

Nashville State Community College

Delete Grade Items

How to delete grade items from your Grade Book in D2L.

[Office of Online Learning](#)

Contents

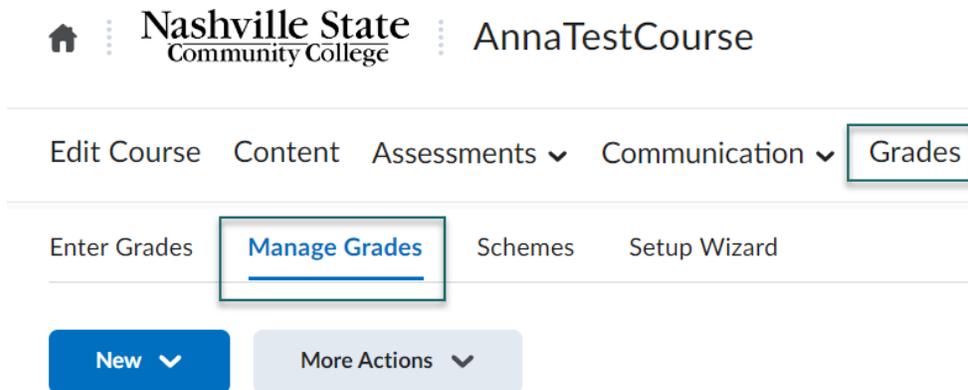
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Delete Unassociated Grade Items in D2L

In order to prevent data loss, there are a few specific steps you must take to delete grade items from D2L, particularly if they are associated with (attached to) an existing assignment inside your course.

To delete a grade item that is **not** associated with an assignment,

1. From your course NavBar, go to **Grades** and then open the **Manage Grades** tab at the top.



Nashville State Community College :: AnnaTestCourse

Edit Course Content Assessments Communication **Grades**

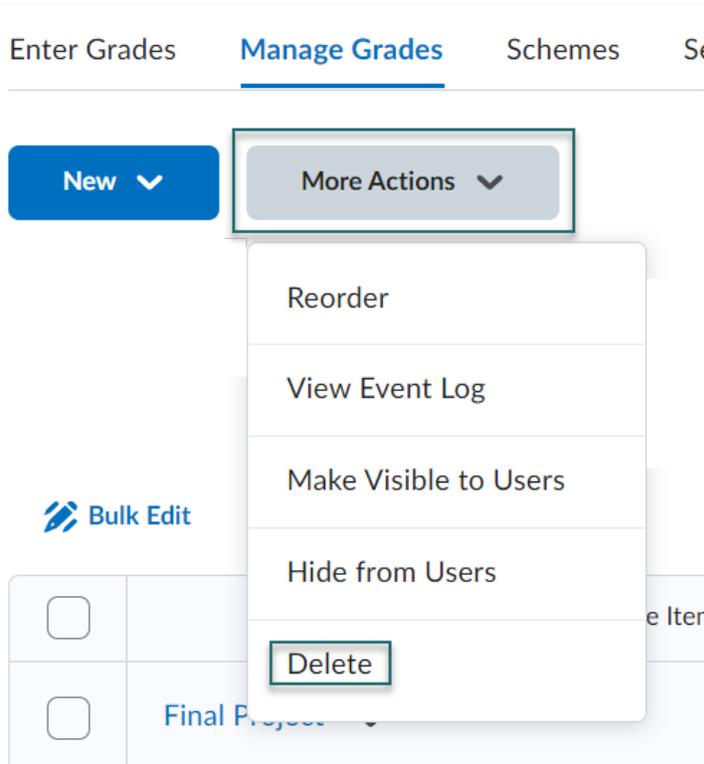
Enter Grades **Manage Grades** Schemes Setup Wizard

New More Actions

2. All of your grade items will be listed. You can tell if a grade item is associated with an assignment by looking at the **Association** column. If the column is empty, you can proceed to Step 3 to delete the item. If there is an assignment type listed in the Association column (**Dropbox**, **Quizzes**, or **Discussions**), skip to [the next section](#).

