



Deleting Grade Items – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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

Bulk Edit

Delete

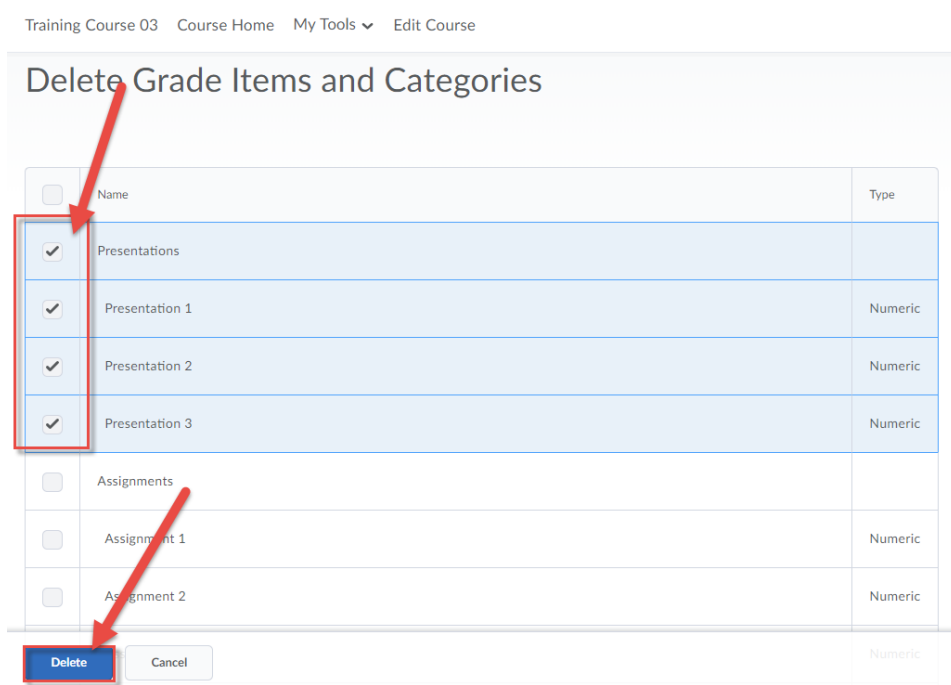
Reorder

Event Log

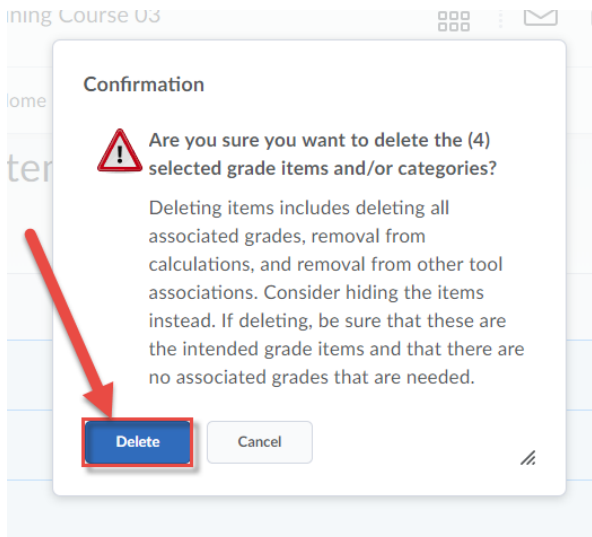
	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Presentations				10
<input type="checkbox"/>	Presentation 1	Numeric	-	40	25
<input type="checkbox"/>	Presentation 2	Numeric	-	20	12.5
<input type="checkbox"/>	Presentation 3	Numeric	-	100	62.5
<input type="checkbox"/>	Assignments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



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.



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