



Delete a Grade Item

In Brightspace, **Grade items** can be created manually on the **Manage Grades** page or created in a graded assessment like an assignment or a quiz. *If the grade item is tied to an assessment, it must first be unlinked through the assessment setting page before it can be deleted.*

Accessing Grades

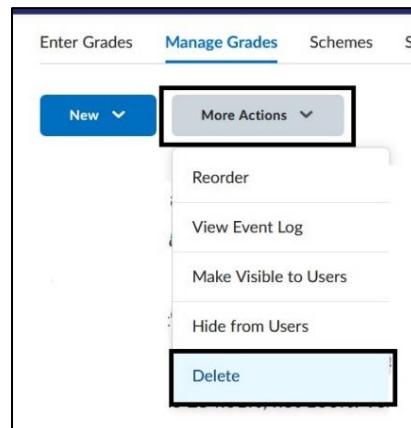
1. In your course, select **Grades** from the course nav bar. Depending on your course nav bar set up, you might need to select the **More** drop-down menu.

A screenshot of a course navigation bar. The bar includes links for Course Home, Course Admin, Quick Eval, Announcements, Content, Assignments, Discussions, and a "More" dropdown menu. The "More" menu is open, showing options for Quizzes, Class Progress, and Grades. The "Grades" option is highlighted with a black box.

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

A screenshot of the "Grades" page navigation bar. The bar includes links for Course Home, Course Admin, Enter Grades, Manage Grades, Schemes, and Setup Wizard. The "Manage Grades" link is highlighted with a black box.

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 <small>?</small>	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

Delete **Cancel**

A screenshot of a 'Delete Grade Items and Categories' page. The page displays a table of grade items. The first three items have checkboxes in the first column, and the last two do not. The checkboxes for the first three items are checked and highlighted with a black box. At the bottom of the table are two buttons: 'Delete' (in a blue box) and 'Cancel'.

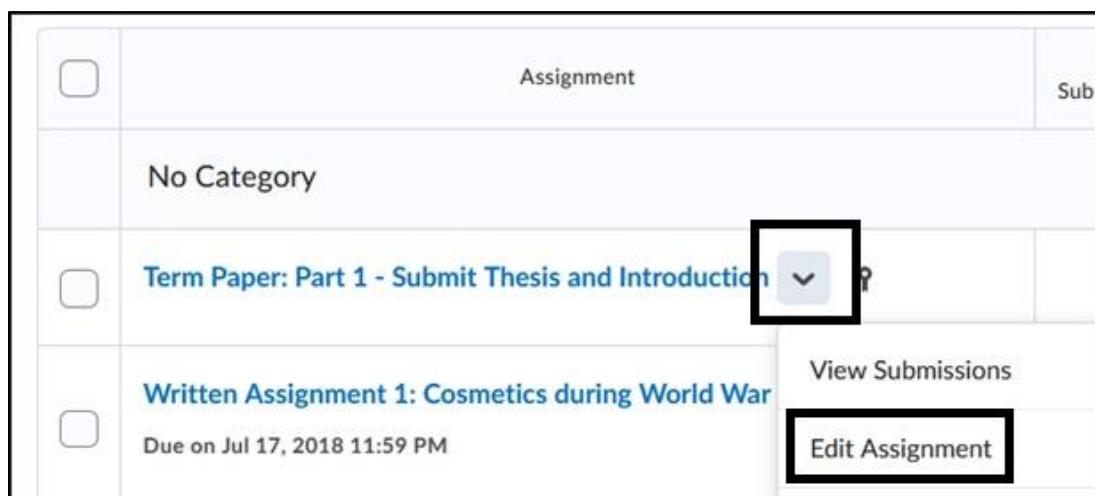
Note: If you cannot select the box, this means the grade item is still tied to the assessment.

Unlinking a Grade item from an Assessment

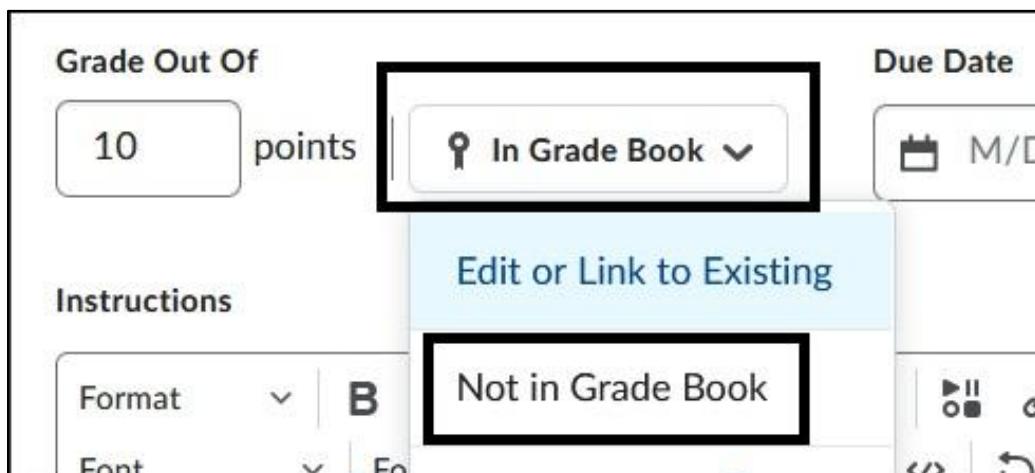
1. Go to the assessment tool page, for example if it is an assignment, go to the Assignments Tool page.



2. Select the drop-down arrow to the right of the Assignment Name > Select Edit Assignment.



3. On the Edit Assignment page, select In Grade Book button. Select Not in Gradebook. Select Save and Close. This will unlink the assignment from the grade item. This allows you to delete the grade item but not delete the assignment itself in case you have submissions or want to use it later.



4. Return to **Manage Grades** > select **More Actions** > **Delete**. This will then allow the box to be checked off and deleted.

<input type="checkbox"/>	Written Assignment 1: Cosmetics during World War II 
<input checked="" type="checkbox"/>	Term Paper: Part 1 - Submit Thesis and Introduction
<input type="checkbox"/>	Term Paper: Part 2 - Submit Research Sources 

For more information and assistance, please email Office of Digital Learning - Learning Management System Support at LMS.faculty@jjay.cuny.edu