

How To Remove All Students From a Course Using Course Recycler

The Course Recycler page is a useful tool for instructors to use at the end of a course. The Course Recycler allows instructors to select information to be deleted from a course.

To remove all your students at once:

1. In the Control Panel of your course in Course Options click Recycle Course

Content Areas	
The Beginning	Graduates
Buttons & Profiles	Course Information
Adding Content	Course Documents
Communication Tools	Assignments
Tests and Surveys	External Links

Course Tools	
Announcements	Discussion Board
Course Calendar	Collaboration
Staff Information	Digital Dropbox
Tasks	Glossary Manager
Send Email	

Course Options	
Manage Course Menu	Import Package
Manage Tools	Export Course
Recycle Course	Archive Course
Settings	Course Copy
Import Course Cartridge	

- 2. Before completing the next steps, be aware this process is irreversible!**

3. Click to place a check mark next to Users under Option 2. Select other areas to recycle. **This should be the only item with a check mark in front of it, checking other items will delete them also.**

2 Select Other Materials to Remove

- Announcements
- Discussion Board
- Dropbox
- Glossary
- Gradebook Items
- Groups
- Messages
- Statistics
- Tests, Surveys, and Pools
- Users

4. In option 3 Submit, type in the exact case **Remove**, then click submit.