



## Delete a Grade Item

In Brightspace, columns are created on the Grades page that are connected to assessments within a course. If you want to delete an **item**, what Brightspace calls a grade column, you must first delete the assessment itself. Once you delete the assessment, please follow the below steps to delete the item/column for that assessment in Grades.

### Accessing Grades

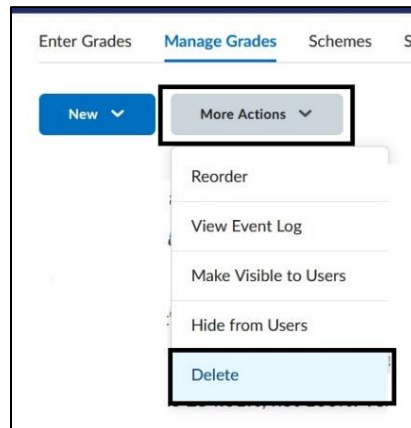
1. In your course, select **Grades** from the course nav bar. Depending on your course nav bar set up, you might need to select the **More** drop-down menu.



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



3. On the **Manage Grades** page, select the **More Actions** button. Select **Delete** from the drop-down menu



4. On the **Delete Grade Items and Categories** page, select the box to the left of item/column name you would like to delete. Select **the Delete** button. A Confirmation box will appear, make sure what you have selected is correct and select **Delete**.

<input type="checkbox"/>	Term Paper: Part 4 - Submit First Draft	Numeric
<input type="checkbox"/>	Term Paper: Part 5 - Submit Final Draft	Numeric
<input checked="" type="checkbox"/>	Attendance	
<input checked="" type="checkbox"/>	Attendance	Numeric
<input checked="" type="checkbox"/>	Blog	
<input type="checkbox"/>	Your Cosmetics Story	Numeric
<input type="button" value="Delete"/> <input type="button" value="Cancel"/>		

**Note:** If you cannot select the box, this means that the assessment is still within the course. Check the area where the assessment would reside and delete it there.

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at [LMS.faculty@jjay.cuny.edu](mailto:LMS.faculty@jjay.cuny.edu)