This tutorial will explain how to delete and disassociate items from the gradebook.

Part I - Delete items from the Gradebook
Delete and disassociate items from the Gradebook

Step 1 - Click on "Assessments"

Click on "Assessments" in your Navigation bar.
Step 2 - Click "Grades"

This will bring you to the gradebook.
Step 3 - Ensure items have no "Association"

*NOTE: You can only delete items that have no "association". Check this by looking at the Association column. If there is a "-" there is no association. Associated activities will denote "Quiz", "Discussion" or "Dropbox".

To disassociate gradebook items: *See Part II Disassociate items in the gradebook.
Step 4 - Click "More Actions - Delete"

1. Click "More Actions"
2. Click "Delete"
Step 5 - Select items to delete

*Remember items that are "associated" will be greyed out and cannot be removed until they are "disassociated".

Check item to be deleted.

Remember, associated items will be grayed out and cannot be deleted.

Click "Delete Selected"
Part II - Disassociate gradebook items

Before you can delete items from the gradebook. You may need to disassociate gradebook items from the different activity areas. (Quiz, Dropbox or Discussion)
Delete and disassociate items from the Gradebook

Step 1 - Identify item to be disassociated

Go to gradebook and note how the item is associated.

Example being used is Syllabus Quiz

The quiz has an association
Delete and disassociate items from the Gradebook

Step 2 - Go to the appropriate activity area

Click on "Assessments" then click "Quizzes"

In this example we are going to the "quiz" area to remove the "Syllabus Quiz" (If the association is for a Dropbox or Discussion you will need to go to the respective activity area.)
Step 3 - Identify item to be disassociated

1. Select the drop down

2. Click Edit
Delete and disassociate items from the Gradebook

**Step 4 - Go to Assessment tab**

1. Click on "Assessments"

2. Click the drop down under "Grade Item"

3. Select "None"
Delete and disassociate items from the Gradebook

Step 5 - Save and Close

Click "Save and Close"
Step 6 - Review your gradebook

Go back to your gradebook and note that there is no a "-" symbol in the association column.