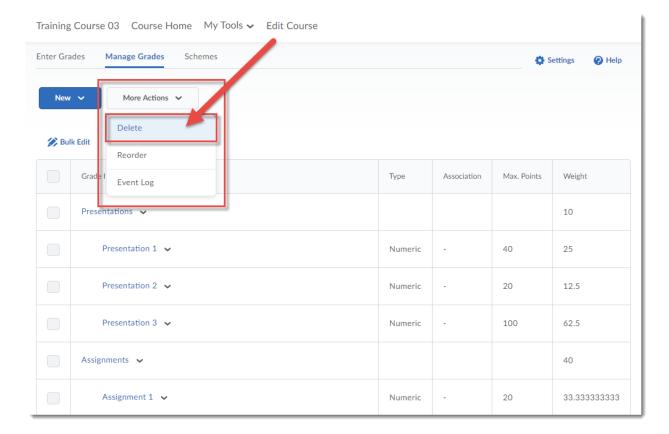# Deleting Grade Items – D2L Tutorial

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.
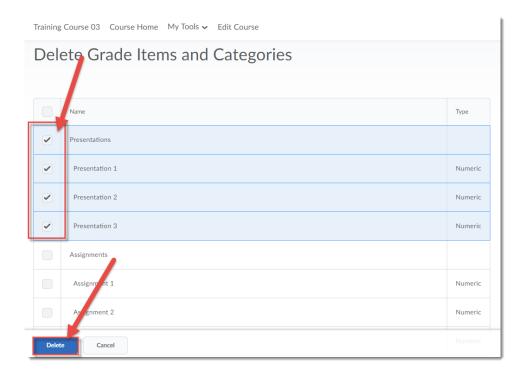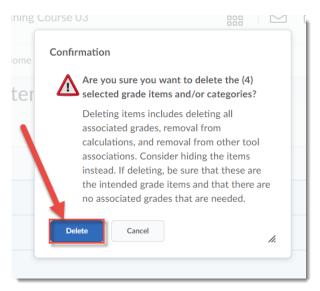
2. Click on **More Actions** and select **Delete**.

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

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*.

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.