

Course Reset Request Form

Last Modified on 01/15/2026 12:05 pm CST

Access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

The **Course Reset Request Form** records your consent for **Online Services (VTAC Support)** to reset your selected D2L course. A **Course Reset** returns the course to an *empty shell*, which is useful when incorrect components are copied in or when major changes need to be undone without creating a new course and re-enrolling users. Please note that after submitting the **Course Reset Request Form**, the **Online Services (VTAC Support)** will need some time to process and fulfill the request.

ALERT

The **Course Reset** process ***permanently deletes*** all course content and user data, including student submissions and activity records, while leaving enrollment unchanged. ***This action is fully irreversible and cannot be undone.***

Overview of the Course Reset Request Form

The **Course Reset Request Form** includes the following three sections:

- A. **Assigned Representative**
- B. **Find a Course**
- C. **Course Review & Acknowledgment**

Course Reset Request

Complete the form to authorize the removal of course content and user data.

Hello,

A Assigned Representative

Are you currently working with an Online Services representative? ☐ Yes ☐ No

B Find a Course

Select Term

C Course Review & Acknowledgment

Course Name:
Course Offering Code:
Term:

Resetting a course is **permanent** and **cannot be undone**.
The following content will be permanently deleted:

- All Content Modules
- Announcements
- Assignments
- Discussion
- Grades
- Quizzes
- Quiz Library Questions
- Rubric
- Student Submissions
- User Progress

☐ By checking this box, I acknowledge and understand that performing a Course Reset is permanent and irreversible, resulting in the deletion of entire course content and user data. I hereby authorize Online Services personnel to proceed with the Course Reset for the selected course.

SUBMIT

Assigned Representative

In the **Assigned Representative** section, select **[Yes]** or **[No]** whether assistance is being provided by an **Online Services** representative.

- If **[Yes]** is selected, enter the representative's name or choose it from the dropdown list.

Assigned Representative

Are you currently working with an Online Services representative? ☒ Yes ☐ No

Select a representative Type to Search

- If **[No]** is selected, the request will be assigned to the first available representative *after the form is submitted*.

Assigned Representative

Are you currently working with an Online Services representative? ☐ Yes ☒ No

✓ Once the form is submitted, your request will be assigned to the first available representative.

Find a Course

Under the **Find a Course** section, select the term from the **[Select Term]** dropdown, then choose the course you want to reset.

Find a Course

Select Term

▼

Course Review & Acknowledgement

The **Course Review & Acknowledgement** section provides a summary of the selected course and information regarding a course reset.

1. Once the course is selected, the **Course Review & Acknowledgment** section unlocks and displays the course information.

Course Review & Acknowledgment

Course Name: COSC-1301 5W01 1 Introduction to Computers
Course Offering Code: 020929-05-1261-1-5W01
Term: 1261 (2026 Spring)

Resetting a course is **permanent** and **cannot be undone**. The following content will be permanently deleted:

- All Content Modules
- Announcements
- Assignments
- Discussion
- Grades
- Quizzes
- Quiz Library Questions
- Rubric
- Student Submissions
- User Progress

2. Upon *carefully* reviewing the course information and course reset details, check the

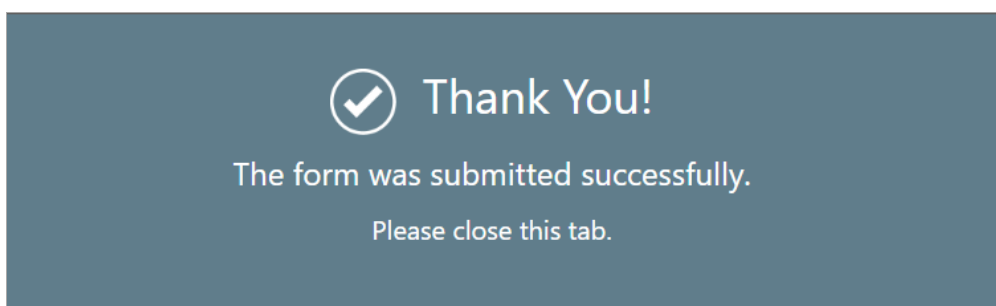
blue **[Acknowledgment]** box at the bottom, then click **[Submit]**.

☐ By checking this box, I acknowledge and understand that performing a Course Reset is permanent and irreversible, resulting in the deletion of entire course content and user data. I hereby authorize Online Services personnel to proceed with the Course Reset for the selected course.

SUBMIT

3. A success window will confirm the request was sent. You can now safely close the tab.

NOTE: Once the **Course Reset Request Form** has been submitted, please allow some time for the **Online Services** team to process and complete the request.



If you have any questions about the form, please contact **Online Services (VTAC Support)** at vtac@lonestar.edu.

Ready to fill out the form?

Click below to get started

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