

# How to Delete an Assessment

This tutorial will show you how to completely delete an assessment and then delete it out of the grade book.

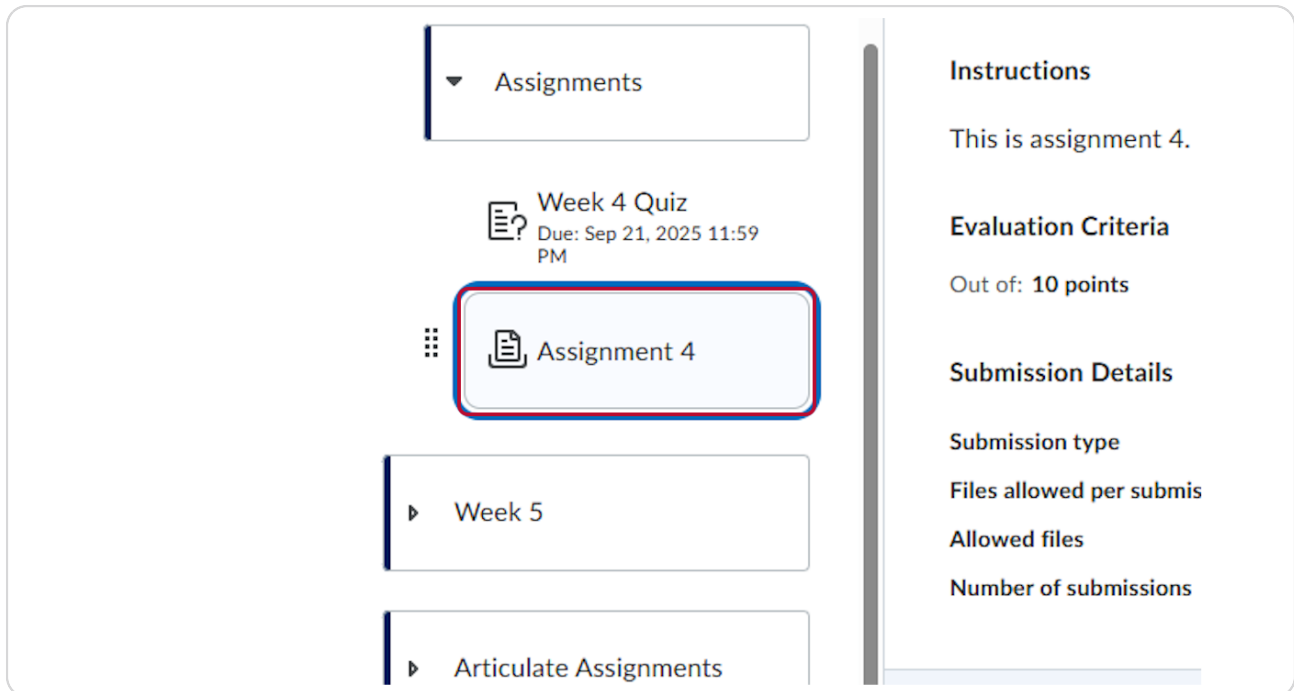
14 Steps   [View most recent version](#) 

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Created by	Creation Date	Last Updated
Patti Brown	Aug 14, 2025	Aug 14, 2025

