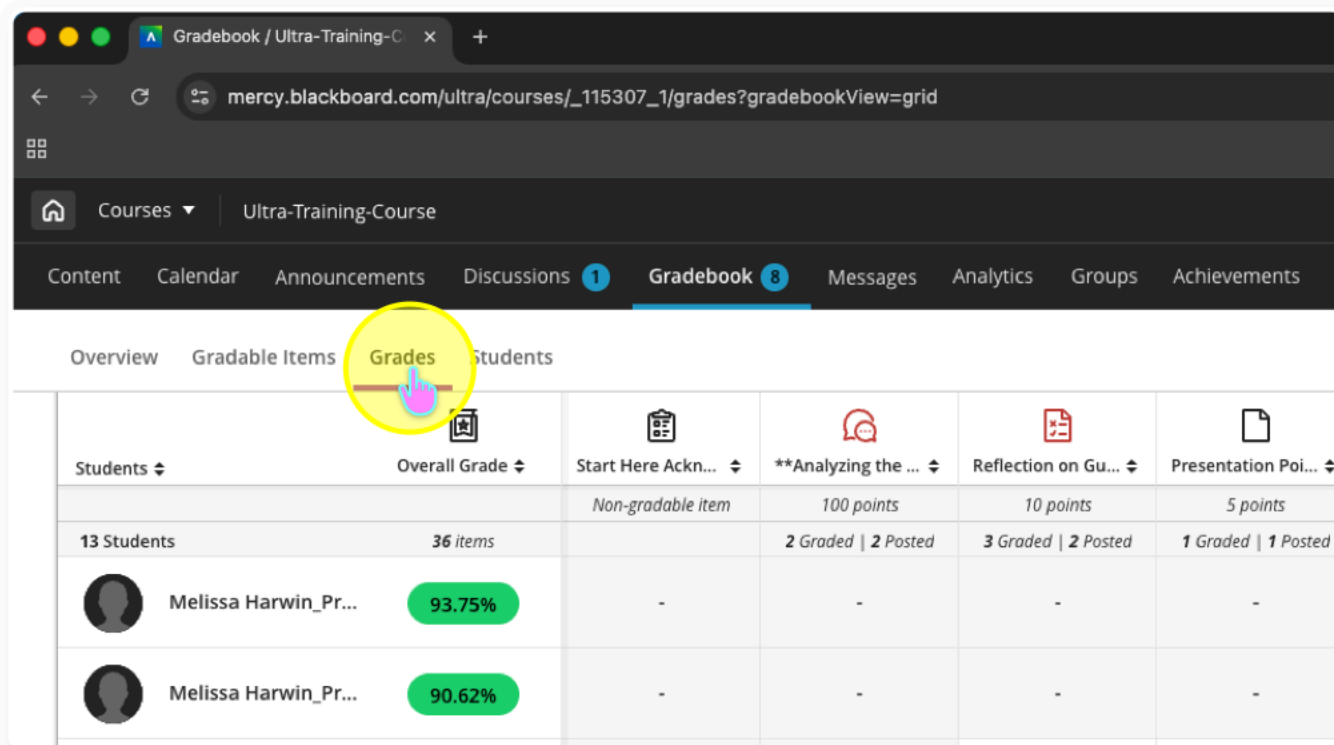
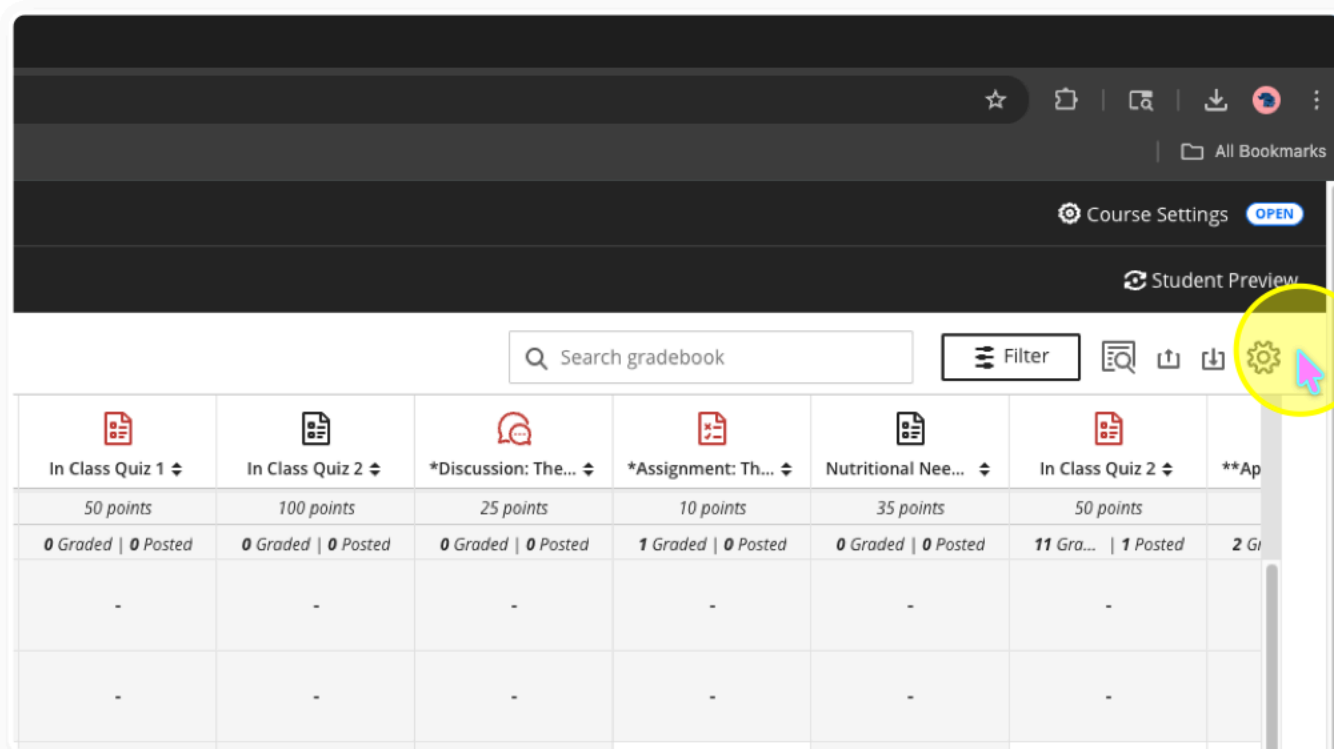


