DELETE GRADE COLUMNS



In ulearn, grade columns can be deleted if they are no longer needed.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



Note:

Remember that deleting a column could potentially effect the final grade if you have a calculated column set up in your grade center. You may need to adjust your <u>% Grade to Date Column</u>.

2. Locate the column you want to delete and click on the arrow next to the title and select **Delete Column**.

QUIZ 4	•
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	Quick Column Information
	Send Reminder
	Change Due Date
	View Grade History
	Edit Column Information
	Column Statistics
	Set as External Grade
	Hide from students (on/off)
	Sort Ascending
	Sort Descending
	Hide from Instructor View
	Delete Column

3. Click **OK** when the message appears asking to delete the column.

ulearn.jwu.edu says Delete this column and all of its associations? This action is final and cannot be undone.			
	Cancel	ок	

Instructional Design & Technology

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Note:

Some columns in the grade center cannot be deleted if they are connected to certain graded items in ulearn such as <u>discussions</u>, <u>blogs</u>, <u>journals</u>, <u>wikis</u>, <u>assignments</u> or <u>Turnitin</u>. Delete those assignments first, it will then ask you if you wish to delete/remove the column associated with it.