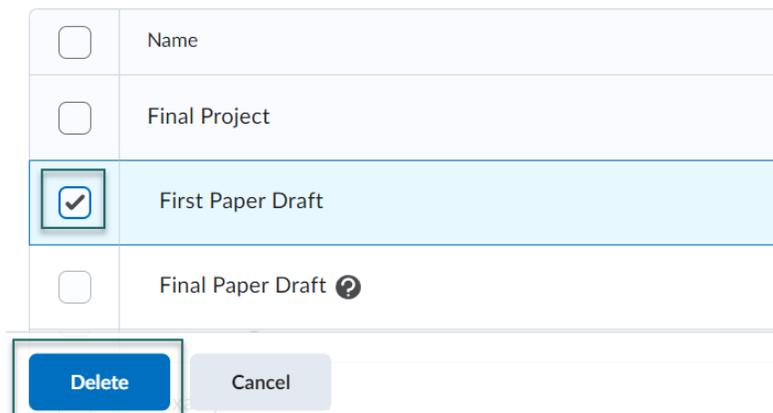
<input type="checkbox"/>	Grade Item	Type	Association
<input type="checkbox"/>	Final Project		
<input type="checkbox"/>	First Paper Draft	Numeric	-
<input type="checkbox"/>	Final Paper Draft	Numeric	Dropbox

3. At the top of the **Manage Grades** page, select **More Actions > Delete**.



4. On the next page, check the box next to the item(s) you wish to delete and then click **Delete**.

Delete Grade Items and Categories



Note that you will only be able to select items that are **not** associated with an assignment. Items associated with an assignment will be grayed out and have a question mark icon next to them.

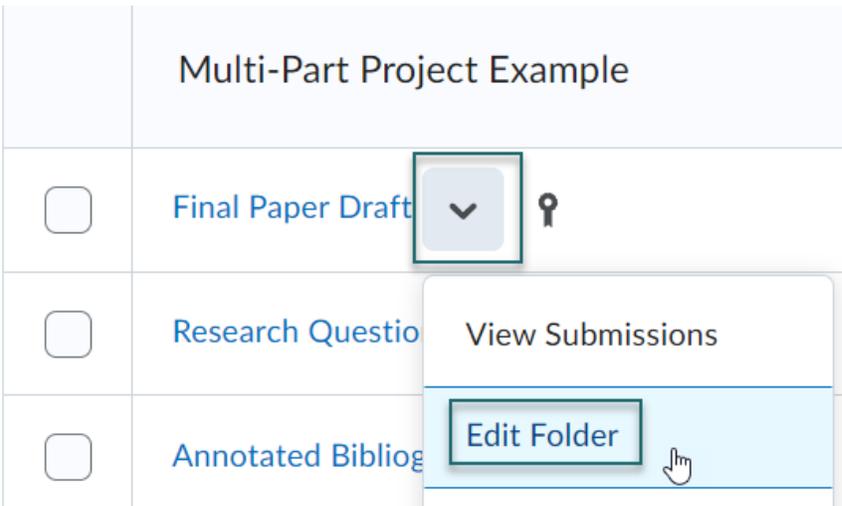
Delete Associated Grade Items in D2L

In order to delete a grade item that is associated with an assignment, you must first **detach** the grade item from the assessment. To do so, you must go to the actual assignment and remove the grade item **before** deleting it from the grade book.

Delete an Assignment Dropbox Grade Item

If the item you want to delete is associated with a Dropbox,

1. Go to the **Assignment Dropbox** area.
2. Find the item you want to remove from the gradebook. Select the drop-down arrow next to the assignment name and then **Edit Folder**.



3. Select **"In Grade Book,"** under the Assignment's name. Then, select **Not in Gradebook**.

Name*

Final Paper Draft

Grade Out Of 100 points | In Grade Book ▼ | Due

Instructions

Paragraph ▼ | E

Lato (Recom... ▼

Edit or Link to Existing

Not in Grade Book

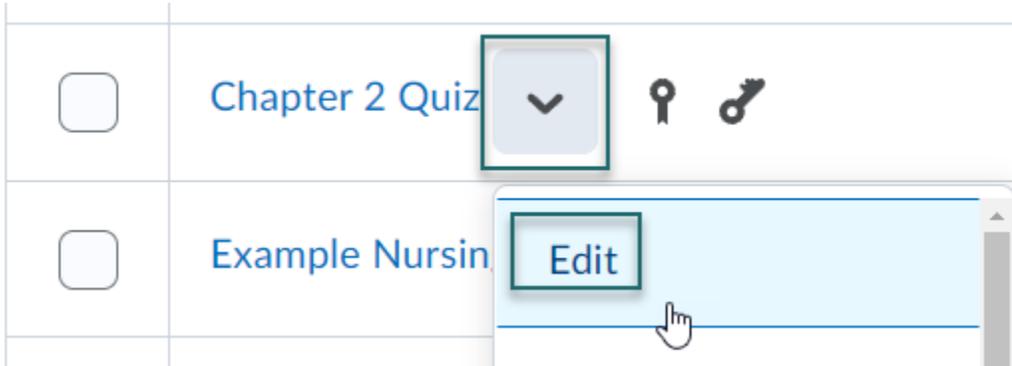
A screenshot of a D2L form for editing a grade item. The form has several sections: "Name*" with a text input field containing "Final Paper Draft"; "Grade Out Of" with a text input field containing "100" and the word "points"; "In Grade Book" with a dropdown menu showing "In Grade Book" and a key icon; "Due" with a calendar icon; "Instructions" with a text area containing "Paragraph" and "Lato (Recom..."; and "Edit or Link to Existing" with a dropdown menu showing "Edit or Link to Existing" and "Not in Grade Book". The "Not in Grade Book" option is highlighted with a red box and a mouse cursor is pointing at it.