## STEP 1

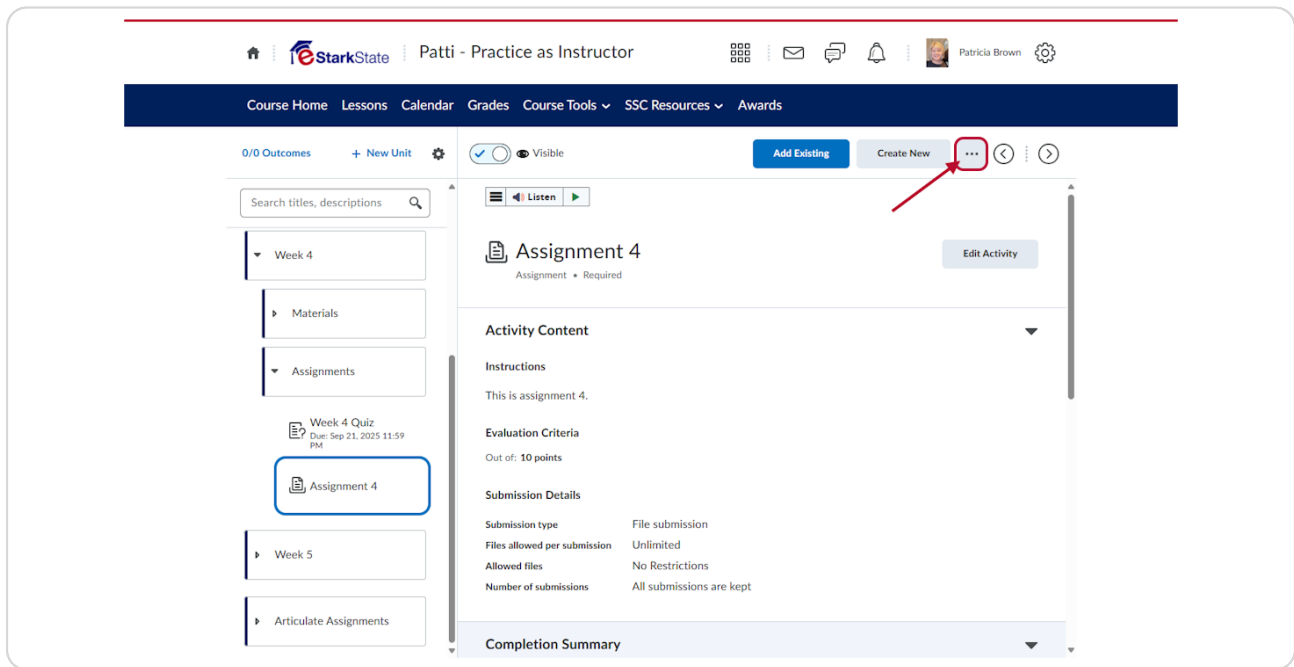
**Go to the assessment under Lessons and click the assessment (discussion, quiz, or assignment)**



The screenshot displays a course management interface. On the left, a sidebar contains a list of items: 'Assignments' (with a dropdown arrow), 'Week 4 Quiz' (with a document icon and due date 'Sep 21, 2025 11:59 PM'), 'Assignment 4' (with a document icon and highlighted with a red and blue border), 'Week 5', and 'Articulate Assignments'. On the right, a panel titled 'Assignment 4' provides details: 'Instructions' (stating 'This is assignment 4.'), 'Evaluation Criteria' (stating 'Out of: 10 points'), and 'Submission Details' (listing 'Submission type', 'Files allowed per submission', 'Allowed files', and 'Number of submissions').

