Permanently Deleting Old Courses

Most online instructors do not want to delete a course site right after they have taught it since they might want to refer back to it the next time they teach the course. However, after teaching a course several times, several previous course sites will have accumulated, and it is appreciated if you mark the oldest ones for deletion.

Instructions

- Access your course in Moodle.
- Select **Edit settings** from the gear icon in the upper-right (or the Administration block if available) to open the **Edit Course Settings** window.
- In the **Course full name** box, add the word ***Delete*** in front of the course number so Delete is the first thing in the box.
  - i.e. Delete EDT1001 01: Digital Literacy (201617 2)
- Scroll to the bottom and select **Save and display**.

Rachel Feld will periodically search in Moodle for courses that begin with the word *Delete* and will permanently delete them from Moodle. You can also email Rachel and let her know you've marked some courses for deletion so that they're removed more quickly.

Caution: Once a course is deleted, it is erased and cannot be retrieved.

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