

# 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, [REDACTED]

**A** Assigned Representative

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

**C** Course Review & Acknowledgment

Course Name: [REDACTED]  
Course Offering Code: [REDACTED]  
Term: [REDACTED]

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.

1. 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

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

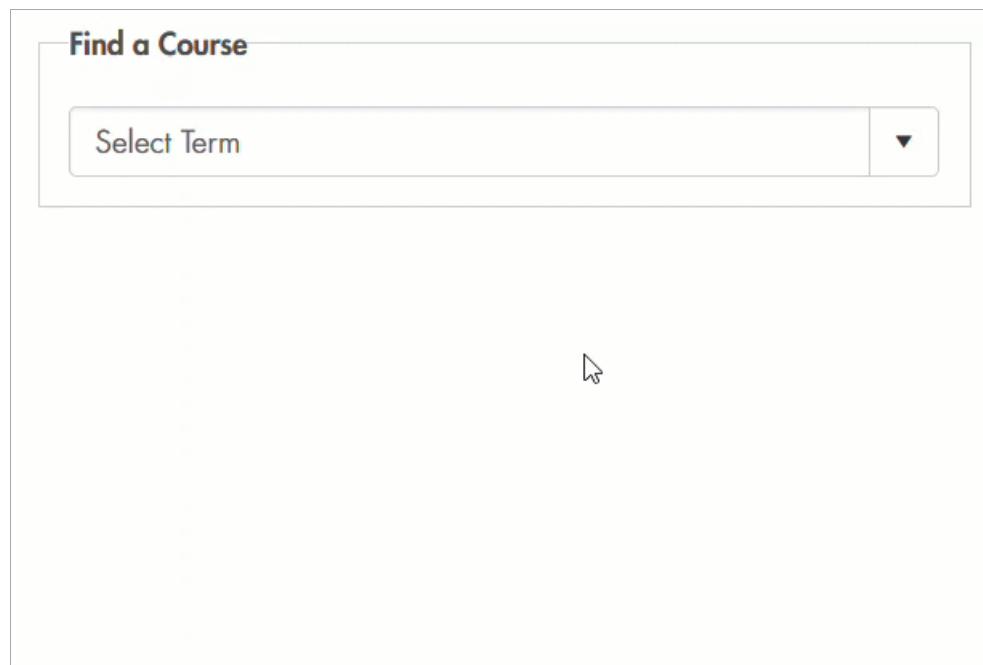
**Assigned Representative**

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.



## 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)

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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

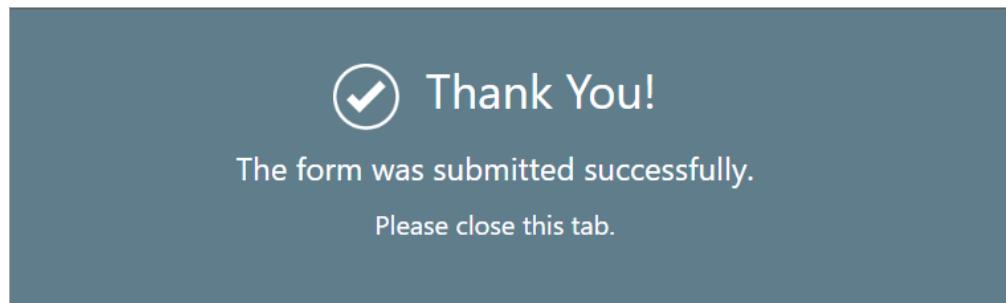
blue **[Acknowledgment]** box at the bottom, then click **[Submit]**.

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](mailto:vtac@lonestar.edu).

**Ready to fill out the form?**

Click below to get started

**Course Reset Request Form**