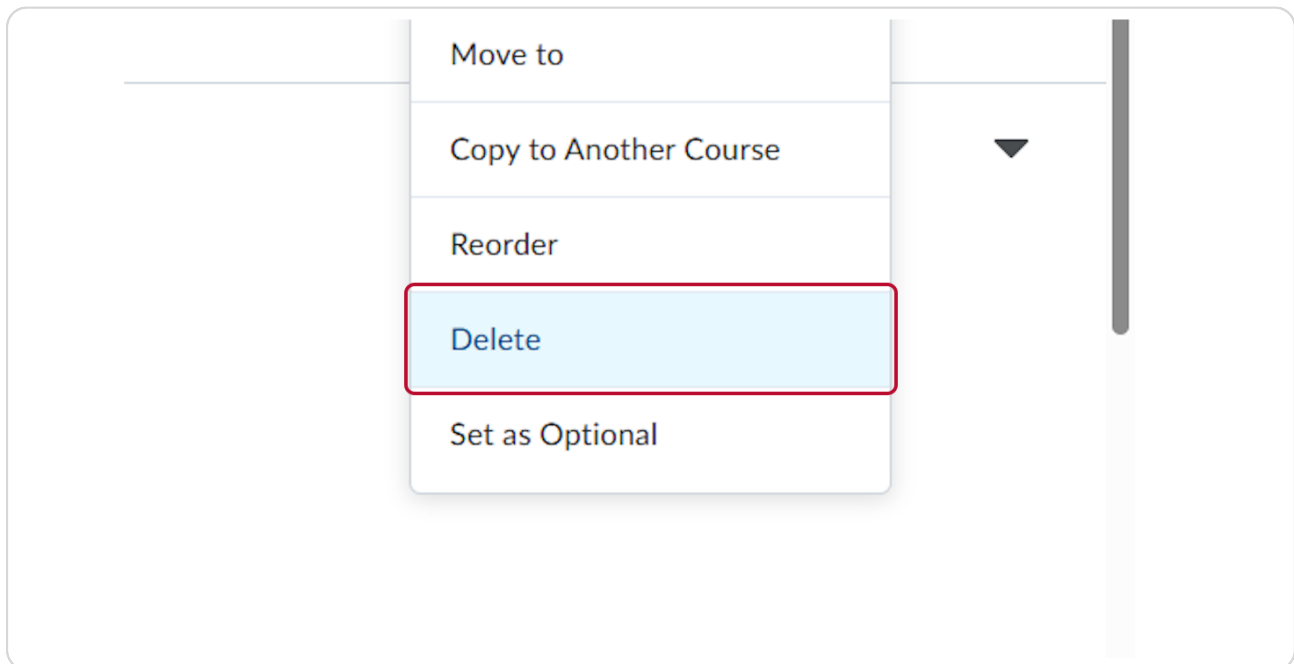
## STEP 2

Click on the three dots in the upper right



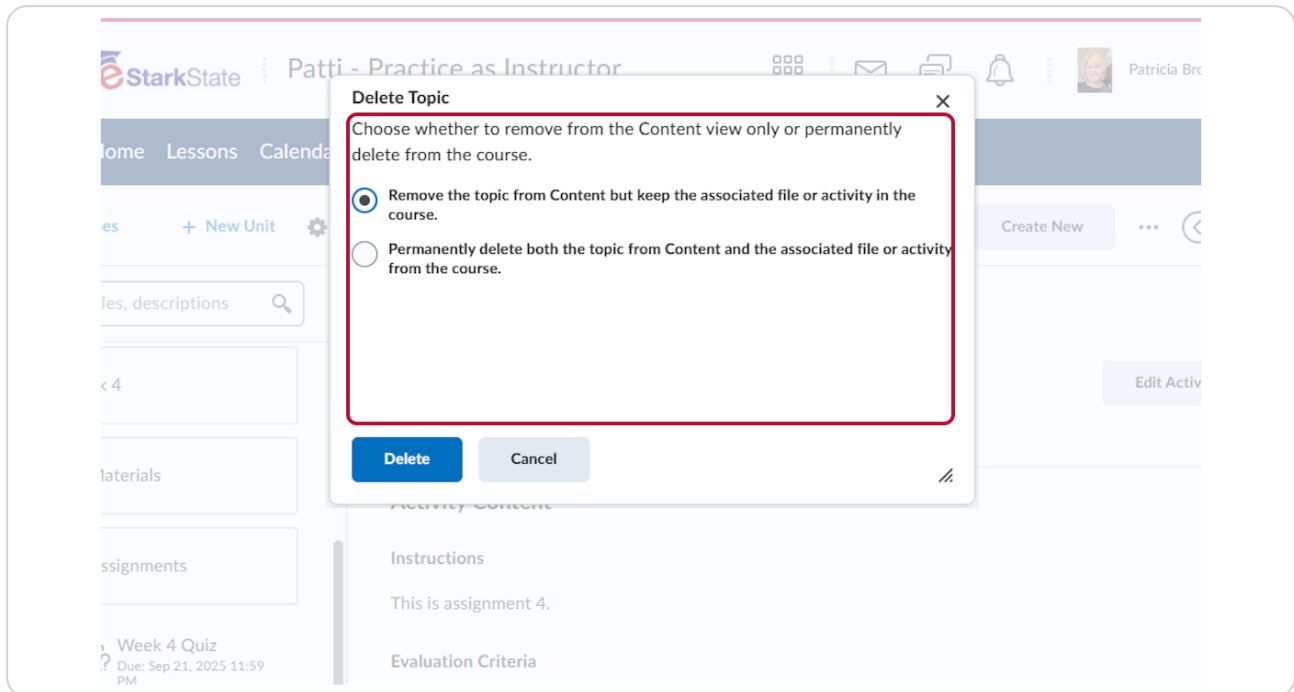
## STEP 3

Click on Delete



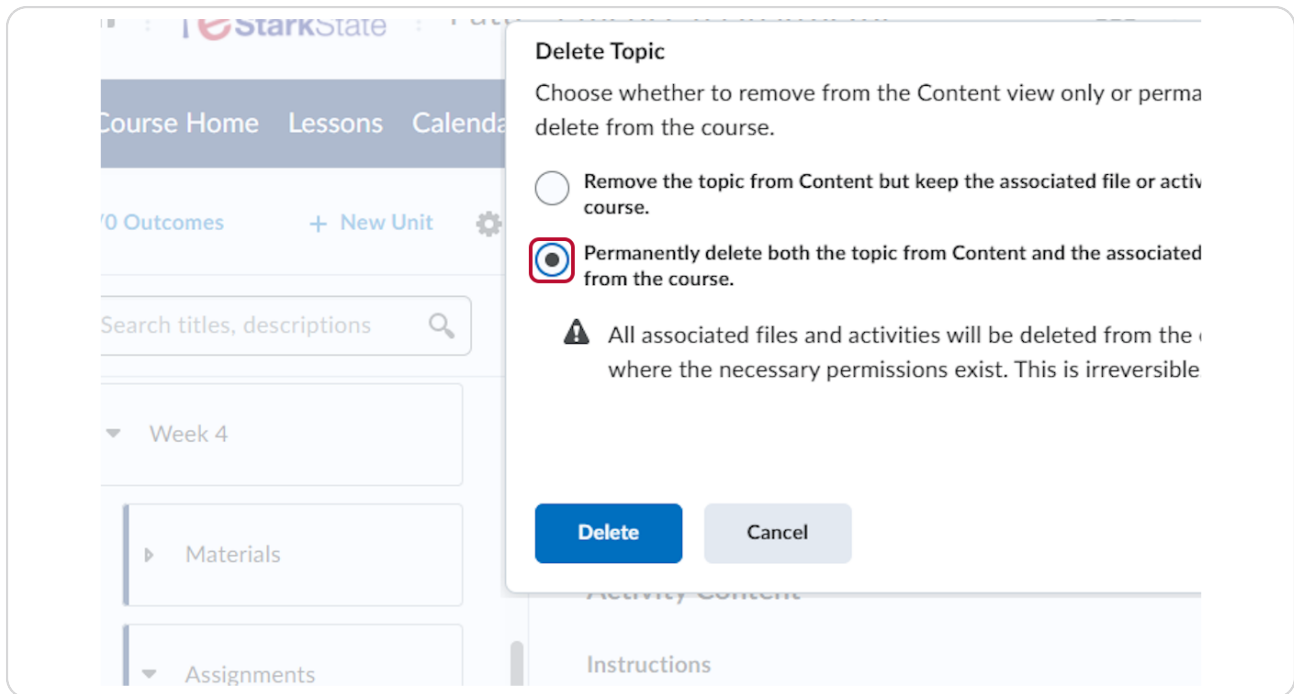
## STEP 4

If you select the first option, you will **ONLY** delete the link not the actual assessment. If you select the second option, you will delete the link **AND** the assessment. We will click the second option.



