	Download & print Grade Book*
3- []	Create and download course backup*
Step 3: End of Semester	
1- []	Download & print Grade Book*
2- []	Create and download course backup
3- []	Reset course

* For information regarding course backups, refer to the *SacCT Course Backups* training handout, which can be downloaded from the Sac State SacCT documentation Web site:

<http://www.csus.edu/webct/faculty/docs.stm>