Deleting a Gradebook Category

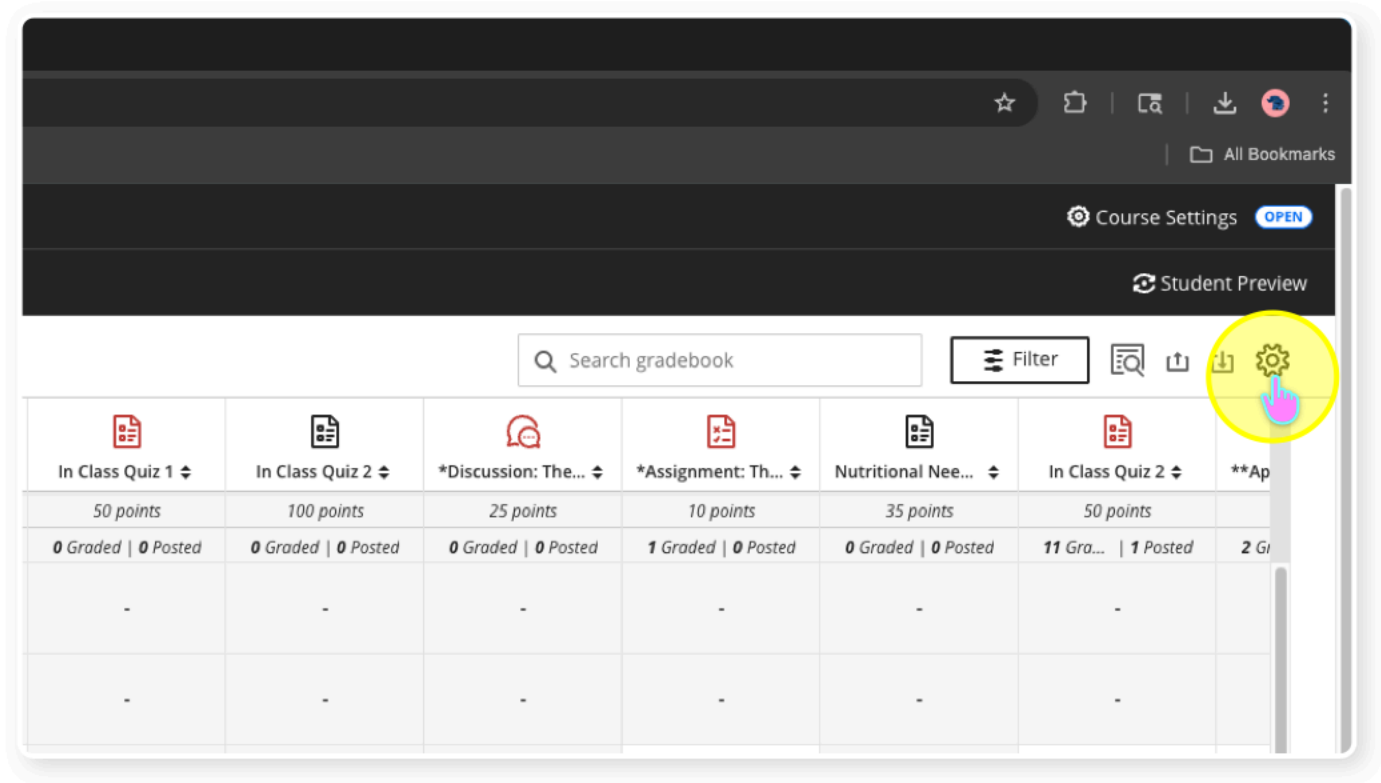
1 Click on "Grades" tab in your grade book



