



Deleting Grade Items – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you want to delete grade items or categories from your gradebook.

Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.
2. Click on **More Actions** and select **Delete**.

Training Course 03 Course Home My Tools ▾ Edit Course

Enter Grades **Manage Grades** Schemes Settings Help

New ▾ More Actions ▾

Delete

Bulk Edit Reorder Event Log

	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Presentations ▾				10
<input type="checkbox"/>	Presentation 1 ▾	Numeric	-	40	25
<input type="checkbox"/>	Presentation 2 ▾	Numeric	-	20	12.5
<input type="checkbox"/>	Presentation 3 ▾	Numeric	-	100	62.5
<input type="checkbox"/>	Assignments ▾				40
<input type="checkbox"/>	Assignment 1 ▾	Numeric	-	20	33.33333333



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3. Select the grade items and/or categories you wish to delete, then click **Delete**.

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Delete Grade Items and Categories


<input type="checkbox"/>	Name	Type
<input checked="" type="checkbox"/>	Presentations	
<input checked="" type="checkbox"/>	Presentation 1	Numeric
<input checked="" type="checkbox"/>	Presentation 2	Numeric
<input checked="" type="checkbox"/>	Presentation 3	Numeric
<input type="checkbox"/>	Assignments	
<input type="checkbox"/>	Assignment 1	Numeric
<input type="checkbox"/>	Assignment 2	Numeric

Delete Cancel

4. In the **Confirmation** pop-up box, click **Delete**. **NOTE:** *If you delete an item that already contains grades all those grades will also be deleted.*

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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

Things to Remember

You will NOT be able to delete grade items that have been attached to other D2L tools, such as Assignments or Quizzes. You will first need to detach the grade items from their associated activities, and then you will be able to delete them.



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