

eLearning – Grade Book – Deleting Columns

If you want to delete columns in the grade book that you no longer need please log into your room and make sure you are in Teach mode.

Select Grade Book and then click on Grade Book Options then Column Settings.

The screenshot shows the SUNY Cortland eLearning interface. The top navigation bar includes 'SUNY Cortland eLearning | Accessibility | Help | Log o'. Below this are tabs for 'Build', 'Teach', and 'Student View'. A left sidebar lists 'Instructor Tools' (Manage Course, Assessment Manager, Assignment Dropbox, Grade Book, Grading Forms, Group Manager, Tracking, Notes, Selective Release) and 'Course Tools'. The main content area is titled 'Your location: Grade Book' and 'Grade Book'. It features buttons for 'Create Column', 'Import from Spreadsheet', and 'Reorder Columns'. A 'Grade Book Options' dropdown menu is open, showing 'Column Settings' (highlighted with a red box), 'Unfreeze Columns', 'Find Members', 'Show All Members', 'Show Unenrolled Member Data', and 'View Audit History'. Below the menu is a table with columns: Last Name, First Name, User ID, Role, and a partially visible 'Lab Grade' column.

You will then be able to Delete Columns by click on the check box above the name of the column and going to the bottom of the page and clicking on Delete:

The screenshot shows the 'Column Settings' page. The breadcrumb is 'Your location: Grade Book > Column Settings'. There is a 'Create Column' button. A table lists columns with various settings. The 'Lab Grade' column is selected, indicated by a checked checkbox in the 'Select All/None' row. At the bottom, a 'Delete' button is also circled in red. Below the buttons are controls for alignment, decimals, and grade.

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	User ID	Role	Lab Grade	Plato	MAT480W09Q4
Type:	Alpha	Alpha	Alpha	Alpha	Num	Num	Quiz
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	No	No
Grade Column:	No	No	No	No	Yes	Yes	Yes
Decimals:					2	0	2
Maximum value:					100	123	20
Source:						PROJECT_TYPE	ASSESSMENT_TYPE
Release Statistics:					None	None	None


You are allowed to Delete multiple Columns at the same time.


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PLEASE NOTE: If the column states that it has a source (like Assessment) the column cannot be deleted until the Assessment (or assignment) is deleted.

Your location: [Grade Book](#) > **Column Settings**

Column Settings

Create Column 

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	User ID	Role	Lab Grade 	Plato	MAT480W09Q4
Type:	Alpha	Alpha	Alpha	Alpha	Num	Num	Quiz
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	No	No
Grade Column:	No	No	No	No	Yes	Yes	Yes
Decimals:					2	0	2
Maximum value:					100	123	20
Source:						PROJECT_TYPE	ASSESSMENT_TYPE
Release Statistics:					None	None	None

Delete Release Do Not Release

- Align - Decimals - - Grade: -

Delete Selected Column(s)