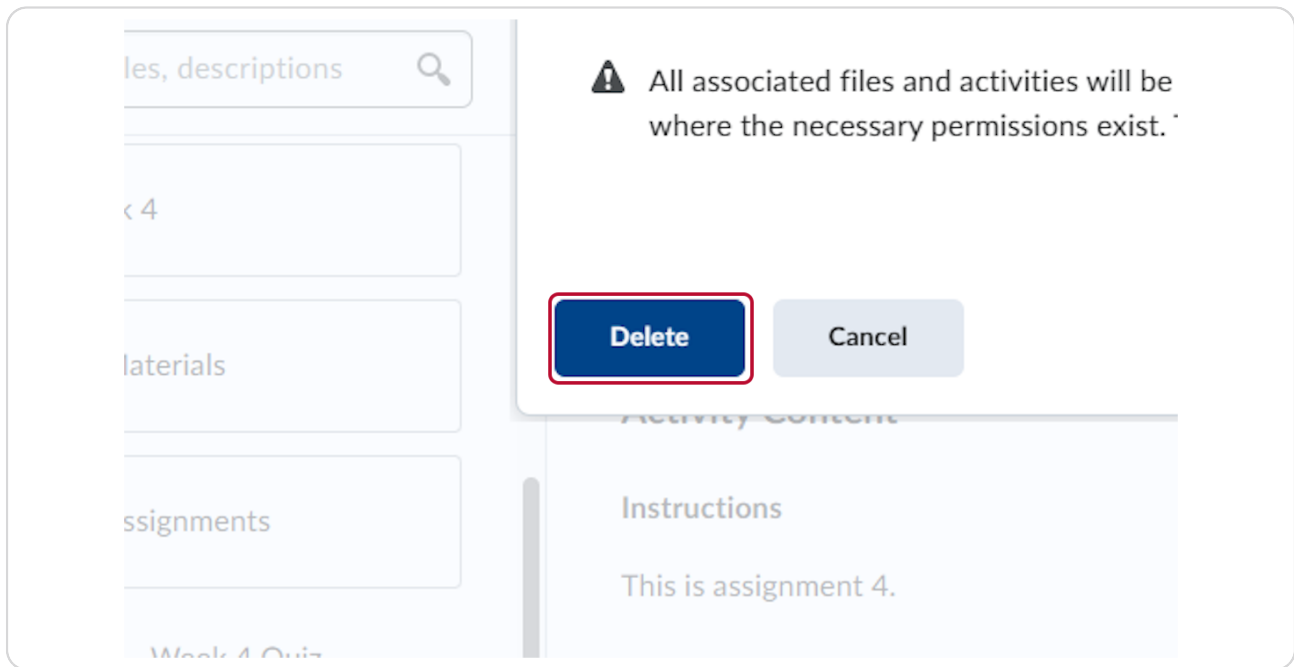
## STEP 5

Select **Permanently delete** both the topic from Content and the associated file or activity from the course.



