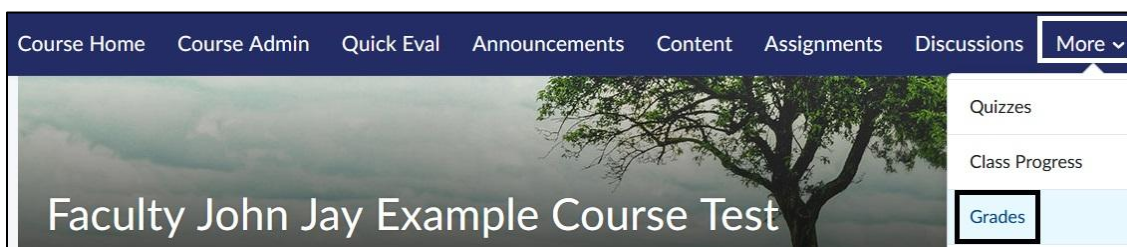# Delete a Grade Item

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.*
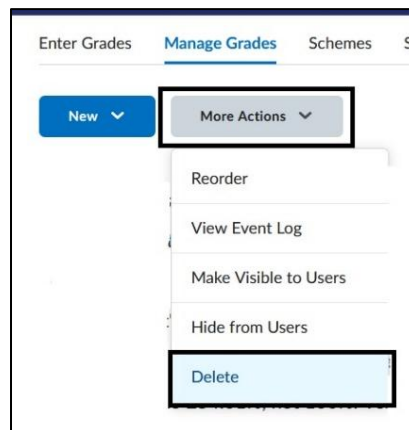
Accessing Grades

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.

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**.
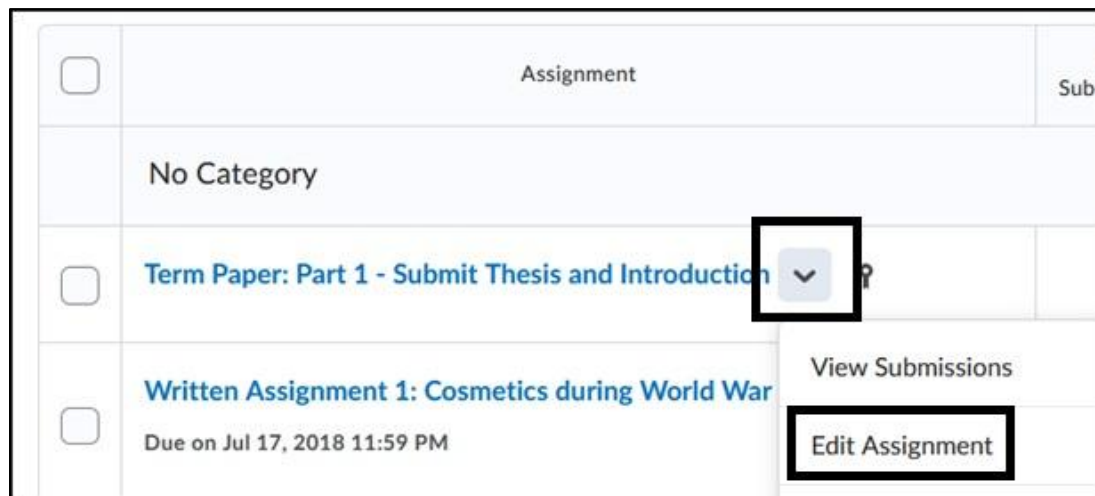

Note: *If you cannot select the box, this means the grade item is still tied to the assessment.*

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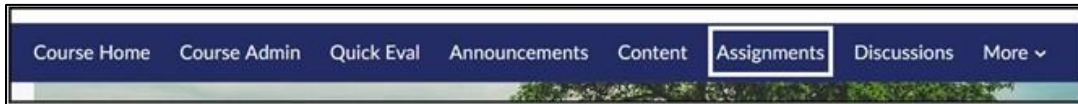
2. Select the **drop-down arrow to the right of the Assignment Name** > Select **Edit Assignment.**

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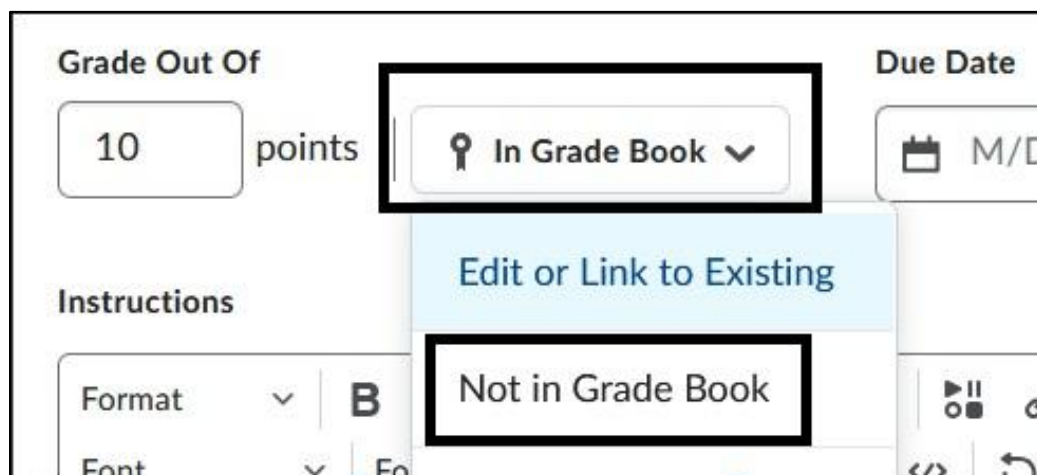
4. Return to **Manage Grades** > select **More Actions** > **Delete.** This will then allow the box to be checked off and deleted.

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