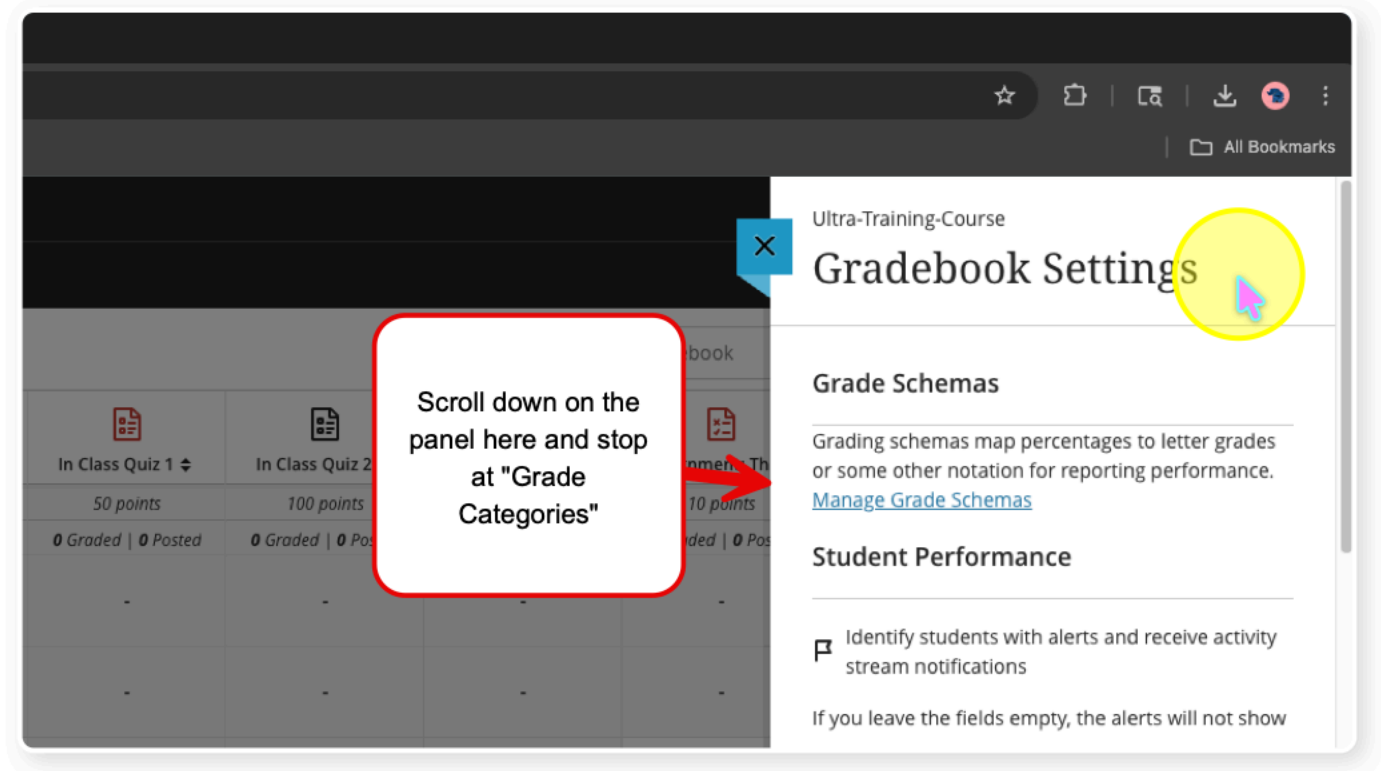
2 Go to the right hand side, and locate the gear icon.



3 Click on the gear icon, this opens the settings.



4 You will see a panel appear, you will scroll down on the panel until you see "Grade Categories"



5 Once you see “Grade Categories”, look at your categories.

The screenshot shows a gradebook interface. On the left is a table with columns for different assignment types: 'In Class Quiz 1', 'In Class Quiz 2', '*Discussion: The...', and '*Assignment: Th...'. Each column shows points and grading status. On the right is a sidebar titled 'Manage gradebook items' with a sub-section 'Grade Categories'. Below this is an 'Add New Category' button, which is circled in yellow. Below the button is a list of categories: 'No Category', 'Participation', 'In Class Work', 'Midterm Exam', and 'Attendance'. Each category has a three-dot menu icon to its right.

