## **Semester Change**

At the start of the new semester, instructors have two options: They can continue to use their Moodle course room or prepare a new course room.

Elements from the previous course room can be imported into the new course room.

## Option 1: Continue using your course room

You want to continue using your course room as it is. You save students' work results in a decentralized location beforehand, if required. The students are logged out of the course room. Then the function "Reset" is correct.

- 1. Save students' work results, if needed
- 2. Reset course room

Removes users with their data (test and voting results, submissions, forum/wiki/glossary contributions, save before if needed!) from the course room.

- Update course name
- Update course names (long and short version): "Veranstaltung WiSe21/Dozent" and enter new start date.
- Set new Enrollment key if needed

## Variant 2: Re-order course room

The current course room should continue to be available to students. Therefore you order a new course room. You can import the previous content into the new course and revise it.

- Course order in Moodle (Login)
- Optional: Import content from previous course
- Optional: Hide old course room: course settings > option "Visible" to "Hide".
- Optional: Mark for deletion: Prefix XXX in course room name: "XXX-Veranstaltung SoSe21/Dozent in".

## Reset course



Once done, "Reset" cannot be undone

- . **Prerequisite**: You are registered with role "Teacher" in the course room. You must not (additionally) have the role "Student".
- 1. click the gear in the upper right corner (the **Settings** menu will open) and select **Reset**: Reset

Course overview will be displayed.

- 2. select the "Select Default" button (at the bottom of the page).
- 3. click the **Reset Course** button. You will see a summary of your selection, such as how many users will be logged out of the course.
- 4. The next step cannot be undone!. Click Next to finally reset the course.

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