**EDITING AND DELETING ASSIGNMENTS**

1) On the ‘Gradebook’ screen click on the heading of the assignment that needs changing. This will open up the assignment and you will be able to see all the assignment scores and details.



2) Make the required changes. Also make sure that only ‘Allow students

to see the assignment’ is selected. Deselect all other options.



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3) Once you are happy with the changes, click on ‘Save Assignment’ and your assignment will be updated with the changes that you made.

4) To delete an assignment click on the heading of the assignment (step 1), scroll down and click on delete.



5) Confirm that you wish to delete the event by clicking ‘OK’. You will now see that the assignment has been deleted.

6) Warning. Do NOT delete assignments that have scores on them unless you want the scores to be completely removed from the system.