DELETE AN ASSIGNMENT



If an assignment is no longer needed in a ulearn course, it can be deleted. You can also simply just <u>edit the assignment</u> to rename it.

Instructions

- 1. Click on a <u>content area</u> where the assignment is located.
- 2. Click the **down arrow** next to the assignment's name. Select **Delete**.



3. When the message appears, click OK.

ulearn.jwu.edu says Delete: Assignment 5?		
	Cancel	ок

4. A banner appears at the top of the page, the assignment has been deleted. The grade center columns will be automatically removed.



5. If student's previously submitted to the assignment and you still wish to delete it, this message will appear. In most cases, you will want to select the "Delete this Assignment" option, otherwise you will end up with an orphan grade column that is no longer associated with the original assignment and cannot be removed by you or a ulearn system admin. Choose the Delete option and then click Remove when done.

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Warning: Deleting this Assignment also delete all its submissions. Retain the Grade Center item and scores for this Assignment by choosing Preserve scores below. These link to the Assignment submissions that produced the scores. This action cannot be undone. To prevent submissions from being deleted, choose Cancel and make this co unavailable rather than deleting it.	scores will no longer ntent item
Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.	
OPlete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.	
	Cancel Remove

Note:

If you have a column you cannot delete, please email <u>ulearnhelp@jwu.edu</u>. Provide the CRN of the course and the column ID, which can be obtained by hovering over the name of the column and selected Quick Column Info for the column.

