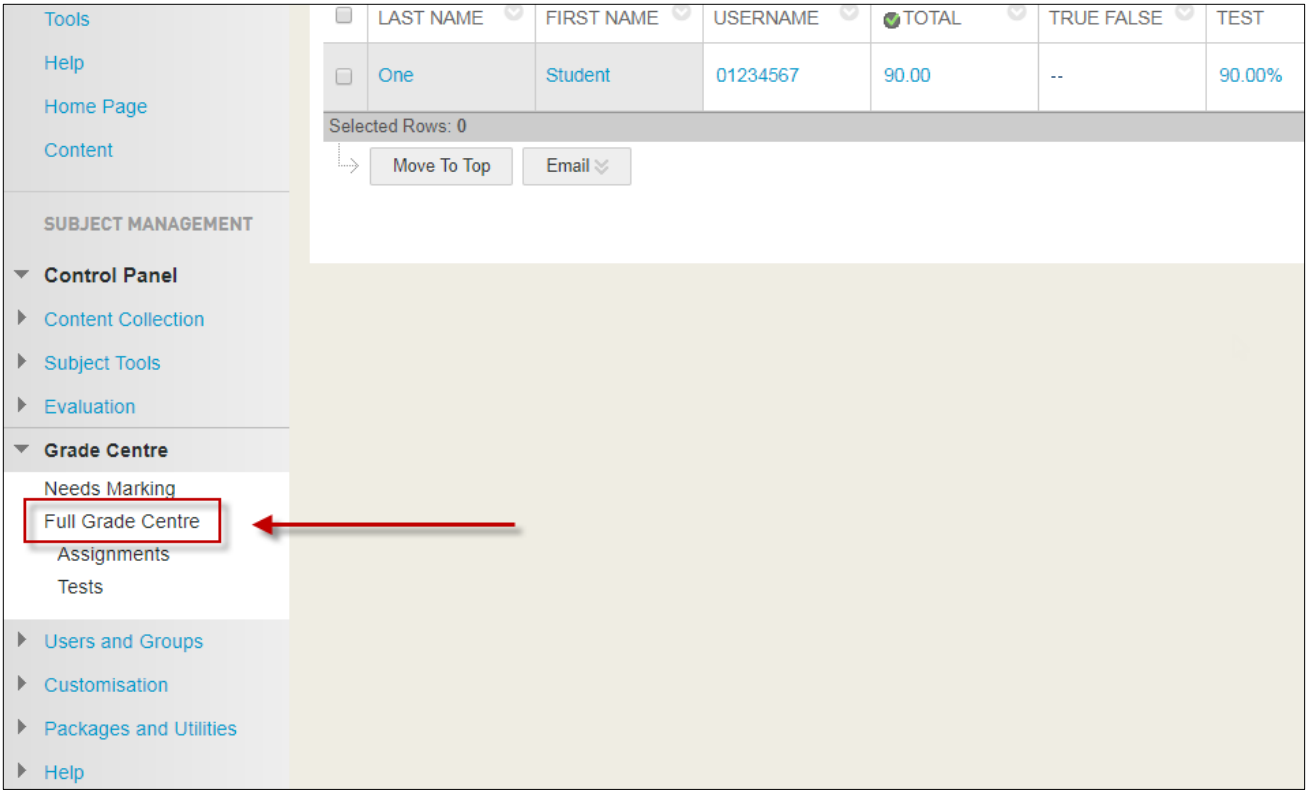
FULL GRADE CENTRE

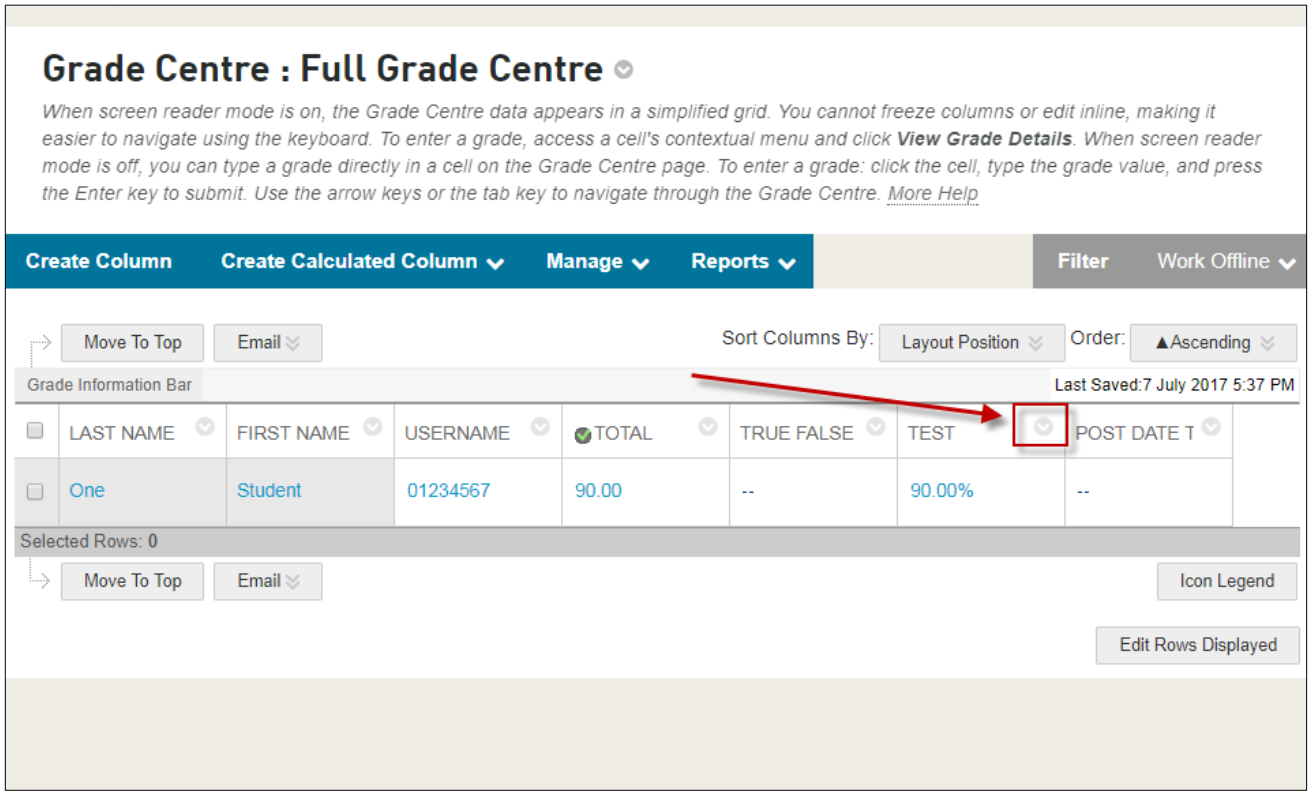
Manually deleting a Grade column

When an assessment item is created in a UTSOnline subject site, a Grade column is automatically added to the Full Grade Centre for that assessment item. These automatically created Grade columns can only be deleted by deleting the associated assessment item. If however a Grade column is created manually i.e. within the Full Grade Centre, that Grade column can be manually deleted.

