

# Delete a grade column

Last Modified on 11/13/2018 1:25 pm EST

NOTE: Items associated with a Moodle activity such as “Quiz” or “Assignment” may only be deleted from the gradebook by deleting a course activity.

For this example, a dummy course will be used. The first item was created by adding a Moodle activity therefore it cannot be deleted directly from the gradebook. The second assignment (essay 1) may be deleted directly from the gradebook because it was not created by adding an activity on the activity screen.

TECHNOLOGY EXPERIMENTATION DUMMY COURSE	-	Edit ▾
quiz 1- Requires Respondus LockDown Browser	10.00	Edit ▾
essay 1	100.00	Edit ▾
<b>Course total</b> Simple weighted mean of grades.	<b>100.00</b>	<b>Edit ▾</b>

Save changes

Add category

Add grade item

Add outcome item

1. One may add a category, grade item, or outcome item. In this example the grade item will be used. After selecting “Add Grade Item”, the following screen will appear.

## Grade item

Item name	<input type="text"/>
Item info * ?	<input type="text"/>
ID number * ?	<input type="text"/>
Grade type * ?	Value <input type="button" value="v"/>
Scale * ?	Use no scale <input type="button" value="v"/>
Maximum grade ?	<input type="text" value="100.00"/>
Minimum grade ?	<input type="text" value="0.00"/>
Grade to pass ?	<input type="text" value="0.00"/>
Grade display type * ?	Default (Real) <input type="button" value="v"/>
Overall decimal points ?	Default (2) <input type="button" value="v"/>
Hidden ?	<input type="checkbox"/>
Hidden until	<input type="text" value="2"/> <input type="button" value="v"/> <input type="text" value="October"/> <input type="button" value="v"/> <input type="text" value="2018"/> <input type="button" value="v"/> <input type="text" value="10"/> <input type="button" value="v"/> <input type="text" value="57"/> <input type="button" value="v"/> <input type="button" value="Calendar"/> <input type="checkbox"/> Enable
Locked ?	<input type="checkbox"/>
Lock after	<input type="text" value="2"/> <input type="button" value="v"/> <input type="text" value="October"/> <input type="button" value="v"/> <input type="text" value="2018"/> <input type="button" value="v"/> <input type="text" value="10"/> <input type="button" value="v"/> <input type="text" value="57"/> <input type="button" value="v"/> <input type="button" value="Calendar"/> <input type="checkbox"/> Enable

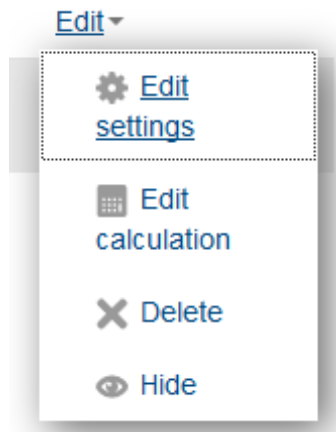
[Show less...](#)

2. One can give the item a name, maximum among of points, points required to pass, etc.  
At the bottom of the screen select "Save Changes"

Save changes

Cancel

3. The new grade item should now appear in your gradebook. In the event that you decide that you no longer want this item, you may select the “edit” option and then select delete.



4. Once this is done, you will receive a question confirming your request. Simply select yes, and the Item should no longer appear in your gradebook.

## Confirm

Delete essay 1 ?

Yes

No

TECHNOLOGY EXPERIMENTATION DUMMY COURSE	-	Edit ▾
quiz 1- Requires Respondus LockDown Browser	10.00	Edit ▾
Course total Simple weighted mean of grades.	100.00	Edit ▾

5. The item no longer appears in the gradebook.

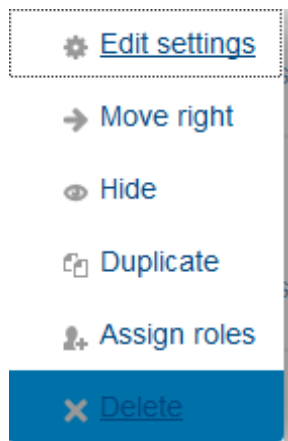
To delete an activity you will need to return to the homepage of your course. Once at the homepage, you will turn the editing option on.

Turn editing on

6. You will locate the activity that you wish to remove.



7. You will go to “Edit” and select “Delete”



8. The item will no longer appear on your homepage or your gradebook.

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