

# Course Cheatsheet - Scheduled Course Reset in Axis LMS

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While acting as an admin inside Axis LMS, you possess the ability to automatically reset a course for a user after a period of time has passed. Users who are reset in this method will have their reports archived [**Users** > **Manage Users** > **Manage** > **Archived Reports**].

Begin by opening your Course's settings [Learning > Online Courses > Manage Courses > Manage > Settings].

From this page, expand the Course Reset Dropdown, and select an option from the list - up to 1 full year out.

The scheduled Course reset is based off of a User's Course Expiration date, which you can set automatically using Event Triggers.