6 Please note, you can only delete the categories with blank pages next to them.

This screenshot is similar to the previous one but highlights the 'No Category' item. A red rounded rectangle encloses the 'Add New Category' button and the 'No Category' item. A yellow circle highlights the three-dot menu icon next to 'No Category'. A callout box with a red border and white background contains the text 'These are the categories you can delete!' with a red arrow pointing to the 'No Category' item. The sidebar also shows 'Attendance', 'Quiz', and 'Presentation' categories below.

7

Locate the category you want to delete and locate the three dots.

Grade categories are groups of similar coursework. You can add custom categories to the gradebook.

Add New Category

- No Category
- Participation
- In Class Work** (highlighted with a red box, and its three-dot menu icon is highlighted with a yellow circle)
- Midterm Exam
- Attendance
- Quiz
- Presentation

8

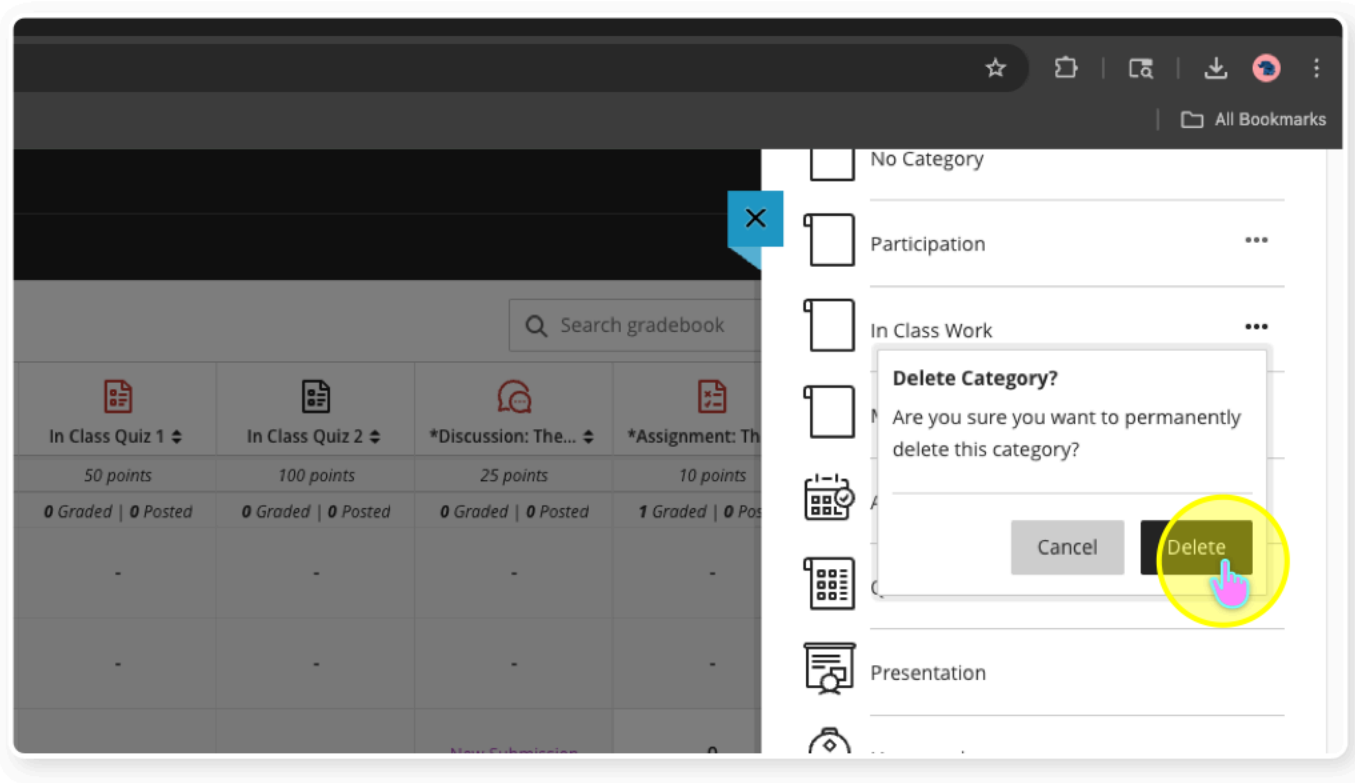
Click on the three dots and the click on delete on the small panel.

Add New Category

- No Category
- Participation
- In Class Work** (highlighted with a red box, and its context menu is open)
- Midterm Exam
- Attendance
- Quiz
- Presentation
- Homework

The context menu for 'In Class Work' is open, showing 'Edit' and 'Delete' options. The 'Delete' option is highlighted with a yellow circle.

9 Click "delete"



10 Click on "X" to close the panel!