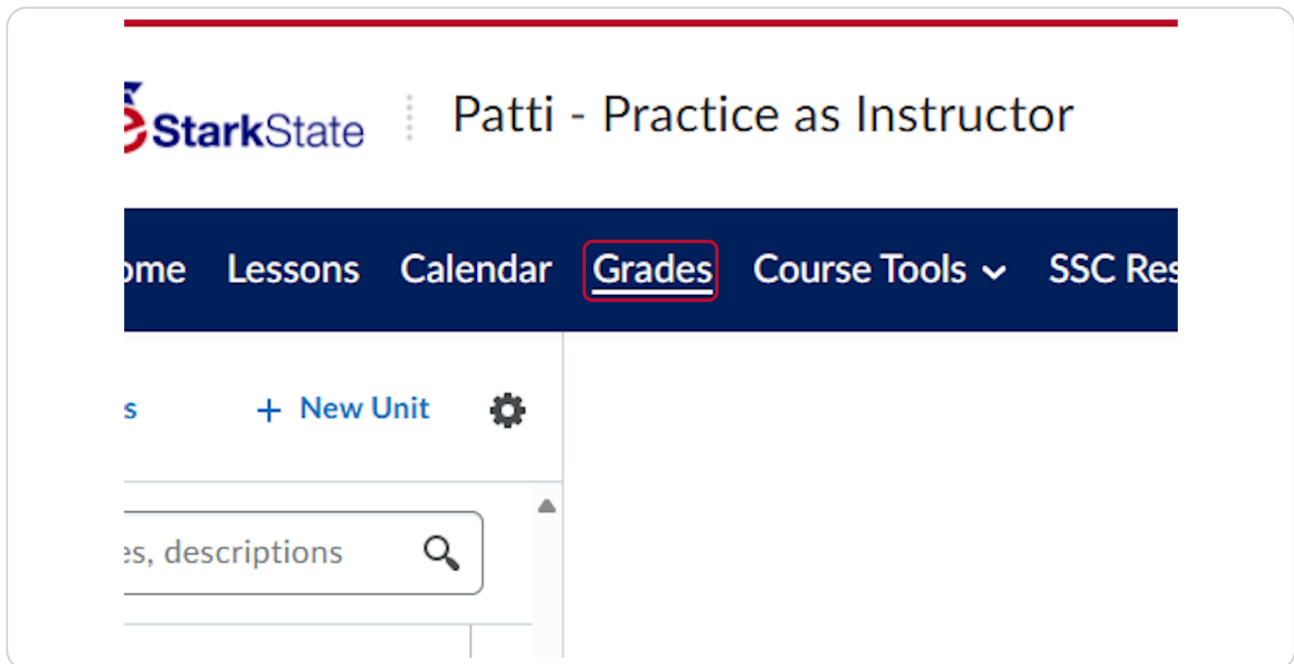
## STEP 6

### Click on Delete



## STEP 7

Now we need to delete it out of the grade book. Click on Grades



STEP 8

Click on Manage Grades

The screenshot displays the eStarkState user interface. At the top, there is a navigation bar with a home icon, the eStarkState logo, and the text 'Patti - Practice as'. Below this is a dark blue menu bar containing the following items: 'Course Home', 'Lessons', 'Calendar', 'Grades', and 'Course'. Under the 'Grades' menu item, there is a sub-menu with the following options: 'Enter Grades', 'Manage Grades' (which is highlighted with a red rectangular box), 'Schemes', and 'Setup Wizard'. Below the sub-menu, there are four buttons: 'Import' (blue), 'Export' (light blue), 'Switch to Spreadsheet View' (light blue), and 'More Actions' (light blue). Below these buttons, there is a 'View By:' section with a dropdown menu currently set to 'User' and an 'Apply' button. At the bottom, there is a search bar with the placeholder text 'Search For...' and a magnifying glass icon, followed by a link that says 'Show Search Options'.

