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
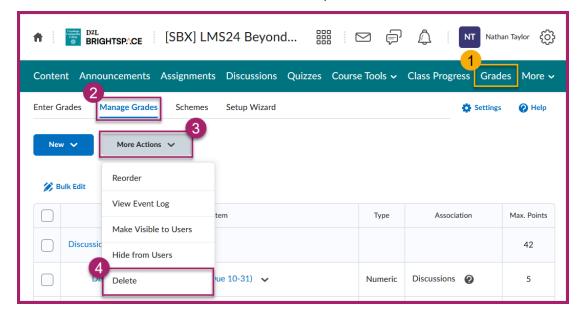- Remove associations to delete remaining items

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.

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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.

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.
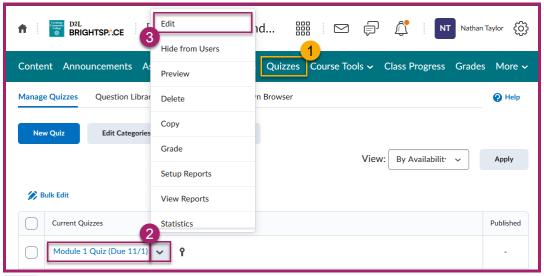
Part 3: Remove Associations to Delete Remaining Items

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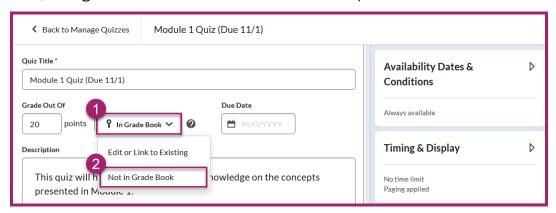
Associated grade items are indicated by an information icon. Select the icon to view details.

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.

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

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.