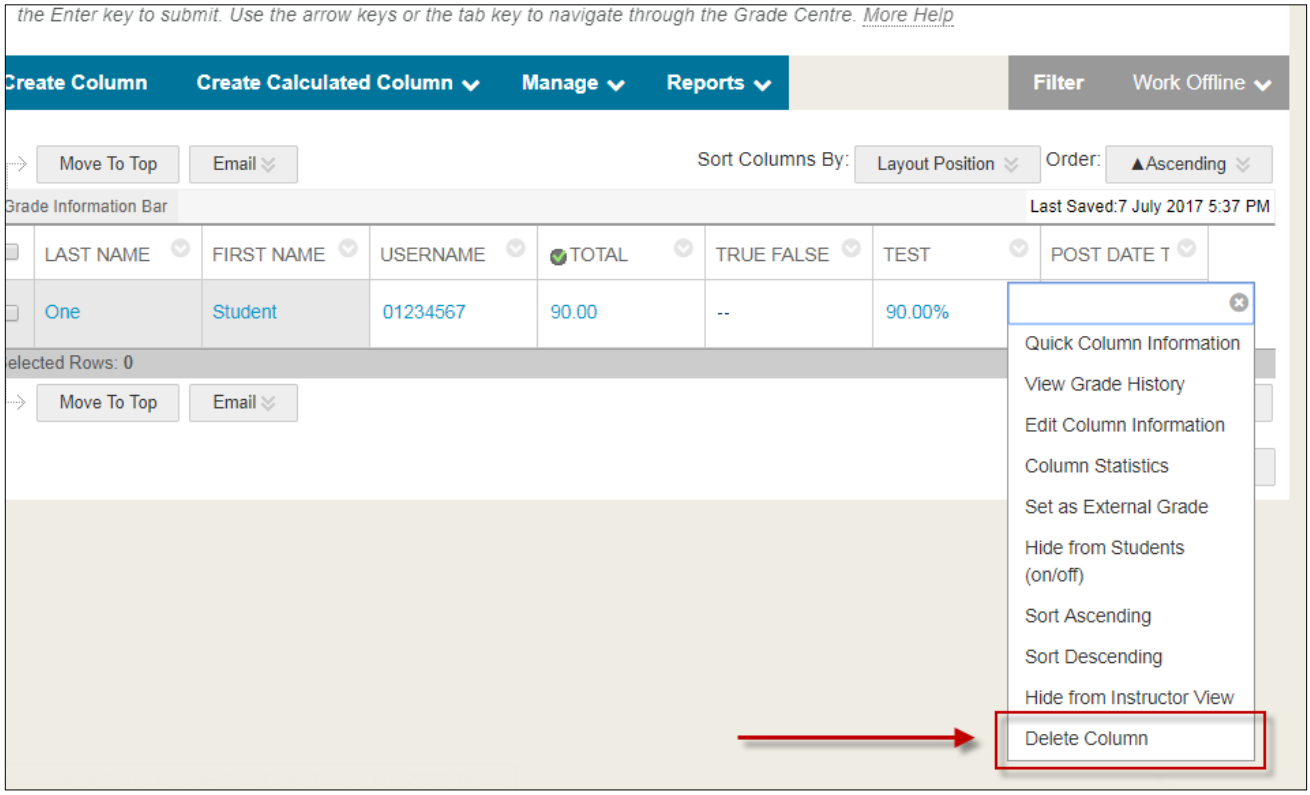
Step 1 of 3: In your UTSOnline subject site, navigate to the **Control Panel** area, expand the **Grade Centre** menu, and select **Full Grade Centre**.



Step 2 of 3: In the header of the Grade column you want to delete, click on the down-arrow icon to open the menu options.



Step 3 of 3: In the Grade column menu options, select **Delete Column**. In the confirmation message that appears, click on the OK button to delete the Grade column.



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