

Deleting Grade Categories and Items

Quick Summary

Creating grade categories allows you to characterize and sort grade items in your grade book. Deleting grade categories is an easy process; however, not all grade items within a category are automatically deleted. This article will show you how to delete grade categories, explain what types of items will need to be deleted individually, and describe the steps to delete these items.

- Navigate to Manage Grades
- Select and delete grade categories
- Remove associations to delete remaining items

Video

If you prefer a video version of this content, please select the hyperlink below. Note that this video shows an older version of the Tri-C Brightspace course site; aspects of the layout may appear slightly different. However, the steps are the same.

[Deleting Grade Categories & Items](#)

Part 1: Navigate to Manage Grades

From the course homepage, select **Grades** from the navigation bar, then select the **Manage Grades** tab.

Next, select **Delete** from the **More Actions** dropdown menu.

The screenshot shows the Brightspace LMS interface. At the top, the navigation bar includes 'Content', 'Announcements', 'Assignments', 'Discussions', 'Quizzes', 'Course Tools', 'Class Progress', 'Grades' (highlighted with a yellow circle and '1'), and 'More'. Below the navigation bar, the 'Manage Grades' tab is selected (highlighted with a red circle and '2'). The 'More Actions' dropdown menu is open (highlighted with a red circle and '3'), showing options: 'Reorder', 'View Event Log', 'Make Visible to Users', 'Hide from Users', and 'Delete' (highlighted with a red circle and '4'). The background shows a table with columns for 'Item', 'Type', 'Association', and 'Max. Points'. The table contains two rows: one for a 'Discussion' item with 42 points, and one for a 'Numeric' item with 5 points.

Part 2: Select and Delete Grade Categories

Identify grade items and/or categories you wish to delete. Once you have made the selections, select **Delete** at the bottom of the window. Your grade items and/or categories will be deleted.

<input checked="" type="checkbox"/>	Self And Peer	
<input checked="" type="checkbox"/>	Survey	
<input type="checkbox"/>	Test	
<input type="checkbox"/>	Module 1 Quiz (Due 11-1) ⓘ	Numeric
<input type="checkbox"/>	Module 2 Quiz ⓘ	Numeric
<input type="checkbox"/>	Module 6 Quiz (Due 11-17) ⓘ	Numeric
Delete Cancel 11-15) ⓘ		Numeric

Exceptions

Deleting a category does not necessarily delete all grade items within that category. Instead, some grade items within a deleted category become independent grade items due to their associations. You will need to identify these associated items, remove their associations, and delete them individually. This process is described in Part 3, below.

Part 3: Remove Associations to Delete Remaining Items

Please note that you *cannot* delete grade items that are associated with another course object such as a quiz, discussion topic, or assignment. To delete these items, you must remove the association.

Associated grade items are indicated by an information icon. Select the icon to view details.

<input type="checkbox"/>	Module 1 Quiz (Due 11-1) ⓘ ←	Numeric
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To remove the association from individual items, first find the content item via the navigation bar (in this example, **Quizzes**). Select the item link or **Edit** from the item's drop-down menu.

The screenshot shows the Brightspace interface. The navigation bar includes 'Content', 'Announcements', and 'Quizzes'. The 'Quizzes' menu is open, showing options like 'Edit', 'Hide from Users', 'Preview', 'Delete', 'Copy', 'Grade', 'Setup Reports', 'View Reports', and 'Statistics'. The 'Module 1 Quiz (Due 11/1)' item is selected, and its dropdown menu is open, with 'Edit' highlighted. An information icon (i) is circled in red. The 'Current Quizzes' table is visible at the bottom, showing 'Module 1 Quiz (Due 11/1)' with an information icon.

Next, change the **In Grade Book** selection in the drop-down menu to **Not in Grade Book**.

The screenshot shows the 'Module 1 Quiz (Due 11/1)' configuration page. The 'Grade Out Of' field is set to 20 points. The 'In Grade Book' dropdown menu is highlighted with a red box and a circled '1'. A second red box and circled '2' highlight the 'Not in Grade Book' option in the dropdown menu. The 'Description' field contains the text: 'This quiz will help you demonstrate your knowledge on the concepts presented in Module 1.' The right sidebar shows 'Availability Dates & Conditions' set to 'Always available' and 'Timing & Display' set to 'No time limit' and 'Paging applied'.

Finally, click **Save and Close**. After successfully removing the association, you will now be able to delete the grade item using the same process described in [Part 1](#) and [Part 2](#).

Need Help?

If you need help accessing Brightspace or your Grades, finding and changing specific settings, or have other technical issues, please contact the [Help Desk](#).

If you would like to discuss authentic assessments, appropriate settings for your course, or have an instructional designer review your gradebook, please [book a consultation](#).