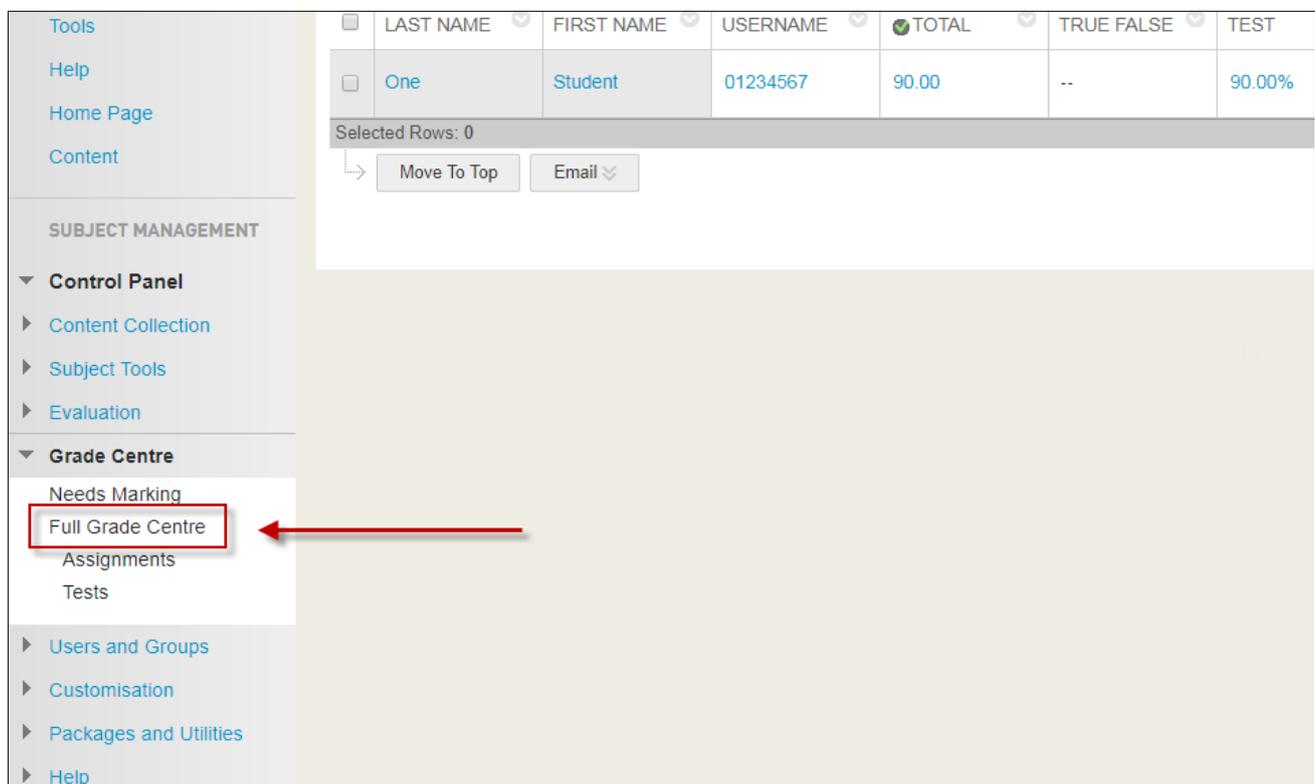


FULL GRADE CENTRE

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**.



The screenshot shows the UTSONline interface. On the left is a navigation menu with sections: Tools, Help, Home Page, Content, SUBJECT MANAGEMENT, Control Panel (expanded), Grade Centre (expanded), and Users and Groups. Under 'Grade Centre', 'Full Grade Centre' is highlighted with a red box and a red arrow. The main content area shows a table with columns: LAST NAME, FIRST NAME, USERNAME, TOTAL, TRUE FALSE, and TEST. A row is visible with values: One, Student, 01234567, 90.00, --, 90.00%. Below the table, it says 'Selected Rows: 0' and has buttons for 'Move To Top' and 'Email'.

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	TOTAL	TRUE FALSE	TEST
<input type="checkbox"/>	One	Student	01234567	90.00	--	90.00%

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.

Grade Centre : Full Grade Centre ▾

*When screen reader mode is on, the Grade Centre data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. [More Help](#)*

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Move To Top Email ▾ Sort Columns By: Layout Position ▾ Order: ▲Ascending ▾

Grade Information Bar Last Saved: 7 July 2017 5:37 PM

<input type="checkbox"/>	LAST NAME ▾	FIRST NAME ▾	USERNAME ▾	TOTAL ▾	TRUE FALSE ▾	TEST ▾	POST DATE T ▾
<input type="checkbox"/>	One	Student	01234567	90.00	--	90.00%	--

Selected Rows: 0

Move To Top Email ▾ Icon Legend Edit Rows Displayed



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.

the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: 7 July 2017 5:37 PM

LAST NAME	FIRST NAME	USERNAME	TOTAL	TRUE FALSE	TEST	POST DATE T
One	Student	01234567	90.00	--	90.00%	

Selected Rows: 0

Move To Top Email

- Quick Column Information
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column**



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