## STEP 9

**Notice that the assessment, Assignment 4, that we deleted is not linked anymore, so we can delete it.**

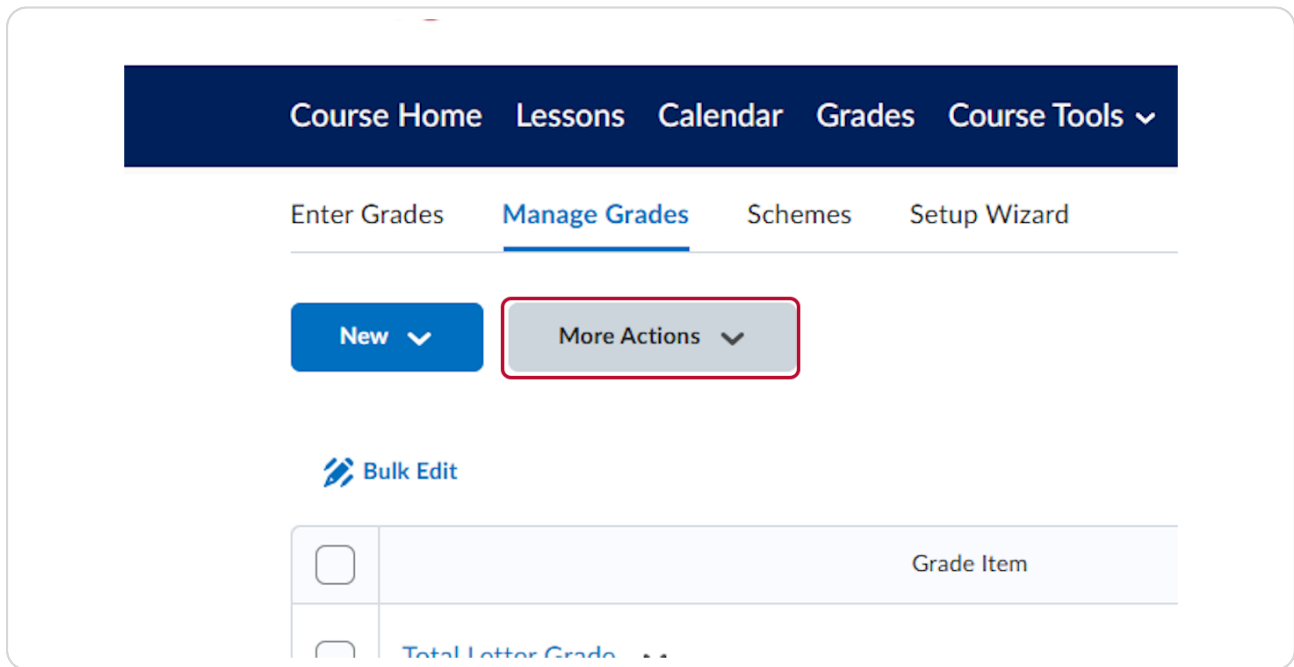
<input type="checkbox"/>	Week 2 Discussion ▾	Numeric	Discussions ⓘ	10
<input type="checkbox"/>	Week 4 Discussion ▾	Numeric	Discussions ⓘ	10
<input type="checkbox"/>	Week 3 Discussion Forum ▾	Numeric	Discussions ⓘ	10
<input type="checkbox"/>	Week 3 Quiz ▾	Numeric	Quizzes ⓘ	10
<input type="checkbox"/>	Assignment 2 ▾	Numeric	Assignments ⓘ	25
<input type="checkbox"/>	Research Proposal Group Assignment ▾	Numeric	Assignments ⓘ	25
<input type="checkbox"/>	Assignment 3 ▾	Numeric	Assignments ⓘ	10
<input type="checkbox"/>	Assignment 4 ▾	Numeric	-	10
<input type="checkbox"/>	Title IX Training & Quiz ▾	Numeric	Content Service ⓘ	10
<input type="checkbox"/>	College Resources Digital Scavenger Hunt ▾	Numeric	Content Service ⓘ	10
<input type="checkbox"/>	How Well Do You Listen Survey ▾	Numeric	Content Service ⓘ	10
<input type="checkbox"/>	Exploring Educational Pathways to a Career ▾	Numeric	Content Service ⓘ	10
<input type="checkbox"/>	Library Assignment ▾	Numeric	Content Service ⓘ	20
<input type="checkbox"/>	Cultural Intelligence Survey Assessment ▾	Numeric	Content Service ⓘ	10

