Deleting Gradebook Items in Sakai

Removing a Manually-Created Gradebook Item

1. In the left menu, click on the **Gradebook tool**.

2. Locate the Gradebook item you want to delete under the **Gradebook Items Summary** list, and click the title.

3. On the Gradebook Items Summary page, click **Remove gradebook item from gradebook**.

4. On the Remove Gradebook Item confirmation page, check **Remove this gradebook item and all associated scores from the gradebook**.

5. To delete the item from the Gradebook, click **Remove**.

Removing a Gradebook Item Associated with a Sakai Tool

If the item in the Gradebook you wish to remove was created in another tool (such as the Assignments tool or the Tests & Quizzes tool), you will need to go back to the original tool to remove the item from the Gradebook. Depending on your intention, you can either delete the entire assignment/test or remove the association of the assignment/test to the Gradebook. Either action will remove the Gradebook item.

In the example below, Olympics Exam 4, has been created in the Sakai Tests & Quizzes tool and added to the Gradebook via the “Grades sent to Gradebook” option under the Grading settings for the test.
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Clicking on the title of the item indicates the item cannot be removed via the Gradebook.

<table>
<thead>
<tr>
<th>Title</th>
<th>Olympics: Exam 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>60</td>
</tr>
<tr>
<td>Class average for scores entered</td>
<td>60%</td>
</tr>
<tr>
<td>Category</td>
<td>Please assign this item to a category. Click Edit Item Settings below and choose</td>
</tr>
<tr>
<td>Due Date</td>
<td>Sep 25, 2014</td>
</tr>
<tr>
<td>Options</td>
<td>Go to Tests &amp; Quizzes to grade or remove gradebook item from gradebook.</td>
</tr>
</tbody>
</table>

To remove this item from the Gradebook:

1. Click on the Tests & Quizzes tool in the course tools menu.
2. Locate the test under Published Copies.
3. Click on **Settings** from the drop-down Select Action menu to the left of the test title.

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Sakai ver. 10 – Gradebook
Instructional Technology and Research Support (ITRS) Revised 4/22/15
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4. In the Settings options, navigate to the Gradebook heading, and expand it. Select the **None** option and then click on **Save**.

5. This will retain the test but remove the associated Gradebook item. You can always reassociate the test to the Gradebook if you wish. In this method all test data is retained.

6. Alternatively, you can choose **Remove** from the drop-down Select Action menu. This will **delete** the published copy of the test. While this method also removes the Gradebook association it also deletes **any existing student data associated with the test, e.g., test scores, question answers, etc.** The same applies to an assignment. Removing the assignment rather than simply taking away the Gradebook association will delete any existing student data associated with the assignment, e.g., student submissions to the assignment, grades, instructor feedback, etc.