

Deleting Categories and/or Items in the Brightspace Gradebook

1. On the NavBar, click the **Grades** link.



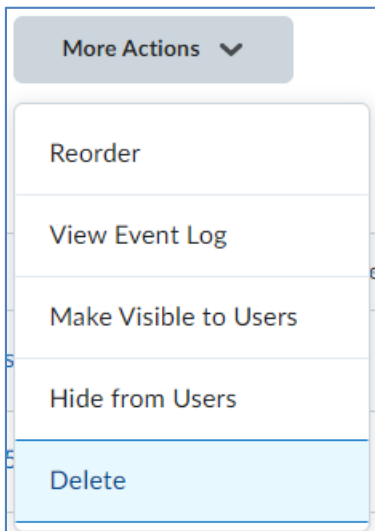
Grades

2. On the Grades page, click **Manage Grades**



Enter Grades Manage Grades Schemes Setup Wizard

3. Click the **More Actions** button and select **Delete**



4. To **Delete a Category**:

- a. Select the **checkbox** next to the category/categories you wish to delete and click **Delete**


<input checked="" type="checkbox"/>	Participation
<input type="checkbox"/>	5_3 PM In class submission
<input type="checkbox"/>	SW 5_17 Item
<input type="checkbox"/>	5_20 In class presentation
<input type="checkbox"/>	Document Template Present

Written Assignments

Delete **Cancel**

- b. **Confirm** that you want to delete your selection, or cancel

Confirmation

 Are you sure you want to delete the (1) selected grade items and/or categories?

Deleting items includes deleting all associated grades, removal from calculations, and removal from other tool associations. Consider hiding the items instead. If deleting, be sure that these are the intended grade items and that there are no associated grades that are needed.

Delete **Cancel**

- c. ***Important*** If your category contains items, those items will remain in the gradebook and may need to be reorganized into other categories.**

5. Delete an Item

- a. If the Grade item checkbox is greyed out, you must either delete the gradable activity itself from the course or disconnect the link to the grade book from the gradable activity **BEFORE** you can delete the item from the grade book.


b. **Select the Grade Item(s)** to be deleted and Click **Delete**

<input type="checkbox"/>	Participation
<input checked="" type="checkbox"/>	5_3 PM In class submission
<input checked="" type="checkbox"/>	SW 5_17 Item
<input checked="" type="checkbox"/>	5_20 In class presentation

Delete **Cancel** **Delete Presentation**

c. **Confirm** that you wish to delete your selection, or click **Cancel**

Confirmation

 Are you sure you want to delete the (4) selected grade items and/or categories?

Deleting items includes deleting all associated grades, removal from calculations, and removal from other tool associations. Consider hiding the items instead. If deleting, be sure that these are the intended grade items and that there are no associated grades that are needed.

Delete **Cancel**