

Delete a Gradebook item with an Association

Sometimes, Gradebook does not allow you to delete a grade item. This is because the item is associated with an Assignment, Discussion, or Quiz. To delete the grade item, you must remove the association first, using the steps as follows:

Determine the associated assessment

1. Go to Grades and click Manage Grades.



2. Under the **Association** column of the specific grade item, you will see which tool (Assignments, Discussions, or Quizzes) this item is associated with. Hover over the association (question mark) icon to reveal the name of the associated item or click on the icon.



3. Clicking the icon opens a dialogue box. Under the heading **Associated Assignment** (or **Associated Discussion** or **Associated Quiz**), find the name of the assignment that must have its association removed.

Item 1	×
Associated Assignment Assignment 1 Always available	
Max Points 10	
ок	1.

Remove the assessment association

4. Go to the tool in the navigation bar based on the information from "Determine the associated assessment". In this article's example, it is the Assignments tool as the item is associated with an Assignment (see step 2).

Course Home	Content	Announce.	<u>Assignments</u>	Discussions	Quizzes	Grades	Class Progress	Course Tools 🗸

5. Click the arrow to the right of the assessment's name and select the edit option from the drop-down menu. For Assignments, the edit option is **Edit Assignment**.

Course Home Conter	View Submissions			
Assignmer	Edit Assignment			
,	Make Visible to User			
New Assignment	Manage Exemptions			
	Delete Assignment			
🌮 Bulk Edit	Copy Assignment			
	Copy to Other Courses			
No Category	Submission Log			
Assignment 1	✓ ø Ŷ			

- 6. Click In Grade Book.
- 7. Change the option to Not in Gradebook.

Grade Out Of	Due Date				
10 points	¶ In Grade Book ∽ 6 M/D/YYYY				
Instructions	Edit or Link to Existing				
Paragraph ~	Not in Grade Book 7				
Lato (Recom *	Reset to Ungraded				

Delete the grade item

8. Go to Grades and click Manage Grades.

	Course Home	Content	Announcements	Assignments	Discussions	Quizzes	<u>Grades</u>
View Achievements By:	Grades	Mastery Vie	w				
Enter Grades Manage G	rades Schemes	Setup V	Vizard				
Import Export	8 .0 Sp	oreadsheet Vie	w More Actio	ons 🗸			

9. Click More Actions and select Delete.



- 10. Select the grade item to be deleted. Now that the association is removed, it should now be selectable.
- 11. Click Delete.



12. Click **Delete** on the **Confirmation** pop-up.