

How can I remove entries from my Online Gradebooks?

This section describes the Remove Gradebook Item page. The Remove Gradebook Item page may be used to remove grades that were manually entered by the instructor, which are called current items, or to remove grades that were automatically entered by the system. The automatic gradebook items are called current assessments.

Remove Gradebook page

Click **Remove Item** on the Spreadsheet View page. The Remove Gradebook Item page will appear as shown below.

Entry fields

The table below details the entry fields on the Remove Gradebook Item page. Warning: Click Submit and a Receipt: Delete Gradebook Item page appears. A confirmation does not appear and this action is irrevocable.

Select Items to Remove	
Current Items:	Select the item to be removed. Items listed here are entered in the gradebook manually. For example a term paper may be entered and graded manually by an instructor.
Select Assessments to Remove	
Current Assessments:	Click the check box next to the assessment to be removed. Assessments are grades that are entered in the gradebook by the system. For example a student completes an assessment online and the system grades the assessment and enters the grade in the gradebook.