4. **Save and Close.** Follow the steps above in the section [Delete Unassociated Grade Items in D2L](#) to delete the grade item.

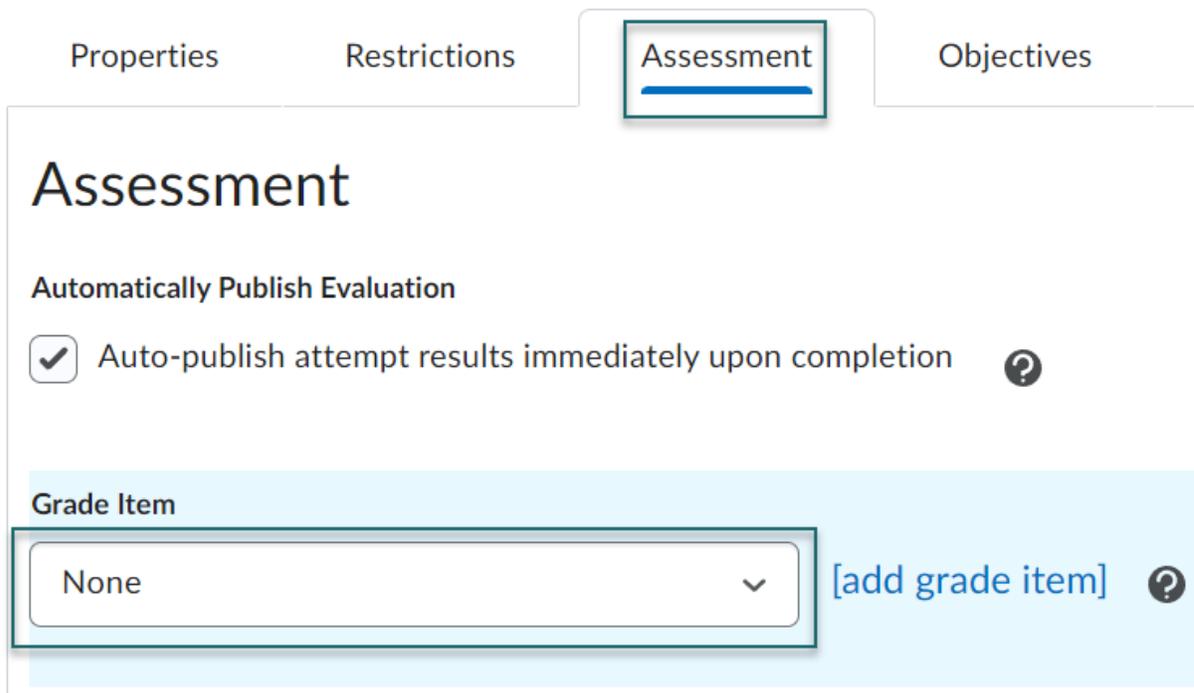
Delete a Quiz or Discussion Grade Item

If the item you want to delete is associated with a Quiz or a Discussion,

1. Go to either the **Quizzes** or **Discussions** page. The process for both is virtually identical.
2. Select the drop-down arrow next to the quiz or the discussion topic and **Edit**.



3. Go to the **Assessment** tab. From the drop down menu under **Grade Item**, select **None**.



4. **Save and Close.** Follow the steps above in the section [Delete Unassociated Grade Items in D2L](#) to delete the grade item.

Restore a Deleted Grade Item

1. Go to **Grades** and open the **Manage Grades** tab.

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Edit Course Content Assessments Communication **Grades**

Enter Grades **Manage Grades** Schemes Setup Wizard

New More Actions

2. Select **More Actions**, then **View Event Log**.

Enter Grades **Manage Grades** Schemes

New More Actions

Reorder

View Event Log

3. Find the deleted item from the list that you want to restore. Select the **Restore** link.

A00602393	Deleted	Text 2 (ID: 21542463) Restore
A00602393	Deleted	Text Item (ID: 21542396) Restore