This dash means that the assessment is no longer connected so it can be deleted.



## STEP 10

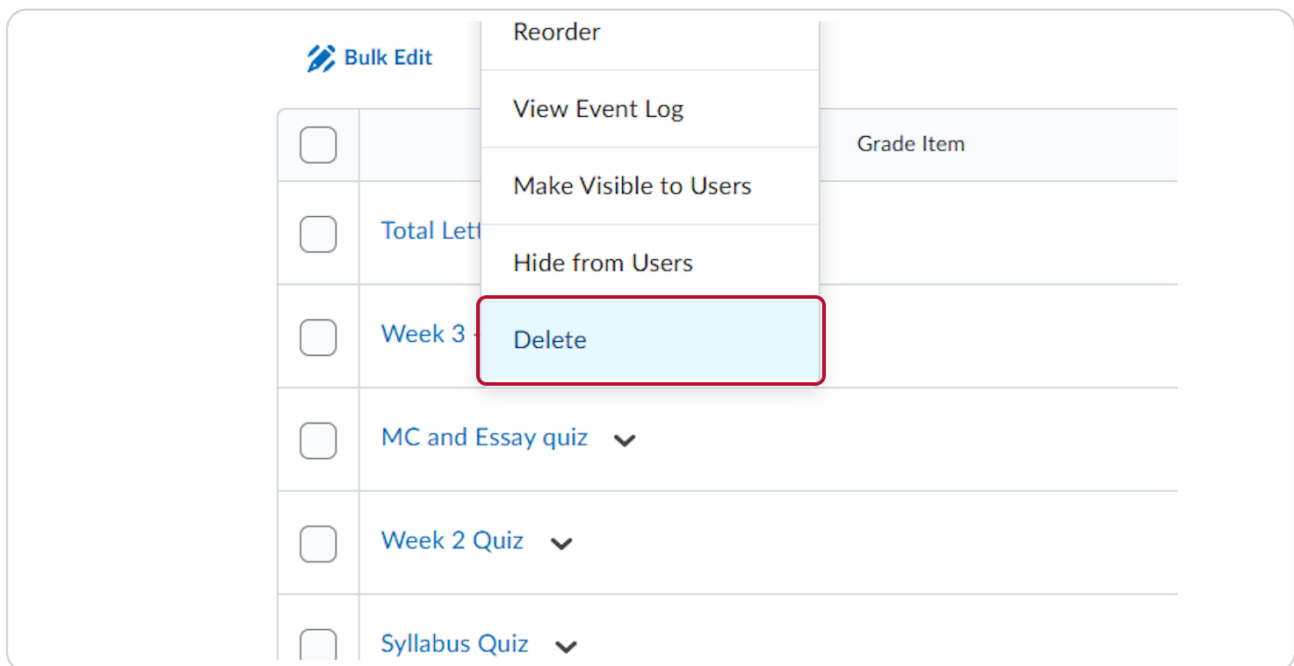
To delete, Click on More Actions



The screenshot shows the 'Manage Grades' interface. At the top, there is a dark blue navigation bar with links: 'Course Home', 'Lessons', 'Calendar', 'Grades', and 'Course Tools' with a dropdown arrow. Below this, a sub-navigation bar contains 'Enter Grades', 'Manage Grades' (which is underlined), 'Schemes', and 'Setup Wizard'. In the main area, there are two buttons: a blue 'New' button with a dropdown arrow, and a grey 'More Actions' button with a dropdown arrow, which is highlighted with a red rectangle. Below the buttons, there is a 'Bulk Edit' link with a pencil icon. At the bottom, a table is partially visible with a checkbox in the first column and 'Grade Item' in the second column.

## STEP 11

Click on Delete



This screenshot shows the 'More Actions' dropdown menu open. The menu options are: 'Reorder', 'View Event Log', 'Make Visible to Users', 'Hide from Users', and 'Delete'. The 'Delete' option is highlighted with a red rectangle. In the background, the 'Bulk Edit' link is visible, and a table with checkboxes and grade items like 'Total Lett', 'Week 3', 'MC and Essay quiz', 'Week 2 Quiz', and 'Syllabus Quiz' is partially visible.

## STEP 12

**Check Select the assessment you deleted. We used Assignment 4**

<input type="checkbox"/>	Week 3 Quiz ?
<input type="checkbox"/>	Assignment 2 ?
<input type="checkbox"/>	Research Proposal Group Assignment ?
<input type="checkbox"/>	Assignment 3 ?
<input checked="" type="checkbox"/>	Assignment 4
<input type="checkbox"/>	Title IX Training & Quiz ?
<input type="checkbox"/>	College Resources Digital Scavenger Hunt ?
<input type="checkbox"/>	How Well Do You Listen Survey ?

## STEP 13

**Click on Delete**

<input checked="" type="checkbox"/>	Assignment 4
<input type="checkbox"/>	Title IX Training & Quiz ?
<input type="checkbox"/>	College Resources Digital Scavenger Hunt ?
<input type="checkbox"/>	How Well Do You Listen Survey ?
<input type="checkbox"/>	Exploring Educational Pathways to a Career ?

Delete

Cancel

## STEP 14

### Click on Delete

<input type="checkbox"/>	Speech #1 ?	Numeric
<input type="checkbox"/>	Week 2 Discussion Forum	Numeric
<input type="checkbox"/>	Week 2 Discussion ?	Numeric
<input type="checkbox"/>	Week 4 Discussion ?	Numeric
<input type="checkbox"/>	Week 3 Discussion Forum ?	Numeric
<input type="checkbox"/>	Week 3 Quiz ?	Numeric
<input type="checkbox"/>	Assignment 2 ?	Numeric
<input type="checkbox"/>	Research Proposal Group Assignment ?	Numeric
<input type="checkbox"/>	Assignment 3 ?	Numeric
<input checked="" type="checkbox"/>	Assignment 4	Numeric
<input type="checkbox"/>	Title IX Training & Quiz ?	Numeric
<input type="checkbox"/>	College Resources Digital Scavenger Hunt ?	Numeric
<input type="checkbox"/>	How Well Do You Listen Survey ?	Numeric
<input type="checkbox"/>	Exploring Educational Pathways to a Career ?	Numeric
<input type="checkbox"/>	Library Assignment ?	Numeric

**Confirmation**

Are you sure you want to delete the (1) selected grade items and/or categories?

Deleting items includes deleting all associated grades, removal from calculations, and removal from other tool associations. Consider hiding the items instead. If deleting, be sure that these are the intended grade items and that there are no associated grades that are needed.

**Delete** Cancel

