

## LearnerPal: Quick Start – System Reset

This document will demonstrate how to do a **System Reset**. This includes deleting old:

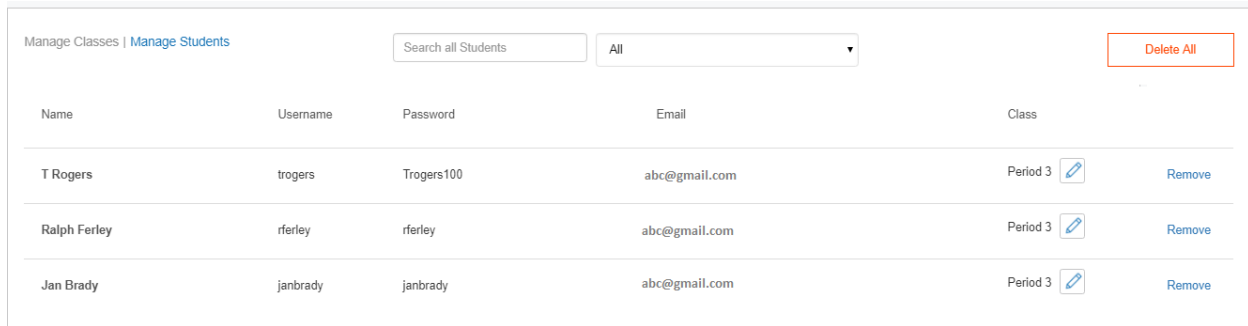
- classes and students
- assignments
- reporting




This is an important step when starting a new year as it clears out old information.

### What will happen when I do a System Reset?

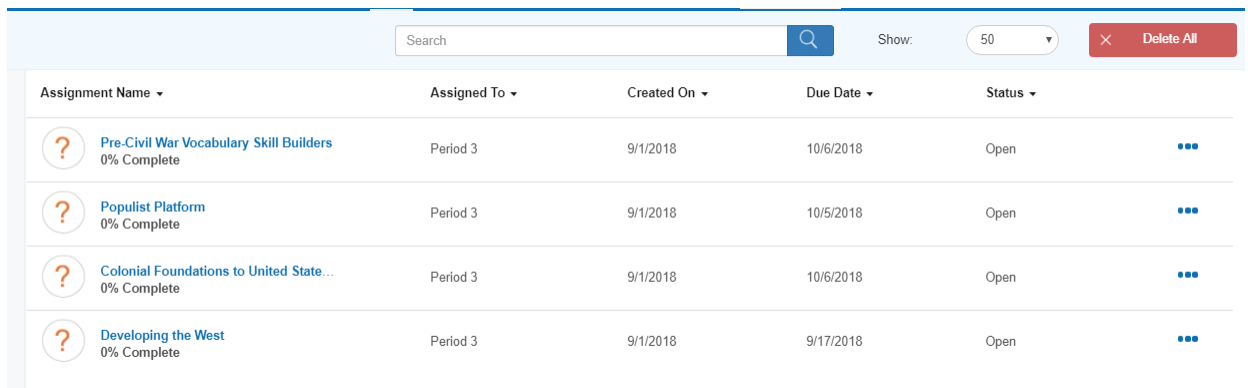
If you have previously set up classes from the prior year, you can view them in the *Classes* tab. At the start of the new year, these classes should be deleted. Deleting your classes will break the teacher/student relationship and you will no longer see the students from these classes in your LearnerPal system.





You do **NOT** have to do any action from this tab as these classes and students will be deleted during the **System Reset**.



Name	Username	Password	Email	Class
T Rogers	trogers	Trogers100	abc@gmail.com	Period 3 
Ralph Ferley	rferley	rferley	abc@gmail.com	Period 3 
Jan Brady	janbrady	janbrady	abc@gmail.com	Period 3 

If you previously assigned activities to your classes, you can view them in the *Assignments* tab. At the start of the year, you should delete all assignments and start the new year with a clean slate. You do **NOT** have to do any action from this tab as these classes and students will be deleted during the **System Reset**.

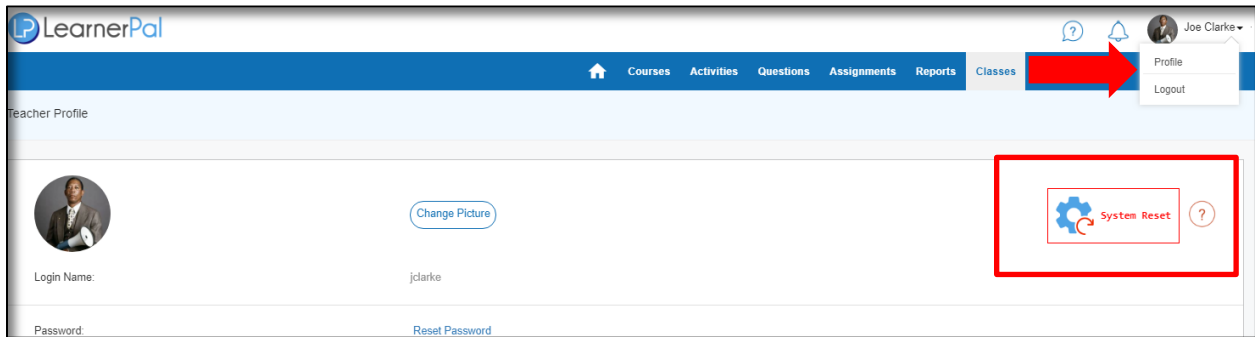


Assignment Name	Assigned To	Created On	Due Date	Status
 Pre-Civil War Vocabulary Skill Builders 0% Complete	Period 3	9/1/2018	10/6/2018	Open
 Populist Platform 0% Complete	Period 3	9/1/2018	10/5/2018	Open
 Colonial Foundations to United State... 0% Complete	Period 3	9/1/2018	10/6/2018	Open
 Developing the West 0% Complete	Period 3	9/1/2018	9/17/2018	Open

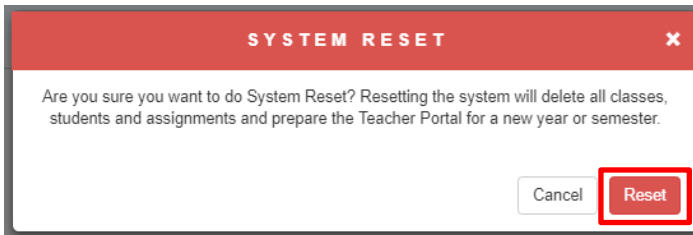
For all of the assignments, there will be reports that were generated that can be viewed in the *Reports* tab. These reports should also be removed to begin the new year. Once the assignments are removed during the **System Reset**, the reporting for those assignments will be removed from the system as well.

## How do I do a System Reset?

A **System Reset** is done from the *Profile* window.



Once you select the **System Reset** feature, a prompt will appear. To complete the **System Reset**, click on the **Reset** button.



All classes, students, assignments and reports will be removed. You will now ready to begin a new year!

