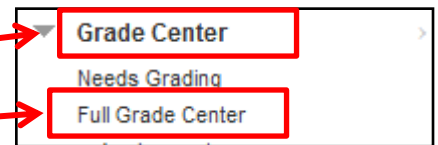


Delete Columns in Grade Center

1. Access Grade Center

In **Course Management Control Panel**, click on **Grade Center**

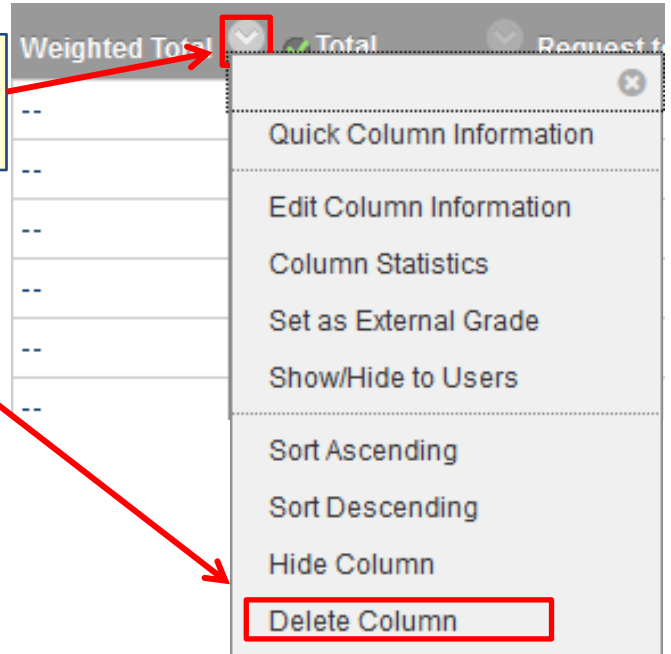
Click on **Full Grade Center**



2. Access the column options

Locate the column you would like to delete and click on the **gray down arrow** icon to bring up the options menu.

Click on Delete. The column will no longer appear in the instructor view of the Grade Center.



Delete this column and all of its associations? This action is final and cannot be undone.

A message will pop up asking you to confirm the delete. **Click OK**

OK

Cancel

IMPORTANT NOTE

If the Delete Column option does not appear for a column, it is due to the fact that the column is associated with a graded activity built into your HuskyCT site. This will be true for Tests, Assignments, SafeAssignments, and graded Discussion forums, Blogs, and Journals. Until the associated graded activity is deleted or set to non-graded (not possible for Tests, Assignments, and SafeAssignments), you will not be able to delete the column.

Tests removed from a Content Area on your HuskyCT site are no longer "Deployed", but will still be available for editing and re-use by going to Tests, Surveys, and Pools under Course Tools.

If Assignments or SafeAssignments are deleted from a Content Area, there is no way to retrieve them for re-use.